



Student Handbook



Academic Year
2010-2011



The Unity College Student Affairs staff will encourage all community members to:

- **Practice personal and academic integrity**
- **Take pride and become engaged in our community**
- **Respect the dignity and rights of all persons**
- **Demonstrate concern for and care of the environment**
- **Promote and maintain healthy lifestyles and choices**

Unity College Student Handbook 2010–2011

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Section 1:
Student's Rights

Section 1: Student's Rights

PREAMBLE

The Unity College student body is a dynamic group of unique individuals whose ethical standards are driven by the compass core values of integrity, community, respect, and environment. See the inside front cover (page 2) for details on the compass values.

CODE OF CONDUCT

All members of the Unity College student body must be responsible for their actions and make sure that these actions do not adversely affect other community members. The college has the authority and responsibility to establish rules and standards that may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principle responsibility for proper conduct rests with students, and as much as possible, they are encouraged to resolve conflicts of individual rights and responsibilities themselves. The college will become involved, however, when students cannot resolve conflicts themselves; when local, state, or federal laws have been broken; when there could be or there is a potential for personal or environmental harm or property damage; or when college regulations have been violated.

Unity College requires students to obey local, state, and federal laws. The college also has regulations that it expects students to follow both on campus and at all college-sponsored events. The college will take action against students whose on- or off-campus behavior harms the college's general image or reputation. Students whose off-campus activities have a direct bearing on the college or members of the Unity College community may also be subject to disciplinary action.

In order to achieve our goals as a community, we follow the Unity College Code of Conduct. It embodies—in addition to policies—the acknowledgment of the right of individuals to decide how they live their lives as long as those actions do not interfere with the rights and welfare of others. Thus, our actions as a community and as individuals must assure equal treatment to all. This includes upholding honesty and maintaining respect, honor, and civility toward all community members throughout our involvement with the college community.

STUDENT'S RIGHTS

A. Personal Rights

1. Right to Equal Treatment. Unity College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Unity College does not discriminate in its educational and employment policies on the basis of race, color, creed, religion, national/ethnic origin, gender, sexual orientation, age, or with regard to the bases outlined in the Veteran Readjustment Act and the Americans with Disabilities Act or other protected classes as required by state or federal law.

The harassment or intimidation of another person, whether student, faculty, or staff, that limits another person's right to equal opportunity or otherwise denies another person equal treatment because of his or her race, age, gender, sexual orientation, religion, national origin, ancestry, socio-economic class, disability, or previous military service is prohibited. The term *harassment* is taken to include oral, written, and electronic communication and/or physical invasion of any individual's right through graffiti, obscene communications, name-calling, or other means. Discrimination against students or employees who are HIV positive or who are perceived to be at risk of being HIV positive will not be permitted at Unity College. Sanctions that may be imposed include suspension or dismissal from the college or such lesser sanctions as may be appropriate to the nature of the act.

2. Right to Express Yourself Freely. Unity College affirms your right to free expression

and association. This includes forming clubs and organizations as well as taking part in demonstrations and rallies. The college community is open to and committed to the protection of all clubs, organizations, and peaceful forms of protest. However, each community member and invited authorized speakers and presenters are expected to:

- a. Recognize and allow for the legitimate functions of the college. Obstructing or disrupting teaching, research, administrative proceedings, or other authorized college activities is unacceptable.
- b. Allow other students, college officials, employees, and invited guests of the college lawful freedom of movement on the campus and lawful use of the property of the college. Persons who are not members of the Unity College community (i.e., who are not faculty, students, or staff) and who wish to speak publicly on campus must obtain prior written authorization from the senior vice president for academic affairs' office or the dean for student affairs in the absence of the senior vice president for academic affairs. If written authorization is granted, the speaker(s) must adhere to the above policy and the time limit agreed to in writing. Questions related to this policy should be addressed to the senior vice president for academic affairs' office.
- c. Recognize and allow the staff and faculty of the college to engage in the performance of their duties and for students to pursue their educational activities. Impeding or restricting these activities through the use of restraint, abduction, coercion, or intimidation, or when force and violence are present or threatened, is unacceptable.
- d. Vacate a building, sidewalk, road, driveway, or other facility of the college when directed to do so by an authorized college official or other having just cause to order the action.
- e. Respect the on-going, legitimate functions of classes, meetings, office procedures, study, sleep, and other legitimate college activities. Making noise or causing noise to be made by objects or instruments, which disturbs any of the above is unacceptable.

3. Right to Privacy. Unity College affirms your right to privacy and your right not to have your privacy invaded by "unreasonable searches and seizures." This provision also protects your freedom to make certain decisions about your body and your private life. Please remember that these rights are given only if you are not putting someone else's rights in jeopardy, breaking the law, or violating college policy. Refer to the section on "Room Inspection/Search" for the policies set forth by Unity College.

4. Right to Fair Practice. Unity College guarantees everyone the right to fair treatment in student judicial proceedings. This means you have the right to be treated fairly by people who are in positions of authority. Your right to fair practice also means that if you are found responsible for violating one or more policies listed in the Unity College Code of Conduct, the punishment cannot be more serious than the misconduct. *See the "Judicial Rights" section of the handbook.*

B. Grievance Procedure for Students (Non-Academic)

A grievance is a student problem resulting from non-academic circumstances thought to be unjust and grounds for complaint.

1. Who Can Use This Procedure? This grievance procedure applies to all students.

2. How Does the Grievance Procedure Work? If a student has a problem, the student should talk with his/her supervisor, resident advisor or other college person of his/her choice as soon as the student can explain how he/she feels. It is very important that the student do this, as it is only by hearing about the problem and talking with a supervisor, resident advisor, or other college person that help can be provided to the student. The resident advisor, supervisor, or other college person will take prompt action to address the

student's questions and attempt to resolve the complaint. The student may also talk with the dean for student affairs for advice and assistance if the student thinks that this would be helpful.

3. There Are Three Steps in the Procedure. If the problem or complaint is still unresolved after speaking with the selected supervisor, R.A., or other college person, the student may use the following grievance procedure, which has three steps.

4. Step 1 of the Grievance Procedure: The first step (Step 1) is to notify the dean for student affairs in writing within 10 working days following the day that the student first became aware of the particular problem or complaint. When the student tells the dean that he/she wants to enter a grievance, the dean for student affairs will arrange to meet with the student. After talking with the student and looking into the details and facts related to the grievance, the dean for student affairs will give the student a response. The student will receive this decision within 10 working days after filing the grievance. If the student is not satisfied with the decision and the student continues to believe that she/he still has a problem, the student may ask that the grievance be considered at Step 2 of the grievance procedure.

5. Step 2 of the Grievance Procedure: To begin Step 2, the student must file a written statement outlining the grievance with the senior vice president for academic affairs' office within 7 working days after receipt of the Step 1 decision. The grievance will be considered settled if the student does not file a written grievance with the senior vice president for academic affairs' office within the required time. Within 7 working days after receiving the grievance, the senior vice president for academic affairs will investigate the grievance and talk with the student and the person(s) assisting the student and give the student a decision. If the student is not satisfied with that response, the student may appeal to the final step of the grievance procedure, which is Step 3.

6. Step 3 of the Grievance Procedure: The student must notify the college president in writing that he or she wants to go to Step 3 of the grievance procedure. The president's office must receive the student's request not more than 7 working days after the student receives the Step 2 answer from the senior vice president for academic affairs. The student's grievance will be considered settled on the basis of the Step 2 decision if the student does not file this request for further review with the president's office within the time period required.

Once the student has submitted a grievance to the president's office, a committee agreed to by both parties will hear the grievance. The committee will investigate the complaint within 30 days and will consider all relevant material in rendering its recommendations to the president. The president will review the recommendations of the committee and respond to the grievance. The decision issued by the president is final and binding.

C. Judicial Rights

See "Hearing" in the "Community Council Procedures" section for more information.

1. Notification of Charges. Reasonable steps will be taken to inform a student that she or he has been named in an incident report. This notice must include the regulation that you are suspected of having violated and the approximate time and/or date of the violation in which you are suspected of having engaged. A student will receive a campus-mail notice at least 48 hours prior to his/her judicial hearing. Students are responsible for checking their campus mailboxes at least once during each two-day period.

2. Right to a Fair Hearing. The dean for student affairs determines the appropriate forum for resolving all allegations related to violations of the Unity College Code of Conduct. The dean for student affairs may resolve cases or forward them to the Residential Council, Community Council, or College Council.

If the dean for student affairs determines that you should have a hearing before a judicial council, you have the right to a hearing before a group of people who are impartial. This

also gives you the right to challenge, for cause, any member of a judicial council by submitting to the council chair a memorandum stating the grounds for your challenge. Removal of members for a case shall be within the authority and at the discretion of the council chair.

Failure to be present at any hearings for which you have received proper notification may result in a finding of contempt, which includes a monetary fine.

3. Right to Request Assistance. If you have a case under review, you have the right to request the assistance of an advisor of your choice from the college community. The advisor may not serve as an attorney nor serve as a witness at the hearing.

4. Burden of Proof. In cases in which a student denies an allegation, the burden of proof shall rest with the person bringing the charge.

5. Statements of Allegations or Witnesses. The council will consider statements against you when you have been advised of their contents and the names of those who made them. You, the accused, have the right to be present while all testimony is being given. During the hearing, you have the right to submit evidence and introduce witnesses on your behalf. You have the right to rebut all statements and evidence made against you that are presented to the judicial council. Involved individuals may present arguments on their interpretation of the Unity College Code of Conduct.

6. Cross Examination. You have the right to question witnesses or accuser(s) during your hearing. Under special circumstances, upon approval of the dean for student affairs, a designated representative of the accuser may appear at the judicial hearing in the place of the accuser.

7. Evidence. All matters on which a decision of the council may be based must be introduced into evidence at the proceedings before the hearing. Evidence may include written and oral statements, documents, and items of property. Copies of written statements will be given to you at the hearing. You may also examine any items of property used as evidence.

D. Investigation Rights

1. Room Inspection/Search. The college reserves the right to search rooms upon reasonable suspicion. The public safety staff may search a room with a search authorization approved by the director of residence life, the dean for student affairs, or the senior vice president for academic affairs. Private and college-owned property can be searched for any item or substance deemed illegal by college policy or by state or federal law. See *"Room Inspection/Search Policy"* in *"Public Safety Procedures"* section.

2. Request for an Interview. An investigation may include an interview with, or a written statement from, any person who may assist in the ascertaining of facts. An investigation may include a request that a suspected student come for an interview with the investigating officer. The investigating officer may not force you to give information or answer any question concerning an alleged violation of the Unity College Code of Conduct, which you are suspected of having committed. See *"Authority of Investigating Officer"* in the *"Public Safety Procedures"* section.

E. Family Rights and Privacy

In 1974 the U.S. Congress approved a law (the Family Educational Rights & Privacy Act) that opens student files at post-secondary levels to students. The law provides that students will not have access to the parents' financial records in the files or to confidential records or letters of recommendation placed in the files prior to January 1, 1975. Students may waive their right to see certain types of documents, but such waivers may not be required by the institution. Students will not have access to student records in the sole possession of faculty nor to medical records in their files. The law sharply limits the accessibility of student files to

authorized institutional personnel.

1. Types of Educational Records and Information maintained by the institution, who maintains such records, who has access to them, and the purposes for which they have access:

- a. Academic Record: maintained by registrar available to college employees in pursuit of their official responsibilities. Personal record accessible to student.
- b. General File: maintained by registrar; consists of Application for Admission and related documents available to college employees in pursuit of their official responsibilities. Personal record accessible to student.
- c. Disciplinary Records: maintained by the dean for student affairs; normally, access limited to Student Affairs Office staff while in pursuit of official responsibilities. Personal record accessible to student.
- d. Health Center File: maintained by Health and Wellness Center staff; access limited to professional college medical staff and solely in connection with treatment purposes. A qualified physician may review records on behalf of a student or other professional of the student's choice with student's written permission.
- e. Financial Aid File: maintained by director of financial aid; access limited to professional Financial Aid Office staff in pursuit of their official responsibilities. In accordance with the Family Rights and Privacy Act of 1974 (Buckley Amendment) provisions, students do not have access to their College Scholarship Service Financial Aid Form.
- f. Placement File: established by the student and maintained by the director of the Career Resource Center; record accessible to the student with the exception of confidential letters submitted prior to January 1, 1975, or if the student has signed a waiver of access regarding confidential recommendations.

2. Procedures Regarding Access Rights. Students desiring access to any of those specific records detailed above shall submit a written request to the office that maintains the record. Although the college has 45 days in which to comply, in most cases the necessary arrangements will be made within a few days of submission of the formal request.

3. Procedures for Challenging Content of Records. In those cases where the student feels the official records contain bias or misinformation, s/he may request a formal review of the contents in question by submitting a written appeal to the registrar or the dean for student affairs. The president will subsequently schedule a hearing to enable the student to challenge the record, said hearing to conform to regulations as set forth by the Secretary of the Department of Education. It should be noted that the intent of this procedure is to enable the student to present evidence that the record in question contains inaccurate, misleading, or otherwise inappropriate information. However, it is not intended to be an avenue of contesting a grade given the student's performance in a course. It is intended only that there be procedures to challenge the accuracy of institutional records that record the grade that was actually given.

4. Information. Directory information, considered public information, is specifically allowed. Unity College directory information includes student name, home address, degrees and awards received, and participation in officially recognized activities and sports. Students who wish to may opt out of the public directory by contacting the Student Affairs Office.

5. Record of Access. A log shall be maintained in each student record to document the use of that record by individuals other than members of the faculty and professional staff of Unity College. The log shall indicate the date of the request, the individual or organization using the record, and the purpose for which it was used. Disciplinary records will be kept for five years after the date of the hearing. If there is no hearing, the records will be kept for five years after the date of the report. At the end of five years, the dean for student affairs will destroy these records.

6. Parental Notification for Alcohol and/or Drug Violation. Parents/guardians of students under the age of 21 may be contacted in the event the student violates the college's alcohol and/or drug policies. This notification may be verbal and/or written depending on the severity of the offense.

7. Health and Safety Emergency. In the event of a health and/or safety emergency, personal information may be disclosed to any person whose knowledge is necessary to protect the health and safety of students or other individuals.

F. Community Council Structure

1. Membership. The voting membership of Community Council is comprised of representatives appointed from each of the following constituencies: one student representative from the first-year class, sophomore class, junior class, and senior class; one faculty representative; and one staff representative. The non-voting/advisory membership is comprised of the dean for student affairs, the director of residence life, and the chair of Community Council.

2. Officers. The chair is nominated by the Community Council and approved by a majority vote of Student Government Association. The nominee for chair must have at least one prior semester of experience on the Community Council.

The chair (1) presides over all Community Council meetings, (2) represents the Community Council regarding all decisions rendered by the council, and (3) reviews all incident reports with the appropriate reporting sources.

3. Terms of Service

- a. Voting and non-voting representatives of the Community Council are elected or appointed in the spring and serve for the upcoming academic year.
- b. If a member resigns, the vacancy is filled by an election of the remaining members of the Community Council.
- c. If a member fails to appear at three meetings (without providing an acceptable excuse to the chair), the council will vote by majority to remove such member and an alternate will assume the former member's duties.

4. Impeachment of Community Council Members. Impeachment proceedings against a Community Council representative will begin by petitioning the Community Council. The petition must be signed by a minimum of ten students. Upon the receipt of the petition, the Community Council may remove a member by at least a 2/3-majority vote. In the event the chair of the Community Council is the person being considered for impeachment, the remaining members of the Community Council will elect a temporary acting chair who will assume the authority of council chair until the impeachment petition is resolved. In the event any representative or chair is removed because of the impeachment process, a new representative or chair will be chosen by previously established procedures. The person considered for impeachment, whether representative or chair, may not vote in his/her own impeachment proceedings.

5. Meetings. The Community Council will meet weekly during each academic term on a regularly scheduled basis. The chair may call emergency or special sessions at any time. A hearing should take place within three weeks of the filing of an incident report.

6. Voting Power. Each member of the Community Council has the voting power of "1." The chair may vote only to break a tie. The dean for student affairs and the director of residence life do not vote.

G. Community Council Procedures

1. Filing a Complaint. Any individual or organization may submit a complaint to the

public safety department, the dean for student affairs, or members of the residence life staff or to Community Council of any violation of the Unity College Code of Conduct. The complaint must be submitted stating (1) the details of the incident and (2) a precise statement of what section of the code was broken. The complaint must be submitted within a maximum of 10 calendar days of the incident report to the director of residence life or the public safety department (unless the investigation requires more time). Students will be notified via campus mail of any complaint that has been filed. Students are responsible for checking their campus mailboxes at least once during each two-day period.

The following are the procedures that will be followed when an alleged violation of the Unity College Code of Conduct is reported:

- a. College officials will respond to an incident and address the inappropriate behavior. The public safety department will be notified and begin an investigation of the incident.
- b. When appropriate, an incident report will be written and forwarded to the director of residence life.
- c. The director of residence life will notify the student(s) within 48 hours of receiving an incident report that the student(s) has(have) been officially cited for the specified violation(s). The student(s) will be advised as to what s/he(they) is(are) being charged with, and that s/he (they) has (have) the opportunity to write a statement related to the alleged incident. The student(s) will receive a copy of the official incident report, with a Waiver of Formal Judicial Hearing Request Form at this time. The director of residence life also will alert the dean for student affairs that an incident occurred.

2. Hearing.

- a. At least 48 hours prior to the hearing at which the incident will be reviewed, the dean for student affairs will submit a copy of the complaint and a summons stating when and where to appear to:
 - 1.) The individual(s) accused of a violation.
 - 2.) The individual(s) filing the complaint.
 - 3.) The investigating officer.
 - 4.) Any witnesses.
- b. If a student is unable to attend the Community Council meeting, the student should notify the chair or the dean for student affairs. The hearing will proceed if the student does not communicate his/her availability for attending the hearing.
- c. The hearing will be closed to all persons not directly involved with the matter.
- e. The Community Council meeting will include:
 - 1.) Report of the incident.
 - 2.) Presentation of evidence. This includes written or oral statements, documents, and/or items of property. Copies of written statements will be given to the accused at the hearing. The accused may also examine any items of property.
 - 3.) Testimony of Witnesses, Accused, and Accuser. The accused will have the right to be present while all testimony is being given. During the hearing, the accused will have the right to submit evidence and introduce witnesses on his/her behalf. The accused will have the right to cross-examine all witnesses and to view and question all evidence presented to the council. If the accuser and witnesses are not present at the hearing, the council may consider the case on the basis of the available evidence and render a decision.
 - 4.) Closed Deliberation. Following the presentation of all evidence, the Community Council will determine in closed session whether a violation of the Unity College Code of Conduct has occurred, and render a decision.
 - 5.) Decisions. The Community Council will make one of the following decisions upon completion of the hearing:
 - a.) A finding of "not responsible."
 - b.) A finding of "responsible."
 - c.) Dismissal of the charges due to lack of evidence and/or procedural errors.
 - d.) Continuance of the case for the purpose of obtaining additional information or of

providing for further consideration by the Community Council, College Council, or the dean for student affairs.

- 6.) **Disciplinary Sanctions.** If the Community Council finds violations of the Unity College Code of Conduct, the council will determine what appropriate disciplinary sanctions will be implemented. A decision will be rendered by a majority vote of a quorum of Community Council members and referred to the dean for student affairs for approval. Decisions will be based only upon evidence and testimony introduced at the hearing. The Community Council will take into consideration the policies for sanctions as outlined in the current Student Handbook. The council has the right to make any recommendation that it believes would be the most effective and just way to resolve each individual situation. The dean for student affairs will consider the recommendation of the council before making a decision.

3. Notification of Action Taken by Community Council. The accused will be notified orally (upon the reaching of a decision) and in writing of the Community Council decision. As stated on the summons, any individual refusing to appear at a hearing after receiving a summons may be found guilty of contempt. If such a ruling is made, the Community Council may consider the case on the basis of the available evidence and render a decision. The standard fine for contempt is \$20.00.

4. Right of First Appeal (to Student Government Association). You have the right to request an appeal to Student Government Association following final action by the Community Council. Such appeal requests will be based only on specific evidence, presented in writing, of (1) fraud, (2) denial of rights, (3) procedural error, or (4) the claim of new evidence not previously available that would have materially affected the decision of the council. Valid appeal requests must be filed within seven working days of the letter confirming the judicial action. Should the Student Government Association determine that the written request for appeal has merit, it will rehear the case based on rules established in its by-laws. Upon completion of the appeal hearing, the Student Government Association may either uphold the original decision and penalties imposed or make recommendations for adjustment to the dean for student affairs. The dean has 10 working days to provide a final judgment. If Student Government Association is not in session, appeals are processed through the dean for student affairs.

5. Right to Second Appeal (to the Senior Vice President for Academic Affairs). You have a right to appeal to the senior vice president for academic affairs within five working days of notification of a judgment from the first appeal.

6. Right to Final Appeal (to the President of the College). You have the right to appeal to the president of the college within five working days of receiving the written decision of the second appeal. The decision of the president is final.

H. Disciplinary Sanctions

1. Official Warning—is an official statement that the student has been found “responsible” for a violation of the Unity College Code of Conduct. This violation will be noted in the student’s disciplinary file. Further findings of responsibility for similar violations of the Unity College Code of Conduct will result in the consideration of the subsequent violation as a “second offense.” The sanction(s) that would be applied to this “second offense” would reflect the recognition that a “second offense” had occurred.

2. Educational Program Requirement—student(s) who are found to be responsible for violation of a Unity College Code of Conduct policy will be required to complete an educational program according to the specified conditions noted in the official sanction notification that will be provided after the hearing.

3. Restitution—may include payment for damage to college property or facilities, payment for damages to property or a member of the college community, and repayment of misappropriated or misused college funds.

4. Requirement to Move Campus Residence—a student assigned this sanction will be required to move out of his/her residence and relocate to a room assigned by the director of residence life. The student's preference for a new location may be noted by the director of residence life in determining the reassignment location.

5. Residence Probation—is a conditional continuance of residence in college housing. This means that a student is no longer in good standing in his/her residence for a specific period of time and that conditions may be placed upon his/her actions. The status of residence probation serves as a reminder to the student that his/her infraction has become part of his/her record and the repetition of similar or other unacceptable behavior may be cause for removal from the residence.

6. Residence Eviction—is the termination of a student's living arrangements in college-owned housing. A student who is evicted from a residence is required to vacate his/her room within four days after notice of eviction unless otherwise required by the director of residence life or the dean for student affairs. Eviction from college housing may also carry other sanctions and restrictions.

7. Official Reprimand—is a conditional continuance of registration. It is a written warning. This official notification becomes part of the student's personal disciplinary file. Further misconduct of the same nature during the censure period may result in suspension or dismissal. A student on censure is eligible for financial aid and may represent the college. The censure period may be for a term, a year, or until graduation from or termination of association with the college.

8. Disciplinary Probation—is a conditional continuance of registration resulting from serious student misconduct. This sanction implies a status between good standing and suspension or dismissal. The student is permitted to remain enrolled at the college under certain stated conditions. The assignment of disciplinary probation results in an official permanent notation on the student's personal record. Probation continues over a stated period. Further misconduct during the probationary period will likely result in suspension or dismissal.

9. Campus Suspension—is the termination of a student's living arrangements in college-owned housing and a limitation of time during which a student may be on campus. A campus suspension is usually accompanied by a schedule that indicates the hours the student may be on campus and the locations to which s/he is limited. A permanent notation is placed in the student's disciplinary file.

10. Suspension—is the termination of a student's registration for a specified period of time. A permanent notation is placed in the student's disciplinary file. Suspension differs from dismissal only in that it implies and states a time limit when return will be possible. At the end of the suspension period, the student may apply in writing to the dean for student affairs for re-admission. A student who is suspended by the college is required to discontinue residence in college-owned or controlled buildings and properties within 24 hours after notice of suspension unless otherwise required by the dean for student affairs.

I. Administrative Actions

These procedures may be applied when a student's actions present an immediate threat of danger to her/himself or others. In such instances the actions may be applied without requiring a judicial hearing.

1. Summary Suspension—is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student on campus presents an immediate and definite danger to him/herself or others or threatens disruption of college actions or activities. Students who exhibit severe emotional problems may also be summarily suspended. Summary suspension is immediate termination of a student's

privilege to attend the college and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any college activities, and may be excluded from college property. Should the student ignore the conditions of this suspension, the college may initiate criminal proceedings. The authority for initiating a summary suspension is vested with the director of residence life/assistant dean for student affairs, dean for student affairs, and senior vice president for academic affairs who determine the length of the suspension.

2. Dismissal—is a permanent severance from the college. A permanent notation is placed in the student's disciplinary file. A student dismissed from the college will be required to leave campus within 24 hours unless otherwise required by the dean for student affairs.

3. Medical Withdrawal— A student may request a medical withdrawal when illness, injury or a significant personal situation occurs that makes it impossible for the student to continue with classes. A medical withdrawal may be used in response to matters of both physical and mental health. To be recorded as a medical withdrawal, documentation from a licensed medical practitioner must be submitted to the Dean of Students outlining the nature of the illness or injury and confirming that the student would not be able to complete course work as a result. Medical withdrawals will be dated according to the date that the college was notified of the intent to withdraw. As with official withdrawals, resident students are expected to leave campus as soon as possible after the withdrawal. The regular refund policies of the college apply. Medical withdrawals can be recorded up to the last day of class for the semester and are never retroactive (all documentation from a medical professional must be received before the last day of classes for the withdrawal to be considered medical). In the case of a medical withdrawal, all grades are recorded as "W" regardless of the time in the semester and all relevant offices and professors will be notified.

A student may also be required to take a medical withdrawal at the request of the College when a student's illness or associated behaviors present a risk to the safety of the student or others or are significantly disruptive to the community. The Dean of Students in consultation with medical professionals will make the determination of when a mandatory medical withdrawal will be required and by what date the student must leave campus.

Students who have taken a medical withdrawal are eligible to apply for readmission and must do so through the Registrar's Office. Students are strongly encouraged to take a full semester away from the college to address the medical issues before seeking to return. Depending on the situation and the time in the semester that the withdrawal takes place this may be a required condition of the withdrawal/readmission. Students who leave on a medical withdrawal will be asked to submit confirmation that they have addressed the medical condition and are ready to return to full participation in the educational program of the college. This may require documentation from a licensed medical practitioner.

Students on a medical withdrawal will receive an email address on our alumni server while they are away from the college. Notification of this change will come from the Information Technology office.

J. The Residential Council

The Residential Council may resolve incident reports that allege violations of the Unity College Code of Conduct related to quiet hours, unregistered guests, smoking, pets, in-hall sports, fire safety, and violations of similar gravity. This Residential Council will be composed, when possible, of representatives who are nominated by their resident advisor and approved by the director of residence life.

If no Residential Council members are available to hear scheduled cases, the director of residence life will resolve the case(s). The director of residence life serves as chair of this board.

Students have the right to request an appeal to the dean for student affairs following final action by the Residential Council. Such appeal requests shall be based only on specific

evidence, presented in writing, of (1) fraud, (2) denial of rights, (3) procedural error, or (4) the claim of new evidence not previously available, which would have materially affected the decision of the council. Valid appeal requests must be filed within seven working days of the letter confirming the judicial action. Should the dean for student affairs determine that the written request for appeal has merit, s/he will rehear the case. Upon completion of the appeal hearing, the dean may either uphold the original decision and penalties imposed or make adjustments. The dean has 10 working days to provide a final judgment. The student may appeal the decision of the dean to the senior vice president for academic affairs and, if s/he remains dissatisfied, may appeal to the president of the college. Follow the same appeal procedures listed under Community Council (under Subsection G, p. 23).

K. The College Council

1. Charge. The College Council is an ad-hoc group convened to make recommendations to the dean for student affairs on matters related to alleged behavioral incidents that are of sufficient magnitude, sensitivity, need for confidentiality, and/or complexity as to make them inappropriate for Community Council review. The College Council also, when requested, will review reports and testimony related to alleged incidents and make recommendations to the dean for student affairs concerning the college's official response to and resolution of the allegations.

2. Composition. This ad-hoc council will be appointed by the senior vice president for academic affairs and will serve until the matters to be considered have been resolved. The College Council will consist of three individuals determined by the senior vice president for academic affairs to represent the faculty, staff and students.

3. Organization. The dean for student affairs will convene and chair all meetings of the appointed College Council. College Council will follow procedures similar to those of Community Council (see Subsection G, p. 23).

4. Relationship of College Council Proceedings to External Police Agencies. In serious criminal matters, both criminal and college enforcement resources should be utilized. The college reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other procedures outlined in the Student Handbook before, during, or at the completion of extra-college criminal proceedings. All College Council deliberations and proceedings are considered confidential.

5. Appeal Procedures Applicable to College Council Decisions and Proceedings. Students have the right to appeal to the dean for student affairs following the final action(s) of the College Council. Such appeal requests must be committed to writing. Appeals must be based on specific evidence of: (1) fraud, (2) denial of rights, (3) procedural error, and/or (4) the claims of new evidence not previously available that would have materially affected the decision of the College Council.

Valid appeal requests must be filed within seven working days of receipt of the letter confirming the judicial action.

The student(s) has(have) a right to appeal to the senior vice president for academic affairs within seven working days of notification from the dean for student affairs of the decision.

The senior vice president for academic affairs will notify the student(s) who has(have) appealed of the decisions reached within seven calendar days of receipt of the written appeal.

The student(s) has(have) the right to appeal to the president of the college within five working days of the receipt of the written decision from the senior vice president for academic affairs. The decision of the president will be final.

L. Public Safety Procedures

The following procedures will be followed whenever practical and possible for suspected infractions of the Unity College Code of Conduct:

1. Investigations. Public safety is the investigating authority for Unity College. Public

safety personnel may initiate and supervise investigations of possible violations of the Unity College Campus Code of Conduct.

2. Authority of Investigating Officer. The investigating officer shall have the authority to take the following action after s/he has determined or suspects that a student has committed an act that violates the Unity College Code of Conduct:

- a. Refer the case to the student affairs office in accordance with this code.
- b. Notify proper authorities for appropriate cases.
- c. Include an interview with or a written statement from any person who may assist in the ascertaining of facts.

When compiling information, the investigating officer may **not** consider:

- a. Information that is irrelevant to the alleged violation.
- b. Hearsay evidence. (Hearsay evidence, however, may be investigated to ascertain validity.)
- c. Articles or information obtained directly or indirectly through a search of student's room, person, or effects that does not conform to room inspection and search procedures.

3. Notification. The student must be informed prior to questioning of—

- The fact that s/he is suspected of having violated the Unity College Code of Conduct,
- The regulation s/he is suspected of having violated,
- The nature and approximate time and/or date of the violation that s/he is suspected of having committed.

No student may be required to give information or answer any question concerning an alleged violation of the Unity College Code of Conduct that s/he is suspected of having committed. No disciplinary penalty shall be imposed or other action taken until reasonable steps have been taken to inform the student of his/her rights.

4. Room Inspection/Search Policy. Unity College recognizes the basic right of each student to privacy within the campus residences. However, under certain conditions the college reserves the right to enter any student's residence. Reasons include but are not limited to:

- To perform necessary maintenance and general repair within the room.
- In case of emergency or danger to safety and health.
- When fire alarms are in progress to insure the room is vacant.
- To turn off stereos, radios, or alarm clocks when these are operating and bothersome to others and the occupants are not present.
- To investigate, when reasonable cause exists, possible violations of college regulations occurring within the room.
- To conduct health, comfort, and fire safety checks during periods of students' absences (breaks, vacations, etc.).

If a staff member should enter a room and notice in plain sight (looking but not touching or moving anything in the room) a violation of college policy or of federal or state law, public safety staff members may take the evidence and refer the incident to the appropriate college or civil authorities.

When reasonable cause exists that possible violations of college regulations are occurring within the room, the public safety staff will be contacted and the containment of the room will be assured. If reasonable suspicion of a college policy violation exists, a room search may be warranted and public safety will ask the occupants of the room for consent to conduct a room search. If the occupants of the room do not give consent for a room search, public safety will contact the director of residence life, the dean for student affairs, or the senior vice president

for academic affairs. These college officials will determine whether a full room search is warranted. The student(s) may remain in the room during the search unless the director, dean or senior vice president requires that they leave the room.

All room searches must be conducted by public safety officers. A residence life staff member, who will represent the occupant's rights, must be present whether the occupant(s) are present or not. Students, if present during the room search, may be required to give access to all college and personal property.

If it is necessary for public safety to search a student's room when the occupants are not present, public safety will leave each room occupant a note detailing the reason for the search. The note will be in an envelope that will be left in the room searched.



Section 2:
Campus Policies

Section 2: Campus Policies

ACADEMIC INTEGRITY

Every member of the Unity College community is responsible for upholding the principles of academic honesty. Personal ethics and academic community integrity should govern student action.

THE UNITY COLLEGE HONOR CODE

The Unity College Honor Code requires that students be honest in all academic work. By joining the Unity College community, students express their willingness to accept the responsibilities and privileges of the academic community. Furthermore, students understand that their name on any assignment—written or otherwise—shall be regarded as assurance that the work is the result of their own thought and study, except where quotation marks, references, footnotes, or other means of attribution acknowledge the use of other sources. Acknowledgment of collaboration shall be made in the work submitted. In examinations, students shall respond entirely on the basis of their own capacity without any assistance, except that authorized by the instructor.

The Honor Board administers the Honor Code. Appointed annually, it comprises two full-time faculty members selected by the faculty, two students appointed by the Student Government Association, and a member of the college community appointed by the senior vice president for academic affairs. Cases of dishonesty in academic matters are referred to the Honor Board, which exists to—

- Investigate alleged violations of the Honor Code,
- Arbitrate all instances of student academic dishonesty not settled to the student(s)' or the faculty member's satisfaction,
- Determine if the Honor Code has been violated and to specify consequences, and
- Maintain a record of alleged infractions and subsequent findings.

Students should conduct their academic activities so as to be above suspicion at all times. They should inform suspected violators of their awareness or discuss alleged incidents with an Honor Board member. If a student feels that he or she has been treated unfairly by a faculty member regarding academic integrity, that student may bring the matter to the Honor Board for resolution.

Faculty members will assume that students are adhering to the Honor Code and will conduct their classes and examinations accordingly. If a faculty member suspects a violation of the Honor Code, he or she shall first discuss the matter with the student(s). If the matter is not resolved to the satisfaction of both parties, either may call the facts to the Honor Board's attention.

Similarly, if the proceedings of the Honor Board are unsatisfactory, either party may appeal to the senior vice president for academic affairs.

Academic Dishonesty includes, but is not limited to:

- Quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any written work;
- Incorporating any information—data, statistics, examples, etc.—that is not common knowledge without attributing the source of that information;
- Using another person's opinions, reasoning, or arguments; and
- Putting your name on an assignment someone else completed.

Cheating

- Claiming credit for work not done independently (excluding college support services such as the LRC) without giving credit for aid received; and
- Accepting any unauthorized aid or communication during examinations, and falsifying or deliberately misrepresenting data and/or submission of work

Other Unacceptable Practice

- Submitting an assignment for one class in another class without approval of both instructors.

Any student found to be responsible for violating the Unity College Honor Code may be suspended or dismissed from the college.

ALCOHOL POLICY

In accordance with Unity College policy and the laws of the State of Maine, Unity College allows alcohol consumption only in a responsible and legal manner by community members and guests that is in accordance with the laws of the State of Maine and the policies of Unity College. The college will enforce all alcohol policies and verified violations will result in judicial action by the college and potential involvement with outside authorities.

Any member of the college community, (faculty, staff, or students), may submit an incident report and/or referral to the college's clinical counselor for any student suspected of violating the alcohol policy and/or practicing high risk alcohol-related behavior.

The college is sympathetic to students with alcohol-related problems and will support these students in their efforts to obtain professional assistance. Students with abuse/dependence problems will still be held accountable for their behavior.

Definition of Terms

Parental notification means that parents/guardians of students under the age of 21 may be contacted in the event that a student violates the college's alcohol and/or drug policies. This notification may be verbal and/or written depending on the severity of the offense. Students who have a concern about parental notification may request a consult with the college's clinical counselor first. Students who are able to demonstrate that they are independent of their parent(s)/guardian(s) by successfully meeting criteria established by the federal financial aid programs will not be subject to this sanction.

Imitation liquor means any product containing less than one-half of 1% alcohol by volume, which seeks to imitate by appearance, taste, and smell of liquor or which is designed to carry the impression to the purchaser that the beverage has alcohol content.

Residence hall rooms are not considered a student's home residence for the purposes of the Unity College Alcohol Policy.

Public or dangerous intoxication is defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance; being perceived as a danger to self, others, or property; or requires the attention of college staff), a series of acts, or the appearance of an individual, which clearly demonstrates a state of intoxication.

Legal On-Campus Consumption

The use of alcoholic beverages on the property of the college is allowed under certain circumstances. Individuals of legal drinking age in the State of Maine may:

- Possess and consume alcohol responsibly, in moderation, in the privacy of their residence room (other than designated alcohol-free area, i.e., Westview Hall), provided their actions do not disrupt or violate the rules of the residence hall and that no persons under the age of 21 are present unless the underage person in question is a resident of the room. The underage resident may *not* consume alcohol. In public areas, students of legal

drinking age may possess and transport alcohol in closed containers.

- Consume alcohol purchased from the Student Center or at other events authorized by the college. In such events, students must provide proper identification for proof of age.
- Students are not allowed to consume or possess alcohol nor have alcohol containers (unless containers are specifically authorized by the director of residence life) in Westview Hall, which is a designated alcohol-free building.

If college staff comes upon a student in a residential room who is obviously intoxicated to the extent that it is a danger to her/his health, the college staff will ensure the student's safety and contact the Public Safety. Public Safety will request authorization to search the room in question to ensure that no more alcohol is present in the room and to confiscate any found alcohol pending further evaluation by the college.

Off-Campus, College-Sponsored Events

The college expects that all students abide by all alcohol policies while attending off-campus, college-sponsored events. Students are required to adhere to the alcohol laws that are in effect for the geographic area where the sponsored event is being held. This includes but is not limited to academic, athletic, club, residence life, and student activities off-campus events.

Off-Campus Consumption

If the college becomes aware of high-risk alcohol consumption that is very likely to result in injury, the college will take reasonable preventive/deterrent action.

Alcohol Use at the Student Center

Malt beverages are normally served at the Student Center each day after 4:00 P.M. until 30 minutes before closing. Students of legal age, with two valid forms of identification, may consume alcohol purchased from the Student Center. The Student Center is accessible to the entire campus population. Students who are not of legal age may be present where alcohol is being consumed while at the Student Center or at functions operated by the college's establishment holding a Maine State Liquor License. The following guidelines have been established to ensure the safety and enjoyment of the campus community and to uphold the requirements of the alcohol license issued by the State of Maine to the Unity College Student Center:

- Alcohol may not be brought in or taken out of the Student Center.
- Public intoxication will not be tolerated. Individuals considered to be intoxicated will either be denied entry or asked to leave the Student Center.
- At some student center events, wrist bands may be required for those planning to purchase and consume alcohol.
- Students of legal age are prohibited from furnishing alcohol to people not of legal age.

Students found in violation of these policies may have their access to the Student Center restricted and will be considered in violation of a level-two alcohol violation.

Good Samaritan Policy

If a student assists an intoxicated individual who is at risk for alcohol poisoning or has other urgent medical needs and procures the assistance of public safety staff, residence life staff, law enforcement, and/or medical professionals, neither the student who is at risk nor the individual who assisted will be subject to formal college judicial action either for being intoxicated or for having provided that person alcohol. This policy refers to isolated incidents where alcohol poisoning is a very likely risk and does not excuse or protect those who flagrantly or repeatedly violate Unity College's alcohol or other policies during the incident in question.

The student who was likely to be at risk of alcohol poisoning or had other medical needs will be required to meet with the college's clinical counselor within three days of the incident. The dean for student affairs will notify the counselor which students to expect. Failure to comply with this directive to meet with the college counselor may result in judicial action and/or a contempt fine.

Alcohol Policy Violations and Sanctions

The following are possible consequences for those persons whose behavior is deemed to be in violation of the Unity College Alcohol Policy. Those violations, which constitute a violation of Maine law, may be referred to appropriate law enforcement officials.

Level-One Alcohol Policy Violations. Defined as but not limited to:

1. The display of advertisements or signs, bottles, cans, lights, etc., that encourages the consumption of alcohol and is visible from outside of a campus building or a resident room.
2. Alcoholic beverages and alcohol beverage containers (unless containers are specifically authorized by the Director of Residence Life) are not permitted in a residential room where both residents are under the age of 21 years. This includes any alcohol brought to the room by a guest or visitor who may be of legal age.
3. Consumption of alcoholic beverages or possession of an open container of alcohol for legal-age students is prohibited in Westview Hall and in all public areas, which include but are not limited to hallways, lounges, stairways, laundry rooms, study rooms, and bathrooms.
4. Students not of legal age may not be present where alcohol is being consumed unless at the Student Center or at functions operated by the college's establishment holding a Maine State Liquor License.
5. *Alcohol consumption:* Consumption of alcohol or imitation alcohol by someone of legal age (21 or older) in a premise under one's control (i.e., residence room) when persons under the age of 21 are present unless the underage person in question is their roommate.

Alcohol Educational Exemption. Students may choose a one-time exemption for their first level-one violation from participating in the college judicial process by choosing to voluntarily participate in an educational/informative seminar covering Maine laws, and alcohol and other drug prevention information. This seminar must be completed within 10 days of the incident. This option does not count as a first offense.

Note: *Students who elect not to utilize this option to complete this educational and informative seminar will be subject to college judicial action and/or a contempt fine. **This exemption must be requested prior to the hearing.***

Minimum Sanctions for Level-One Alcohol Policy Violations. All level-one violations after the second offense will be considered level-two violations. The following are consequences for those persons whose behavior is deemed a level-one violation of the Unity College Alcohol Policy:

First offense	Official warning 2 hours of community service Fine of \$50 (suspended)
Second offense	Educational program requirement 4 hours of community service Fine of \$50 + any suspended fine
Third offense and any further offenses	Considered a Level-Two offense

Level-Two Alcohol Policy Violations. Defined as but not limited to:

1. *Public or dangerous intoxication:* defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of acts, or the

- appearance of an individual, which clearly demonstrates a state of intoxication.
2. *Underage use:* Students not of legal age (under age 21) may not possess, consume, or transport alcoholic beverages at Unity College.
 3. *Large, open volumes of alcohol:* Kegs of beer or beer balls are not allowed in the residence halls or cottages. Alcoholic beverages may not be stored or served from any container larger than one gallon in volume. Every occupant of a room or cottage containing a keg may be penalized. Kegs, punch bowls, beer balls, and other alcoholic beverage containers over four liters, including alcoholic beverage containers, taps, funnels, and any other equipment used to consume large quantities of alcoholic beverages, are prohibited and may be confiscated by college personnel.
 4. *Alcohol-related games:* Participating in games, contests, and hazing involving alcoholic beverages is strictly prohibited.
 5. *Unauthorized transportation of alcohol in the student center:* Alcohol may not be brought into or taken out of the student center.

Minimum Sanctions for Level-Two Alcohol Policy Violations. Level-two and level-three violations are cumulative with regard to the number of violations. Any combination of three violations at level two and/or level three will be sanctioned as a third offense. (E.g., a student who commits two violations at level two, then commits one violation at level three, will have committed three violations and should expect to be suspended from the college.)

First offense	Official reprimand 6 hours of community service Fine of \$50 to \$100 Completion of an alcohol education program
Second offense	Disciplinary probation for at least one academic year 10 hours of community service Fine of \$100 to \$200 Parental notification Referral to clinical counselor for assessment
Third offense	Suspension from the college

Level-Three Alcohol Policy Violations. Defined as but not limited to:

1. *Furnishing alcohol to a minor:* Furnishing liquor or imitation liquor to a person under the age of 21, or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control, is not permitted.
2. *Furnishing large volumes of alcohol:* Furnishing kegs of beer or beer balls in the residence halls or cottages.
3. *Organizing alcohol-related games:* Organizing games, contests, and hazing involving alcohol.
4. *Age misrepresentation:* Misrepresenting one's age for the purposes of purchasing, possessing, or consuming alcohol.
5. *Furnishing false IDs:* Providing or assisting an underage student with false ID.
6. *Providing premises* under one's control (i.e., a residence hall room or an off-campus apartment in which persons under the age of 21 can consume or possess liquor or imitation liquor).

Level-two and level-three violations are cumulative with regard to the number of violations. Any combination of three violations at level two or level three will be sanctioned as a third offense. (E.g., a student who commits two violations at level two, then commits one violation at level three, will have committed three violations and should expect to be suspended from the college.)

Minimum Sanctions for Level-Three Alcohol Policy Violations.

First offense	Official reprimand
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	8 hours of community service Fine of \$100 to \$200 Completion of an alcohol education program Parental notification
Second offense	Disciplinary probation for at least two academic years 12 hours of community service Fine of \$200 to \$400 Parental notification Referral to counselor for assessment
Third offense	Suspension from the college

Maine State Alcohol Laws

Unity College abides by the law of the State of Maine and has, therefore, developed the alcohol policy under the belief that the consumption of alcohol by students must not be in violation of Maine State Law. In particular, according to Maine law:

- It is unlawful for any person under the age of 21 to possess liquor or imitation liquor except if it is in the scope of their employment or in a home in the presence of his or her legal parent or guardian.
- No person under the age of 21 shall transport alcoholic beverages in a motor vehicle except in the scope of his or her employment or at the request of his or her parent.
- It is unlawful to give a licensee false written or oral evidence of age to attempt to purchase liquor or to attempt to gain entrance into a licensed establishment where minors are not allowed
- It is unlawful to furnish liquor or imitation liquor to a minor, or to allow a minor to possess liquor or imitation liquor on a premise under one's control.
Exceptions:
 - A licensee, clerk, servant, or agent.
 - Serving liquor to a minor in a home while the minor's parent is present.
- It is unlawful to sell or aid in the sale of liquor without a license issued by the State of Maine.
- If an individual recklessly or negligently serves liquor to a minor or visibly intoxicated person and the service causes property damage, bodily injury, or death to a third party, damages up to \$250,000 plus medical expenses can be awarded.
- Any person who drinks liquor or possesses an open container in any public place, after being forbidden to do so by a law enforcement officer or within 200 feet of a sign posted prohibiting public drinking, may be fined up to \$1,000 or up to six months in jail.

ASSAULT, BATTERY, AND/OR THREATENING BEHAVIOR POLICY

A student is expected to respect the personal rights of others. Physical harm and abuse of another student, staff, and/or faculty member are prohibited. Verbal threats, harassment, or other actions (e.g. stalking) that may threaten the health, safety, or welfare of a member of the college community is unacceptable and may warrant judicial procedures.

Where a continuing threat to a community member exists, disciplinary sanctions including suspension or dismissal may be imposed. As with all violations of local, state, and or federal laws exists to the safety or health of an individual, a recommendation of disciplinary dismissal may be imposed by the Community Council. As with all violations of local, state, and/or federal laws, criminal prosecution may also be pursued.

BICYCLE POLICY

Students riding bicycles on campus must yield the right of way at all times to pedestrian traffic. Bicycle riders are not permitted to ride in such a way that would damage college property. Bicycle riding is never allowed in any building on campus. Bicycles must not be left in such a way as to block an exit or hallway or in any way that endangers or interferes with the educational and social well being of the college community. Bicycle washing is not permitted in campus buildings.

COLLEGE VEHICLES POLICY

The college has vehicles that official clubs may use for their transportation. A club sanctioned by the Unity College Student Government Association may apply for a vehicle by filing a Vehicle Requisition Form with the facilities (maintenance) office. The club must provide the necessary college-certified drivers. The Vehicle Requisition Form must document the means of payment/account to be charged. Drivers are required to be certified through participation in a block of instruction provided by the college. All college-certified drivers will have demonstrated a familiarization with the vehicle and/or trailer for which they are signing. All passengers and drivers must use seat belts. Students found to be in violation of state motor vehicle laws while using a college vehicle may be subject to college judicial procedures and may lose the privilege of using college vehicles.

DINING SERVICES/STUDENT CENTER POLICY

Dining Hall/Cafeteria

Dining services provides two meal plans – 19 and 13 meal options. All residential students with the exception of cottage residents, must be on a meal plan. Residential first year students are required to be on the 19 meal plan. Students must present their Unity College student ID card at the cafeteria/student center to access meals. Shirt and shoes are required for service in both the dining hall and the student center. Students are not allowed to remove cups, plates, bowls, or flatware from either facility. Dining services may also limit the amount of food/drink a student may leave the premises with.

Students must be of legal age and have two forms of proper identification to be served alcohol in the Student Center. On some event nights, wrist bands may be required for those who plan to consume alcohol.

DRUG POLICY

Unity College does not tolerate illegal use of drugs by its students or employees. Further, the unlawful possession, use, or distribution of illicit drugs by students and employees on all Unity College property or at any event in which Unity College is participating is prohibited.

Off-Campus, College-Sponsored Events

The college expects that all students abide by all drug policies while attending off-campus, college-sponsored events in the United States of America and in any country that prohibits the illegal use of substances commonly referred to as *controlled substances*. This includes but is not limited to academic, athletic, club, residence life, and student activities off-campus events.

State of Maine Drug Laws

It is unlawful for any person to possess, consume, distribute, transport, or sell illicit drugs in the State of Maine.

Definition of Terms

Illicit drugs: any drug that is illegal to use or possess under any existing federal or state or international law.

Drug paraphernalia: all equipment, products, and materials of any kind that are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body an illicit drug in violation of this policy.

Parental notification: means that any student(s) found responsible for drug violations will be advised by the dean for student affairs that their parent(s) or guardian(s) may be informed of the drug violation(s). Student(s) who have a concern about this parental notification may request a consult with the college clinical counselor first. Students who are able to demonstrate that they are independent of their parent(s)/guardian(s) by successfully meeting criteria established by the federal financial aid programs will not be subject to this sanction.

Trafficking: to make, create, or manufacture illicit drugs. To grow or cultivate illicit drugs. To sell, barter, trade, exchange, or otherwise furnish for consideration illicit drugs.

Important Federal and State Laws Related to Illegal Drug Use

Summary of Section 484. Section 484 Student Eligibility is amended to authorize the suspension of a student’s federal loan eligibility if he or she has been convicted in a court of law of drug-related offense. Specifically, Section 484, which became effective on enactment of the Higher Education Act, is amended by adding a new subsection “(r), Suspension of Eligibility for Drug-Related Offenses.” In the relevant part, the section states:

1. In General: A student who has been convicted in a court of law of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

<i>For possession of a controlled substance, ineligibility period is:</i>	<i>First Conviction</i>	<i>1 year</i>
	<i>Second Conviction</i>	<i>2 years</i>
	<i>Third Conviction</i>	<i>Indefinite</i>
<i>For sale of a controlled substance, ineligibility period is</i>	<i>First Conviction</i>	<i>1 year</i>
	<i>Second Conviction</i>	<i>Indefinite</i>

Drug Policy Violations and Sanctions

The following are consequences for those persons whose behavior is deemed to be in violation of the Unity College Drug Policy. Those violations, which constitute a violation of Maine law, may be referred to appropriate law enforcement officials. Anyone involved in the possession, use, or distribution of illicit drugs will be prosecuted to the fullest extent of the law and the college’s policies.

Level-One Drug Policy Violations. Defined as but not limited to:

- 1. Display of illicit drugs:* Students are not allowed to have displays of advertisements, bottles, cans, lights, etc., that encourage the use of illicit drugs and are visible from outside of a campus building or a resident room.

Minimum Sanctions for Level-One Drug Policy Violations

First offense	Official warning 2 hours of community service
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	Fine of \$50 (suspended)
Second offense	Official reprimand \$50 to \$100 in fines 6 hours of community service Completion of a drug education program
Third offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community service Parental notification Referral to clinical counselor for assessment Completion of a drug education program
Fourth offense	Suspension from the college

Level-Two Drug Policy Violations. Defined as but not limited to:

1. *Illicit drug paraphernalia:* Students are prohibited from the possession and/or use of identifiable illicit drug paraphernalia (as defined in "Definition of Terms" section above) that are commonly associated with illicit drug use.
2. *Illicit use of marijuana:* Students may not possess, consume, or transport marijuana.

Minimum Sanctions for Level-Two Drug Policy Violations

First offense	Official reprimand \$50 to \$100 in fines 6 hours of community service Completion of a drug education program
Second offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community service Parental notification Referral to counselor for assessment Completion of a drug education program
Third offense	Suspension from the college

Level-Three Drug Policy Violations. Defined as but not limited to:

1. *Use of illicit drugs other than marijuana:* Students may not possess, consume, or transport illicit drugs.
2. *Providing illicit drugs:* Students may not provide or share illicit drugs with others or allow a person to possess illicit drugs on a premise under one's control.

Minimum Sanctions for Level-Three Drug Policy Violations

First offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community services Parental notification Referral to a clinical counselor for assessment Completion of a drug education program
Second offense	Suspension from the college

Level-Four Drug Policy Violations. Defined as but not limited to:

1. *Trafficking illicit drugs:* Students may not traffic illicit drugs to a person.

Minimum Sanctions for Level-Four Drug Policy Violations

First offense	Suspension from the college
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FIRE SAFETY POLICY

The college will take strict and definite administrative and judicial action when the lives and property of the campus community are compromised by fire safety violations. When appropriate, criminal prosecution will be exercised.

1. Lighting fires of any kind in a residence is a violation of state law and may subject a student to legal proceedings as well as college disciplinary action.
2. Tampering with fire extinguishers or fire alarm systems, and fastening or otherwise blocking fire doors (including doors leading to stairwells) are punishable under the laws of the state.
3. No items may be stored in the hallways of campus housing as they may restrict evacuation in case of emergency.
4. Arson is a felony under state law.
5. Careless use of lighters, matches, or tobacco products constitutes a definite fire hazard. Extreme caution should be exercised when using them.
6. Doorways, ceilings, or heating units in the residences must be clear of obstructions and may not be covered with any materials including tapestries, plastic banners, or any materials deemed to be a safety hazard or deemed to inhibit evacuation in the event of an emergency as determined by the Public Safety Office or the residence life staff. Students wishing to appeal a determination made by the Public Safety Office or the residence life staff may appeal in writing to the director of residence life. For the safety of all residents, the material in question must be removed while the appeal is in process.
7. Any items that can produce an open flame are specifically prohibited in all living units except for lighters or matches used for lighting authorized tobacco products.
8. Use or possession of fireworks, gunpowder, chemicals, or other explosives listed in the "Weapons and Explosives" section is prohibited by law.
9. State law dictates that fire drills must be held in all residence halls. All residents are responsible for becoming familiar with the specific regulations for their residence hall. When a fire alarm sounds, residents are required to vacate the hall immediately. Failure to do so is a violation of state law and college safety standards and may subject student(s) to disciplinary action, including a fine that may exceed \$100 dollars. There will be a fire drill each semester for each residence. The Unity Fire Department will be notified before any drill is conducted. The director of residence life and the director of public safety will coordinate and insure that fire drills are conducted.
10. A student is expected and required to use safety equipment and/or initiate safety procedures when the situation requires this equipment or procedure. This includes, but is not limited to, fire equipment, fire alarms, smoke alarms, exit lights, fire drills, initiating false alarm, or notification of a bomb threat.
11. Any equipment that is deemed unsafe by the college is prohibited. Students who need

to store camping fuels and starters, such as white gas, should contact the director of residence life to discuss possible storage options.

12. Burning incense is prohibited in all campus facilities.
13. Fires are prohibited in all outdoor areas of the college except in the college fire pit, which requires Public Safety Office approval for an on-campus fire.

Evacuation Plan for Residents in Case of Fire Alarm

This evacuation plan for campus residents has been established so as to ensure the safe evacuation of students in residences at Unity College in a quick and timely manner.

Procedures to Follow if a Fire Occurs

1. Pull the fire alarm.
2. Dial 911 and notify officials that there is a fire at the specific location (Unity College, Name of Residence, and Room Number) Note: This call should be made as quickly as possible, but the student making the call should make it from a safe location.
3. Dial campus extension 232 and notify the public safety officer on duty of the fire and the specific location of the fire. Note: This should be made as quickly as possible but the student making the call should make it from a safe location.
4. Evacuate the building immediately. While leaving, alert other students to the existence of the fire.
5. Meet the public safety officer on duty to give details of the location of the fire, if needed.
6. Move at least 50 feet from the affected building. Cianchette and Maplewood Hall residents should use extra care in evacuating their residence. Students should not look directly at the alarm strobe lights. The strobe lights may cause eye damage.

Residents should gather outside of their residences at least 50 feet from the building in the following areas:

Cianchette—in the back of the parking area
Cottages—in Parking Lot A
Eastview—area in front of Westview away from the fire lanes
Maplewood—in Parking Lot A
Westview—in front of Eastview away from the fire lanes
Wood Hall—Murdock Drive

Note: *Anyone causing a false alarm will be charged with committing an unsafe and hazardous act, and will be subject to summary suspension.*

GOOD NEIGHBOR POLICY

The nature and mission of Unity College ensures an emphasis on the value of respect for persons and the wider environment. Consistent with this emphasis, students are advised that they must respect the property and property lines of all area residents. Students who wish to enter onto the private property of an area resident must ensure that they have the permission of the property owner. If granted permission to enter onto the private property of an area resident, the student must respect the resident's property, i.e., land, streams, buildings, trees, equipment, etc. If a complaint is received by the college, the college will, through the Public Safety Office, investigate the matter. The Public Safety Office will then issue a report to the

Student Affairs Office. The dean for student affairs will review the report and determine what action should be taken (i.e., follow-up interview or warning to the student or resolving the charge by the dean for student affairs, or forwarding to the Community Council or the College Council, depending upon the gravity of the complaint). If the Community Council or the College Council reviews and adjudicates the complaint, the normal rules for proceeding as outlined in this handbook apply. Questions related to this policy may be addressed to the dean for student affairs and/or the president of the Student Government Association.

GRADES POLICY

Grades, Registration, and Graduation May Be Withheld for the Following Reasons:

1. Books, overdue material, lost or damaged, or money owed the library.
2. Unpaid residence hall damage charges.
3. Unpaid parking fines for the previous semester.
4. Unpaid Community Council, College Council, or other judicial fines.
5. Any unpaid balance owed the college.

ID CARD POLICY

Students will receive an official student photo identification card upon entering the college. The ID card admits students to the student center and college events. It also serves as the official meal ticket, when appropriately stamped and bar coded, for those participating in the one of the campus meal plans. This ID card may also be useful off-campus to obtain reduced rates from some businesses and travel firms. The ID should be carried at all times and presented on request to the proper authorities.

Alteration or improper use of ID cards, in such areas/activities as the cafeteria, gunroom, or admission to events, is prohibited and may be referred for disciplinary action. Misrepresentation of one's status (meal plan or non-meal plan) is prohibited.

Loss of an ID card should be reported to the student affairs office. There is a \$20 charge for a replacement ID.

Representation

Students are expected and required to:

- Represent themselves clearly and accurately when requested by an authorized college official having just cause to issue the order.
- Carry and utilize college identification card for use in obtaining college services and privileges.
- Seek and/or obtain only those college privileges or services to which they are entitled.

IMMUNIZATION REQUIREMENTS

All students are required, as a condition of attending Unity College, to comply with the State of Maine immunization requirements. Students who fail to satisfy these requirements within the time frame established by the college will be required to leave the college until such time as they can satisfactorily demonstrate that they have received the required immunizations. Students that are removed from the college for failure to comply with this State of Maine law will not be entitled to any financial refunds from the college. Students with questions related to compliance with this important law should contact the director of student health services or the student affairs office.

INTERNET ACCESS POLICIES

The information technology department (IT) maintains and administers the college's Internet connection.

E-Mail

All members of the college community receive an e-mail account. E-mail addresses are assigned automatically to students when they join the college community. ***It is the student's responsibility to check e-mail every 24 hours for important campus communications.***

Access to the Internet from Your Personal Computer

All residence halls are both wired and wireless. Residents need a PC with a wireless adapter that is capable of running 802.11g mode with WPA/TKIP encryption in order to access the wireless network. This service allows students to connect to the campus network and the Internet with a personal computer running TCP/IP software in many of the campus buildings. To utilize wireless services, visit the information technology department Web site and follow the instructions for "connecting to the wireless network." For the wired network follow the instructions "connecting to the network." Public access terminals are available in Quimby Library, Koons Hall, the residence halls, the second floor of A side in the activities building, and the Learning Resource Center, which is in the bottom floor of the library. These terminals are provided primarily for course-related searching and other appropriate uses, such as reading and sending e-mail.

Terms of Service for Students Using Unity College Computing Resources

Unity College provides a variety of computing and networking resources because they are important to academic and personal growth. All who use these resources are bound by college policy and local, state, and federal law. Computing raises special ethical and legal questions that call for separate clarification. Here are the Unity College policies that are particularly related to students' computing:

Personal Accounts. Computer accounts for Internet access and e-mail are given to students for their personal use while enrolled at Unity College. Students may not lend these accounts to others or use others' accounts. Students are responsible for all activity from their account including someone else's activity. Because of this it is imperative that students keep their passwords confidential and never lend their account to another person. In their communications, students may not pretend to be anyone else or represent the college in any official capacity.

Limited Resources. Network capacity and lab computers—among other things—are limited, shared resources. Students should not waste these resources. Class work is the first priority, personal learning second, and other uses come last. Students should relinquish a resource to someone with a higher priority.

Intellectual Property. It is easy to copy material from around the world. Students are reminded that work that is not theirs must be properly attributed. Students may not use material, including software that they are not entitled to use. Students must not allow software licensed to Unity College to be used by people who are not entitled to use it.

Your Own Computer. The college is not responsible for losses due theft or other hazards. Students must provide their own insurance if they feel that they need insurance. Students may use only software that they are entitled to use. A student is responsible for all activity from his/her personal computer no matter who is using it.

Other Legal Restrictions. Students should be aware that there are many laws affecting computing and activities that students may wish to do at the keyboard. There are statutes covering system intrusion, harassment, data privacy, fraud, child pornography, theft of services, and use of publicly funded facilities for religious or political purposes. In some situations the college is obligated to share with authorities violations of law using computers.

Changes of Policy. Students are bound by the Terms of Service while enrolled at Unity College. From time to time these terms will change and students are responsible for

acquainting themselves with changes once a semester, and abiding by those changes. Current Terms of Service are on the college Web site in the technology area. Violations of the Terms of Service will be dealt with according to disciplinary procedures outlined in the Student Handbook. This may result in denial of access to college computing facilities or in other disciplinary action.

Policies for Using the Unity College Network. Using the Unity College network is a privilege. In order to retain that privilege, a few rules need to be followed. These rules are in place to ensure that the network is used as it is intended to be and that it functions properly for all users. Violation of any of these guidelines will result in judicial action and possible loss of network privileges.

- The Unity College network is intended to support the academic, educational, and research efforts of the students and employees of Unity College. Only members of the college community are entitled to use it.
- The student assigned to a given network connection is responsible for all activity originating from it. Students may not tamper with the network wiring or hardware other than that in the student's computer. If there is a problem with the network connection, report it to the network administrator (ext. 316 or 277).
- Under no circumstances may a computer connected to the Unity College network use an IP address other than that assigned to it by the IT department.
- No servers of any sort may be run on the Unity College network other than those specifically approved by the information technology department. This includes, but is not limited to, running any server version of Windows (NT, 2000, XP), Novell Netware, or any form of UNIX in a server configuration. This also includes, but is not limited to, using any computer or device to provide services such as DNS, DHCP, BOOTP, WINS, P2P, FTP, or HTTP (including Windows Personal Web server).
- In the event that a computer begins sending signals to the network that are disruptive to the operation of the network, the connection to that computer will be terminated to protect the network. Information technology department staff will assist the user in diagnosing the problem and re-enabling the connection once fixed.
- Students may not possess or use any hardware or software designed to interfere with the security of the network or devices connected to it. (See "Telephones" below.)
- The college network is the property of Unity College. Any information traversing it is also the property of Unity College. Under normal circumstances the privacy of the users of the network will be respected, but in the event of an investigation into a security or performance problem on the network, the contents of network traffic may be recorded and examined.
- Students may not use the network to engage in software piracy or copyright infringement. Sharing software with other network users is not permitted unless the student has obtained licensing for that software which specifically permits the student to share copies of it. Students must be able to show proof of licensing for all software on their computer.
- Students may not use the network to violate any federal, state, or local laws or statutes nor may the student use the network to violate any policy of Unity College.

This policy is subject to change without prior notice. Please check the Web site <http://www.unity.edu/Academic/SupportServices/Technology/Technology.aspx> for the policy currently in effect.

Telephones. Portable (cordless) phones that operate on the 2.4GHz channel are banned from campus. These phones interfere with the operation of wireless networks. If a phone that operates at 2.4GHz is found on campus, the college will confiscate it.

UCommunicate

UCommunicate is a set of e-forums for news, information and discussion. Only Unity College network users may post to UCommunicate.

All posts to all forums must accord with our campus community standards for conduct and communication. These appear in various publications. Forum posts that violate community standards may result in revocation of posting privileges or other sanctions

All users of UCommunicate are responsible for monitoring posts and for reporting those believed to be in violation of community standards to the Dean for Student Affairs. The dean will consider the referral in light of community standards and take appropriate action, such as reminding the sender of our policy or applying sanctions, for example, loss of posting privileges.

UCommunicate will consist of five forums:

1. **UC Voices.** UC Voices is for open discussion of topics of interest. For example, a student or employee may want to voice an opinion or start a discussion concerning a political issue or a matter of interest or concern on campus. UC Voices is not for buying and selling, advertising events, finding rides, lost and found, etc. There are other forums for those purposes. Full, free and open expression that is consistent with our community standards is actively encouraged in this forum. Examples of expression not in keeping with community standards are obscenity and personal attacks.
2. **UC Classified.** UC Classified is for offering or seeking items to buy, sell, rent, or swap. It is primarily for individual transactions, for instance a student or employee selling household items. It may also be used to advertise commercial enterprises in which a student or employee is a direct controlling party, such as selling produce grown for market by a staff member. No transactions on behalf of individuals who are not themselves college students or employees are permitted; for instance, notice of specials from area businesses are not permitted. The sale of weapons through UC Classified is strictly prohibited.
3. **Lost and Found.** Lost and Found is for posting notice of items that are lost or found to facilitate their return to their proper owners.
4. **Ride Board.** Ride Board is for posting notice that one needs a ride or is offering a ride to a given place at a given date and time.
5. **Announcements.** Announcements is for posting notice of college events. Examples include campus speakers, club meetings and activities, internship presentations, Student Center meal specials, bands, intramural sports, or recreational trips, Unity Centre for the Performing Arts events, Field of Dreams activities, etc. Events for which Unity College is not a sponsor may not be announced here. Announcements will generally cease to be posted after an appropriate period.

College distribution lists

The following broad-based email distribution lists will remain active on the Exchange server: Employee-News@, Students@, Staff@, Faculty@, and DIAS@.

To reduce excessive email clutter and increase email's usefulness for everyone, messages sent through college distribution lists should convey college business *of genuine interest or importance to the whole group receiving them*. So, for example, an article should be forwarded to those the sender believes will be genuinely interested, rather than to Faculty@, or a student club meeting notice should be sent to the members of that club, rather than to Students@. College distribution lists should not be used for postings appropriate for UCommunicate forums, such as notification of lost or found articles or items for sale—these should be posted to the appropriate UCommunicate forum. One exception is announcements: announcements of campus-wide events—those intended for and open to total or nearly total

campus participation—may be made through campus distribution lists in addition to being posted to the Announcements forum on UCommunicate. Users wishing to repeat previous messages as reminders should limit themselves to one such reminder. Chain-letter email messages are a form of spam and are prohibited from college email distribution lists.

As with UCommunicate, the email-reading community is expected to play an active role in monitoring the use of email distribution lists. Messages believed to represent a misuse of a college distribution list should be referred to the Student Affairs or Information Technology staffs, which will review the referral and take appropriate action. Repeated misuse of college distribution lists may result in sanctions, such as suspension of posting privileges and/or email accounts.

MAIL

Students are responsible for checking their campus mailboxes at least once every two days.

After graduation or withdrawal from the college, first-class mail is forwarded to a student's last known home address on record or to a forwarding address the student leaves with the student affairs office for 18 months after departure. Unity College encourages graduates and departing students to give their new address to those sending them mail; this is especially important for "standard" mail (any mail that is not first class) that they might wish to receive. Standard mail cannot be forwarded.

MISSING STUDENT POLICY

Unity College takes student safety very seriously. To facilitate our students' safety, the "Missing Student Policy and Procedures for Unity College" will assist us in locating unity student[s] on facts and circumstances known to the college, who are determined to be missing. This policy and procedures are believed to comply with the Higher Education Act of 1965 as amended by Public Law 110-315 in August 2008 (20 USC 1092(j)).

Anyone who believes a resident student to be missing should report their concern to Public Safety, Residence Life, or the Dean of Students' office. Every report made to campus officials will be investigated. Depending upon the circumstances presented to College officials, parents of a missing student may be notified. In the event that parental notification is necessary, the Dean of Students, or designate, will place the call.

General Procedure:

- I. The Unity College official receiving the report will collect and document the following information:
 - A. The name and relationship of the person making the report.
 - B. The date, time, and location the missing student was last seen.
 - C. The general routine or habits of the suspected missing student, e.g., often visits friends who live off-campus, often returns home, any recent changes in behavior or demeanor, etc.
 - D. The missing student's cell phone number, if known by the reporter.
- II. The Unity College official receiving the report will inform the Dean of Students and Public Safety. The Dean of Students will determine if the President should be informed.
- III. Upon notification from any person that a student may be missing, Unity College officials may use any or all of the following resources to assist in locating the student.
 - A. Call the student's room.

- B. Check the student's residence hall room.
 - C. Talk to the student's RA, room mate, and residents to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - D. Secure a current student ID or other photo of the student.
 - E. Call and text the student's cell phone and call any other telephone numbers on record.
 - F. Send the student an email.
 - G. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, Student Center, etc.
 - H. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, Twitter, etc.
 - I. Ascertain the student's auto make, model, and license plate number. Public Safety will check Unity College parking lots for the presence of the student's vehicle.
 - J. If the missing student is under the age of 18 years and not an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the student's custodial parent or guardian as identified in the University's records. If the missing student is over the age of 18 years or an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the individuals found in the emergency contact information that is stored in CAMS. If the emergency contact information stored in CAMS is absent or unusable, the appropriate law enforcement agency will be informed after the student has been missing for 24 hours.
- IV. The Dean of Students may ask the Information Technology staff to provide electronic logs for the purpose of determining the last login, access, and use of the Unity College IT network.
- V. Unity College officials may report the information to the Waldo County Sheriff's office. If, in the course of gathering the information described above, foul play is evident or strongly indicated, the Waldo County Sheriff's office may be contacted immediately. If it is necessary to contact the Waldo County Sheriff's office, the College will follow their procedures for managing this type of incident.
- VI. This policy and its procedures will be incorporated into the Campus Safety and Student Affairs websites, integrated into Resident Advisor training, included in the annual Campus Safety security report, and sent to all Unity College residents via email, once per year.

Dean Bessey
 Chief Public Safety Officer
dbessey@unity.edu
 (207) 948-2268

Gary Zane
 Dean of Student
gzane@unity.edu
 (207) 948-3131 ext. 241

NONDISCRIMINATION AND HARASSMENT (OF STUDENTS) POLICY AND REPORTING PROCEDURE

Nondiscrimination

Unity College values a diverse college community where all individuals are treated with respect and dignity. Unity College is committed to providing a learning environment for students that is free of illegal discrimination, harassment, or retaliation. Illegal discrimination, harassment, or retaliation of individuals of the campus community is against college policy and will not be tolerated.

Unity College does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, or other status protected under local, state, or federal laws in the recruitment and admission of its students, or in the administration of its educational policies and programs.

Harassment

Definitions and Prohibitions of Harassment. Unlawful harassment may involve any of the protected categories as noted in the nondiscrimination section of this policy. Sexual harassment in particular has been an area of great concern and publicity in the United States.

Sexual harassment prohibition/definition: Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex discrimination.

Sexual harassment of a student: As described by the United States Office for Civil Rights, sexual harassment can take two forms—quid pro quo and hostile environment. *Quid pro quo harassment* occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment.

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

Sexual harassment and gender: Sexual harassment may involve individuals of the same or different gender. While historically the majority of sexual harassment complaints involve a male harasser and a female complainant, the definition applies equally to female harassers and male victims, as well as same-sex harassment. Sexual harassment may include a range of subtle or not so subtle behaviors in the academic learning environment. These behaviors include but are not limited to:

- sexually-oriented conversation
- sexual or dirty jokes
- comments on appearance
- persistent, unwelcome invitations for drinks or meals
- sexually related propositions
- sexual advances
- demands for sexual favors, accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.
- verbal abuse of a sexual nature
- comments on sexual relations
- comments on an individual's body
- leering, whistling, or touching
- sexual looks or obscene gestures
- visual display of degrading sexual images or sexually suggestive pictures or objects
- graffiti of a sexual nature
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance

- other physical, verbal, or visual conduct of a sexual nature

It is important to note that these types of behaviors, even if not directed at the individual making the complaint, may constitute unlawful sexual harassment.

Other prohibited types of harassment: In addition to sexual harassment, unlawful harassment may involve any of the protected categories listed above under nondiscrimination. Harassment on the basis of these other protected characteristics is also against the law and the policy of Unity College. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sexual orientation, ancestry or national origin, age, physical or mental disability, or any other characteristic protected by law that (1) has the purpose or effect of creating an intimidating, hostile or offensive educational environment, or (2) has the purpose or effect of unreasonably interfering with an individual's educational performance, or, (3) otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping
- threatening, intimidating, or hostile acts
- denigrating jokes
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group

Retaliation Prohibition

Unity College prohibits retaliation against any individual who reports discrimination or harassment or who participates in the investigation of a complaint. Retaliation is a serious violation of college policy and, like harassment or discrimination, will be subject to disciplinary action.

Individuals Covered

This policy applies to all students and is related to conduct engaged by fellow students, employees, or third parties with whom students interact in the course of their learning. Some examples of third parties are vendors, independent contractors, consultants, and volunteers.

Resolving a Problem Outside of the Complaint Procedure

For incidents involving harassment, it is often helpful for the individual who believes that s/he is being subjected to conduct that is unwelcome, to promptly inform the offender that the conduct is unwelcome and must stop. Often this action will resolve the problem. Regardless of whether or not the individual chooses to address the offender directly, an individual who believes that s/he is a victim of harassment is encouraged to report this as soon as possible to the dean for student affairs as further described in the next section.

Discrimination and Harassment Reporting and Complaint Procedure

Unity College's discrimination and harassment reporting and complaint procedure is available to all students.

Reporting a Complaint of Discrimination or Harassment. Students are encouraged to promptly report to the Dean for Student Affairs, any conduct that they experience or witness of discrimination, harassment or retaliation, regardless of the offender's identity or position. If the complaint is about the dean for student affairs the student should report his or her complaint to the senior vice president for academic affairs.

Investigation. Complaints will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The dean for student affairs is responsible for the investigation of a complaint reported by a student. If a complaint involves both an employee and a student, both the dean for student affairs and the director of human resources will be jointly responsible for the investigation. If a complaint is about the dean for student affairs, then the president will appoint an alternative investigator.

The investigator will explain the investigation process to the complainant and the alleged violator. They will be advised of the strict policy of avoidance of retaliation in relation to this investigation. The investigator will provide the alleged violator with sufficient information to identify and respond to the allegations in the complaint, unless unusual circumstances dictate otherwise. The investigator will keep the complainant and the alleged violator apprised of the status of the investigation at reasonable intervals.

The investigation will be completed as quickly as reasonably possible consistent with a thorough investigation. Unless circumstances require otherwise, the investigation should ordinarily be completed within 15 school days.

Following the conclusion of the investigation, the investigator will make a written report to the college president. The report will include a determination as to whether the allegations raised in the complaint have been substantiated and whether they violate Unity College's policy. The results of the investigation will be provided to the complainant and the alleged violator in accordance with applicable law regarding the confidentiality of school and/or employment records and consistent with any privacy rights of the alleged violator.

If a complaint is received of harassment committed by someone other than a Unity College employee or student, the complaint will be investigated and action taken, as appropriate, considering the extent of the college's control and any other legal responsibilities that the college may have with respect to the conduct of such person. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Discipline. Where evidence of harassment, discrimination, or retaliation exists in violation of Unity College's policy, steps will be taken to stop the behavior, including taking appropriate disciplinary action. The type of discipline will be determined on a case-by-case basis and will reflect the severity of the conduct, up to and including suspension or dismissal from the college. A student may appeal the disciplinary action by filing an appeal with the president in accordance with Step 3 of the Grievance Procedure found in the Student Handbook.

Consensual Relationships

Unity College prohibits any instructor, faculty member, member of administration, or any employee who instructs, evaluates, supervises, or advises, or who is in a position to exercise authority over a student in any way, to date or have a sexual relationship with a student, even if the relationship is consensual in nature. This policy applies to relationships between individuals of the same sex or of the opposite sex.

For a consensual relationship between a Unity College employee and a student, other than a relationship described in the previous paragraph, the Unity College employee must disclose the relationship to his or her supervisor, as well as the supervisor's executive administrator.

For a consensual relationship between a student employee who supervises another student employee (e.g., NOVA leaders, RA's, public safety, and other similar positions), the student supervisor must disclose the relationship to his or her supervisor, as well as the supervisor's executive administrator.

Regulation of Speech

In cases of alleged harassment, the principals of the First Amendment will be considered if issues of speech or expression are involved. Free speech rights apply in the classroom (e.g., classroom lectures and discussions) and in all other education programs and activities (e.g., public meetings and speakers on campus; campus debates, school plays and other cultural events; and student newspapers, journals, and other publications). In addition, First Amendment rights apply to the speech of students and teachers.

Title IX is intended to protect students from sex discrimination, not to regulate the content of speech. The Office for Civil Rights recognizes that the offensiveness of particular expression as perceived by some students, standing alone, is not a legally sufficient basis to establish a sexually hostile environment under Title IX. In order to establish a violation of Title IX, the harassment must be sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment.

Recording of Images without Knowledge

Using electronic means to video and/or photograph any person without that person's knowledge and consent in a location where there is a reasonable expectation of privacy and when the recording and or photograph his likely to cause distress, damage or reputation, or injury is prohibited. This includes but is not limited to locations such as bathrooms, showers, and residence rooms.

PARKING AND MOTOR VEHICLE POLICY

Registration Process

All vehicles parked on campus (**this includes motorcycles, mopeds, and vehicles belonging to students who live off campus**) must have a valid parking sticker issued by the Public Safety Office. The parking sticker must be properly affixed to the rear driver's-side window. If the decal is improperly placed, the owner of the vehicle is in violation of the parking policy. Any question about the placement of a parking decal should be referred to the Public Safety Office by calling ext. 232. Any vehicle with an altered parking decal is in violation of college policy and the owner of the vehicle is subject to being fined and/or towed from campus property. *If you live on campus and move to a different residence hall, or if you live on campus and move off campus, you need to get a new parking sticker for your vehicle from Public Safety and park in the appropriate lot.*

Overnight campus visitors must obtain a temporary parking pass from the Public Safety Office and must park only in designated VISITOR PARKING ONLY areas.

Motor Vehicle Policy and Fines

Motor vehicle operation on campus is restricted to the roadways and parking lots.

1. Driving or parking on the lawn areas of campus: minimum \$25 fine plus damages and/or judgment of the hearing by the Community Council or the dean for student affairs.
2. Driving to endanger property or people: monetary fine and hearing before the Community Council or the dean for student affairs.

NOTE: *Driving to endanger people is a serious offense. Anyone found liable of driving to endanger people will have his/her privilege to drive on campus suspended.*

Parking Policy

Campus parking at Unity College is a privilege that may be used only by those vehicles bearing a valid Unity College sticker, which may be obtained from the Public Safety Office. Unity College ID, proof of registration and insurance is required to be allowed to park on campus.

Resident and Commuter student parking areas are designated by **LETTERED LOT SIGNS** located at the entrance of each parking lot; vehicle stickers designate authorized usage. Information on proper sticker placement and a campus parking map are issued with each parking sticker.

Handicap parking areas in each lot are designated by handicap signs or marked on pavement.

Parking spaces in Lot E at the activities building are for use between the hours of 6:00 A.M. and 2:00 A.M. for commuter students, faculty, and visitors.

Overnight parking of disabled cars anywhere on campus is not allowed except by permission of the Public Safety Office.

During Thanksgiving, Winter, and Spring Breaks, when the college is closed for an extended period, students who plan to leave their vehicle on campus are required to park it in the upper dirt lot (Lot G) by Cianchette Hall and the Health and Wellness Center. This assists the facilities staff in sweeping and plowing other lots during the break. Vehicles left in other parking lots during breaks may be ticketed or towed.

Student parking in the following areas is a violation of the parking policy:

- Unassigned lots
- Cottage area, except in the parking lot A
- "No Parking" areas
- On lawns or athletic fields
- Along campus roads
- In front of dumpsters
- In reserved areas, such as "Faculty/Staff" areas
- In handicapped parking areas,
- In fire lanes

Visitor Parking

A visitor is any person not employed with or enrolled at Unity College who occasionally has business or another reason to be on campus. Visitor parking areas are designated with VISITOR PARKING ONLY signs. Campus parking maps may be obtained from the Public Safety Office in Constable Hall. Overnight campus visitors must obtain a temporary parking pass from the Public Safety Office and must park only in designated VISTOR PARKING ONLY areas.

Students living off campus are NOT visitors to the college and are required to have a valid parking permit.

Fines for Parking Policy Violations Are (cumulative throughout the year):

1 st offense	Minimum \$15 fine plus damages
2 nd offense	Minimum \$25 fine plus damages
3 rd offense	Minimum \$50 fine plus damages and/or judgment of the hearing by the Community Council or the dean for student affairs.
4 th offense	Vehicle towed at owner's expense and loss of campus parking privileges.

Operation of a motor vehicle on campus and utilization of any Unity College parking facility constitutes acceptance of this policy and the related rules and regulations. If you have any questions or seek additional information about campus parking issues, contact Public Safety at ext. 232 or 948-2268. Some parking violations, such as parking in a handicapped space, fire lane, or service area; impeding snow removal; or blocking a dumpster, may result in towing without warning at the vehicle owner's expense and risk.

PETS POLICY

Unity College recognizes that many pets are well loved and well behaved, but even the calmest and most well-behaved pet can prove to be a distraction or is capable of disrupting the work and lifestyles of faculty, staff, students, and visitors. Therefore, under limited circumstances, the college permits pets on college property, provided that the following guidelines are observed:

1. **Pet owners have leash control of their animal at all times.** *Leash control* is defined as physical control by means of a cage or other restraining device held by the owner; voice control is not considered leash control. Pets must not disrupt any college function or event.
2. **Pets of any type are not permitted in the residence halls or any other college building. This rule is for reasons of safety, health, and sanitation.** Any pet that poses an immediate threat to the safety of any college employee, student, or visitor will immediately be removed from campus. Exceptions may be made for fish and service animals.
3. **If required by law, pets on campus must be licensed and vaccinated, and have ID tags with the name and address of the owner.**
4. **A pet that causes a disturbance, interrupts the work of others, or poses a health or safety risk to students, faculty, or staff, must be removed immediately from campus by its owner and permanently kept off campus.**
4. **Dogs on campus are subject to the State of Maine dog control laws.** The Town of Unity and Unity College adhere to Maine law, which states that "It is unlawful for any dog, licensed or unlicensed, to be at large, except when used for hunting. The owner or keeper of any dog found at large is subject to the penalties provided in this chapter." Any pet found in a college building (with the exception of service animals) or on campus not under the direct leash control of its owner is in violation of this policy and the owner is subject to disciplinary action. Dogs in violation of these laws are subject to impoundment by the Town of Unity Animal Control Officer or the police.
5. **The owner of any pet is responsible for cleaning up after the pet and/or restraining the pet from causing damage to college property.** Owners must be considerate of all college students, staff, and faculty when bringing pets to campus. All college employees and students should feel secure walking freely without the fear of contact with pets and their feces. ***Owners must clean up after their pet.***
6. **Exceptions.** Service animals may enter and reside in buildings if assisting disabled individuals in accordance with ADA. Also, dogs assisting law enforcement agency personnel in the performance of their duties may enter buildings. Animals that are part of an instructional program may be brought into and reside in buildings.

The owner of the pet on campus accepts sole financial and legal responsibility for any damage, injury, or other harm caused by the pet. By bringing a pet on campus, the owner agrees to defend, indemnify, and hold harmless Unity College from any liability for any injury or other harm caused by the pet. For purposes of this policy, an *owner* of a pet is defined as a member of the college faculty, staff, student body, or a guest or visitor of a member of the college faculty, staff, or student body who has custody of a pet.

SEXUAL ASSAULT POLICY

Sexual assault is a serious violation of the criminal laws of the State of Maine. The full text of the appropriate applicable State of Maine laws may be found in the "Sexual Assault Policy" section of this Student Handbook, which also is posted on the Unity College Web site.

Unity College insists upon full compliance with all applicable State of Maine "Sexual Assault" laws and US "Sexual Abuse Codes." Unity College reserves the right to maintain a higher standard of behavior than is required by the State of Maine Criminal Code and the US Federal Code. Therefore, Unity College has determined that one or more than one of the following prohibited acts shall be considered a violation of the Unity College Sexual Assault Policy:

- Any sexual act or sexual contact forced on another person either by physical force,

intimidation, or physical/emotional coercion. Force is understood as pressure exercised by a person, implicit or explicit, which is physical, verbal, emotional, or situational, and which prevents another person from freely giving or withholding consent. A person who alleges sexual assault has occurred is not required to demonstrate that she/he resisted.

- Any purposeful touching of the erogenous zones (such as genital, breasts, or other areas), either directly or through clothing without consent.
- Any sexual act or sexual contact with an individual whose judgment has been impaired by the intake of alcohol or other drugs. Impairment is defined as what any reasonable person would perceive as an inability to make an informed choice. Judgment may be impaired with the consumption of as little as one ounce of pure alcohol per 120 pounds of body weight for females, 1.5 ounces of pure alcohol per 160 pounds of body weight for males and could be even lower when alcohol is combined with other drugs and medication or limited food consumption. The impairment of judgment continues over a period of hours from the time of ingestion of alcohol or other drugs.
- Any sexual act or sexual contact with an individual who is unconscious, asleep, or otherwise unable to consent to sexual contact.
- Any sexual act or sexual contact with a person with a mental or developmental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent.
- Any sexual act or sexual contact with a person under the age of 14 or with a person between the ages of 14 and 16 if the actor is at least three years older. (Maine State Law)

Definitions of Terms

Sexual Assault includes but is not limited to all forms of unwanted sexual acts and sexual contact, including acquaintance rape, forced vaginal or anal intercourse, forced oral sex, and/or forced penetration of genital or anal openings by a foreign object.

Sexual Contact includes touching intimate parts of the body, including, but not limited to, thighs, genitals, buttocks, the pubic region or the breast/chest area, or the clothing covering those parts and/or using intimate parts of the body to touch another individual.

Consent Clarification. Consent shall be defined as the act of both willingly and verbally agreeing to engage in each specific sexual behavior, contact, or conduct.

- Silence must never be interpreted as consent.
- Lack of explicit objection must not be construed as consent.
- Submission must not be construed as consent.
- Consent may be withdrawn at any time and action must not proceed.

A person is not considered to have given consent if:

- Asleep, unconscious, substantially physically, mentally, or developmentally impaired.
- Impaired by the ingestion of alcohol or other drugs as described in the previous sections.
- Intimidated, forced, or threatened.
- Psychologically pressured, under duress, or incapable of making a decision on her/his own.

It is the responsibility of each person to clearly determine that the other person has given consent. Sexual assault is never the fault of the survivor.

Alcohol, Date-Rape, and Recreational Drugs

The Date Rape Drug Act of 1996 makes it a federal felony to employ the use of any controlled substance in order to facilitate a sexual assault. It is extremely important to note that despite the significant amount of attention paid to the date-rape drugs, alcohol still remains by far the most common date rape drug.

Surveys estimate that up to 89% of perpetrators and up to 44% of survivors are under the influence of alcohol at the time of the assault. Alcohol intoxication impairs an individual's ability to appraise a situation and make clear, informed decisions. Excessive use of alcohol precedes many assaults and according to college policy, use of these substances does not diminish personal responsibility or disciplinary sanctions. The use of any substance, including over-the-counter sleeping and cold medications, alcohol, and homemade substances such as GHB to facilitate sexual assault, is against Maine State law. *An individual impaired by the use of alcohol or other drugs is not capable of consent to sexual activity.* Sexual assault using drugs and/or sexual activity in the absence of consent is against Unity College Sexual Assault Policy.

The combination of date-rape drugs and alcohol can be fatal. The most common means of administration of date-rape drugs is through their consumption with alcohol.

Conversation about date-rape drugs commonly refers to the following substances but is not limited to these substances:

- Flunitrazepam—also known by the names Rohypnol, Rufies, Roachies, Wolfies.
- Ketamine—also known by the names Special K, Ket, Kit Kat, and Green GHB
- Gamma Hydroxybutarate—also known as Liquid X, Easy Lay, and Grievous Bodily Harm

Protect Yourself from the Use of Date-Rape Drugs.

- Educate yourself. Find out which date-rape drugs are in current use, how to recognize them, and the effects they have. If you recognize a drug at a party, leave immediately.
- Bring your own drinks to a party. Uncap your own beverages.
- Never take a drink from an open container, such as a punch bowl.
- Never leave your drink unattended. Friends watching your drink are easily distracted.
- If your drink has any unusual taste, color, or smell, throw it out.
- If you or a friend exhibits signs or symptoms of being drugged, leave the party immediately and seek assistance.
- Symptoms include getting extremely drunk quickly and appearing drunker than would be expected for the amount of alcohol consumed.

What to Do in a Case of Sexual Assault

If you are, or a friend is, sexually assaulted:

1. Get to a safe place. Put your safety first. If you cannot get to a phone, do whatever you can to attract someone's attention to get to a safe place.

2. Do not bathe, shower, douche or change clothes. It is recognized that a sexual assault survivor may be undecided in reporting the assault to the police or public safety officer. A report to the police can empower the survivor in exercising legal rights and aid in the protection of others. Unity College personnel will offer to assist the survivor to report the assault to either college or community authorities. If a report is to be made to the police, the survivor will be encouraged not to destroy evidence by bathing, douching, or changing clothes or cleaning up in any way. If the sexual assault survivor is undecided in reporting, the survivor will be encouraged to proceed with the medical evaluation to preserve evidence in case the survivor decides to file a police report at a later date. The survivor will be informed that the collection of evidence will not activate a police file and that only the survivor can initiate police action. Evidence collection is most effective as soon as feasible after the assault has occurred, but may take place for up to 72 hours after the incident. Always wear (or bring) with you the clothes that were worn at the time of the assault. All reports to the police or public safety are to be made only at the request of the survivor.

3. Call for assistance. In the event of an immediate medical emergency, medical response

personnel should be contacted. The number for Unity Ambulance Service is 948-9966.

4. Call a sexual assault advocate, trusted friend, or family member to be with you.

Also consider calling the following choices:

Statewide Sexual Assault Crisis Hotline—800-871-7741

Waterville Rape Crisis Assistance and Prevention Agency—800-525-4441

Maine State Police—800-452-4664

Unity College

Public Safety Office—ext. 232 or 948-2268

Dean for Student Affairs—948-3131 ext. 241

Health and Wellness Center—948-3131 ext. 250, 715

Counseling Services—948-3131 ext. 317

Director of Residence Life—948-3131 ext. 284

Resident Advisor Staff:

- Cianchette Green—ext. 226
- Cianchette Red—ext. 280
- Cianchette Blue—ext. 281
- Cianchette Gold—ext. 230
- Eastview first floor—ext. 251
- Eastview second floor—ext. 255
- Maplewood—ext. 387
- Westview first floor—ext. 279
- Westview second floor—ext. 225
- Wood Hall first floor —ext. 253
- Wood Hall second floor—ext. 252
- Wood Hall third floor—ext. 270

NOTE: *Any of the aforementioned Unity College personnel will give the sexual assault survivor a brochure listing choices, options, and procedures. The survivor will be encouraged to immediately contact the Statewide Sexual Assault Crisis Hotline or the Waterville Rape Crisis Assistance and Prevention program to have an advocate assist the survivor with support, care, referral, procedure, and reporting choices. The survivor may find it will be very helpful to have a person who is trained in the dynamics of sexual assault with her/him as she/he goes through a very difficult and confusing process.*

5. Obtain medical consultation. The sexual assault survivor who does not wish to see the police will be encouraged to seek immediate medical attention at MaineGeneral Medical Center in Waterville. A medical consultation will address physical problems. Prompt medical attention can assure the survivor's physical well being and minimize risks of becoming pregnant or contracting a sexually transmitted disease as a result of the rape. In order to be most effective, medical attention should be received as soon as possible or at least within 48 hours of the assault. The survivor should bring the clothes that were worn at the time of the assault. The survivor should also bring another set of clothes to the hospital that can be worn home. The survivor will be encouraged to contact an advocate from the Statewide Sexual Assault Crisis Hotline and/or Waterville Rape Crisis Assistance and Prevention program to accompany and/or transport her/him to the hospital.

6. Seek counseling. Unity College recognizes the potential for long-term negative consequences of sexual assault. Individuals who have experienced sexual assault often benefit from professional counseling. Unity College Counseling Service offers counseling free of charge to sexual assault survivors. The counseling relationship is confidential within the legal and professional guidelines for the State of Maine. No information that the survivor shares with a counselor can be released without the survivor's consent. An exception to this is if there is a threat to the survivor's or someone else's safety, or if there is a disclosure of child abuse.

7. The sexual assault survivor will be notified of his/her option to report. A report to the police or campus authorities can empower the survivor in exercising legal rights and aid in

the protection of others. Unity College personnel will notify the survivor of the option to report to internal or external authorities, encourage the student to report, and assist in the reporting if requested by the survivor.

Notification of Campus Community

Any faculty or staff member having direct or indirect knowledge of a sexual assault, involving a student(s) whether committed on the Unity College campus or at an off-campus location, shall inform the dean for student affairs that an incident has occurred. This report may be made anonymously on a form provided by the Public Safety Office or dean for student affairs or other method of the reporter's choosing. The dean for student affairs shall in turn inform the Public Safety Office that a report has been received. The identity of the survivor will not be shared without the permission of the survivor.

The dean for student affairs shall, in a timely manner, report to the campus community on crimes that are: (1) covered by the Clery Act; (2) reported to the campus security authorities as identified under the institution's statement of current campus policies; and (3) considered by the institution to represent a threat to students and employees.

The Public Safety Office will report to the campus community annual statistics for the past three calendar years preceding the year of disclosure concerning the occurrence of sexual offenses among Unity College students reported to local police agencies or to any official of the institution who has significant responsibility for student and campus activities.

Unity College's Support Network for Survivors of Sexual Violence

Many campus and community options are available to those members of the Unity College community who experience sexual assault. Though different members of the support network specialize in certain areas, each will provide referrals to any other person or organization as appropriate.

Waterville Rape Crisis Assistance and Prevention Agency (800-525-4441). The Rape Crisis Assistance and Prevention Agency provides 24-hour support for survivors of any sexual violence and also support for the survivor's friends and families. The agency staff provides advocacy services throughout the healing process including accompaniment through forensic evidence collection and law enforcement interviews. Waterville Rape Crisis Assistance and Prevention advocates also provide resources and referrals.

Health and Wellness Center (Ext. 250, 715). Survivors of sexual assault have the option to seek medical attention. The Health and Wellness Center can provide medical care as well as supportive care, confidential counseling, information on procedural options, reporting choices, and referral services. Education on pregnancy and STD/HIV prevention options is also available.

Counseling Services (Ext. 317). Sexual assault carries with it the potential for negative, long-term mental health consequences. The Unity College counseling service provides confidential consultation, crisis response, supportive counseling, and referral services for survivors and concerned others.

MaineGeneral Medical Center, Thayer Unit, Emergency Room (872-1300).

MaineGeneral Medical Center can provide immediate medical attention and treatment to prevent pregnancy and most sexually transmitted diseases. MaineGeneral Emergency Room nurses are certified to collect evidence, if desired, for use in later criminal proceedings. These nurses have been formally trained as SAFE (Sexual Assault Forensic Examiners). They provide confidential, consistent, and understanding evidence examination and collection. This evidence cannot be released without the survivor's consent. The MaineGeneral Emergency Room has an existing relationship with Waterville Rape Crisis Assistance and Prevention.

Dean for Student Affairs (Ext. 241). The dean can outline the options available to the survivor through the college and/or through the local authorities. The survivor may choose to adjudicate the case at Unity College through the Unity College judicial system, ask for assistance and/or support as s/he files a charge with the Waldo County Sheriff's Department or Maine State Police, or may request to have the name of the alleged violator of the Sexual

Assault Policy placed in a confidential record in the Student Affairs Office for possible use in the event that future complaints from other victims are received. The dean for student affairs also may, upon the request of the survivor, arrange for a meeting of the survivor, the

accused, and a counselor so as to allow the survivor the opportunity to address the accused in a safe and supportive setting.

Public Safety Office (Ext. 232 or 948-2268). Public safety officers can provide survivor information, referrals to sexual assault support services, an options brochure, and pursue a course of action as chosen by the survivor.

Maine State Police (800-452-4664). State police can pursue the case through the legal system. Survivors can call the police directly to report and can meet with them on campus. The police likely will recommend that the survivor go to a local hospital for medical treatment and the collection of evidence.

Disciplinary Procedure

Sexual assault is a criminal violation of the State of Maine "Sexual Assault" laws, US Sexual Abuse Codes, and a violation of the Unity College Sexual Assault Policy. A complaint of sexual assault can lead to either or both of two possible proceedings:

- A criminal court case filed by a district attorney's office;
- A campus judicial hearing.

In the criminal case, the prosecutor must convince the court of the guilt of the accused "beyond a reasonable doubt."

In the campus judicial hearing before the College Council, responsibility for a violation of the Unity College Sexual Assault Policy is established by a "clear and convincing" standard. The "clear and convincing" standard of proof represents a standard between the "mere preponderance of credible evidence" standard and the "beyond a reasonable doubt" standard. Procedures for a College Council hearing will be the same as those outlined in the Student Handbook.

The college reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other procedures outlined in the Student Handbook before, during, or at the completion of extra-college criminal proceedings.

Prior to the judicial hearing, the accused may be subject to "Summary Suspension" as defined in the Student Handbook.

The accuser and the accused have the same right to:

- An unbiased hearing based on information presented at the hearing.
- Opportunities to have others present during the campus disciplinary process as defined in the Student Handbook section entitled "Student Rights: Judicial Processes."
- Be informed of the outcome of the campus disciplinary process, including written notification of any decisions in a timely manner.

All College Council deliberations and proceedings will be considered confidential.

Changes in the academic or living arrangements of the accuser may be authorized if requested and if reasonably available as determined by the college.

A range of sanctions may be imposed if the accused is found responsible for violation of the Unity College Sexual Assault Policy. Decisions and actions that may be recommended to the Dean for Student Affairs by the College Council after its review include:

- Initiate a summary suspension.
- Continue a summary suspension already in effect.
- Removal/ restriction from residence facilities.
- Restriction from campus except to attend registered classes (class times).
- Monetary fines.
- Community service.

- Financial restitution for damages.
- Disciplinary probation.
- Residence hall probation.
- Official reprimand.
- Suspension from the college.
- Dismissal from the college.

Education. Unity College will implement educational programs to inform all college community members, students, faculty, and staff about sexual assault. These programs will be inclusive of the nature and frequency of sexual assault on college students, sexual assault myths and facts, options for the survivor, possible consequences for perpetrators and survivors, and encouragement to report sexual assaults and prevention information.

Unity College will maintain sexual assault education and proactive prevention programs by providing the following campus wide:

- Comprehensive information about acquaintance rape and other kinds of sexual assault most prevalent to the college community as mentioned above and also including, but not limited to, educational information about the involvement of alcohol and other drugs in relation to sexual assaults.
- Mandatory sessions for all new students during new student orientation.
- Opportunities throughout the academic year for students, faculty, and staff to learn about the dynamics of sexual assault and the circumstances in which they commonly occur on a college campus. These sessions would be a means for people to learn, have questions answered, and to provide resources and information.
- Distribute a sexual assault awareness pamphlet throughout campus in areas such as, but not limited to, residence halls, Student Center, cafeteria, Quimby Library, LRC, Health and Wellness Center, Public Safety Office, and near public telephones. Informative flyers, accessible to both male and female students, will be posted throughout the campus. The pamphlet and flyers will include definitions of sexual assault, information about its prevalence, how and when sexual assault generally occurs on campus, reporting sources, options and services available to survivors and friends of survivors, and prevention methods.
- Educational programs or information for staff, faculty, administration, and resident advisors on the Unity College Sexual Assault Policy. This training will also include specific guidelines for how to respond to an incident. A student may feel more comfortable disclosing to a trusted faculty, staff, administration member, or resident advisor who must be prepared to respond in an appropriate manner within the guidelines of the policy and procedures.

State of Maine Law (Sexual Assault) Chapter 11

Sex Assaults (Heading: PL 1989, c. 401, Pt. A, 1 (rpr))

17A 251. Definitions and General Provisions. In this chapter the following definitions apply:

Spouse means a person legally married to the actor, but does not include a legally married person living apart from the actor under a *de facto* separation.

Sexual act means:

- Any act between 2 persons involving direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other;
- Any act between a person and an animal being used by another person which act involves direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other; or
- Any act involving direct physical contact between the genitals or anus of one and an instrument or device manipulated by another person when that act is done for the

purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact.

A sexual act may be proved without allegation or proof of penetration.

Sexual contact means any touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or the purpose of causing bodily injury or offensive physical contact.

Compulsion means the use of physical force, a threat to use physical force, or a combination thereof that makes a person unable to physically repel the actor or produces in that person a reasonable fear that death, serious bodily injury, or kidnapping might be imminently inflicted upon that person or another human being.

Safe children zone means on or within 1000 feet of the real property comprising a public or private elementary or secondary school or on or within 1000 feet of the real property comprising a day care center licensed pursuant to Title 22, section 8301-A.

17A 253. Gross Sexual Assault

- A person is guilty of gross sexual assault as a result if that person engages with another person and:
- The other person submits as a result of compulsion, as defined in section 251, subsection 1, paragraph D; or
- The other person, not the actor's spouse, has not in fact attained the age of 14 years.
- A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:
- The actor has substantially impaired the other person's power to appraise or control the other person's sexual acts by administering or employing drugs, intoxicants, or other similar means;
- The actor compels or induces the other person to engage in the sexual act by threat;
- The other person suffers from mental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent;
- The other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual assault;
- The other person, not the actor's spouse, is in official custody as a probationer or a parolee, or is detained in a hospital, prison or other institution, and the actor has supervisory or disciplinary authority over the other person;

hA 255. Unlawful Sexual Contact.

- A person is guilty of unlawful sexual contact if the person intentionally subjects another person to any sexual contact, and:
- The other person has not expressed or implied acquiesced in the sexual contact;
- The other person is unconscious or otherwise physically incapable of resisting, and has not consented to the sexual act;
- The other person, not the actor's spouse, has not in fact attained the age of 14 years and the actor is at least 3 years older;
- The other person suffers from a mental disability that is reasonably apparent or known to the actor which in fact renders the other person substantially incapable of appraising the nature of the contact involved or the understanding that the person has the right to deny or withdraw consent;
- The other person, not the actor's spouse, is in official custody as a probationer or parolee or is detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over the other person;
- The other person, not the actor's spouse has not in fact attained the age of 18 years and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor is a teacher, employee or other official having

- instructional, supervisory or disciplinary authority over the student;
- The other person has not in fact attained the age of 18 years and the actor is a parent, stepparent, foster parent, guardian, or other similar person responsible for the long-term general care and welfare of that other person;
- The other person submits as a result of compulsion;
- The actor owns, operates, or is an employee of an organization, program, or residence that is operated, administered, licensed, or funded by the Department of Mental Health, Mental Retardation and Substance Abuse Services, or the Department of Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and the organization, program or residence recognizes that person as a person with mental retardation. It is an affirmative defense to prosecution under this paragraph that the actor receives services for mental retardation or is a person with mental retardation as defined in Title 34-B, section 5001, subsection 3; or
- The other person, not the actor's spouse, has not in fact attained the age of 18 years and is a student enrolled in a private or public elementary, secondary or special education facility or institution and the actor, having attained the age of 21 years, is a teacher, employee, or other official in the school district, school union, educational unit, school, facility, or institution in which the student is enrolled.
- Unlawful sexual contact is a Class D crime, except that a violation of subsection 1, paragraph J is a Class E crime and except that a violation of subsection 1, paragraph c, G and H is a Class C crime.

SNOWMOBILE AND ATV REGULATIONS

Snowmobiles

1. All snowmobiles brought on to campus property must be registered with the public safety office.
2. All snowmobiles and snowmobile trailers must be stored in the storage area so designated on the campus map. The exception is snowmobiles stored in the bed of trucks.
3. Snowmobile travel is only allowed in areas so designated on the campus map (available in the public safety office).
4. Snowmobile speed may not exceed 10 mph while traveling from the designated area to the ITS trail.
5. Snowmobiles may be operated on campus only when the ground is covered by a minimum of six inches of snow.

Failure to obey this policy will result in the loss of privilege to operate a snowmobile on campus.

ATVs

1. ATVs are not allowed to be driven on campus.
2. Unity College does not have permission or right-of-ways to any authorized ATV trails.
3. ATVs on trailers must be stored in the dirt parking lot. The exception is ATVs stored in the bed of trucks.

STUDENT HEALTH INSURANCE REQUIREMENT

Unity College policy requires that all students carry some type of health insurance. Consequently, all students are billed for the college-sponsored student health insurance. Students are required to sign, date, and return a business reply card to the Business Office by June 1. This card is mailed to students with their estimated bill from the Unity College

Business Office. If a student decides not to participate in the college-sponsored student health insurance plan, the student must provide proof of insurance by completing the business reply card in its entirety before returning it to the Business Office. The health insurance charge will be reversed once the completed business reply card is received by the Business Office. Students who do not supply sufficient documentation of other coverage will be enrolled in the college-sponsored student health insurance plan and the charge will not be reversed. These cards may be obtained in the Business Office.

For students participating in the Unity College student health insurance plan, the coverage will be in effect for a 12-month period. For additional information regarding coverage, students should contact the director of student health services or the director of student accounts.

TENTING POLICY

Students and/or guests who wish to set up a tent/shelter on campus must register with the Public Safety Office before setting up their tent. Guests of students must also follow the procedure for Guests Overnight. Tenting is limited to a 72-hour period unless special arrangements are made through the Student Affairs Office. Tenting is allowed only in designated areas. These restrictions are in effect for conservation/erosion, water drainage, and privacy reasons. Groups or organizations may make special arrangements with the Student Affairs Office. Students and/or guests are accountable for all of their actions.

Students wishing to dry their tents must notify a public safety officer, who will direct them to the nearest designated area. Students and/or guests who do not properly register will be required to take their tent down and vacate the area.

Fires will be allowed only in designated areas with proper permits. Permits are available from the Unity Fire Department. For authorization to have a fire on campus, permits must be procured from the Public Safety Office and the Unity Fire Department and must be presented to a public safety officer on request. No fires are permitted in the college woodlot.

THEFT AND VANDALISM POLICY

A student is expected and required to:

1. Respect, maintain, and care for property belonging to others. Vandalism, theft, destruction of or damage to, unauthorized possession of, or inappropriate use of property belonging to the college, a member of the college community, or a campus guest is unacceptable.
2. Respect, maintain, and care for books, magazines, library materials, or other academic materials or equipment. Destruction, mutilation, defacement, or tampering with any of the above is unacceptable.
3. Respect, maintain, and care for telephones, washing machines, dryers, mechanical games, and other vending machines. Misuse or tampering with any of the above is unacceptable.
4. Respect, maintain, and care for fire alarms, smoke alarms, and exit lights.
5. Respect, maintain, and care for residential furniture.
6. Respect, maintain, and care for the environment in and around the college. This includes, but is not limited to littering, damaging, or being negligent with regard to any college property, or the property immediately adjacent to the college.
7. Respect, maintain, and care for all domestic and wild animals on/off campus. This includes but is not limited to abusing, teasing, killing, tormenting, or inflicting any type of cruelty to an animal on campus. Penalties for violating these policies may include

mandatory community service, fines, suspension of on-campus privileges, suspension or expulsion from the college. Students may also be held legally accountable for violation of local, state, and federal laws.

Theft, vandalism, or damages will be evaluated by the director of facilities and public safety or be based on a report of the value or cost of the theft, vandalism, or damages as determined by the person bringing charges. The dean for student affairs will determine sanctions for policy violations based upon the severity of the offense.

Students who believe that they are due financial restitution from another student(s) should contact the dean for student affairs for advice as to how this restitution might be accomplished.

TOBACCO USE AND SMOKING POLICY

Purpose. Unity College recognizes the importance of a sustainable and healthy educational, work, and global environment. The purpose of this policy is to reduce harm from secondhand smoke, encourage persons to be tobacco-free, establish a campus culture of wellness, and promote a tobacco-free future. The college is committed to prevention and education efforts that support the policy's purpose.

Policy. Smoking is prohibited in and within 25 feet of all college buildings—including the steps and entrances to buildings. Smoking is prohibited at all college-sponsored outdoor events, athletic contests, the Field of Dreams, and in the college woodlot. The use of oral tobacco (smokeless tobacco products) is prohibited from all college buildings other than residence halls. Tobacco users are responsible for appropriate disposal of the waste from their tobacco products.

It is the responsibility of all campus community members, including visitors, to observe and enforce this policy. The policy's success depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-users.

Compliance. For the first violation the student will be required to meet with a member of the student affairs staff. At this meeting the policy will be reviewed, along with the policy rationale as it relates to community standards. Depending upon the severity of the violation, additional sanctions may be given. Failure to meet with the staff member will result in mandatory community service and/or a monetary fine. Repeated policy violations may result in increased disciplinary sanctions.

TRANSPORTATION POLICY

Unity College expects that students will make every effort to arrange their own travel to and from bus and airline terminals, including networking to ride-share with other students in residence halls and classes. If a student is unable to obtain transportation, the college may be able to help meet the student's need for transport to Augusta, Bangor and Waterville bus terminals and to Bangor International Airport. The charge for a one-way trip to Waterville is \$20; to Bangor and Augusta, \$30. **Because of distance, we do not offer shuttles to Portland.**

During breaks or at the end and start of a semester, high demand for travel assistance may cause the college to offer a shuttle service with one or two pick-ups/drop-offs per day instead of individual service. Shuttle service at the start of a semester will be offered on the day before classes begin. At the end of the semester shuttle service will be offered after the close of all classes and finals.

All ride requests must be submitted to the student affairs office no less than three (3) business days in advance of a trip. Once the request has been submitted, the student affairs secretary will attempt to locate a certified driver to drive the student requesting transport.

If no driver can be found, the student may have to take a taxi, which s/he is responsible

to procure. Otherwise the driver will contact the rider to arrange for place and time of pick-up/drop-off. While the college will make every effort to accommodate a ride request that has been booked, significant changes in schedules may void the ride request due to lack of driver availability.

Weapons (Including Firearms, Explosives, AND Fireworks) POLICY

1. Students are prohibited from possessing firearms in campus buildings, vehicles, and other college property. Student may store appropriate weapons and ammunition in the Public Safety Office. Live ammunition (including live rifle rounds and shotgun rounds) is prohibited in campus residences and student's vehicles while they are on campus. Arrows containing field tips and/or broad heads must be stored with public safety.
2. Any student wishing to have the privilege of storing firearms at Unity College must complete the college's firearms safety training. The college will offer training sessions each semester. It is mandatory for students with firearms to take one session. Failure to complete firearms safety training will result in removal of the student's firearms from campus property.
3. Provision for the storage of firearms must be made with the Public Safety Office as soon as the student arrives on campus. When it is checked out, a weapon must leave campus at once. Upon return to campus, the student must return the weapon to the Public Safety Office immediately. Weapons and ammunition may not be stored with Public Safety after the close of the May session and before arrival for the fall semester.
4. All firearms carried and stored on Unity College property will be required to have a trigger lock or appropriate safety device in place.
5. No more than two firearms and one bow per student may be stored on campus.
6. The loading or discharging of firearms, ammunition, or explosives (including fireworks) is prohibited on campus except in a supervised class.
7. Student are prohibited from possessing handguns on campus except those students directly supervised by the faculty member(s) teaching the firearms training course (CL 2001).
8. Handguns, pellet guns, rifles, shotguns, BB guns, bows and/or arrows, compound bows, crossbows, air-soft guns, paintball guns, blowguns, and knives with blades longer than six inches will be treated as firearms/weapons. Other devices may be deemed weapons at the discretion of college officials. Use of any item that is used as a weapon is prohibited on campus. Students should check with the Public Safety Office if in doubt as to what may be considered a weapon.
9. Unity College strictly prohibits use or possession of fireworks, gunpowder, fusion caps, primers, sparklers, or any other types of explosives on campus.
10. The sale of firearms through the college's group lists (e.g., UC Voices, UC Classifieds) on the Unity College Internet network is strictly prohibited.
11. Violations of this policy will result in disciplinary proceedings through the campus judicial system. Minimal sanctions for violations will include a \$50 fine, six (6) hours community service, and an official reprimand. More severe violations may result in dismissal from the college and referral to local law enforcement authorities.



Section 4:
Housing Policies

Section 4: Housing Policies

CAMPUS PLAN

Each resident of campus housing is required to abide by the provisions of the "Campus Plan." The Campus Plan should be read carefully so that all occupants are aware of the duration, cancellation procedures, charges, standards of conduct, room condition/damages, students' rights, and other provisions. The Refund Policy of the college relating to the Campus Plan charges, as stated in the catalog, should also be reviewed. The Campus Plan is as follows:

Unity College Campus Plan

1. Unity College will provide the student with the following living arrangements for academic year (This does not include periods when the college is closed for vacation and does not include mini-sessions.):
Residence hall occupancy: single, double, or triple occupancy and a selected meal plan during the academic year.
2. The student, as a person who has accepted admission to Unity College and to campus residence, is obligated to pay appropriate room and board fees for the full academic year and to abide by all policies as specified in the Unity College Catalog and Student Handbook unless a formal appeal to be released from one or more of these obligations is filed with and approved by the dean for student affairs.
3. This agreement is terminated effective the final day of the academic year. Students are to vacate campus housing no later than 24 hours after completion of their last final exam at the end of the academic year.
A fine of \$5 per hour, up to \$25 per day, will be charged to students who, without permission from the director of residence life, stay later.
4. This agreement may be renewed for the following academic term by payment of a \$100 housing deposit to the Business Office during the campus residence registration process.
5. Unity College reserves the right to assign the student to a specific room or to reassign the student to a room with a three-day written notice, unless such notice is impractical (as determined by the college).
6. The student is liable for payment for damages to his/her room or furnishings and/or to common areas and furnishings where responsibility for the damages cannot be specifically attributed to another person(s).
7. The student agrees to abide by the conditions, rules, and regulations, as published in the Student Handbook and the College Catalog. It is the student's responsibility to be familiar with the contents of these documents.
8. Refunds will be made according to the Refund Policy as stated in the College Catalog.
9. Guests of the student must be registered with the student's resident advisor, the Public Safety Office, and the director of residence life, and may stay a maximum of two successive nights, unless permission is granted by the director of residence life. The student is responsible, in all respects, for the actions of his/her guest. The student will be charged a fine of \$25 per day for each unregistered guest.
10. The student is required to complete a Check-In/Check-Out Procedure with his/her resident advisor before occupying or vacating a room. Improper check-in or check-out will result in a \$100 fine.

11. The college is not responsible for any damage or theft of students' personal property that may occur while the student is enrolled in the Unity College Campus Plan. The college encourages its students to secure renter's insurance or to be included on a homeowner's policy to protect their personal property.
12. Campus housing is not available during extended breaks (i.e. Thanksgiving, winter and spring breaks). During these breaks, all students are required to leave the residence facilities by noon on the day after classes/final examinations end. Campus housing typically reopens at noon on the day preceding the resuming of classes. The Director of Residence Life may make exceptions to this policy.
13. All residence rooms in the traditional residence s are normally doubl occupancy and are furnished with a bed, closet, desk and chair for each student. Each traditional residence lounge is furnished with couches, cable television, and soda/snack vending machines. Residents may personalize their rooms by providing linens, bedspreads, window coverings, rugs and other items.
14. Phone jacks are provided in residential rooms. Students must provide the actual phone. Outside callers may access residence room phones by dialing 1-207-948-3215 and entering the individual room's extension number.

HOUSING INFORMATION

Check-In and Check-Out Procedures

Before occupying a room, each resident must complete a Check-In/Check-Out Form in the company of a resident advisor. At the end of each term when a student is checked out of his/her room, a damage assessment is completed as part of the check-out procedure. A member of the residence life staff, usually a resident advisor, will assist the student to complete a preliminary assessment for damages at the time of the checkout. The director of residence life and the director of facilities and public safety will do the final determination and assessment. Any student who leaves and does not complete the proper check-out procedure will be fined \$100.00.

Students should make sure that the Check-In/Check-Out Form is complete with necessary details regarding the condition of the room. Following this procedure will help the student avoid the possibility of being unfairly charged for items found to be missing or damaged.

Any student leaving a residence room excessively dirty (as determined by the residence life or facilities staff) may be fined \$50 minimum or an \$18 hourly rate, whichever is greater. The college prefers not to charge anyone. Therefore, students should leave rooms in an orderly and sanitary condition.

Students will be charged \$5 for every hour they remain in their rooms after the final checkout deadline or up to a maximum of \$25 per day. Students must have permission from the director of residence life to stay after official closing.

Housing Selection Process

The housing selection process at Unity College is designed to give returning residential students as many options as possible.

First, all returning students wishing to live on campus for fall need to pay a \$100 housing deposit fee. The \$100 housing deposit fee must be returned to the Business Office. The housing deposit fee reserves a spot for the student on campus. The deadline for paying the \$100 housing deposit is March 22.

Returning students who wish to live in campus housing and have paid a \$100 housing deposit may participate in the housing selection process. Selection for each scheduled group will go in the order of housing selection numbers starting with the lowest number and continuing in order. The housing selection number is weighted by number of credits, i.e., seniors, then juniors, sophomores, and first-year students. Students who pay a housing deposit after March 22 will be assigned a housing selection number after the first-year students. A list of students, their housing selection numbers, and the time of their selections

will be posted in the Student Affairs Office and throughout the residences. The director of residence life will have all floor plans for the residences on hand. When students select a room other than a single, they must also select their roommate at that time. For the cottages, that means that a student must also name the other three (or, in the case of Cottage "Fly Rod" Crosby, four) cottage roommates. If a student is not present when the housing selection number comes up, the director of residence life will wait five minutes and then assign the student a room based on the room choices the student indicated on the application form. If the student cannot attend the housing selection, the student may either send a proxy with a signed statement from the student giving permission for the proxy or for the student to give the Director of Residence Life specific housing selection instructions.

Any student whose housing deposit is received by the Business Office after March 22 will be placed in campus housing on "space available" basis. If a student is, by college policy, required to live on campus and there is no space available, and the student did not submit the appropriate housing deposit prior to March 22, the student's registration may be canceled for the upcoming semester.

Financial aid awards and college billing are calculated based upon declaration of residence for the academic year. No housing deposits will be refunded after June 1. Students who are not required by college policy to live on campus and who have paid a housing deposit may submit a request to the Office of Residence Life for a change to off-campus housing and billing status; this request must be submitted prior to the first day of classes for the fall semester. After this date, all resident students are required to fulfill all aspects of the Campus Plan. A student who needs to make a change in one or more provisions of the Campus Plan due to extenuating circumstances can submit a request to the dean for student affairs.

Equipment Restrictions

Multiple electrical outlets are supplied in each room. The total combined electrical load for each room must not exceed 1,920 watts. Those outlets should be used only for low-wattage appliances such as study lamps, clocks, radios, televisions, stereos, or electric shavers. High-wattage, resistance-coil equipment such as stoves, hot plates, irons, popcorn poppers, frying pans, toasters, or electric heaters are not allowed, nor are items such as soldering irons, immersion heaters, or appliances with open coils. Coffee makers, hot water heaters, and irons are permitted if and only if; they have an automatic shut-off and do not have an open heating coil. The college reserves the right to remove any appliance that might endanger the lives of students by creating an overload of the electric system and a subsequent fire hazard. Such appliances will be retained by the college in storage until the resident can remove them from campus. Gasoline and kerosene, as well as kerosene-powered equipment and vehicles, such as motorcycles and chainsaws are prohibited in all campus residences. Fuel can be stored in the Equipment Room of the Outdoor and Career Center (OAC).

New residence, cottage, and Cianchette Hall residents may possess and use normal kitchen appliances only in the kitchen/lounge area and only if used in a safe and proper manner. Resident's individual rooms are governed by the same equipment restrictions as apply to the resident rooms in all residence halls.

One Microwave and One Refrigerator Are Allowed per Student, providing they are Underwriters Laboratory approved and the total electrical load for the room does not exceed 1,920 watts..

Minimum Sanctions:

First offense	Loss of item until removal from campus
Second offense	Official reprimand & Residence probation
Third offense	Residence eviction

Air Conditioners and Fans

Due to the limitations of electrical power, students are not permitted to have air-conditioners in residence hall rooms. Students may have fans provided the fans are Underwriters Laboratory certified.

Extension Cords

A 15 amp UL approved power strip with surge protection is permitted in residence halls. If extension cords are used, only the 3-pronged variety are allowed.

Overnight Guests

Students living in campus residences may entertain a guest overnight for a maximum of two successive nights or for a time period that is at the discretion of the director of residence life. Also, if a non-Unity College guest wishes to be on campus past 11:00 P.M. Sunday through Thursday or 1:00 A.M. Friday or Saturday, the guest must be registered as an overnight guest regardless of whether the guest plans to stay the rest of the night or not.

When a student wishes to host a guest, s/he should register the guest with the director of residence life at least 24 hours before the guest’s first night on campus. Registration forms are available in the Office of Residence Life or through a member of the residence life staff. The student registering the guest is accountable for the actions of the guest and must be on campus while the guest is on campus. Guests, like all campus visitors, should obtain a temporary parking pass in the Public Safety Office. There is no charge for a parking pass for a registered guest. If a student entertains an unauthorized or unregistered guest, the student will be charged \$25 per night, unless otherwise determined by the director of residence life.

Housekeeping

Housekeeping services are provided for all lounges, corridors, stairways, and public bathrooms in each residence hall. During college vacation periods, students are required to remove all of their belongings from the middle of the floor of their residence hall room and leave the room in an orderly state.

In-Hall Sports

To avoid personal injury, chipped paint on walls, torn rugs, and other damages to the halls, skateboarding, hall hockey, Frisbee playing, bicycling, water throwing, soccer, golf, basketball, and other similar hall sports should be confined to appropriate areas that do not include residence halls. The noise accompanying such activities in the residence halls is distracting to other students.

Violation of this policy will result in disciplinary action, and possibly confiscation of sporting items used in the alleged violation.

Minimum Sanctions:

First offense	\$50.00 fine(suspended unless there is a second violation) 2 hours community service
Second offense	\$50 fine 4 hours of community service
Third offense	Residence hall probation \$100 fine 6 hours of community service

Students determined to be responsible for damage will be required to pay for these damages.

Keys

Resident students will be issued a key at the time of their official check-in at their residence. The key number will be recorded on the Check-In/Check-Out Form. Students are not permitted to have duplicate copies of their room key or any other college key made. Students are responsible for safeguarding any and all college keys that are issued to them. Students, who lose or require replacement of their issued key or keys, will be charged \$100 for the replacement of the lock and key(s). Students are urged to carry their college issued key(s) with them at all times and not to lend them to others. When they check out, students must return the same numbered key that was issued to them at check-in. Failure to return the issued key will result in a \$100 charge for changing the lock and re-keying. If a student duplicates a key, the student will be required to respond to disciplinary charges.

Public Display Policy

The college insists that public displays be appropriate. The college defines *public display* as anything that can be observed on the outside part of a resident room door, hanging/posted in the window of a resident room window, or in any residential common area. The college respects each student's right to have a display inside of her/his room. The college simply requires that students make sure that their public displays are appropriate.

Specifics related to this policy are as follows:

- Advertising through the use of signs, bottles, cans, and lights, etc., that encourages the consumption of alcohol and that is visible from outside of a campus residence is not permitted.
- Advertising through the use of signs, bottles, cans, or lights, etc., that encourages the use of illegal drugs and that is visible from the outside of a residence is not permitted.
- Any display that a reasonable person would consider demeaning, prurient, indecent, exploitative, or offensive that is visible from outside of a residence is not permitted.

Posting Notices in the Residences

All signs and notices posted in the residences must follow all standards set by the display policy of the college. Posting signs and notices on the windows of a common area doors and/or on common area windows is not permitted. Organizations posting signs and notices in the residences must identify themselves on the sign or the notice. Failure to follow these guidelines may result in the removal of the sign or the notice. Questions regarding the posting of signs or notices in the residences should be addressed to the director of residence life.

Quiet Hours

Each residence community will set and post the times which are quiet hours for that facility no later than 10:00 P.M. Sunday through Thursday and 1:00 A.M. on Friday and Saturday. A quiet-hours violation might include loud music, yelling, or general noise. Although each residence community determines quiet hours, it is expected that courtesy will be extended to all campus community members 24 hours per day. Students may be expected to alter or moderate the noise level of activities upon request. Alleged violators of this policy may be required to appear before the Residence Judicial Board or Community Council.

Residence Damages Billing

Protection of College Property. Students are responsible for the protection of college property. Within the residence halls, students should not move the furnishings assigned to them to another room or building without permission of the director of residence life. Students may add furnishings to their room within the limits of good judgment and safety. Lounge furniture is provided for the use of all hall residents and should be left in its usual place and normal condition. Due to the lack of storage space, the college cannot store furniture anywhere except in the room to which it is assigned. Students may not remove window screens.

No student or group of students living in campus housing may install equipment, paint, or make other alterations without approval from both the director of residence life and director of facilities and public safety.

Damages Assessment. Damages to residence facilities will be assessed upon the determination of costs of repair or replacement of damaged item(s). These costs will be apportioned as follows:

1. Any resident who accepts responsibility or is found to be responsible for the damage will incur the charges related to repair and/or replacement.
2. Occupants of a room where damages occurred and where direct responsibility for the damages cannot be readily determined will be assessed the charges related to repair and/or replacement divided among the number of residents within the room.
3. In common housing areas such as residence hall lounges, corridors, bathrooms, kitchens, stairwells, etc., where damages occur beyond normal wear and tear, the occupants of the floor, hall, or facility are assigned the charges if the person(s) directly responsible cannot be identified. The charges for repair and/or replacement are divided

among all residents of the floor, hall, or facility. The determination of which group should be charged would be made by the director of residence life.

Residency Requirements

All full-time (enrolled in 12 or more credits) students are required to live on campus until one of the following criteria has been met:

- Student is 21 years of age or older
- Student has completed 60 academic credits
- Student lives with parent/guardian within 50 miles of campus
- Student is married (license required) or has children

Students who desire to appeal the residency requirements must initiate the process by contacting the Dean for Student Affairs.

Room Changes

All residents are subject to a "room freeze" during the first two weeks of each semester. For fire safety reasons, it is imperative that the college knows the correct housing location of all students. The director of residence life must approve all requests for changes. Room changes require that residents be officially checked into their new room and checked out of their former room. Students who change rooms without authorization may be charged \$100 plus \$5 per day for each day that the student remains in the unauthorized location.

Storage of Personal Belongings and Residential Room Furniture

The college does not have any additional storage areas on campus for student use. Therefore, students are requested to store all of their personal belongings in their assigned residence room. Fire and safety concerns require that students not store any personal belonging in any place on campus other than their assigned residence room. If personal belongings are stored in an inappropriate area, the student will be required to remove them. If the owner cannot be identified or does not remove the property when advised to do so, the belongings in question will be removed and possibly disposed of by the college. If a student has a need to store belongings, and the space in her/his room is not adequate, the student should contact the Director of Residence Life for assistance.

Trash Disposal

Resident students are asked to dispose of all trash in the appropriate receptacles provided on campus. These receptacles should be used for everyday items. For items such as tires, electronics units, appliances, furniture, etc., students must consult the director of facilities and public safety. All students are urged to recycle as much as possible.



Appendices A: *Community Services*

COMMUNITY SERVICES

The following is a list of helping agencies available to all students. Contact may be made through the college counseling services, health services, peer educators, resident advisors, or directly by the student. The college's clinical counselor and nurse are available for referral help

at any time.

Alcoholism

Alcoholics Anonymous

Check local newspapers (in Quimby Library) for locations, days, and times.

MaineGeneral Health & Medical Center

North St., Waterville, ME 04901

207-872-1000

<http://www.maine-general.org/>

Group therapy & discussion for recovering alcoholics.

Acadia Hospital

268 Stillwater Ave., Bangor, ME 04401

800-640-1211

www.acadahospital.org

In- & out-patient programs. Group & individual counseling.

Clem's Place

38 College Ave., Waterville, ME 04901

207-872-9864

Sundays @ 6:00 P.M. Day-by-Day group meeting, AA beginners' discussion.

Licensed Substance Abuse Counselors

MaineGeneral Health—New Directions

8 Highwood St., Waterville, ME 04901

207-873-1127

United Way of Kennebec Valley

Youth & Family Services

P.O. Box 502, 65 Russell St., Skowhegan, ME 04976

207-626-3478 (Augusta)

207-474-8311 (Skowhegan)

Provides mental health, substance abuse, in-home therapy services, & emergency shelter for troubled youth.

Counseling

A clinical counselor is available to counsel students. S/he may be reached by visiting or calling for an appointment at any time or by referral through the resident advisors (RAs), college nurse, peer counselors, or peer educators. Students requiring extensive psychiatric or psychotherapeutic treatment may be referred to outside professional agencies.

Unity College 207-948-3131

Julie Johnson, Clinical Counselor, Ext. 317

M. Anna McGalliard, Director of Student Health Services, Ext. 250, 715 (days)

Acadia Hospital

268 Stillwater Ave., Bangor, ME 04401

800-640-1211

www.acadahospital.org

Kennebec Valley Mental Health

Center & North Sts., Waterville, ME 04901

207-873-2136

Mid-Coast Mental Health

10 Cedar St., Belfast, ME 04915

800-540-2072

New Hope for Women
50 Court St., Belfast, ME 04915
207-338-6569
For abused women or domestic violence.

Newman Center—Colby College
112 Silver St., Waterville, ME 04901
207-872-3559

Rape Crisis Assistance & Prevention
179 Main St., Suite 303, Waterville, ME 04901
207-872-0601

Sexual Assault Crisis & Support Center
3 Mulliken Court, Augusta, Maine 04330
800-871-7741

Rape Crisis Center
43 Illinois Ave., Bangor, ME 04401-4361
207-945-5597
Rape Crisis Counseling: 207-594-9398 (Jean Tracy)

Legal

Department of Probation & Parole
147 Waldo Ave., Belfast, ME 04915
207-338-2350
Works with individuals on probation and/or parole for criminal offenses.

District Court
37 Church St., Belfast, ME 04915
207-338-3107, Clerk of the Court
For small claims, traffic infractions, speeding, etc., and anyone who does not have to appear before a judge.

Pine Tree Legal Assistance
Bangor 207-942-8241
Augusta 207-622-4731
www.ptla.org

Maine Civil Liberties Union
401 Cumberland Ave., Portland, ME 04101
207-774-5444
www.mclu.org/
Free legal services to those whose constitutional rights have been violated. Determination of rights violation made by attorney.

Waldo County Sheriff's Department
19 Congress St., Belfast, ME 04915
207-338-2040
Serves entire county; houses county jail.

Maine State Police
800-452-4664

Medical Services (includes eye & dental care)

Arthur Jewell Community Health Center—Medical & Dental
Reynolds Rd. Brooks, ME 04921
207-722-3488

Jeffery Dutch, O.O.
94 High St., Belfast, ME 04915
207-338-1480

Inland Hospital—Osteopathic
Kennedy Memorial Dr., Waterville, ME
04901
207-873-0731
<http://inlandhospital.org/default.htm>

John C. Slaughter, DDS & Albert F LaCivita, DOS
19 Fahey St., Belfast, ME 04916
207-338-3669

Lovejoy Health Center—Medical & Dental
School St., Albion, ME 04910
207-437-9388

Maine Eye Care Associates
325A Kennedy Memorial Dr.
Waterville, ME 04901
207-873-2731 or 800-660-3403
www.maineeyecare.com

MaineGeneral Health and Medical Center
North St., Waterville, ME 04901
207-872-1000
<http://www.maine-general.org/>

New Horizons Health Care
Main St., Unity ME 04988
207-948-2100

Penobscot Bay Dentistry
Searsport Ave., Belfast, ME 04915
207-338-1100

Poison Control Center
800-442-6305

Robert Poole, O.O.—Ophthalmologist
158 North port Ave., Belfast, ME 04915
207-338-2571 or 800-522-2571

Waldo County General Hospital
118 Northport Ave., Belfast, ME 04915
207-338-2500
<http://www.wchi.com/hospital.html>

Veterans' Services

VA Medical & Regional Office
One VA Center, Togus, ME 04330
800-827-1000
Togus.query@vba.va.gov

On campus: Holly Hein, Ext. 244
Counseling, VA certification, & referrals.

National Guard Amory

Route 1, Belfast, ME 04915
207-338-1560

Miscellaneous

Waldo County Cooperative Extension Service
Searsport Ave., Waldo, ME 04915
207-342-5719

Educational programs in agriculture, community development, home economics, forestry,
and 4-H youth groups.



Academic Calendar

**Unity College Academic Calendar
2010-2011
Fall Session**

August 28-29	Sat-Sun	New Student Orientation
August 30	Mon	Classes Begin
September 6	Mon	Labor Day – no classes
Aug 30–Sept.7	Mon-Tues	Add/Drop Period
September 7	Tues	Founder’s Day
September 15	Wed	Deadline to Apply for Dec Grads
September 24-26	Fri-Sun	Community Weekend
October 11-12	Mon-Tues	Fall Break
October 20	Wed	Mid-Semester Grades to Students
October 27	Wed	Last Day to Withdraw from a Class
November 1-5	Mon-Fri	Pre-Registration for Semester II
November 13	Sat	Fall Open House
November 22-26	Mon-Fri	Thanksgiving Break
December 14	Tues	Classes End
December 15	Wed	Student Conference
December 16-17	Thurs-Fri	Final Examination Period
December 20	Mon	Final Grades to Registrar

Spring Session

January 4-9	Tues-Sun	NOVA/New Student Orientation
January 10	Mon	Classes Begin
January 17	Mon	Martin Luther King Day – no classes
January 10-18	Mon-Tues	Add/Drop Period
February 15	Tues	Deadline to Apply for May Grads
February 23	Wed	Mid-Semester Grades to Students
March 2	Wed	Last Day to Withdraw from a Class
March 7-18	Mon-Fri	Spring Break
March 26	Sat	Spring Open House
April 4-8	Mon-Fri	Pre-Registration for Semester I
April 29	Fri	Classes End
May 2	Mon	Student Conference
May 3-4	Tues-Wed	Final Examination Period
May 7	Sat	Graduation
May 9	Mon	Final Grades to Registrar

May Session

May 9	Mon	Classes Begin
May 9-10	Mon-Tues	Drop Period
May 27	Fri	Classes End
May 31	Tues	Final Grades to Registrar

Approved by Leadership Council on 10/27/2008

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