



Student Handbook

FLAGSHIP CAMPUS

The Unity College Student Success 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

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Revised for AY 2018-2019



Section 1:

Code of Conduct

PREAMBLE

The Unity College Flagship 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 Appendix A for definitions of terms used within the Student Handbook and Student Code of Conduct.

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 principal responsibility for proper conduct rests with students. 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 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. Each student is expected to follow the Code of Conduct from acceptance to the college through graduation.

In order to achieve our goals as a community, we follow the Unity College Code of Conduct. It embodies—in addition to the enclosed 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.

Jurisdiction

- The Unity College Flagship Student Code of Conduct (hereinafter referred to as "Code") shall apply to the following:
 - Any person(s) registered or enrolled in any course or program offered by the Flagship campus or any person accepted to Unity College Flagship (hereinafter referred to as "Unity College"). A person is deemed to be enrolled in any such course or program

until such time as he or she has officially graduated from the college or has been suspended or dismissed or has not been enrolled in any course or program within the college for one calendar year. Unity College Flagship students taking courses through Unity College Distance Education are also governed by the policies and procedures outlined in the Distance Education Student Handbook for the duration of that course.

- Any recognized student organization or any group of students not currently recognized but under probation or suspension.

This Code, and all related Unity College policies, apply to all students, at all times, for conduct that occurs on or off Unity College premises

1. STUDENT RIGHTS

● Personal Rights

- **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 or employment policies on the basis of race, color, creed, religion, national/ethnic origin, citizenship, sex, sexual orientation, gender identity, gender expression, 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 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.

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.

- **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:
 - Recognize and allow for the legitimate functions of the college. Obstructing or disrupting teaching, research, administrative proceedings, or other authorized college activities is unacceptable.
 - 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 Chief Student Success Officer or the Dean of Students. If written authorization is granted, the speaker(s) must adhere to the above policy and the location and time limit agreed to in writing. Questions related to this policy should be addressed to the Chief Student Success Officer.
 - 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.
 - 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.
 - Respect the on-going, legitimate functions of classes, meetings, office procedures, study, sleep, and other daily college activities. Making noise or causing noise to be made by objects or instruments, which disturbs any of the above is unacceptable.
- **Non Solicitation.** Individuals not employed by Unity College may not solicit or distribute literature or products on campus unless sponsored by a college office or authorized by the Dean of Students. The college reserves the right to prohibit or limit outside speakers or groups if their presence is deemed unduly disruptive or otherwise detrimental to the teaching and learning goals of the college community. This regulation will not restrict the prerogative of faculty members to invite outside speakers to campus in support of the teaching, scholarship or service functions of the faculty role.

Refer to the Campus Solicitation Policy for specific parameters.

- **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.
 - **Right to Fair Practice.** Unity College guarantees everyone the right to fair treatment in disciplinary 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.*
- **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. This grievance procedure applies to all students.
 - **Before initiating a grievance:** 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 of Students for advice and assistance if the student thinks that this would be helpful. 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:
 - **Step 1 of the Grievance Procedure:** Notify the Dean of Students 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 of Students 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 of Students 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.
 - **Step 2 of the Grievance Procedure:** To begin Step 2, the student must file a written statement outlining the grievance with the Chief Student Success Officer within 10 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 Chief Student Success Officer within the required time. Within 14 working days after receiving the grievance, the Chief Student Success Officer will investigate the grievance and talk with the student and the person(s) assisting the student and give the student a decision. The decision issued by the Chief Student Success Officer is final and binding.
- **Judicial Rights**
 - **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 notice at least 48 hours prior to his/her conduct review meeting.
 - **Right to a Fair Conduct Review Meeting.** The Dean of Students determines the appropriate forum for resolving all allegations related to violations of the Unity College Code of Conduct. The Dean of Students may resolve cases or forward them to the appropriate judicial council or administrator. If the Dean of Students determines that you should have a conduct review before a judicial council, you have the right to go 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 Dean of Students a written statement including the grounds for your challenge. Removal of members shall

be within the authority and at the discretion of the Dean of Students. Failure to be present at any meetings for which you have received proper notification may result in a finding of contempt, which includes appropriate sanctions.

- **Right to Request Assistance.** If you have an incident 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.
 - **Statements of Allegations or Witnesses.** You have the right to receive any statements made against you when you and the names of those who made them. You, the, have the right to be present while all testimony is being given. During the conduct review meeting, 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.
 - **Questioning of Witnesses.** You have the right to question witnesses or complainant(s) during your hearing. Under special circumstances, upon approval of the Dean of Students, a designated representative of the complainant may appear at the judicial hearing in the place of the complainant.
 - **Evidence.** All matters on which a decision may be based must be introduced into evidence prior to the meeting or during the meeting. Evidence may include written and oral statements, documents, and items of property. Copies of written statements will be provided to you.
- **Investigation Rights**
 - **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 or the Dean of Students. 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.
 - **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.
 - **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.
 - **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:**
 - Academic Record: maintained by registrar available to college employees in pursuit of their official responsibilities. Personal record accessible to student.
 - 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.
 - Disciplinary Records: maintained by Student Success; normally, access limited to student success office staff while in pursuit of official responsibilities. Disciplinary records are maintained for a period of seven years. At the discretion of the Dean of Students, disciplinary records for severe violations of the Code of Conduct or violations of state, federal laws may be maintained by the College indefinitely. Personal record accessible to student.
 - Health Center File: maintained by 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.
 - 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.
 - Placement File: established by the student and maintained by the director of Career Services; 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.
- **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.
- **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 of Students. A hearing will be scheduled 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.
- **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 Registrar.
- **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 seven years after the date of the hearing. If there is no hearing, the records will be kept for seven years after the date of the report.
- **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.
- **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.

2. INCIDENT REPORTS

The Unity College Student Code of Conduct is established as the College's method for resolving reported violations of college policies (with the exception of the Sexual Misconduct Policy on pp. 34 below) brought forward by students, staff, faculty, municipal authorities, or other members of the community regarding the behavior of Unity College students. The College reviews all such complaints and any related incident reports or information and determines the method of resolution. Student complaints regarding other students will be reviewed and the College will make a determination as to judicial charges and the appropriate method of adjudication.

Filing a Complaint. Any individual or organization may submit a complaint to the public safety department, the Dean of Students, or members of the residence life staff 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.

Student complaints regarding faculty or staff members shall be resolved in accordance with the faculty or staff handbooks. Student complaints regarding persons who are not members of the Unity College community shall be referred to the appropriate governmental authorities. The College may also choose to initiate a complaint itself through the Dean of Students or other administrator.

Depending upon the nature and circumstances of the violation, the following methods of adjudication may be utilized to resolve allegations regarding student behavior. The Dean of Students has the discretion to decide which of the following methods, or some combination or variation on them, is the most appropriate procedure in a particular situation:

- **Informal Resolution**

In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal judicial charges. This may include, but is not limited to, meeting with a member of the Residence Life staff, a staff member at the Wellness Center and/or other faculty/staff or other campus or off-campus resources as deemed appropriate by the College. If an informal resolution is determined, the incident report will not be part of the student's judicial file.

- **Conduct Review Meeting**

A Conduct Review Meeting is administered by the Dean of Students, Director of Residence Life, or other designated student success personnel. The respondent has the right to accept responsibility or refute the allegations during this meeting. The administrator will determine if the student is responsible, not responsible, or determine that there is resolution without determination of responsibility. The administrator conducting the meeting will determine appropriate sanctions. The administrator, at the end of the meeting, may also determine that the incident will be forwarded to the Conduct Board for adjudication.

- **The Unity College Conduct Board**

The Unity College Conduct Board consists of faculty, staff, and student members. A pool of prospective members may be kept to maintain full attendance at Board meetings. The Dean of Students serves as the ex-officio convener of the Conduct Board, and the Director of Residence Life may serve as a non-voting procedural advisor for hearings.

The Conduct Board resolves matters of appeal or dispute of facts. A student may also choose to have their alleged violation reviewed by the Conduct Board rather than a Conduct Review Meeting in incidents involving dispute of facts or for other repeat violations. The respondent will be notified within 48 hours of the scheduled Conduct Board meeting.

- **The Residential Council**

The Residential Council may resolve incident reports that allege violations 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.

3. DISCIPLINARY PROCEDURES

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

- 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.
- When appropriate, an incident report will be written and forwarded to the Director of Residence Life.
- The Director of Residence Life will notify the student(s) within 72 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 of Students that an incident occurred.

Conduct Review Meetings and Conduct Board Hearings

1. At least 48 hours prior to the review meeting, the Dean of Students will submit a copy of the incident report and stating what appropriate judicial review will take place.
2. If a student is unable to attend the scheduled review meeting, the student should notify the Director of Residence Life or the Dean of Students. The review will proceed if the student does not communicate his/her availability for attending the hearing.
3. The review meeting will be closed to all persons not directly involved with the matter.
4. Review meetings will include:
 - a. Report of the incident.
 - b. Presentation of evidence. This includes written or oral statements, documents, and/or items of property.
 - c. Testimony of Witnesses, respondent, and complainant. The respondent will have the right to be present while all testimony is being given. During the review meeting, the respondent will have the right to submit evidence and introduce witnesses on his/her behalf. The respondent will have the right to cross-examine all witnesses (if present) and to view and question all evidence presented. If the complainant and witnesses are not present at the hearing, the decision will be based on available evidence.
 - d. Closed Deliberation. Following the presentation of all evidence, the Conduct Board will determine in closed session whether a violation of the Unity College Code of Conduct has occurred, and render a decision.
 - e. Decisions. One of the following decisions will be made for possible violations of the Code of Conduct:
 - i. A finding of "not responsible."
 - ii. A finding of "responsible."
 - iii. A finding of "resolution without determination of responsibility."
 - iv. Dismissal of the charges due to lack of evidence and/or procedural errors.
 - v. Continuance of the case for the purpose of obtaining additional information or of providing for further consideration.
 - f. Disciplinary Sanctions. If the Conduct Board finds the student responsible, appropriate sanctions will be referred to the Dean of Students for approval. Decisions will be based only upon evidence and testimony introduced at the hearing. Appropriate sanctions are outlined in the Student Handbook for various violations. All judicial review decisions may include sanctions thought best to resolve the incident and uphold the integrity of the Student Code of Conduct.

Notification of Action Taken. The respondent will be notified orally (upon the reaching of a decision) and in writing of the decision of the respective conduct/judicial review.

Right of Appeal. You have the right to request an appeal to the Chief Student Success Officer (CSSO) of final action by the Conduct Board. 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. Valid appeal requests must be filed within seven working days of the letter confirming the judicial action. Should the CSSO determine that the written request for appeal has merit, he/she will consider the appeal. Upon completion of the appeal review, the CSSO may either uphold the original decision and penalties imposed or make appropriate changes. The dean has 10 working days to provide a final judgment.

4. VIOLATIONS

Violations are activities which directly and significantly interfere with the college's (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions. Note that the Sexual Misconduct Policy addresses violations related to sexual misconduct, such as sexual harassment, gender-based harassment, and non-consensual sexual contact, among others. Please refer to the Sexual Misconduct Policy (pp. - below)

Upon a preponderance of the evidence that a student organization has violated a College policy or procedure, the organization may be subject to disciplinary action.

The violations listed below are considered in the context of the student's responsibility as a member of the academic community; other actions which may be considered as violations may be defined by other

documents, such as, for example, residence hall contracts. Disciplinary action taken under this Code is independent of the awarding of grades (an academic matter), and provisions of this Code cannot be used for changing awarded grades.

The residence hall contract between the student and the institution may specify certain other conditions, which impose additional responsibilities and obligations on the residence hall student. The following violations indicate categories of conduct or activity which violate the Code. These have been delineated in such a way as to give reasonable warning to students that such conduct or attempted conduct is forbidden. These definitions of violations should not be rigidly construed:

Academic Misconduct:

- **Plagiarism:** Quoting, summarizing, or paraphrasing any part of a source, incorporating any information that is not common knowledge, or using another's work without attributing the source in accordance with fair-use policies; Submitting work that someone else completed.
- **Cheating:** Seeking out, accepting or abetting any unauthorized collaboration during exams; claiming credit for work not done independently; Submitting an assignment for one class in another class without approval of both instructors.
- **Misrepresentation:** When someone other than the student enrolled in the course completes any part of the coursework.
- **Falsification:** Falsifying or deliberately misrepresenting data and/or submission of work.

Disruption of College Operations:

- **Disruptive behavior:** is defined as conduct that disrupts teaching, research, administrative, disciplinary, or other Unity College activities. Disruptive behavior may occur at functions on or off campus, or at other authorized non- Unity College activities when the conduct occurs on Unity College premises.
 - Minor disruptions are the least serious and may be handled informally between the instructor and student, leading to a prompt resolution.
 - Moderate disruptions involve an ongoing problem or serious classroom incident, and academic and student success Deans will be consulted to assist with evaluating/resolving the situation.
 - Serious disruptions are the most grave and may pose immediate danger to the student or campus community. If this occurs, the Department of Public Safety will be contacted immediately.
- **Failure to Comply with Sanction:** Failure to comply with or attempts to circumvent a sanction(s) imposed by the Conduct Board, Officer, Committee, President or designee.
- **Failure to Identify:** Failing to properly identify one's self to an employee of the College in pursuit of his/her official duties.
- **Interference with Code Enforcement:** Interference with a complainant, witness, investigation or the carrying out of procedures defined in this Code.
- **Interference with or Failure to comply with a College Official:** Direct interference with or failure to comply with an employee of the College in the performance of his/her official duties.
- **Supplying False Information:** Knowingly supplying false information to employees in pursuit of their official duties or to a Committee in the course of a disciplinary proceeding, or knowingly causing false information to be thus supplied.
- **Unauthorized Representation:** Unauthorized representation of Unity College or an employee of the College.
- **Violation of Residence Hall Policies:** Violation of residence hall contracts, except when the residence hall contract specifically provides for an alternate procedure or remedy for the violation concerned.
- **Violation of Student Activity Regulations:** Violation of a regulation, policy, standard of conduct, or code of ethics applicable to the activity in which the student is engaged, and which has been adopted, published or otherwise made known to students participating in such activity.

Health & Safety Violations:

- **Creating a Dangerous Condition:** Creation of a fire hazard or other dangerous condition.
- **Endangering Health or Safety:** Conduct which threatens or endangers the health or safety of any individual.
- **False Reporting of Dangerous Conditions:** Giving or causing to be given false reports of fire or other dangerous conditions.
- **Illegal Possession, Use, or Sale of Drugs:** Possession, use, or sale of illegal drugs or drug paraphernalia or the misuse of legal prescription drugs.

- **Interference with Safety Equipment or Alarms:** Tampering with, disabling, or causing malfunction of fire and safety equipment or alarm systems.
- **Possession or Misuse of Weapons:** Violation of regulations concerning possession or misuse of firearms or other dangerous weapons, as defined by policies established in the Weapons Policy.
- **Restricting Traffic Flow:** Restriction of normal traffic flow into or out of College facilities.
- **Use or Possession of Chemicals or Explosives:** Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, explosives, gas or compressed air.
- **Violation of Alcohol Policies:** Violations of College or State alcoholic beverage regulations or laws.
- **Violation of Health or Safety Policies:** Violation of College health or safety regulations.

Offenses Involving Other People:

- **Causing Fear of Physical Harm:** Intentionally or recklessly placing a person or persons in reasonable fear of imminent physical harm.
- **Harassment or Intimidation:** Unwelcome behavior that creates a hostile or intimidating working, educational, or living environment or behavior that unreasonably interferes with an individual's academic or job performance and opportunities. Note that Sexual Harassment and/or Gender-based Harassment is typically addressed under the Sexual Misconduct Policy.
- **Hazing:** Any action taken or situation created by a person or an organization, or with the knowledge or consent of an organization, which recklessly or intentionally endangers the mental or physical health of a student.
- **Interference with Residential Life:** Significant interference with the normal residential life of others.
- **Invasion of privacy:** The violation of another individual's reasonable expectation of privacy where the circumstances justify that expectation, including, but not limited to, physically trespassing in a private area with the intent of observing or eavesdropping, using an electronic device to intercept, record, amplify or broadcast a private conversation or private events, or engaging in surveillance, photographing, broadcasting, image-capturing or recording of private conversations or private events. The fact that the Respondent was a party to the conversation or event is not determinative of another individual's reasonable expectation of privacy. Note that, in certain circumstances, conduct under this section will be addressed under the Sexual Misconduct Policy.
- **Lewd or indecent behavior:** Exhibition of the genitals, anus or pubic area of a person other than for legitimate academic purposes. Note that in certain circumstances, conduct under this section may be prohibited Sexual Exploitation under the Sexual Misconduct Policy, and would be addressed under that policy.
- **Physical assault:** Intentionally, knowingly or recklessly causing bodily injury or offensive physical contact to another person.
- **Retaliation:** Taking retaliatory action against an individual for notifying campus authorities of a violation of the code, and/or filing or participating in a complaint under the Code.
- **Discriminatory Harassment:** Harassment or discrimination based on actual or perceived race, color, religion, sexual orientation, gender identity or expression, national origin or citizenship status, age, disability, genetic information or veteran status.
- **Unauthorized Recording of a Conversation:** Intercepting, recording or image-capturing a faculty or staff member in a classroom, office or over the telephone without that faculty or staff member's consent unless it is part of an approved reasonable accommodation.

Offenses Involving Property:

- **Defacement, Destruction, or Misuse of College Property:** Intentional or reckless misuse, destruction, or defacement of College property as defined above or of the property of other people.
- **Misuse of College Computers:** Misuse of the College computer network or computers including, but not limited to, theft of computer files or data, e-mail, or other electronically stored information, probing or hacking into other computers or computer systems, spamming, sending out computer viruses, or uploading or downloading copyrighted material for personal use or distribution without authorization.
- **Motor Vehicle Violation:** Violation of motor vehicle policies established for the campus.
- **Tampering, Destruction, or Falsification of Records:** Tampering with, destroying or falsifying official records.
- **Theft or Unauthorized Use:** Theft, attempted theft, or unauthorized acquisition, removal, or use of property.
- **Trespassing:** Unauthorized presence on any College held or related property, including residence halls.

General Infractions:

- **Aiding Infraction:** Knowingly assisting in the violation of any of the provisions of this Code or other College policies or other College policies.
- **Continued Infraction:** Continued infractions of the Code.
- **Conviction of a Crime:** Conviction of any crime that threatens: (a) any educational process or legitimate function of the College, or (b) the health or safety of any individual.
- **Other Illegal Activity:** Violating local, state, or federal laws otherwise not covered under this Code.

4. DISCIPLINARY SANCTIONS

- **Official Warning**—is an official statement that the student has been found “responsible” for a violation of the Unity College Code of Conduct and the expectation that it will not be repeated.
- **Educational Program Requirement**—may include written reflection, some form of self-assessment, meeting with campus personnel. This may include research projects, reflective essays, counseling assessments, sanction seminars or other related assignments intended to promote learning.
- **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.
- **Community Service**—a student may be required to perform a certain number of hours for a specific campus department or campus event.
- **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.
- **Deferred Sanction:** A specific period of time during which a Respondent’s continued enrollment or housing contract at Unity College is clearly in jeopardy. Any further violation of the Code during that time will minimally result in the imposition of the deferred sanction and any additional sanctions deemed necessary.
- **Fine:** Payment of money. Respondents who are unable to pay may discuss alternate payment arrangements.
- **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.
- **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 Dean of Students.
- **Residence Restriction/ Loss of Visitation Privileges** — is the termination of a student’s right to enter certain designated area(s) of campus.
- **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 Unity College under certain stated conditions. Probation continues over a stated period. Further misconduct during the probationary period will likely result in suspension or dismissal. It may include the loss of one or more privileges.
- **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.
- **Disciplinary Suspension**—is the termination of a student’s registration for a specified period of time. Suspension differs from dismissal only in that it implies and states a time limit when return will be possible. 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 of Students.
- **Disciplinary Dismissal:** is the Permanent separation (subject to the right of review after five years) from Unity College. The student’s registration is terminated and is required to discontinue residence in college-owned or controlled buildings and properties within 24 hours after notice of dismissal unless otherwise required by the Dean of Students.
- **Loss of Contact with a Specific Person(s):** With this sanction, the person may not initiate direct or indirect contact with a specified person(s).
- Such other action as the Committee or Officer may reasonably deem appropriate (e.g., suspension of an organization’s official campus recognition or suspension of a student from an extracurricular activity).

The institution may impose a harsher sanction on the Respondent when the Dean of Students or Judicial Review Board determines that the Respondent intentionally selected the person or organization against whom the violation was committed, or selected the property damaged or stolen, because of the race, religion, color, sex, sexual orientation, gender identity or expression, national origin or citizenship status, age, disability, genetic information or veteran status of that person, the persons in the organization or the owner of the property.

Respondents who are suspended will not be permitted to attend any Unity College functions during the sanction period. After the sanction period has been completed and all requirements of the suspension have been met, the Respondent is eligible for readmission to the college and attend functions. For a Respondent preparing to transfer to another institution who has been suspended for a violent crime or sexual assault, a letter will be attached to his/her transcript explaining that he/she has been suspended. If the Respondent is transferring to another institution after the sanction has been completed the letter will not be attached to the transcript.

After five (5) years from the date of the dismissal, the Respondent may submit a written request to be readmitted to attend Unity College. For a Respondent preparing to transfer to another institution who has been dismissed for a violent crime or sexual assault, a letter will be attached to his/her transcript explaining that he/she has been dismissed. After five (5) years from the date of the dismissal, the Respondent may submit a written request to have the letter attached for transfer applications to other institutions removed from his/her transcript. Requests for readmission or removal of the letter attached for transfer applications must be submitted to the Officer of the institution from which the Respondent was dismissed. The Officer will convene the institutional committee designated by the President to review such requests pursuant to the campus written procedures.

*Please note that the College's tuition/room/board refund policy will be adhered to with regard to evictions/suspensions.

6. ADMINISTRATIVE ACTIONS

The College reserves the right to suspend, dismiss, or mandate a medical withdrawal at any time, when conduct is deemed to be in violation of College policy or in situations where the student poses a risk to him/herself, to others, or for the College. In taking such action, the College need not assign further reasons. At the discretion of the Dean of Students, and following individualized assessment, a student who is determined to be a danger to self or to others, or in which the behavior significantly disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn, dismissed, or suspended. The College's refund policy, as listed in the College Catalogue, will be used to determine any type of financial refund as a result of these administrative actions.

- **Summary Suspension** is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the respondent 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, Dean of Students, and Chief Student Success Officer who determine the length of the suspension.
- **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 of Students.
- **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. See the Unity College Catalog for more information on requesting a Medical Withdrawal.

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 prevent the student from safely attending class or completing coursework, present a risk to the safety of 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 according to the schedule specified in the Unity College catalog. 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.

7. PUBLIC SAFETY PROCEDURES

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

- **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.
- **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:
 - Refer the case to the student life office in accordance with this code.
 - Notify proper authorities for appropriate cases.
 - Include an interview with or a written statement from any person who may assist in the ascertaining of facts.
- **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,
 - 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.
- **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, or the Dean of Students. 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 of Residence Life, Dean of

Students, or Chief Student Success Officer requires that they leave the room.

All room searches, whether consensual or College-approved must be conducted by public safety officer with a residence life staff member present. The residence life staff member will represent the occupant's rights. 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

1. **ACADEMIC INTEGRITY: THE HONOR CODE**

The Unity College Honor Code requires that students be honest in all academic and co-curricular work. By joining the Unity College Community, we express our willingness to accept the responsibilities and privileges of the academic community. Academic dishonesty threatens the mission of Unity College and potentially jeopardizes the success and safety of our community members and others.

All members of the Unity College community should conduct their activities so as to follow principles of academic integrity. Community members will assume that all are adhering to the Honor Code and will conduct themselves accordingly. If a community member suspects a violation of the Honor Code, he or she shall submit an Incident Report and discuss the matter with the alleged violator. If the matter is not resolved to the satisfaction of both parties, either may call for a hearing through the college judicial system. Similarly, if the proceedings of the judicial review are unsatisfactory, either party may appeal to the proper administrative channels.

All members of the Unity College Community are responsible for adhering to principles of academic integrity and for reporting breaches of academic integrity. Because understanding academic honesty is a process that takes time, sanctions for first offenses typically include an education component, while sanctions for consequent offenses become more severe, including suspension and dismissal. For this reason, it is imperative that incident reports are submitted for all cases of academic dishonesty.

Academic dishonesty includes, but is not limited to, the following:

Plagiarism: We acknowledge the difference between citation errors, in which a writer incorrectly cites a source, and plagiarism, in which a writer engages in any of the following:

- Quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any work.
- Incorporating any information—data, statistics, examples, etc. — that is not common knowledge without attributing the source of that information.
- Using another’s images, sounds, opinions, research, or arguments without attribution.
- Failing to follow fair-use policies, which dictate informal acknowledgement or formal citation depending upon the context and assignment.
- Submitting work that someone else completed.
- Submitting an assignment for one class in another class without approval of both instructors.

Cheating:

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

- Claiming credit for work not done independently (excluding college support services such as the LRC) without giving credit for aid received.
- Seeking out, accepting, or actively aiding in any unauthorized collaboration or communication during examinations. This includes but is not limited to sharing answers and using technology without prior permission.

Misrepresentation:

- When someone other than the student enrolled in the course completes any part of the coursework.

Falsification:

- Falsifying or deliberately misrepresenting data and/or submission of work.

2. 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. Alcohol consumption is prohibited in public areas of the Unity College campus.

Terms used in this policy are defined in Appendix A. Residence hall rooms are not considered a student’s home residence for the purposes of the Unity College Alcohol Policy.

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 in the privacy of their residence room (other than designated alcohol-free area, i.e., Westview Hall), and that no persons under the age of 21 are present unless the underage person in question is a resident of the room.
- 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.

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 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 Consumption

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. 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 after 4:00 P.M. until 30 minutes before closing. Students of legal age, with valid forms of identification, may consume alcohol purchased from the Student Center. 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:

- 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, wristbands 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 requests the assistance of Unity College staff, neither the student who is at risk nor the individual who assisted will be subject to formal college judicial action. This policy refers to incidents where alcohol poisoning is a likely risk and does not excuse those who repeatedly violate Unity College's alcohol policy. The student who was likely to be at risk of alcohol poisoning will be required to meet with the college's clinical counselor. Failure to meet with the college counselor may result in judicial action.

a. ALCOHOL POLICY VIOLATIONS

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

- 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.
- 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.
- 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 and residential areas.
- 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.
- Consumption of alcohol or imitation alcohol by someone of legal age in a residence room when persons under the age of 21 are present unless the underage person is their roommate.

Standard Sanctions for Level-One Alcohol Policy Violations. All level-one violations after the second offense will be considered level-two violations. Students may choose an exemption for their first level-one violation by choosing to participate in an educational seminar. This option does not count as a first offense.

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

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

- *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 behaviors, or the appearance of an individual, which clearly demonstrates a state of intoxication.
- *Underage use:* Students not of legal age (under age 21) may not possess, consume, or transport alcoholic beverages at Unity College.
- *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 resident and guest 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 rapidly consume quantities of alcoholic beverages, are prohibited and may be confiscated by college personnel.
- *Alcohol-related games:* Participating in games, contests, and hazing involving alcoholic beverages is prohibited.
- *Unauthorized transportation of alcohol in the student center:* Alcohol may not be brought into or taken out of the student center.

Standard 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).

First offense	Official warning 6 hours of community service Fine of \$50 to \$100 Educational Program Requirement
Second offense	Disciplinary probation for at least one academic year 10 hours of community service Fine of \$100 to \$200 Possible parental notification Referral to counselor for assessment
Third offense	Suspension from the college

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

- *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.
- *Furnishing large volumes of alcohol:* Furnishing kegs of beer or beer balls in the residence halls or cottages.
- *Organizing alcohol-related games:* Organizing games, contests, and hazing involving alcohol.
- *Age misrepresentation:* Misrepresenting one's age for the purposes of purchasing, possessing, or consuming alcohol.
- *Furnishing false IDs:* Providing or assisting an underage student with false ID.
- *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.

Standard Sanctions for Level-Three Alcohol Policy Violations. Level-two and level-three violations are cumulative with regard to the number of violations, as described above.

First offense	Official reprimand 8 hours of community service Fine of \$100 to \$200 Completion of an alcohol education program Possible parental notification
Second offense	Disciplinary probation for minimum of one year 12 hours of community service Fine of \$200 to \$400 Possible 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. For a complete listing of Maine State Liquor laws please visit the following website: [Maine Liquor Laws \(http://www.maine.gov/dafs/bablo/statutes_rules/liquor.htm\)](http://www.maine.gov/dafs/bablo/statutes_rules/liquor.htm). 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.

- Any motor vehicle operator under 21 who operates a motor vehicle with any alcohol in their blood shall have their license suspended for one year. If they have a passenger under 21, an additional 180 suspension will be imposed. Refusal to be tested will result in suspension for a minimum of 18 months. Minors, who test .08% or higher, will be prosecuted for the criminal offense of OUI.

3. 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. As with all violations of local, state, and/or federal laws, criminal prosecution may also be pursued.

4. BICYCLE/SKATEBOARD POLICY

Students and guests 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.

Skateboards should be used in a manner which is appropriate, considerate of others and College property, and protects their safety and that of others. Skateboards may not be used in any indoor facility. Persons using skateboards are encouraged to wear appropriate personal protection equipment (i.e. helmets, padding, guards).

5. CAMPUS -OWNED ANIMALS

- **Purpose:** Any animals located on the Unity College property serve both educational and experiential purposes. Students have the opportunity within classes and campus clubs to interact with the animals either formally or informally with permission. The UC campus policy has been created to uphold the highest possible standards of care for the campus animal collection. This policy supports Unity College's Institutional Animal Care & Use Committee which operates in accordance with federal and state laws.
- **Policy:** All campus-owned animals are to be respected and treated ethically. Violations of this policy include but are not limited to: tampering with, abusing, teasing, killing, tormenting, or inflicting any type of cruelty to campus animals. All signage specifying rules for access and conduct in animal areas should be followed. Animals are not to be removed from their enclosures unless specifically directed by the appropriate staff. Animals should not be fed by persons other than their caretakers unless directed. All Unity College students are encouraged to behave responsibly and in a way that promotes animal welfare and helps this campus to have a successful animal program for all majors. Students who observe an animal in distress, a violation in progress, or one that has already occurred are encouraged to report this situation immediately to public safety.
- **Compliance:** Penalties for violating the UC policy for campus-owned animals may include mandatory community service, fines, suspension of on-campus privileges and in some cases, suspension or expulsion from the college. Students may also be held legally accountable for violation of local, state, and federal laws.

6. COLLEGE VEHICLE POLICY

The college has vehicles that official clubs may use for their transportation. Student 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.

7. DINING SERVICES/STUDENT CENTER POLICY

Dining services provides four meal plans – 19, 14, and 10 meal options for on campus students, and a Bundle Plan of 60 meals. 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 Wyman Commons and the Student Center to access meals. Shirt and shoes are required for service in both Wyman Commons 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. Refer to the Alcohol Policy for regulations governing alcohol sold in the Student Center.

8. 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.
- **Statement on Medical and Recreational Marijuana Use:** Unity College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Unity College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA). Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Unity College prohibits all marijuana use, including medical marijuana, and students may be subject to disciplinary action for its use. Therefore, marijuana prescribed for medical purposes and recreational use is prohibited at Unity College even though there may be state laws that permit its use.

a. Important Federal and State Laws Related to Illegal Drug Use

- **Students Convicted of Possession of Sale of Drugs:** A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for Federal Student Aid funds. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

b. Drug Policy Violations

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:

- *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.
- *Illicit drug paraphernalia:* Students are prohibited from the possession and/or use of identifiable illicit drug paraphernalia in residence halls (as defined in "Definition of Terms" section above) that are commonly associated with illicit drug use. The College reserves the right to confiscate drug paraphernalia.

Standard Sanctions for Level-One Drug Policy Violations

First offense	Official warning 2 hours of community service
Second offense	\$50 4 hours of community service Educational program requirement
Third offense	Treated as a first offense, Level two drug violation

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

- *Illicit use of marijuana:* Students may not possess, consume, or transport marijuana.

Standard 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 educational requirement
Second offense	Disciplinary probation for one academic year \$100 to \$200 in fines 10 hours of community service Parental notification Referral to counselor for assessment Completion of a drug assessment program
Third offense	Suspension from the college

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

- *Use of illicit drugs other than marijuana:* Students may not possess, consume, or transport illicit drugs.
- *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 educational requirement
Second offense	Suspension from the college

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

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

Minimum Sanctions for Level-Four Drug Policy Violations

First offense	Dismissal from the college
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9. EMOTIONAL SUPPORT ANIMAL PROTOCOL

Unity College is committed to providing reasonable accommodations to qualified students with disabilities. An emotional support animal (ESA) is one that is necessary to afford a person with a disability an equal opportunity to use and enjoy Unity College Housing. An ESA may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. ESAs do not perform work or tasks that would qualify them as 'service animals' under the Americans with Disabilities Act (ADA). Students with disabilities who seek to bring an ESA to campus must follow the processes described below.

Pursuant to the Fair Housing Act (FHA), and if specific criteria are met, ESAs that are not service animals under the ADA may be permitted in Unity College Housing. Since approved ESAs are limited to Unity College Housing, the approval only applies to the student's living situation. Approved students are not authorized to have the animal accompany them to any other college buildings. (e.g., library, cafeteria, student activities center, classrooms, labs, residence hall common areas, residence hall rooms other than the owner's room, etc.).

Policies and Procedures: Requests for Emotional Support Animals are made through the ADA Coordinator in the Collaborative Learning Center. The current [Emotional Support Animal Policy](http://www.unity.edu/sites/default/files/ESA%20Protocols%20%20CLC%20AY%2017-18%20%20%203.21.17.docx) can be found here: <http://www.unity.edu/sites/default/files/ESA%20Protocols%20%20CLC%20AY%2017-18%20%20%203.21.17.docx>. Contact the CLC or visit their website for up to date forms, policies, and procedures. Requests for ESAs must be accompanied by documentation from licensed medical providers and are subject to deadlines for each semester.

10. 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.

- 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.
- 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.
- Items stored in the hallways of campus housing that may restrict evacuation in case of emergency are prohibited.
- Arson is a felony under state law.
- Careless use of lighters, matches, or tobacco products constitutes a definite fire hazard. Extreme caution should be exercised when using them (please refer to Tobacco Policy for further explanation).
- 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.
- Any items producing an open flame are specifically prohibited in residential facilities except for cigarette lighters or matches.
- Use or possession of fireworks, gunpowder, chemicals, or other explosives listed in the "Weapons Policy" is prohibited by law.
- 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. 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.

- 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 storage options.
- Burning incense is prohibited in all campus facilities.
- Fires are prohibited in all outdoor areas of the college except in the college fire pit and primitive skills pit which require Public Safety Office approval for an on-campus fire.

a. Evacuation Plan for Residents in Case of Fire Alarm

1. 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 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.

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

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

11. 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 investigate the matter. The Dean of Students will review the complaint and determine what action should be taken (i.e., follow-up interview or warning to the student or resolving through a judicial board).

12. GRADES POLICY

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

- Books, overdue material, lost or damaged, or money owed the library.
- Unpaid residence hall damage charges.
- Unpaid parking fines for the previous semester.
- Unpaid judicial fines.
- Any unpaid balance owed the college.

13. HAZING POLICY

Unity College maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. Unity College defines hazing to include *any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group* and that encompasses one or more of the following:

- Physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate;
- Categorizes members of the group based on seniority or standing or otherwise emphasizes

- the relative power imbalance of newer members;
- Involves the consumption of alcohol, drugs, or other substances;
- Removes, damages or destroys property;
- Results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
- Violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as "voluntary." *The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions* nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team. The College's policy conforms to Maine law, which defines "injurious hazing" as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State." In addition to disciplinary action imposed by the College, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities. Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the College, with penalties up to and including suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team.

14. ID CARD POLICY

Students will receive an official student photo identification card upon entering the college. The ID card admits students to various college events. It also serves as the official meal access card for those participating in 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 Life Office. There is a \$20 charge for a replacement ID.

Representation: Students are required to...

- Represent themselves 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.

15. 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.

16. NETWORK AND INTERNET ACCESS POLICIES

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

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

Internet Access: All campus buildings, including residence hall rooms, have high speed wireless

network and Internet services available. Student-owned network devices must meet college security requirements. To access the wireless network, residents need a network device (computer (Windows or Mac), tablet, e-Reader, smartphone, or game system) and a modern wireless adapter. Most residence hall rooms also offer wired network access for students. Public access terminals are available in various campus buildings and common spaces. These terminals are provided primarily for course-work related activities.

Student Terms of Service

Purpose: Unity College provides a variety of computing and networking resources because they are important to academic and personal growth. In using these resources we are all bound by college policy, and local, state, and federal law. Sometimes computing raises special ethical and legal questions that call for separate clarification. Here are the Unity College policies that are particularly related to student computing.

Personal Accounts: Computer accounts for Internet access and e-mail are provided 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. Students, in their communications, may not pretend to be anyone else or attempt to represent the college in any official capacity.

Students may not use their email accounts for any activities that produce income.

Limited Resources: Network capacity and lab computers—among other things—are limited shared resources. Students should not waste these resources. Course work is the first priority. Personal learning is second, and all 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.

Personal Hardware Devices: The College is not responsible for losses due to 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 computing devices, no matter who is using it.

Other Legal Restrictions: Students should be aware that there are many laws affecting computing and activities. There are legal 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 the law when using College computer systems.

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 per semester, and abiding by those changes. Current Terms of Service are always posted on the Unity College web site under Information Technology.

Violations: 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.

Residence Hall Network Policy

Using the Unity College Network from your room in the residence halls is a privilege. In order to retain that privilege there are a few rules that need to be followed. These rules are in place to ensure that the network is used as intended and that it functions properly for everyone. Violation of any of these guidelines may result in judicial action and 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. It may not be used to support personal money making activities, advertise a commercial business or to support a personal business.
- In the residence halls 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 which is in the student's computer. If there is a problem with the network connection, report it to the network administrator for service.

- Under no circumstances may a computer connected to the Unity College Network use an IP address other than the IP address assigned to it by the IT department.
- Only one computer may be connected to any jack in the residence halls. No network devices other than a single, Ethernet network interface card may be connected to the jack.
- No servers of any sort may be run on the Unity College Network other than those specifically approved and installed by the Information Technology department. This includes, but is not limited to, running any version of Windows Server, Novell Netware or any form of UNIX or Linux 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, FTP, or HTTP (including Windows Personal Web server).
- Peer to Peer file sharing servers such as Kazaa, Morpheus, LimeWire and similar programs are strictly prohibited.
- In the event that a computer begins sending signals to the network that are disruptive to network operations, the connection to that computer will be disconnected to protect the integrity of the network. IT staff will assist in diagnosing the problem and will re-enable the connection once fixed.
- Students may not possess or use any hardware or software designed to interfere with the operation or security of the network or devices connected to it.
- The Unity 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 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.
- Unity College will perform regular scans of the network to detect non-compliant and/or malfunctioning computers and software. Computers detected as violating the terms of use for the Unity College network will be disconnected from access to the network at the discretion of Information Technology staff and will only be re-connected when the problems have been resolved to the satisfaction of the Information Technology staff.
- Students are ultimately responsible for the operation and maintenance of their own computing hardware. The installation and use of anti-virus software and frequent updates to the operating system, applications, and anti-virus definition files are required to maintain a secure operating environment.
- This policy is subject to change without prior notice. The current policy will always be posted on the Unity College web site under Information Technology.
- Portable cordless phones and other devices that operate on 2.4GHz and 5.8GHz frequencies interfere with the operation of wireless networks. These devices are banned from campus and will be confiscated if discovered.

17. MAIL

The Campus Store provides Unity College campus mail service for ALL (those living on and off campus) students during the academic year only. The campus mail service is staffed by work-study personnel who are supervised by the Campus Store Manager. Students receive an email from the Campus Store when they have received mail or packages. All students picking up mail or packages must present their student ID to a Campus Store employee to confirm their identity. The proper address for students receiving mail at the college is below:

(STUDENT NAME)
UNITY COLLEGE
83 Quaker Hill Road
UNITY ME 04988

Regulations set by the United States Postal Service prohibit Unity College from forwarding first-class mail to a student's last known home address on record. Departing students (graduates, transfers, withdraws, suspensions) must change their address with anyone sending them mail (bank, insurance company, etc) or with any company they may order items from (magazine subscriptions, items bought

online, etc).

18. MISSING STUDENT POLICY

To facilitate our students' safety, the Missing Student Policy will assist us in locating residential Unity student[s] on facts and circumstances known to the college, who are determined to be missing. This policy and procedures 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:

- The Unity College official receiving the report will collect and document the following information:
 - The name and relationship of the person making the report.
 - The date, time, and location the missing student was last seen.
 - 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.
 - The missing student's cell phone number, if known by the reporter.
- 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.
- 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.
 - Check the student's residence hall room.
 - Talk to the student's RA, roommate, 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.
 - Secure a current student ID or other photo of the student.
 - Call and text the student's cell phone and call any other telephone numbers on record.
 - Send the student an email.
 - Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, Student Center, etc.
 - 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.
 - 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.
 - 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 College'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.
- 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.
- 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 will 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.
- This policy and its procedures will be integrated into Resident Advisor training, included in the

annual Campus Safety security report, and be available to students through the Unity College student handbook.

To Be Announced
Director of Public Safety
publicsafety@unity.edu
(207) 509-7232

Ray Phinney
Dean of Students
deanofstudents@unity.edu
(207) 509-7241

19. 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 in the administration of its policies and programs on the basis of race, color, creed, religion, national/ethnic origin, citizenship, sex, sexual orientation, gender identity, gender expression, 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.

Note that allegations of discrimination or harassment on the basis of sex or gender are typically handled under the Sexual Misconduct Policy. Please see that policy for important definitions, prohibited conduct, and policies and procedures for addressing allegations that arise under that policy.

Harassment

Unlawful harassment may involve any of the protected categories as noted in the nondiscrimination section of this policy. Harassment on the basis of protected characteristics is 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/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 of Students 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 of Students, 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 of Students the student should report his or her complaint to the Chief Student Success Officer.
- **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 of Students 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 of Students and the director of human resources will be jointly responsible for the investigation. If a complaint is about the Dean of Students, 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.

Regulation of Speech

In cases of alleged harassment, the principles 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 employees.

20. PARKING AND MOTOR VEHICLE POLICY

Registration Process

All vehicles parked on 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 (when applicable). If the sticker 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. 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.

- Driving or parking on the lawn areas of campus: minimum \$25 fine plus damages
- Driving to endanger property or people. *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 may be asked to move their vehicle to a parking area designated by Public Safety.

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. Students, not enrolled in summer courses or employed by the College during the summer months, may not leave their vehicle on campus. 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

Student Guest Parking

A student guest is any person not employed with or enrolled at Unity College. 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 guests must obtain a temporary parking pass from the Public Safety Office and must park only in designated VISITOR 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
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 509-7268. Some parking violations, such as parking in a handicapped space, fire lane, or service area; impending snow removal; or blocking a dumpster, may result in towing without warning at the vehicle owner's expense and risk.

21. PET 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:

- **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.
- **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, service animals, and emotional support animals.
- **If required by law, pets on campus must be licensed and vaccinated, and have ID tags with the name and address of the owner.**
- **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.**
- **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.
- **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.**
- **Exceptions.** Service animals may enter and reside in buildings if assisting disabled individuals in accordance with ADA (see Service Animal Policy). Students may apply for a Service Animal or Emotional Support Animal accommodation in designated residence halls through the Collaborative Learning Center. 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 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.

22. PHOTO/VIDEO RELEASE POLICY

Unity College utilizes photographs, images, audio, and video recording of employees and students in numerous publications, our website, social media, promotions, publicity, and marketing. Unity College does not require a release form for employees/students for photographs and video to be used in these types of mediums.

Unity College reserves the right to take photographs, and video of campus facilities, events, faculty, staff, and students for College use in any areas on campus where subjects do not have an expectation of privacy, and provided the photographs do not violate the privacy of the subject. Areas considered private would include personal residential rooms, locker rooms, and the Wellness Center.

Any employee or student (or parent or guardian of a student under the age of 18) who does not want to be photographed or recorded must notify the Unity College Marketing Department in writing. To the extent practicable, these requests will be respected. Unity College also requests that persons preferring not to appear in College photos/videos absent themselves from the respective area or make their wishes known when College-sponsored photos/videos are being produced. Opt-out requests for students will be honored for the time the student is enrolled at Unity College or rescinds their opt-out request. Employee opt-out requests will be honored as long as the person is employed at Unity College.

23. SERVICE ANIMAL POLICY

Service animals are animals trained to assist people with disabilities in the activities of daily living. The American with Disabilities Act (ADA) defines service animals as **dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who have impaired vision, alerting people who are hearing-impaired, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.**

The ADA allows service animals to accompany a person (referred to as "partner") with a disability to be on the Unity College campus. A service animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the animal may interfere with the fundamental nature of the activities being conducted. The college may not bar service animals because of noise concerns when part of the service the animal provides to its partner is alerting him or her to possible dangers or obstacles by barking.

A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this not a legal requirement.

Requirements of Service Dog/Partner

- To be qualified to utilize a service animal for ongoing accommodations on the Unity College campus, the student/partner must register with the Director of the Collaborative Learning Center and supply appropriate documentation of a disability.
- The animal must be in good health. Partner must provide proof that the service animal possesses current vaccinations, license, and an annual clean bill of health from a licensed veterinarian.
- Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, at-large animals, and dangerous animals. Dogs must wear a license tag and current rabies vaccination tag.
- Service animals must be on a leash at all times, except when inside the student's residential room (if applicable). The partner must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner. The animal must be maintained and used at all times in ways that do not create safety hazards for other people.
- The partner is responsible for cleaning up the animal's feces. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the animal's feces. Partners who are not physically able to pick up and dispose of feces are responsible for making all necessary arrangements for assistance. The college is not responsible for these services.
- The partner is responsible for maintaining his or her residence hall room in a clean and orderly fashion as to minimize the presence of pet hair and animal dander. Any damage caused by the service animal will be the responsibility of the partner.

Service animals may be asked to leave the facilities or grounds under circumstances that may include the following:

- The animal is objectively determined to be presently incapable of performing appropriate and disability-related work or tasks for the partner and is deemed as indistinguishable from a pet or companion animal, thus not meeting the specific ADA definition of a "service animal."
- The animal is disruptive or exhibits aggressive behavior. An animal that engages in such disruptive behavior shows that it has not been successfully trained to function as a service animal in public settings. Therefore, it is no longer a requirement to treat it as a service animal, even if the animal is one that performs an assistive function for a person with a disability.
- The animal is destructive.
- The animal is ill. Service animals that are ill should not be taken into public areas.

Recommendations for Faculty, Staff, and Students

- Service animals are allowed to accompany the partner at all times and everywhere on campus, except where service animals are specifically prohibited. The courts have upheld the rights of service animal owners to take service animals into food service locations. Exceptions may be made on allowance with regard to a situation where the avoidance of a hazard, or hazardous material, cannot be avoided, or the safety of the animal or others may be jeopardized.
- Speak first to the partner. Do not pet a service animal without first asking permission; touching the animal might distract it from its work.
- Do not ask the partner about his/her disability.
- Do not deliberately startle a service animal.
- Do not separate or attempt to separate the partner from his/her service animal.
- Do not feed the service animal.

24. SEXUAL MISCONDUCT POLICY

Unity College is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, and all educational programs, activities, and services it operates.

This policy governs reports of alleged sexual misconduct involving Unity College students and other participants in Unity College programs. As a recipient of federal funds, Unity College must comply with Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Sexual misconduct, defined fully below, includes sexual harassment, sexual assault, rape, and sexual exploitation. Sexual misconduct can create a hostile environment, which limits or denies students' ability to participate in or benefit from the school's educational program. Unity College does not tolerate sexual misconduct, sexual harassment, or any form of gender-based harassment, which can occur in many forms and have a broad impact on the community. These are serious offenses that violate Unity College policy, as well as state or federal law, and may also be subject to criminal prosecution. Unity College has developed this policy and procedures to ensure prompt and equitable resolution of reports of sexual misconduct, to take appropriate actions to protect persons making a report, promote and ensure a safe learning community overall, and to impose sanctions, when appropriate, upon students who are found to have violated this policy.

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I. Overview Information

A. Title IX Coordinator

Unity College's Title IX Coordinator has primary responsibility for coordinating efforts to comply with and carry out Unity College's responsibilities under Title IX. Students should contact the Title IX Coordinator to seek information about Unity's processes and support resources, to file a complaint or make a report under this Policy, or to raise any other concerns. The Title IX Coordinator oversees the College's overall response under this policy and addresses issues that affect the wider campus community by monitoring outcomes, identifying and addressing any patterns, and assessing the campus climate generally.

Ray Phinney is Unity College's Title IX Coordinator and can be reached in person in TerraHaus, by telephone at 207-509-7241, or by email at rphinney@unity.edu.

Students are also welcome to contact the College's Deputy Title IX Coordinator, Stephen Nason, who assists the Title IX Coordinator and can be reached in person in TerraHaus, by telephone at 207-509-7284, or by email at snason@unity.edu.

B. Scope and Jurisdiction

This policy applies to allegations of sexual misconduct involving any current Unity College student or any participant in a Unity College program (e.g., summer programs).

This policy applies to any incident that occurs on Unity College property, or at any Unity College event or program occurring at an off-campus location, and to any other incident occurring off-campus where the conduct may impact and affect a student's participation in Unity College programs or activities or the environment at Unity College.

The term "Student" as used in this policy means all students registered or enrolled in any course or program at Unity College or any person accepted to the Unity College Flagship campus and/or participating in any other Unity College programs.

There is no time limit associated with making a report under this policy, so long as a student against whom allegations are made is still enrolled at Unity College. Nevertheless, individuals are encouraged to make reports promptly in order to maximize the College's ability to conduct a thorough and reliable

investigation. Failure to promptly report an incident may result in the loss of relevant evidence and limit the scope of the College's response.

If a report concerns a visitor or guest of a Unity College student who is a student at another educational institution, including a student who is enrolled at another institution in addition to Unity College, the College will ordinarily notify and coordinate its response with the other educational institution in which that student is enrolled.

Under no circumstances will Unity College allow a student's impending graduation to compromise its resolution processes. The conferral of a degree may therefore be postponed or deferred, if necessary, until the allegations are resolved. Unity College may continue to apply this policy to a student's conduct, even if the student subsequently has graduated, withdraws, takes a leave, or is otherwise absent from the College.

This policy applies to all students and employees, regardless of sexual orientation, gender identity, or gender expression. Note that reports of Sexual Misconduct against a student or program participant by a faculty or staff member should be made to the Title IX Coordinator and will be adjudicated according to the Unity College Employee Handbook.

C. Privacy v. Confidentiality

Privacy and confidentiality have distinct meanings. It is important to understand the distinctions, because under Title IX, only a specific small group of Unity College employees are permitted to keep information confidential.

Privacy means that information related to a report of misconduct will only be shared with a limited circle of individuals who "need to know" the information in order to assist in the review, investigation, or resolution of the report. Although not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. Examples of individuals who often "need to know" of the report, allegations and information include the Title IX Coordinator, Deputy Title IX Coordinator, Public Safety, and student residential life staff, among all other mandatory reporters (see below). College employees receive training regarding respecting and safeguarding private information.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These professionals include Counseling, Health Services, community health providers, community mental health providers, rape crisis counselors, and attorneys, all of whom typically must abide by confidentiality laws applicable to their profession. These individuals are prohibited from breaking confidentiality unless the conduct poses a serious threat of harm to any individual, or under certain legally required circumstances, such as to comply with a subpoena or with mandatory reporting requirements when abuse of a minor is suspected.

D. Confidential Resources

Confidential personnel at Unity College include the clinical staff of the Harrison Aldrich Wellness Center:

- Anna McGaillard, Director of Health Services, (207) 509-7126, amcgaillard@unity.edu
- Heather Bryant, Counselor, (207) 509-7126, hbryant@unity.edu

E. Responsible Employees

Under law, a "responsible employee" is a Unity College employee who has a legal duty to report incidents of sexual misconduct to the Title IX Coordinator. When a student tells a responsible employee about an incident of sexual misconduct, the responsible employee must report to the Title IX Coordinator all known details about the alleged sexual violence. Examples of responsible employees include, public safety staff (including student staff), athletic coaches, faculty, deans, Residential Life staff (including resident assistants), and most other staff persons. Only persons designated as confidential resources above, which include health and counseling staff, are not "responsible employees" under policy. All employees must undergo basic Title IX training. Employees with expanded Title IX responsibilities appeals board members must undergo additional Title IX training specific to their role.

Complaint The document prepared by the complainant that sets forth the name of the respondent, and the date, location, nature of the alleged sexual misconduct, and other relevant details.

Consent Consent to engage in a specific sexual activity is knowing, clear, voluntary, freely given, and may be withdrawn at any time. Consent is also active, meaning that through clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity at that specific time. There is no consent when there is force, express or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to the same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious. Note also that in some circumstances, a person under the age of 18 may not be able to give consent to sexual activity, depending upon state law.

Dating Violence Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether a relationship exists is determined on factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual abuse, physical abuse, emotional abuse, or the threat of such violence and does not include acts that meet the definition of domestic violence. Any form of dating violence that is prohibited by Maine law is also prohibited under this policy.

Domestic Violence Felony or misdemeanor crimes of violence, as defined by Maine statute, committed by a current or former spouse or intimate partner, a person with whom the student shares a child in common, by a person who is cohabitating with or has cohabitated with the student as a spouse, by a person similarly situated to a spouse of the victim under the domestic law of Maine, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Maine. Any other form of domestic violence that is prohibited.

Gender-based Harassment Acts of aggression, intimidation, or hostility based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, even if those acts do not involve conduct of a sexual nature.

Hostile Environment Sexual misconduct that is sufficiently severe or pervasive that it substantially interferes with a student's College employment, academic performance, participation in College programs or activities, or living, learning, or working environment, the sexual harassment creates a hostile

environment in violation of Title IX and this policy. A single instance of unwelcome conduct may create a hostile environment if it is sufficiently serious. In determining whether a hostile environment exists, Unity College will consider a variety of factors contributing to the severity, persistence, or pervasiveness of the conduct, and will further evaluate the conduct from both a subjective and objective perspective. This means that Unity College will consider both from the perspective of the person who is harassed, as well as determine whether a reasonable person in the student's position would have found the conduct undesirable or offensive to have created a hostile environment.

Incapacitation

Physical and/or mental inability to make informed, rational judgments. Incapacity can result from, among other things, mental disability, sleep, blackouts, flashbacks, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Where alcohol or other drugs are involved, incapacitation is determined by how the substance consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or other drugs on another's ability give consent.

Non-Consensual Sexual Contact

Sexual contact that occurs without consent.

Non-Consensual Sexual Intercourse (Rape)

Sexual intercourse that occurs without consent. *Rape* is the penetration, no matter how slight, of (1) the vagina, anus or mouth of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Respondent

The individual student who is alleged to have committed one or more acts of sexual misconduct.

Retaliation

Any harassing behavior, including intimidation, threats, and other adverse action, against a person who has reported an incident or who participates in the investigation of a report under this policy.

Sexual Contact

Any intentional sexual touching by a person upon a person made without consent and/or by force. Sexual contact includes, but is not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts (including clothing covering any of these areas); any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

Sexual Exploitation

Taking sexual advantage of another person without consent, and includes, without limitation: causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; prostituting another person; engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants) or viewing another person's intimate parts without consent; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection; or any other similar conduct.

Sexual Harassment

Unwelcome conduct of a sexual nature. Sexual harassment may include, for example, unwelcome physical contact; sexually explicit comments in person or via phone, letter, note, gift, text message, e-mail, or other electronic medium; sexual advances; requests for sexual favors; unwelcome invitations to engage in sexual activity; unwelcome commentary about an individual's body or sexual activities; threatening to engage in an unwelcome sexual act with another person; engaging in indecent exposure; and stalking or cyberstalking.

Sexual Misconduct

A broad term encompassing sexual exploitation, sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse as defined in this policy. Misconduct can occur between strangers or acquaintances, including people already involved in an intimate relationship. Sexual misconduct can be committed by someone of any gender, gender identity or gender expression, and it can occur between people of the same sex or gender or different sexes or genders.

Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking include: unwanted, intrusive, and frightening communications by phone, text message, mail, and/or email; repeatedly leaving or sending unwanted items such as gifts; following or waiting for a person at places such as home, class, or work; making direct or indirect threats of harm to a person, or their family, friends, or pets; damaging or threatening to damage property; harassment on the internet or social media; and posting information or spreading rumors about a person.

III. Options for Making a Formal Report

Students have a number of formal and informal reporting options for reporting instances of sexual misconduct. Students may pursue the criminal process, utilize Unity College's reporting processes, or do neither or both.

A. Formal reporting options**1. *Report to the Title IX Coordinator***

Individuals who have experienced sexual misconduct may make a report to the Title IX Coordinator. Other persons may also make reports to the Title IX Coordinator on behalf of a student victim, or because they witnessed or learned of an instance of sexual misconduct. Reports made after business hours and on

weekends may be made to Public Safety or a member of the Residential Life Staff, and will be referred as soon as possible to the Title IX Coordinator.

When the Title IX Coordinator receives a report about sexual misconduct, the Coordinator will provide information about resources and support available, and discuss available resolution options (see below). The College is obligated to take prompt action to eliminate sexual misconduct, prevent its recurrence, and to address its effects even if the student prefers that the College not take any action.

When the student reports alleged misconduct by an employee or third party, the Title IX Coordinator will work with appropriate College administrators to respond to the report in accordance with applicable faculty, staff, or other College policies.

2. Report to Local Law Enforcement

Sexual misconduct may constitute both a violation of this policy and criminal activity; Unity College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. The College is available to assist students in making a criminal report and will cooperate with law enforcement agencies to the extent permitted by law.

Criminal investigations may be useful in the gathering of relevant evidence. Because the standards for finding a violation of criminal law differ from the standards for finding a violation under this policy, the outcome of a criminal proceeding does not determine whether a violation of the College's Sexual Misconduct Policy (or any other policy) has occurred. In other words, conduct may constitute sexual misconduct under this policy even if the accused student is not found to have committed a crime.

Thus, the filing of a formal complaint under this policy (see below) is independent of any criminal investigation or proceeding and (except that the College's investigation may be delayed temporarily while criminal investigators are gathering evidence). Unity College will not wait for the conclusion of any criminal investigation or proceeding to commence its own investigation and/or take interim measures to protect students as detailed above; however, Unity College will coordinate with law enforcement as appropriate.

3. Anonymous Reporting Options

Anonymous reporting processes allow students to inform the Title IX Coordinator about incidents of sexual misconduct, but due to their anonymity, severely constrain Unity College's ability to respond. Nothing prevents a student or third party from utilizing the formal reporting options (see above) about an incident that has previously been anonymously reported.

a. Anonymous Report form that does not identify a respondent (paper only)

Anonymous report forms are available in the Wellness Center, Library, and Student Center and may be returned to the Title IX Coordinator through campus mail. These paper forms may be completed by a student who experienced sexual misconduct (or knows of an instance of such conduct) and only detail the alleged misconduct without identifying a specific individual(s) who committed the alleged sexual misconduct [Referred throughout this policy as the "Respondent']. These reports help the College to understand campus trends only.

b. Anonymous Report form that identifies a respondent (paper only)

Anonymous report forms are available in the Wellness Center, Library and Student Center and may be returned to the Title IX Coordinator through campus mail. These paper forms may be completed by a student who experienced sexual misconduct (or knows of an instance of such conduct) and identify both the alleged misconduct and the specific respondent(s). In response, the Title IX Coordinator typically meets with the named respondent(s) to discuss behavioral expectations under this policy, explain consent, review this policy, and discuss the process if a formal report were to be brought forward. An anonymous report does not typically result in discipline against a respondent.

B. Other Reporting Considerations:

1. Required Reporting on Crime Statistics

Unity College is required under the federal Clery Act to publish an Annual Security Report to provide current students, prospective students, employees, the public, and the U.S. Department of Education with statistics about crimes that occur on campus or college-controlled property. The Annual Security Report includes aggregated, anonymous statistics in categories such as sexual assault, dating violence, and domestic violence, and does not include personally identifying information about any students or other individuals involved.

2. *Timely Warning Reporting Obligations*

Under federal law, if a report of misconduct discloses a serious or continuing threat to the Unity College community, Unity College may issue a timely, campus-wide warning (typically through an email to the campus community) to protect the health or safety of the community. The timely warning will not include any identifying information about a reporting student without their express consent. Information about other individuals is guided by federal laws such as FERPA and the Clery Act.

3. *Retaliation Prohibited*

It is a violation of this policy to retaliate against any person making a complaint or report of sexual misconduct, or against any person cooperating in an investigation or resolution process (including witnesses, and supporters as referenced below). Retaliation should be reported promptly to the Title IX Coordinator and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations under this policy.

4. *Drug and Alcohol Amnesty*

Unity College encourages students to report incidents and allegations of sexual misconduct. So as not to discourage reports, a student who makes a report made under this policy in good faith will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health and safety of any other person at risk. Unity College may, however, expect that individuals engage in counseling or other educational supports to address substance use.

5. *Minor students*

When there is a reason to believe that a person under the age of 18 may have been subjected to abuse, many Unity College employees have a mandatory reporting obligations under Maine law and would report covered incidents to the appropriate State government agency. The Title IX Coordinator can provide additional guidance on mandatory reporting.

IV. Unity College's Response

A. Intake Procedures

1. *Intake Meeting with Complainant*

Upon receipt of a formal report of any allegation of sexual misconduct, the Title IX Coordinator will first schedule an Intake Meeting with the reporting student (or other individual) in order to discuss the allegations in detail, provide the student with a general understanding of this policy and procedures, and to identify forms of support, interim measures or other accommodations available to the student.

The Title IX Coordinator will make available to the student, a supporter or advisor (see below), as well as discuss procedural options for resolving the report, including Mediation and Formal Investigation/Adjudication.

At the initial Intake Meeting with the reporting student, the Title IX Coordinator will seek to ascertain how the reporting student wishes to proceed, i.e., whether the reporting student wishes to pursue Mediation, Formal Investigation/Adjudication, file a criminal complaint, or does not wish to pursue resolution at that time.

2. *Student Requests Confidentiality or does not Wish to Pursue Procedural Options*

Sometimes a student makes a report but requests that they not be identified (or that the College not pursue an investigation or disciplinary process). The Title IX Coordinator will weigh that request against its obligation and commitment to provide a safe, non-discriminatory environment for all students, including the student making the report. In weighing a request for confidentiality, the College may

consider the following factors: the seriousness of the reported misconduct; whether there have been other reports of sexual misconduct made about the same individual; and whether the report suggests a pattern of perpetration at a particular location or by a particular group; and any other relevant circumstances.

If Unity College honors the request for confidentiality, the reporting student must understand that the College's ability to meaningfully investigate or otherwise respond to the alleged incident may be limited. Although rare, there are times when Unity College may not be able to honor a student's request in order to provide a safe, non-discriminatory environment for all students. If the Title IX Coordinator determines that the College cannot maintain a student's confidentiality, the Title IX Coordinator will inform the reporting student prior to starting an investigation, and will take appropriate precautions. The College also will take all available steps to protect the reporting student from retaliation or harm, including working closely with the student to create and implement an appropriate safety plan.

3. Intake Meeting with Respondent

If the reporting student (hereinafter, "Complainant") wishes to proceed with either Mediation or Formal Investigation/Adjudication, the Complainant and his/her supporter will prepare a written summary of the Complaint and provide it to the Title IX Coordinator. The Complaint will set forth the name of the Respondent, and the date, location, and nature of the alleged sexual misconduct.

Next, the Title IX Coordinator will schedule an Intake Meeting with the responding student (hereinafter, "Respondent") in order to provide the Respondent with written information about this policy and procedures, discuss the specific allegations made against him/her, and to identify any form of support, interim measures, or other accommodations deemed appropriate by the College.

4. Supporters and Advisors

Supporters are faculty or staff members, and occasionally students, who are trained in the Sexual Misconduct Policy and procedures, and are available to provide encouragement and emotional support. The Title IX Coordinator will work with a Complainant or Respondent to arrange for the appointment of a trained supporter to be available to the student, if requested.

In addition to the supporter, the parties are also entitled to have an advisor of their choice present during an Intake Meeting, or meetings associated with Mediation, or Formal Investigation/Adjudication (see below). Neither an advisor nor a supporter may actively participate in any sessions or proceedings under this policy, make statements or objections, or pose questions to other parties or any witnesses at any point during any of these processes. Supporters and advisors will be required to sign an agreement requiring that all information concerning the alleged incidents and all information divulged throughout the proceedings under this policy will remain confidential.

B. Resolution Options

There are two resolution options under this policy: (1) Mediation; and (2) Formal Investigation/Adjudication.

1. Mediation

Mediation provides an opportunity for a Complainant to communicate their concerns, experiences, and perceptions, including the impact of the incident of the alleged sexual misconduct, to the Respondent, in the presence of and facilitated by the Title IX Coordinator or designee. The Respondent will then be given the opportunity to respond. Mediation does not involve an investigation, a finding of responsibility, or sanctions. Whether a Complainant pursues Mediation is entirely voluntary.

The Respondent is expected to attend and participate in the Mediation meeting(s). The Respondent will have an opportunity to respond.

Upon timely request by the Complainant or Respondent, the Title IX Coordinator may accommodate a student's concerns about the discomfort of a face-to-face conversation by providing separate facilities, by using a visual screen, or by permitting participation by telephone, videophone, video conferencing, videotape, audiotape, written statements, or other means. The Title IX Coordinator will determine whether accommodations are appropriate and what accommodations will be provided to students.

At the conclusion of the Mediation, the Title IX Coordinator shall provide to each party a written summary of the decisions reached. In addition, the Title IX Coordinator may institute protective measures agreed upon by the parties, or may unilaterally impose protective measures at the Coordinator's discretion. Protective measures may include but are limited to: changes in residential locations, academic schedules, or College employment situations; limitations on contact between the parties; and required counseling.

If either party wishes to appeal a protective measure imposed by the Title IX Coordinator without the agreement of both parties, they may do so by contacting the Chief Student Success Officer (CSSO) in

writing within three (3) working days of the Title IX Coordinator's written decision. The matter will be decided by the CSSO in a timely fashion, with no additional option for review or appeal.

If a Complainant believes the Respondent has violated the terms of any decisions reached in Mediation, they should immediately contact the Title IX Coordinator to report the violation. The Title IX Coordinator will make a determination of whether the terms were violated, and will take responsive action if warranted, including issuing an appropriate sanction. The Respondent may appeal to the CSSO, in writing, within three (3) working days. The matter will be decided by the CSSO in a timely fashion with no additional opportunity for review or appeal.

2. Formal Investigation/Adjudication

If the Complainant wishes to proceed with Formal Investigation/Adjudication, the Title IX Coordinator will forward the Complaint to the Investigator after the initial intake meeting with the Respondent. The Title IX Coordinator will provide a written notice of the allegations to the Respondent.

Step 1: Investigation

The Investigator, who is a neutral fact-finder, will typically be the Deputy Title IX Coordinator, but could be another trained Unity College employee, or a trained investigator from outside the College. The Title IX Coordinator is solely responsible for assigning an Investigator. The Investigator will interview the Complainant, the Respondent, and any relevant witnesses, including expert witnesses, if any. The Investigator will solicit, review, and obtain any relevant documents or electronic evidence and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence.

The Complainant and Respondent are expected to disclose all facts related to the complaint. The Complainant and Respondent may identify any known sources of evidence, including witnesses and any relevant documents, electronic communications, or social media information to enable the Investigator to develop a complete record. They may suggest questions to the Investigator to be asked of other parties or witnesses. Final decisions about with whom to talk and what to ask will be made by the Investigator.

Once the investigation is completed, the Investigator will issue a written report that will include: summaries of all interviews with the parties and witnesses; a list of relevant written, electronic, photographic, forensic, or other evidence reviewed as part of the investigation; and a written analysis of the events in question. When the report is preliminarily complete, the report will be made available, concurrently, to the Title IX Coordinator, the Complainant, and the Respondent. If either the Complainant or the Respondent believes that the Investigator has failed to appropriately characterize their interview, inaccurately reported any other information, or omitted material information, they may, within five (5) calendar days of receipt of the report, request that the Investigator amend the report, seek clarification of the information, or include the omitted material. The Investigator ultimately decides how to incorporate either party's request to amend the report.

The Title IX Coordinator may request that clarifications to the report be made, or that further investigation be undertaken. After responding to such requests, if any, the Investigator shall issue the Final Report, which will include a recommendation as to whether the Respondent should be found responsible for a violation of this policy or any related violations of the Social Code, based upon the preponderance of the evidence (i.e., more likely than not).¹ The Final Report will be made available to the Complainant, the Respondent, and the Title IX Coordinator.

At any time prior to the Investigator's issuance of the Final Report, the Respondent may elect to accept responsibility for the alleged misconduct. When this occurs, the Investigator will forward the matter to the Title IX Coordinator to determine appropriate sanctions.

Step 2: Adjudication

The Title IX Coordinator or designee serves as the "hearing officer" responsible for making a final determination, based upon a preponderance of the evidence, as to whether the Respondent violated this

¹ Under this policy, a student may be held responsible for, and sanctioned, for alleged violations of other Unity College policies directly related to any allegations under this policy that come to light during the pendency of any process under this policy. Such related misconduct may include, without limitation: violation of the rules of privacy and/or confidentiality, violations of directive(s) and/or protective actions; and/or violations of other Unity College policies that occurred in the course of the alleged sexual misconduct.

policy and/or related portions of the Social Code. The Title IX Coordinator is also responsible for issuing appropriate sanctions when a violation is found (see below).

Upon receipt of the Final Report from the Investigator, the Title IX Coordinator shall invite the parties to provide a written supplemental statement, their views as to any information in the Final Report, the determination and/or sanctions, and on any other circumstances relevant to the investigation.

The Title IX Coordinator will typically conclude the adjudication within five (5) working days of receiving written statements from the parties. The Title IX Coordinator will concurrently provide a Final Outcome Letter to the Complainant and Respondent. The letter will include the following information required under the Clery Act: the name of the Respondent, the specific violation(s) of this policy for which the Respondent was found responsible, and the sanction imposed, if any. The letter will also explain appeal rights.

Sanctions

The Title IX Coordinator may impose sanction(s) that are deemed appropriate and suited to the circumstances presented. Factors relevant to sanctioning include, but are not limited to, the nature of the offense, the Respondent's intent, acceptance of responsibility, remorse and forthrightness, the Respondent's past disciplinary record, how the College has sanctioned similar incidents in the past, the severity of any damage, injury, or harm resulting from the violation, and other relevant mitigating or aggravating circumstances.²

The following are possible sanctions for violations reviewed under this policy. Additional descriptions of each may be found in the Conduct Code:

- Written Reprimand
- Educational Program Requirement
- Restitution
- Community Service
- Counseling
- Fine
- Requirement to Move Campus Residence or Removal from College Housing
- Campus Suspension
- Disciplinary Probation
- Disciplinary Suspension
- Disciplinary Dismissal
- Loss of Visitation Privileges
- Loss of Contact with a Specific Person(s)
- Such other sanction as the Title IX Coordinator may reasonably deem appropriate

Sanctions imposed under this policy are not effective until any timely appeal process has concluded. However, the Title IX Coordinator may continue existing Interim Measures, or impose new ones, if necessary, during the pendency of an appeal process.

Unity College reserves the right to communicate with a parent or guardian regarding any student conduct taken by the College, including under this policy, and in accordance with the federal Family Educational Rights and Privacy Act (FERPA).

In cases where a student is found responsible and is sanctioned with either a disciplinary suspension or a disciplinary dismissal, the change in the student's status will be annotated with a letter attached to the student's transcript.

Step 3: Appeal

Either the Complainant or the Respondent may appeal the Title IX Coordinator's determination of responsibility and/or sanction by submitting an appeal in writing to the Chief Student Success Officer (CSSO) within five (5) business days of the date of the Final Outcome Letter. In the written appeal submission, the student shall specify the grounds (i.e., reasons) upon which the appeal is based, and how

² Other terms and conditions associated with sanctions imposed under this policy may be found in the Conduct Code.

those grounds affected the outcome, responsibility of the Respondent, or sanctions. The appeal must be accompanied by all supporting materials for such information to be considered in the appeal.

The CSSO shall promptly provide the other party with a copy of the appeal and invite a written response within five (5) business days. The Title IX Coordinator shall be copied on the appeal and associated notices and submissions. The Title IX Coordinator may submit a written response to any issues raised on appeal.

When considering the appeal, the CSSO will limit his/her scope to reviewing the appeal documents and of the Investigation/Adjudication record (including the Final Report and any written statements submitted to the Title IX Coordinator at the adjudication stage); however, the CSSO may, at his/her discretion, reopen the investigative process if new, relevant evidence is submitted. In order for an appeal to be granted, the CSSO must find the existence of:

- Fraud,
- A procedural error, or
- New relevant evidence that was previously unavailable and materially affects the outcome of the adjudication or sanction.

If the CSSO determines that there are grounds to grant an appeal, the CSSO will be the final arbiter of the case, and may decide to: uphold, revise, or vacate the finding of responsibility; or eliminate, reduce, or increase the sanction. The CSSO will promptly issue a written decision on the appeal. This decision will be made available to the Complainant, the Respondent and the Title IX Coordinator.

V. Other Considerations

A. Expectation of Truthfulness

Students who provide information as part of an investigation, whether as parties to the proceedings or as witnesses, are expected to be forthcoming and truthful in accordance with the College's Social Code, and failure to do so may result in the initiation of a separate disciplinary matter.

B. Employee Expectations

Unity College prohibits any instructor, faculty member, or staff member to date or have a sexual relationship with a student, even if the relationship is consensual in nature. For a consensual relationship between a student employee and another student, where the student employee instructs, evaluates, supervises, or advises, or who is in a position to exercise authority over the student in any way, the student employee must disclose the relationship to his or her supervisor, as well as to the head of the relevant Unity College department.

C. Regulation of Speech

Title IX is intended to protect students from sex discrimination rather than regulate the content of speech. In keeping with federal enforcement priorities, Unity College recognizes that a particular instance of expression, standing alone, may not be sufficient to establish a hostile environment under Title IX.

D. Alternative Representatives

If a student does not feel comfortable coming forward to a particular designated College official who, according to this policy, is responsible for handling some aspect of this policy, an alternative College representative may be contacted instead. Alternative representatives include [*Soliana Goldrich, Pat Clark, or Barry Woods*]. Alternative representatives may then designate an impartial and appropriate person to resolve the matter following applicable College policy.

E. Confidentiality

In order to comply with FERPA and Title IX, and to provide for orderly processes without undue intimidation or pressure, all proceedings under this policy are confidential. All information, documents prepared for or disclosed in a Mediation or Formal Investigation/Adjudication, investigative reports, statements, and all other materials prepared and/or submitted may not be disclosed outside of the processes set forth in this policy, except as may be required by law.

F. Withdrawal

If a student withdraws from the College after a Complaint has been filed for an alleged violation, but before the Complaint has been resolved by the College, the College may continue to proceed to investigate, adjudicate or otherwise complete its resolution of the Complaint. The Title IX Coordinator will determine how to conclude the matter. Students who are considering withdrawal are encouraged to consult with the Title IX Coordinator to fully understand the implications of such a decision.

VI. Policy Interpretation and Amendments

Any question of interpretation or application of the Sexual Misconduct Policy and associated procedures shall be referred to the Title IX Coordinator for final determination. Typically all procedures under this policy are coordinated through the Title IX Coordinator; however, nothing in this policy precludes the President or the Chief Student Success Officer from taking appropriate action to ensure the safety of the College community, enforce College policies and procedures, or comply with applicable law in response to a report of sexual misconduct.

This policy may be amended at any time, in writing, at any time, as authorized by the President.

25. 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 designated on the campus map (available in the PS office).
4. Snowmobile speed may not exceed 10 mph while traveling from the designated area to the ITS trail.
5. Snowmobiles may only be operated on campus when there is 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.

26. STUDENT HEALTH INSURANCE REQUIREMENT

Unity College requires all students to have health insurance coverage. Unity College does sponsor health insurance for student through the [Cross Agency](#). If you choose not to enroll in the Unity College Sponsored Health Insurance you must waive the insurance by completing the online waiver form. The deadline for waiving the insurance is the end of the Add/Drop period each semester. No waivers will be granted after that time. Please visit the [Health Insurance website](#) to learn more about the insurance or to complete the [waiver form](#). Questions regarding health insurance may be directed to the [Cross Agency](#). Questions regarding billing for the health insurance should you choose to keep it may be directed to [Jeri Roberts](#) in the Student Accounts Office. For students participating in the Unity College student health insurance plan, the coverage will be in effect for a 12-month period.

27. THEFT AND VANDALISM POLICY

A student is expected and required to:

- 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.
- 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.

- 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.
- Respect, maintain, and care for fire alarms, smoke alarms, and exit lights.
- Respect, maintain, and care for residential furniture.
- 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 or adjacent property.
- 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 of Students 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 of Students for advice as to how this restitution might be accomplished.

28. 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. In accordance with Maine Law, the possession or use of tobacco products is prohibited by all individuals under the age of 21. Under College policy, smoking is also 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 hall rooms. Please note that WestView is a chem-free residence and all tobacco/alcohol products are restricted. Tobacco users are responsible for appropriate disposal of the waste from their tobacco products.

Please note that the use of e-cigarettes, hookahs, hookah pens, and any other electronic smoking device must follow the guidelines included in this policy. 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 life 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.

29. 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. Unity College offers a ride share site where students can list a need for a ride, or offer to give someone a ride. The website can be found at: Getting There, www.gettingtheremaine.com.

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. Possible shuttle service at the start of a semester may be offered on the day before classes begin. At the end of the semester

shuttle service may be offered after the close of all classes and finals.

All ride requests must be submitted to the Student Life office no less than two weeks in advance of a trip. Once the request has been submitted, the Student Success Administrative Assistant 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.

30. WEAPONS (FIREARMS, EXPLOSIVES, AND FIREWORKS) POLICY

- 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.
- 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.
- 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.
- All firearms carried and stored on Unity College property will be required to have a trigger lock or appropriate safety device in place.
- No more than two firearms and one bow per student may be stored on campus.
- The loading or discharging of firearms, ammunition, or explosives (including fireworks) is prohibited on campus except in a supervised class.
- Students are prohibited from possessing handguns on campus except those students directly supervised by the faculty member(s) teaching the firearms training course (CL 2001).
- Handguns, pellet guns, rifles, shotguns, BB guns, bows and/or arrows, compound bows, crossbows, airsoft 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.
- Unity College strictly prohibits use or possession of fireworks, gunpowder, fusion caps, primers, sparklers, or any other types of explosives on campus.
- 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.
- 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. There is a **zero tolerance policy** for firearms in a residence hall. Minimum sanction would include residential eviction.
More severe violations may result in dismissal from the college and referral to local law enforcement authorities.



Section 3:

Housing Policies

1. 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 will provide the student with the following living arrangements for academic year during the Fall and Spring terms only. (This does not include periods when the college is closed for breaks):
- Residence hall occupancy: single, double, or triple occupancy and a selected meal plan during the academic year.
- 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 of Students.
- This agreement is terminated effective the final day of the Spring term (or Fall term if the student is not returning for the Spring term). Students are to vacate campus housing no later than 24 hours after completion of their last final exam.
- A fine of \$50 per day, will be charged to students who stay beyond the termination agreement without permission from the director of residence life.
- This agreement may be renewed for the following academic term by payment of a \$125 housing deposit to the Business Office by the first Tuesday following Spring Break.
- 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).
- 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).
- 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.
- Refunds will be made according to the Refund Policy as stated in the College Catalog.
- 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.
- 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.
- The college is not responsible for any damage or theft of student's 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.

- 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.
- All residence rooms in the traditional residences are normally double 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.
- Students are prohibited from subletting their room during the terms of their contracted campus plan.

2. 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 maintenance 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 \$50 per day that they remain in their rooms after the final checkout deadline. Students must have permission from the director of residence life to stay after official closing.

Housing Selection Process

(for fall returning students only, incoming students' housing application is handled through the admission process. Returning students entering for the spring semester, please contact the [Director of Residence Life](#) for details.)

- Submit a \$125 housing deposit to the business Office by the first Tuesday after spring break. Unity College is a residential campus. We encourage students to live on campus. Students are required to live on campus until they are 21 years of age or have completed 60 credits. The only exception granted, upon request, is for students living with their parents within fifty miles of the college.
- Your housing deposit of \$125 must be forwarded to the Business Office by the first Tuesday after Spring Break to secure a space for the upcoming academic year. You can pay your \$125 housing deposit online by going to [On Line Payment](#)
- (Optional) Update your housing questionnaire by going to [housing questionnaire](#). Please enter your information and submit.
- Housing selection numbers will be posted [here](#). All students who have paid a housing deposit will also be sent a notice telling them their housing selection number and their housing selection date and time. Housing selection numbers are weighted by the number of semesters completed ensuring that seniors pick first followed by juniors, then sophomores and finally first year returning students. Students who paid their housing deposit late, (after the first Tuesday after spring break), will have a late penalty applied to their housing selection number and will be selecting after first year returning students.

In the order of the housing selection number, students come to the Director of Residence Life's office and select their rooms and/or roommates. The Director will have residence floor plans available.

Students are **not** excused from classes to attend housing selection. If a student cannot attend housing selection they can either send a proxy to select for them or contact the [Director of Residence Life](#), telling him their housing preferences and he will select for the student when their housing selection number comes up.

Any student, whose deposit is received by the Business Office after July 1st, will be placed on a "space available" basis. If the student is required to live on campus and no space is available prior to registration day, the student's registration may be canceled. No housing deposits will be refunded after June 1st of the same year. Students who wish a refund of their housing deposit must submit a request to the **Business Office**.

Students not required to live on campus may request, in writing, a change in housing status and billing to the **Director of Residence Life** before the first day of classes for the Fall semester.

All resident students are required to participate in the "Campus Plan." A student who wants to request a change in the Campus Plan due to extenuating circumstances must submit a written appeal to the Dean of Students. All campus plans are for both the fall and spring terms unless the resident is not returning for the spring term.

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).

Residents may possess and use normal kitchen appliances only in the kitchen/lounge area and only if used in a safe and proper manner.

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 is 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.

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.

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:

- Public display through the use of signs, bottles, cans, and lights, etc., that encourages the consumption of alcohol.
- Public display through the use of signs, bottles, cans, or lights, etc., that encourages the use of illegal drugs.
- Any public display that a reasonable person would consider demeaning, prurient, indecent, exploitative, or offensive.

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.

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. Common room 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:

- Any resident who accepts responsibility or is found to be responsible for the damage will incur the charges related to repair and/or replacement.
- 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.
- In common housing areas such as residence hall common rooms, 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 of Students. The deadline for residency appeal is April 1 for the following fall term, and December 1 for the following spring term.

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

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 belongings in any other 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.



Appendix A:

Definitions

Activities pursued under the auspices of the College: Any activities specifically sponsored or participated in by the campus or by any campus organization. Such activities do not include informal off-campus gatherings of students. However, this definition shall not be construed so as to limit the College's jurisdiction in cases in which the College can demonstrate a clear and distinct interest as an academic institution regardless of where the conduct occurs or which seriously threaten (a) any educational process or legitimate function of the College or (b) the health or safety of any individual.

Advisor: A person who advises or supports any party involved in the Code violation investigation and adjudication process. Someone acting in the capacity of an advisor may not be a witness.

Code of Conduct: This entire document.

College Personal Property: All property, other than real property, and any interests therein owned or held by the College in any manner, including, but not limited to, rented, licensed, chartered, or otherwise engaged. The College's computer network and all its component parts, which are not real property, shall be considered College personal property for the purposes of this Code.

College Real Property: Land, buildings, fixtures, improvements, and any interests therein, owned or held by the College in any manner, including but not limited to, owned, rented, licensed, chartered, or otherwise engaged.

College-Related Personal Property: All property, other than real property, and any interests therein held by College employees and/or campus organizations as a direct result of and in connection with their service to the College. College-related personal property shall also include any document or record issued or purporting to be issued by the College.

College-Related Real Property: Land, buildings, fixtures, improvements, and any interests therein, held by College employees and/or campus organizations as a direct result of and in connection with their service to the College.

Complainant: Any person or student organization who submits a charge alleging that a student violated the Code. When a person alleges s/he has been harmed by a student's misconduct, the person who alleges s/he has been harmed will also be considered to be a Complainant, even if another person submitted the charge itself. In cases of gender discrimination, sexual harassment, sexual assault, domestic violence, dating violence, or stalking, however, the word "Complainant" shall refer only to the person who alleges s/he has been harmed by the Respondent's misconduct.

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.

Employee of the College: Employees, including faculty, staff, students, board of trustees, volunteers, and agents of the College, herein referred to as "Employee."

Gender Identity or Expression: Actual or perceived gender or gender-related characteristics.

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

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.

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.

Preponderance of the Evidence: The standard of evidence used to determine whether a violation of the Code, Sexual Misconduct Policy, or other policies has been committed. Under the preponderance of the evidence standard, a violation will be determined to have occurred if, based upon the evidence presented, College authorities conclude that it is more likely than not that the violation was committed.

Residential Council: An all-student panel that may hear certain minor violations of the Conduct Code rather than a College Official.

Respondent: A student or organization that has been charged with allegedly violating provisions of the Code.

Sexual Orientation: A person's actual or perceived sexuality.

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.

Violent Crime: Arson, assault offenses, burglary, manslaughter, murder, destruction/damage/vandalism of property, kidnapping/abduction and robbery.



Appendix B:

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.acadiahospital.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, & 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 Counseling Services](#)

207-509-7126

Heather Bryant, Clinical Counselor, Ext. 117
M. Anna McGalliard, Director of Student
Health Services, Ext. 250,

[Acadia Hospital](#)

268 Stillwater Ave., Bangor, ME 04401
800-640-1211

[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.

[Rape Crisis Information:](#)

Rape Crisis
Assistance PO
Box 924
Waterville ME 04903
207-872-0601
800-525-4441

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

[Maine Civil Liberties Union](#)

401 Cumberland Ave., Portland, ME 04101
207-774-5444

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](#)

180 Kennedy Memorial Dr., Waterville, ME
04901 207-873-0731

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

[MaineGeneral Health and Medical Center](#)

North St., Waterville, ME
04901 207-872-1000

[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

Veterans' Services

[VA Medical & Regional Office](#)

One VA Center, Togus, ME
04330 800-827-1000

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.

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