

1980

## In Anwer to Your Questions

University of Maine at Farmington

FOR REFERENCE  
 \$2.50 to be taken from this room

1980-81

...for their ... (3rd semesters)

En 248 Studies in Medieval twentieth century Snow, Graham Greene.

En 248 Studies in 17th century of representative Steinbeck and Hemingway

En 250 English Renaissance of Spenser, Donne, J.K. requisites: En 101 or En 102

En 255 Selected Topics author or special topic requisites

En 299 ... to them.

Fine (see also)

Ed 275 ... materials

Fa 101 ... enhance the

FA 29 ... interests

For (see also)

Fr 10 ... acquisition

Fr 10 ... basic

Fr 10 ... skills

Fr 10 ... enjoyment

Fr 104 ... thought of



AX

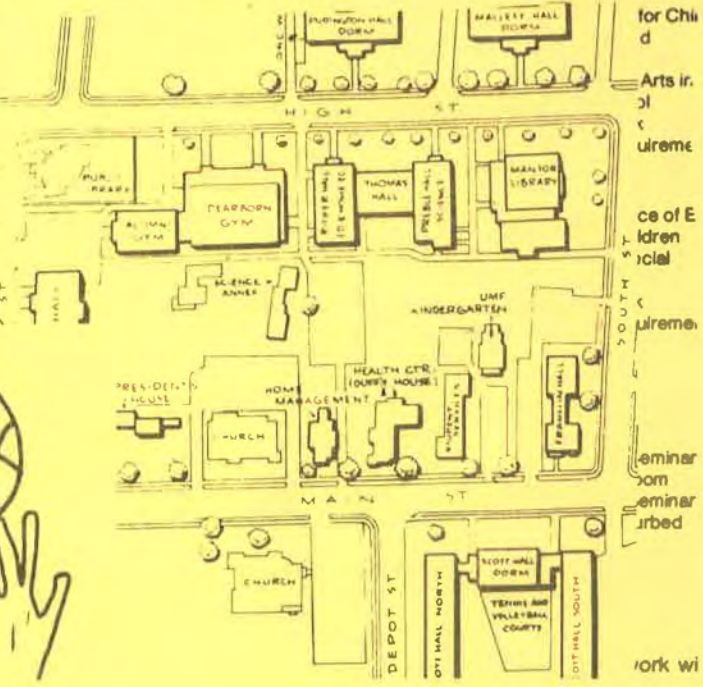
KATP

The College

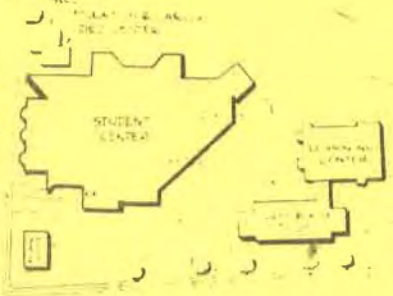
INSTRUCTIONS FOR COMPLETING THE FAF  
 is important that you complete all items on the FAF according to the  
 files in black or dark ink; do not use a pencil.  
 proper area. Do not make entries outside boxes or enter more than  
 omit cents. Do not use commas between dollar values. For example  
 \$4, enter \$3398.

years of study, and graduates are prepared to work in a variety of private agencies upon completing their program of study. The following is a sample of students in the Emotional Disturbance program, and I

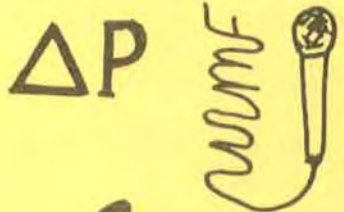
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... of Maine at Farmington ... state of Maine. It has met the needs of a wide elsewhere, professional began in 1864 as a state ers for the Maine scr



T. Anderson



In answer to your questions

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UNIVERSITY OF MAINE *at Farmington*

MANTOR LIBRARY  
UNIVERSITY OF MAINE  
AT FARMINGTON  
FARMINGTON, MAINE 04938

Office of the Vice President for  
Student Affairs

South Street  
Farmington, Maine 04938  
207-778-3501

1980-81

TO: Students  
FROM: Bill Geller

Commencing with this year there is no longer an entity titled Student Handbook. This publication takes its place.

An important element, UMF's resources, has been added to this booklet. This information is designed to help you identify those resources which can increase your degree of academic success at UMF.

If at some point in time you are unsure how to deal with an academic predicament, it might be helpful to consult this booklet. The faculty are available and willing to assist you. However, you have to inform them of what you'd like for assistance. I encourage you to fully utilize the campus resources, particularly those of the academic community.

This publication is not intended to cover all aspects of policy at UMF. Consequently students should be familiar with the college catalogue and other official UMF communications.

If, in the course of the semester, you are looking for an answer to a policy question and cannot locate an answer, please feel free to stop in to ask me or to discuss a point of contention.

Remember, if you don't like something, tell someone. Nothing will ever improve if you don't do something.

HAVE A GOOD YEAR!

BG:ke

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CONTENTS

	<u>PAGE</u>
ACADEMIC CALENDAR	1
CAMPUS GUIDE	2
OFFICE LOCATIONS	3
I. COMMUTER HELPFUL HINTS	5
II. ACADEMIC INFORMATION	10
III. OTHER POLICIES AND PROCEDURES	12
IV. POLICY FOR THE POSSESSION, SALE, AND CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE UNIVERSITY OF MAINE AT FARMINGTON	14
V. RESIDENCE LIFE PROGRAM	15
VI. STUDENT ORGANIZATIONS	15
VII. REGISTERED STUDENT ORGANIZATIONS RECEIVING ACTIVITY FEE FUNDS FOR 1980-1981	16
<u>HOURS</u>	
STUDENT CENTER	17
BOOKSTORE	17
HEALTH CENTER	17
DINING SERVICE	17
VIII. STUDENT SENATE CONSTITUTION	18
STUDENT CONDUCT CODE	24
STUDENT APPEALS POLICY FOR ADMINISTRATIVE DECISIONS	31

## UNIVERSITY OF MAINE AT FARMINGTON

## ACADEMIC CALENDAR 1980-81

FALL SEMESTER 1980

Tuesday, September 2, 1980	Registration
Wednesday, September 3	Classes Begin
Friday, October 10	Last Day of Classes before Vacation/Reading Week
Saturday, October 11	Vacation/Reading Week
Monday, October 20	Classes Resume
Wednesday, November 26	Thanksgiving Holiday
Monday, December 1	Classes Resume
Wednesday, December 17	Last Day of Classes
Thursday, December 18 through Saturday, December 20	Final Examination Period
Sunday, December 21	Winter Commencement

SPRING SEMESTER 1981

Monday, January 5, 1981	Registration
Tuesday, January 6	Classes Begin
Friday, February 13	Last Day of Classes Before Vacation/Reading Week
Friday, February 14	Vacation/Reading Week
Monday, February 23	Classes Resume
Saturday, April 11	An Additional Day of Classes
Wednesday, April 15	Last Day of Classes
Thursday, April 16 through Saturday, April 18	Final Examination Period
Sunday, April 19	Spring Commencement

CAMPUS GUIDE - IF YOU NEED ASSISTANCE FOR YOUR PROBLEM - PERHAPS THIS WILL HELP

WHAT	WHOM TO SEE	WHERE	TELEPHONE
Absences	Individual Instructors		
Academic Dismissal	Dr. Theodore Emery	Merrill Hall	324
Academic Excuses	Dr. Theodore Emery	Merrill Hall	324
Add-Drop Procedures	Mr. Ted Atkinson	Merrill Hall	210
Admissions	Mr. Tony McLaughlin	102 Main St.	350
Alumni	Ms. Anne Mullin	106 Main St.	352
Audio Visual Aids	Mr. Ralph Taylor	Learning Center	293
Automobile Registration	Chief Stan Houston	7 South St.	390
Billing	Ms. Irene Finch	Merrill Hall	235
Bookstore	Ms. Marge York	Student Center	375
Big/Brother/Sister	JUST Office	Student Center	None
Bulletin Boards	Activities Office	Student Center	370
Career Planning and Placement	Mr. Stan Ferguson	7 South St.	339
Change of Major	Faculty Advisor		
Computer Center	Mr. Ernest Hannon	Learning Center	322
Conduct Code	Ms. Sue Geier	Scott North	315
Counseling Center	Ms. Sharon Sommer	7 South St.	339
Course Offerings	Admissions (see catalog)	102 Main St.	350
	or Registrar's Office	Merrill Hall	210
Course Selection	Faculty Advisor		
Dark Room	Mr. Ralph Taylor	Learning Center	293
	or Activities Office	Student Center	370
Dean's List	Mr. Ted Atkinson	Merrill Hall	210
Deferment of Payments	Ms. Irene Finch	Merrill Hall	235
Degrees	Division Dean & Faculty Advisor		
Difficulty in Studies	Faculty Advisor		
Dining Hall	Ms. Marte McCallum	Student Center	256
Disciplinary Dismissal	Ms. Sue Geier	Scott North	315
Emergency Loan Fund	Financial Aid Office	102 Main St.	337
Emergency Loan Repayment	Business Office	Merrill Hall	235
Facilities/Reservation	Ms. Kaye Edgett	Student Center	374
Financial Aid		102 Main St.	337
Food Service	Ms. Marte McCallum	Student Center	256
Grade Reports	Mr. Ted Atkinson	Merrill Hall	210
Graduation Details	Ms. Pat Davidson	Merrill Hall	223
Graduation Requirements	Faculty Advisor		
Health	Dr. Hays Bowne	100 Main St.	778-4270
Hospitalization	Franklin Memorial	Wilton Road	778-6031
Housing	Ms. Sue Geier	Scott North	315
I. D. Cards	Mantor Library	41 High St.	225
Incompletes	Individual Instructors		
Insurance Claims (Health)	Ms. Carlene Neil, R.N.	100 Main St.	778-4270
Judicial Information	Ms. Sue Geier	Scott North	315
Library Procedures	Mr. John Burnham	Library	225
Lockers	Ms. Kaye Edgett	Student Center	370
Lost and Found	Security Office	7 South St.	390
Military Benefits	Ms. Betty Atwell	Merrill Hall	211
Notary Publics	Ms. Kaye Edgett	Student Center	374
" "	Mr. Roger Spear	Merrill Hall	233
" "	Ms. Kay Wattles	102 Main St.	337

WHAT	WHOM TO SEE	WHERE	TELEPHONE
Organizations & Clubs	Activities Office	Student Center	370
Orientation/Freshman	Dr. William Geller	Student Center	374
Orientation/CED	Mr. Eric Hasenfus	Merrill Hall	325
Parking Permits	Chief Stan Houston	7 South St.	390
Pass-Fail Option	Mr. Ted Atkinson	Merrill Hall	210
Placement/Career Plan.	Mr. Stan Ferguson	7 South St.	339
Postal Service	Mailroom	Merrill Hall	"0"
Printing (duplicator) for Students	Activities Office	Student Center	370
Probation			
Academic	Dr. Theodore Emery	Merrill Hall	324
Disciplinary	Ms. Sue Geier	Scott North	315
Publicity	Mr. Don Waterhouse	106 Main St.	353
Refunds	Business Office	Merrill Hall	235
Snack Bar	Ms. Marte McCallum	Student Center	256/366
Student Activities	Activities Office	Student Center	370
Student Affairs	Dr. William Geller	Student Center	374
Student Government	Senate Office	Student Center	389
Student Teaching	Mr. Leonard Brooks	Franklin Hall	231
Summer School	Dr. David Fearon	Merrill Hall	326
Transcripts	Ms. Corine Bergeron	Merrill Hall	210
Tutoring	Program for basic Studies	Merrill Hall	213/214
Withdrawal from School	Ms. Sharon Sommer	7 South St.	339
Work-Study Program	Financial Aid	102 Main St.	337

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OFFICE	BUILDING	ADDRESS	TELEPHONE
Academic Affairs	Merrill Hall	86 Main Street	324
Admissions	Admissions/Fin. Aid	102 Main Street	336/350
Alumni	Alumni House	106 Main Street	353
ARA Slater Food Service	Student Center	5 South Street	256
Arts & Humanities	Learning Center	112 Main Street	299
Athletics	Dearborn Gym	35 High Street	261
Biology	Preble Hall	39 High Street	241/327
Bookstore	Student Center	5 South Street	375
Business Office	Merrill Hall	86 Main Street	235
Day Care Center	Mallett Hall	54 High Street	257
Center for Educational & Career Development	Counseling Center	7 South Street	339
Chemistry	Preble Hall	39 High Street	241/327
Communications Office	Student Center	5 South Street	377
Continuing Education (CED)	Merrill Hall	86 Main Street	325/326
Counseling	Counseling Center	5 South Street	339
Education Division	Merrill Hall	86 Main Street	269
Duplicating Center	Merrill Hall	86 Main Street	378
Elementary/Secondary- Early Childhood	Franklin Hall	104 Main Street	298
English Department	Learning Center	112 Main Street	307
Financial Aid	Admissions/Fin. Aid	102 Main Street	337
Fine Arts Department	Merrill Hall	86 Main Street	280
Foreign Languages	Learning Center	112 Main Street	304
Geography Department	Learning Center	112 Main Street	319

OFFICE	BUILDING	ADDRESS	TELEPHONE
Geology Department	Ricker Hall	37 High Street	247
Health Center	Duffy House	100 Main Street	778-4270
Health Education Resource Center (HERC)	Duffy House	100 Main Street	387
Health Sciences	Duffy House	100 Main Street	387
History Department	Learning Center	112 Main Street	300
	and Franklin Hall	104 Main Street	270
Home Economics and Dietetics	Ricker Hall	37 High Street	251
Instructional Media	Learning Center	112 Main Street	293
Instructional Media & Library Services	Mantor Library	41 High Street	225
Liberal Arts Council	Learning Center	112 Main Street	258
Librarian	Mantor Library	41 High Street	225
Mathematics Dept.	Ricker Hall	37 High Street	318/246
	and Learning Center	112 Main Street	322
Placement	Counseling Center	7 South Street	339
Physical Plant	Old Kappa House	Lincoln Street	344
Physics Department	Preble Hall	39 High Street	333
President's Office	Merrill Hall	86 Main Street	200/223
Program for Basic Studies (PBS)	Merrill Hall	86 Main Street	213/214
Psychology & Foundations Program	Mantor Library	41 High Street	227
Public Information Cen.	Alumni House	106 Main Street	352
Public Service Division	Merrill Hall	86 Main Street	325/326
Registrar's Office	Merrill Hall	86 Main Street	210/211
Residence Life	Scott Hall North	101 Main Street	315
Science Annex	Dill House	96 Main Street	241/359
Security Office	Counseling Center	7 South Street	390
Snack Bar	Student Center	5 South Street	366
Space Coordinator	Student Center	5 South Street	374
Special Education & Rehabilitation Prog.	Merrill Hall	86 Main Street	343
Student Activities	Student Center	5 South Street	370/367
Student Center		5 South Street	370/367
Student Senate	Student Center	5 South Street	389
Student Teaching & Field Experience Program	Franklin Hall	104 Main Street	231
Vice President for Academic Affairs	Merrill Hall	86 Main Street	324
Vice President for Finance & Admin.	Merrill Hall	86 Main Street	233
Vice President for Student Affairs	Student Center	5 South Street	374
WUMF Radio Station	Student Center	5 South Street	357



## I. COMMUTER HELPFUL HINTS

The commuter organization was formed in May, 1978, to help meet the special needs of commuting students. It can only function with your help and concern. If you are a commuter, become involved. You'll be surprised how little time it takes and the things you can accomplish. Check in the Activities Office for further information.

### Useful Services and Suggestions

There is a shortage of parking space at UMF so we urge you to pool rides. It will also be more economical, especially with rising gas prices. Car pools may be formed by exchanging information via the Commuter Ride Board posted outside the Activities Office.

Cancelled Classes will be posted on the bulletin board just outside the Activities Office. Check it daily.

A non-pay telephone for local and intercampus calls is located on the ground floor of the Student Center near the Snack Bar.

Stranded because of bad weather? Strandedees will be accommodated in the Student Center and blankets and pillows will be made available. It won't be the Ritz but you won't freeze either. Notify security if you must for any reason leave your car in the lots otherwise you will receive a ticket.

Snow Shovels and Jumper Cables are available for your use through the game room.

Sand barrels will be placed in the parking lots on High Street and by the Learning Center and be maintained throughout the winter months.

All bulletin boards are available for your use.

If someone needs to reach you during the day, they can call the University 778-3501, ext. 370 and the message will be posted on the HOT MESSAGE BOARD which is located outside the Commuter Lounge in the Student Center. Check it daily.

Lockers are available for \$1.00 per locker per semester, which may be rented through the Activities Office. You may share with a friend to cut costs.

Commuter Lounge has a nice fireplace for cold winter afternoons located on the first floor of the Student Center.

Commuters may, on Mondays at noontime, purchase from the checker at the South Dining Hall a lunch ticket which is good for lunches from Mondays through Fridays at 15% off the regular price.

## A GUIDE TO UMF'S LEARNING RESOURCES

You are attending UMF because you desire to learn through some academic program that is offered by the college. The classroom is where you get your initial instruction. However, it will be necessary to go beyond that if you wish to be successful at UMF. What follows is a listing of other important learning resources which you should utilize. You are paying for them. These are available to assist you in maximizing your experience at UMF. It is your responsibility to seek them out.

Where are these services?                      What do they offer?                      How can they help you?

1. Your classroom professor: Your professor is interested in you and your success in the classroom. If you are having trouble understanding or learning the materials presented, get some help as soon as possible from your professor. It's your responsibility to seek out the professor.
2. Your advisor: You have an advisor for a purpose, that being to assist you in your adjustment to academic life and to help you in making decisions relating to your curriculum aspirations. Again, it is your responsibility to seek out your advisor. They can't advise you unless you go to them for help. If you need help and don't know where to find it, seek out your advisor, he'll know.
3. Tutoring Available: Located at the northern end of campus (Merrill Hall) the Program for Basic Studies makes tutoring available to any student in need of academic assistance.

The tutoring component of PBS is quite flexible and attempts to meet the individual needs of each student. Students experiencing difficulties in a particular course may choose to meet with a tutor on a regular basis; others may want clarification on a particular aspect of a course and need only one or two sessions. Still others make use of program services in preparation for exams.

A writing clinic is also available to assist students in organizing term papers and themes. More extensive help is available through developmental instruction in basic skill areas. No fee is charged for these services.

4. Counseling Services: Counseling is essentially the process of assisting an individual to clarify his/her own attitudes and feelings, to explore alternatives for action, and to increase his/her capability to choose more wisely. The following services are offered to assist in that process and are located at 7 South St.

### Personal Counseling

While at college, many students encounter personal concerns which may interfere with their academic or social success. Counseling provides an atmosphere

in which you are free to discuss your concerns. Personal emotional adjustments, finances, health, dating, marriage, home relationships, social relations, adjustments to college work and plans for the future represents a few of the concerns you might bring to a counselor. Information discussed during a counseling session is held in strict confidence by the counselor and released to others only with your knowledge and approval.

### Career Counseling

Career choices for many of you can be a long and complex decision-making process. Often a counselor can help you make a thorough self-appraisal of your interests, abilities, aptitudes and personality traits.

In addition to interpreting test data as it relates to career choice, the counselor can help to identify community resources and select appropriate occupational literature for you to explore and evaluate during the decision-making process. A further step in the career choice process is to consider the current job market and occupational trends. After you have explored all areas, the counselor can help you synthesize the information, compare it to your interests, abilities and goals, and to utilize the information in making an appropriate career choice.

### Educational Counseling

You are assisted in relating your expressed feelings and ambitions to concerns about your educational plans and/or progress. Students who are indecisive about an academic major, or are considering graduate study or a specialized educational program requiring transfer to another institution may find a counselor helpful as they struggle with the decision-making process. Students experiencing academic difficulty find our self-help film strips and tapes on study skills useful together with our Study Habits and Attitude Inventory which helps to pinpoint particular weaknesses.

### Groups

Each semester we offer opportunities for you to participate in a variety of groups, i.e., Personal Growth, Assertiveness, Career Exploration, Human Sexuality. Group interaction can be a means of moving toward greater self-understanding, evolving plans of action and of testing new behavior.

### Resource Library

The resource library contains general and specific information on occupational, career opportunity directories for the health field, social agencies, civil service area, school systems, business and industry; graduate, undergraduate and technical training institution catalogues, study guides for the GRE, MAT, LSAT, MCAT, and CLEP Tests, filmstrips and/or audio tapes for self-help education in areas, i.e., study skills, decision-making, coping strategies, identity and alcoholism.

### Testing

Tests of general aptitude, vocational interest, problem identification, personality, study habits and attitudes, and the Miller Analogies test are

administered and interpreted at a student's request. Self-help vocational interest tests and planning instruments are available as well as applications and general information, for national testing programs, i.e., GRE, LSAT, MCAT, CLEP, NTE, MAT.

5. The UMF Mantor Library: The library collection consists of books, reference books, bound magazines (periodicals), newspapers, maps, exam file, college catalogues, listening facilities, micro film and micro fiche readers, photocopy machine, film strips, government (federal and state) documents, records, a browsing room, and typing rooms. Staff are available to help a student who needs assistance in finding something. If the staff can't locate materials you may wish to use the inter-library loan system which allows the librarian to borrow the necessary materials from another library. A tour of the library, with emphasis on how to use it as well as a detailed guide to its resources, are available upon your request.
  
6. Other Campus Libraries:
  - a. Your department may have a small library in the building that houses the program. Ask your professor.
 

Biology/Chemistry - Preble 15	Reading Program Resource Center (accessible only to students in the program) - Franklin Hall
Health Science - Ricker 32	
Home Economics - Ricker 32	Special Education - Library
  
  - b. The Health Education Resource Center maintains a library of health-related materials such as books, periodicals, tapes and film (Ricker 32).
  
  - c. Professors have fine collections of materials and are often willing to share them.
  
7. Instructional Media Center: The Instructional Media Center offers many services which students may utilize. One of these services is a graphics lab which is open for general use. In this lab, students have access to dry mount presses for dry mounting and laminating, lettering equipment, a spiral binder, a spirit duplicator, a thermal transparency machine, and various other graphics equipment. If a student is unfamiliar with the equipment and processes, assistance will be provided. Another service is offered for students needing photographic instructional materials. By giving advance notice, students may have color or black and white slides, black and white prints, and overhead transparencies produced. A third area of service is the duplication of non-copyrighted cassette and reel tapes. Multiple copies may be made from either format. On any production requests, two weeks notice is asked whenever possible. Students who utilize these media services will be charged a minimum materials fee.

Media equipment such as slide projectors, cassette tape recorders, and film-strip projectors may be borrowed for instructional use. Because of a limited amount of some types of equipment, an advance reservation should be made one day before the equipment is to be used.

The Media Center facility is located on the ground floor of the Learning Center. Students who are interested in or who have questions about any

media services should stop by Room C-01 and talk with a member of the Media Center staff.

8. Quiet Places to Study:

- a. Mantor Library
- b. Lounge areas of the Student Center
- c. Unscheduled rooms in a classroom building or in Student Center meeting rooms.
- d. Each dorm has a study lounge in the basement.
- e. Your room. If it isn't quiet ask for it to be quiet. If people don't cooperate, ask for some residence hall staff assistance.

9. Field Experiences - Cooperative Education Option: If you are unsure of the relationship between what you're studying and what work you want to do perhaps you'd like to set up a cooperative education or field experience with a professor. This could help you gain exposure to different opportunities in your field of interest. Contact your advisor.

10. Some Typical Problems:

The Resource

- |  |                 |
|--|-----------------|
| a. Don't understand the material.  | Your professor  |
| b. Can't relate to a professor.  | Your advisor    |
| c. Don't know what I want to do.   | Counseling Ctr. |
| d. Way behind in my work.  | Your professor  |
| e. I'm flunking a course.  | " "             |
| f. I'm flunking half my courses.   | " "             |
| g. I've been absent for a week due to illness - shouldn't I tell someone? Yes. | " "             |
| h. I need help studying.   | PBS             |
| i. I need extra help.  | PBS             |
| j. I need more information for a paper.  | Libraries       |

## II. ACADEMIC INFORMATION

### Schedule Change Policies

No change in a student's academic schedule will be considered official until the Registrar has accepted the schedule change card. It is the student's responsibility to see that such cards are delivered to the Registrar.

Each semester students receive, from the Registrar, a master schedule of regulations and course offerings, including the semester calendar,

Adding Courses  
Auditing Courses

Dropping Courses  
Pass/Fail Option

Repeating Courses  
Withdrawal from  
courses

### Class Attendance Policy

The University of Maine at Farmington subscribes to the policy that sound scholarship involves attendance at all classes. Students are expected to attend classes and are responsible for all class work whether present or absent. Each instructor establishes his own attendance policy, but must recognize administrative excuses and must state the class attendance policy in writing before the end of the Add/Drop period.

Students are permitted to leave a class meeting without penalty if the instructor does not appear within 10 minutes of the scheduled beginning of the class period and has not sent word that he will be late or made previous arrangements with the class.

### Excuses For Class Absences

(This policy is under review. When complete the policy will be published and widely distributed).

### Withdrawal from the University

Students who desire to withdraw from the University for any reason begin the process by obtaining a Withdrawal Form from the Counseling Center.

When officially withdrawing from the University during the specified withdrawal period, course grades will be given by the faculty according to the following stipulations:

1. If the student was passing a course at the time of withdrawal, a WP will be entered on the student's official record.
2. If the student was not passing at the time of withdrawal, a WF will be entered on the student's official record.
3. If the student has no record at the time of withdrawal, a WX will be entered on the student's official record.

When officially withdrawing from the University after the specified withdrawal period, all course grades may be reported as F's.

Students who officially withdraw from the University are eligible for

refund of term fees according to the refund policy in effect at the time of withdrawal.

A student who leaves the University without obtaining an official withdrawal form may be reported as having failed all courses and forfeits any fees or deposits paid to the University.

The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must be initiated by the student. If this cannot be done in person, withdrawal may be initiated by writing the Counseling Center, University of Maine at Farmington, 7 South Street, Farmington, Maine 04938.

### Student Appeal Process

Purpose - To provide students an opportunity for appeal of faculty failure to abide by published course requirements or rules of the college relating to academic policy as published in the University catalog.

Procedure - A student with a grievance against a faculty member for alleged failure to follow published course requirements or published academic policy may file a written complaint with the faculty member. A copy of this written complaint shall be submitted to the department chairperson or area coordinator. If the department chairperson or area coordinator does not receive written notification of a resolution of the issue within five academic days, the department chairperson or area coordinator shall conduct a hearing. The hearing shall be attended by the student, the faculty member, the department chairperson or area coordinator, the Division Dean. A written record shall be kept of the proceedings and resolution of the hearing. The Division Dean shall provide for the written record. If the matter is not resolved at this hearing, the student or the faculty member, or both, may appeal to the Academic Standards Committee. The appeal must be in writing and shall be accompanied by all previous written material concerning this matter.

The Academic Standards Committee will call a hearing at which the student and the faculty member will be invited to appear. The department chairperson or area coordinator and/or the Division Dean may attend at the request of the student, the faculty member, or the committee. The Academic Standards Committee will act as arbiter of the procedural matter before it, and its decision regarding this matter shall be binding on all parties to the dispute.

It is to be understood that the capacity of the Academic Standards Committee to make judgment concerns only the published policies regarding a particular course or the rules of the college relating to the academic policy as published in the Student Handbook and the University Catalog.

It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to grade the substance of a student's course work. A grade can be changed only by the faculty member who assigned the grade.

Other Academic Policies Such As

Academic Probation & Dismissal	General Information
Academic Standing	Grading Policies
Application for a Degree	Graduation Policies
Auditing Courses	Incomplete Grades
Class Status	Late Finals
Credits	Overload Privileges
Dean's List	Schedule Change
Dismissal Appeals	Special Requirements
Final Examination Policies	Waiver of Courses

WILL BE FOUND IN THE UNIVERSITY OF MAINE AT FARMINGTON CATALOG UNDER ACADEMIC POLICIES.

Student Evaluations of Faculty

The faculty union contract provides the procedures for student evaluation of faculty.

All faculty shall conduct student evaluations in each class taught. Student evaluations shall be part of a faculty members personnel file, which is kept in the president's office. Access to official student evaluations of faculty is limited to the faculty member, colleagues and administrative superiors, as appropriate, and does not constitute information to be made available to students.

The personnel file will contain a quantitative summary of student evaluations. Only signed student comments will become a part of the personnel file. Faculty review evaluations and written comments after they submit their grades.

If students wish information about courses and professors, then they are encouraged to develop some form of guide or handbook through their own resources.

III. OTHER POLICIES AND PROCEDURESI.D. CARDS - Mandatory

Identification cards are issued to all students and must be validated at the beginning of each semester by the Business Office. Part-time and CED students will receive a card that will designate their status at the University relative to privileges afforded UMF I.D. card holders.

The student I.D. card is used for library privileges, admittance to UMF sponsored activities, and meal tickets for students on the University meal plan.

Pets

With the exception of seeing eye dogs, pets are not permitted in any UMF facility. Also, the Town of Farmington has an ordinance relative to "The Control of Dogs" which carries a fine of \$20 for dogs that create a disturbance or run at large.



### Scheduling of Events, Meetings, etc.

All events on campus must be registered with the Activities Office. This is to regulate the space available, insure that the event is put on the calendar, and that security is provided if necessary. For more information feel free to call Ext. 370.

### Freedom of Speech and Assembly

The primary purpose of an academic community is to search for truth. This search for truth is a sensitive undertaking that is essential for maintaining an academic environment. Indispensable to that search is academic freedom - the freedom of inquiry, of thought, and of expression.

Therefore, in keeping with our institution's purpose, there shall be no restrictions placed on the fundamental right of free speech and assembly except those necessary to protect the rights of others and to preserve the order necessary for the college to function as an institution of higher learning.

The entire outdoor area of the University of Maine at Farmington is open to the expression of opinion by students, faculty members, staff, and their invited guests. The mode of expression shall not interfere with normal college functions nor disrupt the free flow of pedestrian and vehicular traffic.

These privileges apply only to the outdoor areas owned and held by the college and do not apply to the neighboring private or community properties.

Designated inside facilities may be used for activities, sponsored by the Student or Faculty Senates, when properly scheduled through normal administrative procedures.

### Automobile Registration

Permission to operate a motor vehicle on the UMF campus is a privilege granted by the University.

No vehicle may be parked and remain on the campus unless the vehicle has a parking decal or permit. Decals shall be affixed on the right rear bumper of a car or the rear fender of a motorcycle. The person signing the UMF registration application, if other than the registered owner is equally liable for any fines, etc. which may occur due to any violation of Rules and Regulations.

State vehicle registration, along with operator's (driver's) license must be presented at the time of application.

Registration of vehicles is handled at the Security Office, 7 South Street.

The Security Office will distribute a handbook containing important information. It is your responsibility to secure one of these and become familiar with its contents.

#### IV. POLICY FOR THE POSSESSION, SALE, AND CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE UNIVERSITY OF MAINE AT FARMINGTON

##### GENERAL

The rules regarding consumption or possession or sale of alcoholic beverages on the UMF campus are the same as the appropriate statutes of the State of Maine. The following statements are issued to clarify the preceding statement.

University groups (students, faculty, administration, classified employees) must have approval for possession or consumption or sale of alcoholic beverages for all functions. Approval will be contingent upon a plan that will meet the intent of the appropriate state law(s). Requests for approval should be made in writing at least two days in advance of the event. Permission for residence hall events is obtained from the Director of Residence Life. Permission for other areas will be handled by the Vice President for Student Affairs.

1. Possession or consumption or sale of alcoholic beverages is restricted to the specific area for which permission was granted.
2. No person including members of the general public may possess or consume or sell alcoholic beverages at any UMF event or location which has not received approval for the presence of alcohol.
3. When students are asked their name and age by a UMF staff member, they are expected to give the information.
4. No kegs or large containers of alcohol, generally in excess of 64 oz. will be permitted on campus.

##### RESIDENCE HALLS

The UMF residence hall rules relating to alcoholic beverages are as the State of Maine laws. To clarify the above statement, the following guidelines are provided.

1. What a student does in the privacy of his room is his/her privilege until that point at which it interferes with the rights of others which includes the University.
2. Those who may legally do so may drink in any of the residence hall lounge areas, (all lounges, study rooms, recreation rooms, laundry rooms, kitchen areas) and student rooms.
3. Drinking in hallways, stairwells and main entry ways is prohibited.
4. Party responsibility forms must be completed and approved at least two (2) days prior to the event. Specific guidelines for functions are outlined in the "responsibility of part sponsors" and must be adhered to. Sponsors must be 20 years of age. There must be at least two sponsors per party.
5. It is a privilege not a right for students to drink in the residence halls. The continuation of that privilege particularly in the lounge areas is dependent on the conduct of the students.

NOTE: Anyone wishing a catered bar must have requests in four to six weeks in advance.

## RESPONSIBILITY

All individuals are responsible for knowing the laws concerning the possession, consumption and sale of alcoholic beverages. It is the responsibility of participants of a function to comply with all regulations. Violations could result in loss of privileges, not only for the individual sponsoring the event, but for anyone in violation of policy.

Violation of this policy or any Maine related laws may also be litigated by either the University of Maine Student Conduct Code or local and State authorities or both.

## RESIDENCE LIFE PROGRAM

The Office of Residence Life is located in Scott Hall. The residence Life Program is designed to provide an environment for individual growth and development which complements the educational mission of the college. The residence halls exist, not merely as places to sleep, but to assist students in exploring and appreciating the value of constructive participation in a community of peers.

The achievement of these ends is dependent in part on the resident student and in part on the resident student staff. It is the students' obligation to accept responsibility, to see that they do respect the rights and property of others and to respond to reasonable requests from fellow students. When students fail to respect and to respond to each other in a harmonistic fashion then the residence staff will intervene. Those who show, by their actions, that they lack respect for others' rights and property and can't live in harmony with others, will be dealt with via residence hall license and/or the campus disciplinary process, which is described in this booklet.

Residence hall rules are undergoing revision at the time of this printing. A complete list of all regulations and procedures will be distributed to all resident students at the beginning of each semester.

## STUDENT ORGANIZATIONS

The best and most complete source of information relative to the different aspects of student organizations is the Guidebook for Student Activities and Organizations. This source addresses such issues as registering organizations, the role of the advisor, how to establish a new organization and how to apply for student activity funds.

### Room Reservation and Contracts

All staff and community sponsored programs taking place on the UMF campus must receive approval from the Activities Office before such a program receives a space assignment and placement on the calendar.

Activity fee funded organizations or student groups negotiating contracts must have the contracts signed by the Student Activities Office staff. Community groups and UMF staff negotiating contracts must have written approval of the Student Activities Office.

VII. REGISTERED STUDENT ORGANIZATIONS RECEIVING ACTIVITY FEE FUNDS - 1980-81

Program Board-----	\$31,517
Alpha Chi-----	150
CEC-----	110
CHEF-----	750
DIRIGO-----	3820
French Club-----	450
Geology Club-----	550
Hockey & Skating Club-----	1210
Intramural Council-----	700
Kappa Delta Pi-----	650
MaineStream-----	3300
Outing Club-----	1235
Student Senate-----	205
Theatre UMF-----	3700
Typesetter-----	3025
Wind & String-----	2865
WUMF-----	7120
TOTAL	\$62,350

REGISTERED STUDENT ORGANIZATIONS NOT RECEIVING ACTIVITY FUNDS

Alpha Psi Omega (Honorary)  
Eta Sigma Gamma (Honorary)

Delta Rho (Sorority)  
Lambda Epsilon (Sorority)  
Phi Sigma Pi (National Honor Fraternity)

Beta Beta Beta	Intervarsity Christian Fellowship
Community Health	JUST
Fencing	UMF Horsemanship Club
Interdorm Council	Varsity Awards

STUDENT PARTICIPATION IN POLICY MAKING

Students may apply through the Student Senate to become a member of the following committees:

Academic Standards Committee  
Classroom/Laboratory Building Committee  
Committee to Name Buildings  
Curriculum Committee  
Disciplinary Code Review Board  
Experimental Studies Committee  
Honorary Degree Committee  
Library Committee  
Physical Plant Planning Committee

HOURS - ALL HOURS ARE SUBJECT TO CHANGE WITH HOLIDAY SCHEDULES AND OTHER  
ADMINISTRATION CONSIDERATIONS

Student Center

Monday - Thursday	7:00 a.m. to 11:00 p.m.
Friday	7:00 a.m. to 12:00 midnight
Saturday	8:00 a.m. to 12:00 midnight
Sunday	8:00 a.m. to 10:00 p.m.

Bookstore

Monday - Friday	8:00 a.m. to 4:30 p.m.
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Health Center

Monday - Friday	8:00 a.m. to 6:00 p.m.
Saturday - Sunday	10:00 a.m. to 6:00 p.m.

Dining Service

Snack Bar

Monday - Thursday	7:00 a.m. to 10:00 p.m.
Friday	7:00 a.m. to 4:00 p.m.
Saturday	Closed
Sunday	4:00 p.m. to 9:00 p.m.

Dining Room

Monday - Thursday	7:00 a.m. to 6:15 p.m. (Continuous Service)
Friday	7:00 a.m. to 6:00 p.m. " "
Saturday	
Breakfast	8:00 a.m. to 10:00 a.m.
Lunch	11:30 a.m. to 1:00 p.m.
Dinner	4:30 p.m. to 6:00 p.m.
Sunday	
Breakfast	8:00 a.m. to 10:00 a.m.
Lunch	11:45 a.m. to 1:15 p.m.
Dinner	4:30 p.m. to 6:00 p.m.

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"The University does not discriminate against qualified handicapped persons in admission or access to, or treatment or employment in its programs and activities. The University of Maine at Farmington designates the Physical Plant Director as the Compliance Coordinator of this policy."

University of Maine at Farmington provides this notice of its intent to comply with the regulations established to effectuate Title IX of the Higher Education Amendments of 1972 as amended by Public Law 92-568. It is our intention to adhere to the letter and spirit of the law with a policy of non-discrimination on the basis of sex. This policy applies to our education programs and activities, to employees therein and to admissions thereto unless excepted under subpart C86.15 (a). Mr. Richard Smith is the compliance officer for the University of Maine at Farmington.

VIII. STUDENT SENATE CONSTITUTION - UNIVERSITY OF MAINE AT FARMINGTON

ARTICLE I: Name and Membership

- A. Name: The name of the organization shall be the University of Maine at Farmington Student Senate, hereinafter referred to as the Student Senate.
- B. Eligibility for Senate Membership: Any duly registered, matriculating student of UMF.

ARTICLE II: Purpose

The purpose of the Student Senate shall be to represent the student body on campus matters that affect students.

ARTICLE III: Officers

The Student Senate shall have a President, Vice President, Treasurer and Secretary, all of whom are elected by the student body. These officers shall:

- 1. swear an oath to act in accordance with the policies and provisions as provided in the constitution,
- 2. serve a term of one year with the option to run again for successive terms of office.

President: Duties and Powers:

- A. Shall serve as official head of the Student Senate and represent the Student Senate's opinion in all matters affecting student interests, welfare and jurisdiction. Activities of the president are subject to the approval of the Student Senate.
- B. Shall be the chairperson of all Student Senate meetings.
- C. Shall be one of the UMOSG representatives from UMF.
- D. May propose committees and legislation to the Student Senate.
- E. Shall give reports on all executive actions to the Student Senate as requested by the Student Senate.
- F. May require any reports of a general or specific nature of any Senate Officer or committee chairperson.
- G. May call emergency meetings of the Senate or any standing committee upon 24 hours notice.
- H. The president of the Student Senate must present in mimeograph form to each senator and each dormitory, the agenda of the next meeting at least 24 hours in advance.

Vice President:

- A. Shall be the president's assistant and carry out the duties appointed by the president.
- B. Shall perform the duties of the president in the event of the president's official absence, resignation or impeachment.
- C. Shall organize all special elections of the Senate.

## Treasurer:

- A. Shall be the fiscal officer of the Senate.
- B. Shall report the status of Senate funds at each meeting.
- C. Shall be chairperson of the Treasurer's Committee.
- D. Shall be responsible for drawing up yearly budget of the Student Senate in conjunction with the Treasurer's Committee.

## Secretary:

- A. Shall notify all members of all meetings.
- B. Shall record the minutes at each Senate meeting and keep an up-to-date account of Senate affairs.
- C. Shall report the minutes to the Senate, the president of the University and all others as deemed necessary.

## ARTICLE IV: Student Senate

## SECTION 1: The Student Senate

- A. The Student Senate shall be the legislative branch of the student body.
- B. Election. Senators will be elected (according to Article V) from the matriculated student body of the fall semester and take office immediately thereafter.
- C. Student Senators shall serve a term of one year with the option to run again for successive terms.
- D. Membership: 8 dorm, 7 commuter, 4 at-large.
- E. "Robert's Rules of Order" is the method by which the Student Senate shall conduct its meetings.

## SECTION 2: Powers of the Student Senate.

- A. To represent the interests of the student body.
- B. To formulate the Senate's rules, regulations and policies.
- C. To make appropriations from the Senate's Treasury.
- D. To approve the appointments of the Senate president.
- E. To establish the amount of the Activity Fee of the student body in accordance with the rulings of the Board of Trustees of the University of Maine and with the approval of the president of the University of Maine at Farmington.
- F. To consider for recognition all student organizations.
- G. To call special elections, if deemed necessary by circumstances specified in the election code.
- H. To take action or recommended action relative to campus policies or other matters that affect the student body.

## SECTION 3: Duties of the Student Senate

- A. To meet at least twice per month at a date, time and place determined at the first session of the Student Senate. A majority of duly elected Senators will constitute a quorum. If a quorum is

not present, the Senate may do business as a committee of the whole. The decisions of this business must be presented at the following meeting one week later. If this following meeting does not have a quorum, the business will be reconsidered by the committee of the whole. If the decisions are the same as the previous week, then the decision is accepted. A decision is considered passed by the committee of the whole if the decision remains the same for two weeks in a row.

- B. To make known to the student body the goings-on of the Senate.
- C. For each Senator to spend at least one hour per week in the Senate office.
- D. Each Senator shall be held responsible for attending all Senate meetings. In case of an emergency the Senator will contact the President or Vice President. If for some reason it is impossible, then the absent Senator will bring a written excuse for the absence to the next meeting. Failure to do so will result in dismissal of the absent Senator.
- E. If the Student Senate finds that it cannot accomplish an important issue pertaining to the student body, then it should take said issue to the proper administrative officers, preferably the Vice President for Student Affairs.
- F. To consider all issues brought to the attention of the Senate by the student body.
- G. To establish committees as deemed necessary.
- H. Each member of the Senate or a student shall be appointed to one of the faculty and other campus committees upon which students sit or are asked to sit.

#### SECTION 4: Standing Committees and Organizations

- A. All student organizations must be recognized by the Student Senate in order to receive student activity funds; and they are responsible to the Student Senate.
- B. The Student Senate shall form an awards committee of nine students to nominate faculty, students and administrators for the Mike Winston Award and to make nominations for any future awards that arise.
- C. The program board is a standing committee of the Senate and therefore subject to the Senate's review. Program Board chairperson will be asked to report periodically at Senate meetings.
- D. The Student Senate will request that all organizations and/or committees under the Student Senate submit the minutes of their meetings in written form to the Student Senate and to submit within one week preceding that meeting(s). If the above is not done, this will call for the freezing of funds by the Student Senate for any organizations and/or committees under the Senate for the duration of the time until their next "regular" meeting. These "regular" meetings will be determined by the organizations and/or committees and they will notify the Senate of their decision within one week of the first meeting.
- E. All organizations and/or committees under the Student Senate will have at least one meeting per month. If those organizations and/or committees do not have that meeting monthly they will be officially reprimanded by the Student Senate.



- F. Any person who is not a member of the student body, administration or staff of the University of Maine at Farmington will not have voting power on any committee set up by the Student Senate without the expressed permission of the Student Senate. That permission will be granted upon a simple majority vote of the entire membership of the Student Senate.
- G. The Treasurer's Committee is a standing committee of the Senate.
  - 1. Purpose: To consider all financial matters relating to the management of the student activities fee and make recommendations to the Senate.
  - 2. Membership: The treasurer of each organization will meet during the second week of the fall semester and elect nine of the treasurers to act as the Treasurer's Committee.
  - 3. Organization: The committee will meet as often as deemed necessary by the Senate treasurer. Business of this committee is conducted via the working guidelines of the Treasurer's Committee.
- H. The Senate has the right to establish committees, standing or ad hoc, whenever it is necessary.

#### ARTICLE V: Elections

##### A. Senate Elections

- 1. There shall be two (2) regular Student Senate elections during the year. An election for the four (4) officers the last week of April. An election for the Senate body shall be held during the third week of the fall semester.
- 2. The Senate may conduct special elections as it deems necessary.

##### B. Election Procedures

- 1. Election Board shall be composed of five (5) persons appointed by the vice president of the Student Senate.
- 2. Duties of the Election Board.
  - a. to run the elections.
  - b. to count the ballots and determine the winner
  - c. to publicize the results

##### C. Officers

- 1. Nominations: Officers shall be nominated by petitions signed by fifty (50) members of the student body. Petitions for nomination shall be filed with the Election Board not less than seven (7) days nor more than twenty-one (21) days prior to the regular election. A notice to the effect that nominations are in order shall be posted on all official bulletin boards, and shall be published in the school newspaper at least seven (7) days prior to the election by the Elections Board.
- 2. All student body members eligible for Senate membership may vote for the officers of the Student Senate.

3. The officers of the Student Senate shall be elected by a majority of the votes cast. In the event that no candidate receives a majority there shall be a run-off election between the two candidates receiving the highest number of votes.
4. Vacancies: Should a vacancy occur in the presidency, the vice president shall succeed to the office and Student Senate will elect a new vice president. Should the presidency and the vice presidency be simultaneously vacant the Student Senate meeting as a committee of the whole, shall elect from its own membership a president and vice president to serve until the next regular election.

#### D. Student Senate Members

1. Nomination procedures shall be the same as the officers.
2. All student body members eligible for Senate membership may vote for the at-large representative and the representatives that represent them. Those individuals in each representative category receiving the most votes will be the elected.
3. Vacancies: Vacancies in the Student Senate shall be filled by appointee(s) of the Student Senate president. Appointees will be confirmed by the Student Senate.

#### ARTICLE VI: Initiative Referendum and Recall

- A. Initiative: The Student Senate shall have the power to initiate legislation by means of a written petition which has been signed by twenty-five percent (25%) of the student body which shall be presented to the office of the Vice President for Student Affairs or proper administrative official which shall rule on the legality of the petition. When such petition is certified as legal, the students shall present it to the Student Senate which shall call a special election within fifteen (15) school days after the date such a petition was filed. A vote of more than half of the student body is needed to pass upon such legislation.
- B. Referendum: The student body shall have the power to request a referendum vote on any rules or regulations passed by the Student Senate. Request for such a vote shall be made by written petition signed by twenty-five percent (25%) of the student body provided such petition shall be presented within fifteen (15) school days of the passage of the rule or regulation. Such petition shall be presented to the Vice President for Student Affairs which shall rule on the legality of the petition. When such petition is certified as legal, it shall be presented to the Student Senate which shall call a special election within fifteen (15) school days after the date such petition was filed. A vote of more than half of the student body shall be sufficient to rescind action.
- C. Recall: Any elective officer or Senator of the Student Senate may be subject to recall by a petition containing a specific statement of reasons for the proposed removal. Such petition must be signed by at least thirty-five percent (35%) of the total ballots cast in the most recent election, then presented to the office of the Vice President for Student Affairs in the presence of the person subject

to recall. The Vice President for Student Affairs shall rule on the legality of the petition. When such petition is certified as legal, it shall be presented to the Student Senate which will decide, pending a week lapse beforehand, whether the person recalled remains in office.

ARTICLE VII: Ratification

Constitution shall be effective upon majority vote of the student body members who vote.

ARTICLE VIII: Amendments

Amendments must be ratified by a 2/3 vote of the student body members who vote. Changes must be ratified by a 2/3 vote of the student body members who vote.



UNIVERSITY OF MAINE

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**STUDENT  
CONDUCT CODE**

Effective Date: September 1979

## STUDENT CONDUCT CODE

### Statement of General Principles

The University of Maine Student Conduct Code seeks to promote the peaceful pursuit of intellectual and subsidiary activities under the auspices of the University and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

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

All members of the University are governed by University regulations, local ordinances, and state and federal laws. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER.

### I. Jurisdiction

The University of Maine Student Conduct Code shall apply to the following:

- A. Any person(s) enrolled in any course or program offered by the University at the time of the alleged offense.
- B. Any recognized student organization which is responsible for compliance with University policy, rules and regulations.
- C. The Conduct Code shall be applied only in cases of conduct:
  1. occurring on any campus of the University of Maine, or on other real property held by the University, or on University-related real property, or
  2. involving University-held or University-related personal property, or
  3. occurring at activities pursued under the auspices of the University, or
  4. regardless of where it occurs when clearly indicating that the presence of the student or organization at the University results in a substantial danger of physical harm to persons or property in the University community.

### II. Definitions

- A. Real property — held by the University and University-held personal property, which includes property held in any man-

- ner, whether owned, rented, chartered, or otherwise engaged.
- B. University-related property and University-related personal property — such property as is held by members of the faculty or administration or by other University officers or employees as a direct result of and in connection with their service for the University, and such property as is held by University-approved organizations. University-related personal property shall include also any document or record issued or purporting to be issued by the University.
- C. Activities pursued under the auspices of the University — includes any activities specifically sponsored or participated in by the University or by any University organization. Such activities do not include informal off-campus gatherings of students.

### III. Violations

Violations include those activities which directly and significantly interfere with the University's (1) primary educational responsibility of ensuring the opportunity of all members of the University community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the University 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.

Upon satisfactory proof that a student organization has violated a University policy, rule or regulation, 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, as, for example, violations of residence hall contracts.

The following violations indicate categories of forbidden conduct or activity. Those listed have been delineated in such a way as to give reasonable warning to students that such conduct is forbidden. These definitions of violations should not be rigidly construed.

#### A. Educational Mission

1. Plagiarism — the submission of another's work as one's own, without adequate attribution. 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.
2. Cheating — disciplinary action taken under this Code is independent of the awarding of grades, and provisions of this Code cannot be used for changing awarded grades.
3. Knowingly supplying false information to members of the University faculty or to other officers or employees of the

University in pursuit of their official duties, to a Conduct Committee in the course of a disciplinary proceeding, or knowingly causing false information to be thus supplied.

4. Violation of a published and/or promulgated professional code of ethics to which the student is bound.
  5. Unauthorized representation of the University, a University officer, or a University employee.
  6. Tampering with or falsifying official records.
  7. Refusal to identify one's self to a representative of the University in pursuit of his/her official duties.
  8. Direct interference with a faculty or staff member, or officer of the University in the performance of his/her official duties.
- B. *Safety and Environmental Health*
1. Physical assaults, harassment, or intimidation.
  2. False reports of fire or other dangerous conditions.
  3. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, firearms, explosives, gas or compressed air, or violation of regulations concerning possession or misuse of firearms, as defined by policies established for each campus.
  4. Lewd or indecent behavior.
  5. Disturbance resulting in substantial disruption of authorized activities.
  6. Violations of alcoholic beverage regulations or use or sale of illegal drugs.
  7. Violation of University health or safety regulations.
  8. Creation of a fire hazard or other dangerous condition.
  9. Restriction of normal traffic flow into or out of University facilities.
  10. Refusal to identify one's self to a representative of the University in pursuit of his/her official duties.
  11. Hazing (defined as any action taken or situation created intentionally by an organization or with the knowledge or consent of any organization) to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any member or prospective member.
  12. Intentionally placing a person or persons in reasonable fear of imminent physical harm.
- C. *Care of Property*
1. Unauthorized requisition, removal, or use of property.
  2. Misuse, or destruction of Library material or other academic material.
  3. Misuse, destruction, or defacement of University property as defined above or that of other people while located on University property.

4. Trespass or unauthorized presence on any University-held or University-related property, including residence halls.
5. Tampering with fire and safety equipment.

D. *Residence and Related Facilities*

The Residence Hall Contract between the student and the University may specify certain conditions, which are additional responsibilities and obligations of the residence hall student.

1. Significant interference with the normal resident life of others.
2. Possession or use of alcoholic beverages if such possession or use is in violation of existing regulations for that campus.
3. Violation of Residence Hall Contracts, except when the Residence Hall Contract specifically provides for an alternate procedure or remedy for the violation concerned.
4. Direct interference with a faculty or staff member, or officer of the University in the performance of his/her official duties.

E. *Conduct Code*

1. Failure to comply with a sanction(s) imposed by the Conduct Officer or Conduct Committee.
2. Interference with an investigation or other procedures defined in this Code.
3. Continued infractions of this Code.
4. Knowingly assisting in the violation of any of the provisions of this Code.

IV. *Sanctions*

If a student admits to a violation of this Code to the Conduct Officer or the Conduct Committee (hereinafter referred to as "Officer" or "Committee," respectively) or upon determination by the Officer or Committee, that the student has committed a violation of the Code, one or more of the following sanctions may be imposed, in accordance with the provisions of this Code (See Section V):

- A. Dismissal — permanent separation from the University. However, a student may be readmitted if at some future time he/she can show that he/she warrants another opportunity to attend.
- B. Suspension — separation from the University for a stated period of time up to one academic year or until a stated condition is met.
- C. Probation — may include the loss of one or more privileges for no more than one academic year.
- D. Office Censure or Admonition — a warning.
- E. Restitution — up to the replacement value of the items damaged (but *not* to exceed same).
- F. Suspended Sanction. This does not apply to Dismissal.

- G. Work or Service Requirement — according to one's ability, and related to the violation for a specified period of time.
- H. Such other action as the Committee or Officer within reason may deem appropriate (e.g. suspension of organization's official campus recognition).

V. *Procedures*

Each of the University campuses may adopt procedures for carrying out the provisions of this Code pursuant to the guidelines set forth by the Conduct Code as described below and consistent with said Code. Schools having a professional code of ethics may adopt additional procedural provisions to be applicable to their own students. When a student is alleged to have violated this Code on a University campus other than that in which he/she is enrolled, the case will be referred to the student's home campus for disposition. Each University campus President shall designate a University official to perform the functions of Conduct Officer and shall establish a Conduct Committee. The Officer shall not be a member of the Committee.

ADMINISTRATION AND INTERPRETATION OF THE STUDENT CONDUCT CODE SHALL BE SOLELY WITHIN THE JURISDICTION OF THE CONDUCT COMMITTEE. AND THE PRESIDENT OR HIS/HER DESIGNEE. SUCH INTERPRETATION BEING PURSUANT TO THE PROCEDURES OF THIS CODE.

A. *Responsibilities of Conduct Officer*

1. The Officer may initiate and supervise investigations of possible violations of this Code which are brought to his/her attention by University officials or employees, students, or members of the general public.
2. The Officer shall investigate or supervise the investigation of possible violations of this Code which are brought to his/her attention by University officials or employees, students, or members of the general public.
3. Upon concluding the investigation, the Officer shall notify the student of the charge(s), the complaint(s), the date(s) of alleged occurrence(s), the Code section(s) which is (are) alleged to have been violated, the maximum possible sanction which may be imposed, and date of hearing.
  - a. This notice shall indicate if the hearing is to be before the Officer or Committee.
  - b. This notice may be given personally, by telephone call, or by written letter to the student mailed to his/her last known address. If notice is given by means of a personal meeting or telephone conversation, the student shall be informed that a written notice will be mailed to the student at his/her last known address or to some other address specified by the student.

- c. If the hearing is to be before the Committee, this notice will afford the student the opportunity to meet with the Officer at a designated time and place for a hearing of the alleged violation(s).

B. *Hearing(s) Before Conduct Officer*

1. During the hearing(s) with the student, no party present shall be accompanied by legal counsel. The student may be accompanied by an advisor who may be his/her parent(s), legal guardian(s), or another student.
2. During the hearing(s), the Officer may hear and consider any relevant information. Efforts will be made to obtain the most reliable information available. The Officer should not consider:
  - a. Information obtained directly or indirectly through a search of a student's person, effects, or room without his/her consent, unless obtained pursuant to a warrant. Nothing in this section shall be deemed to prohibit routine inspection or maintenance; and nothing in this section shall be deemed to prohibit forcible entry of any place or constraint of any person in order to prevent harm or damage to person or property when made with reasonable belief that such damage or harm is occurring, has just occurred, or is about to occur.
  - b. The suspected student's refusal to consent to a search or to give information concerning the alleged facts.
3. The Officer shall then:
  - a. dismiss the case, or
  - b. impose appropriate sanctions other than dismissal or suspension. Sanctions shall become operative within five days after notice thereof has been given to the student. Sanctions shall be stayed in the event the student appeals to the Committee in accordance with this Code (see Section C below). The above shall not apply to an interim suspension as set forth in paragraph 4 below, or
  - c. refer the matter to the Committee if the Officer is in doubt as to whether acts have been committed which constitute a violation of this Code, or
  - d. refer the matter to the Committee if the Officer is in doubt of which, if any, sanction ought to be imposed, or
  - e. refer the matter to the Committee if the Officer determines that a student has committed an act(s) in violation of this Code and that suspension or dismissal ought to be imposed. If the Officer recommends suspension or dismissal, the student may waive his/her

right of review by the Committee. This waiver shall be in writing and shall contain a statement that the student is aware of his/her right to appeal to the Committee but has determined to waive this right. Any such waiver, before being deemed valid, shall be reviewed by the campus President or his/her right to appeal to the Committee but has determined to waive this right. Any such waiver, before being deemed valid, shall be reviewed by the campus President or his/her designee.

4. If the Officer determines that the presence of the student at the University results in substantial danger of physical harm to person or property at the University, the Officer may immediately suspend the student until the Committee convenes to hear the case. The maximum period of such an interim suspension shall be five working days. Imposition of an interim suspension shall not occur without a prior preliminary hearing unless it is impossible or unreasonably difficult to accord it prior to the interim suspension. An interim suspension shall be operative immediately upon receipt of notice by the student.

#### C. *Right of Appeal Beyond Conduct Officer*

1. The student may appeal to the Committee any finding or recommendation of the Officer.
2. Such appeal shall be submitted to the Officer in writing and shall state the specific ground(s) for the appeal and shall request a review by the Committee. This written appeal must be received by the Officer within 5 days after the student has received notice of the findings. The Officer shall promptly forward the appeal to the Committee.

#### D. *Responsibilities of the Conduct Committee*

1. After written notification from the Officer, the Chairperson of the Committee shall, as soon as practicable:
  - a. Notify, in writing, the Officer and the student of a date, place, and time for hearing with the hearing normally to be held within 5 working days after issuance of notification by the Committee.
  - b. List the names of members of the Committee in the notice to the student.
  - c. Make arrangements for the keeping of a tape recorded record of the proceedings of the Committee hearing. In cases of appeal, the principals may have access to the tapes for purpose of review relating to the appeal. Such tapes shall be kept by the University until all appeal rights have been exhausted at which time such tapes will be destroyed.

#### 2. *Composition of Committee*

- a. The Committee shall consist of at least three, but no more than seven, members, at least one of whom shall be a student and one a Presidential designee. The number of committee members, the composition of the committee, and the method of selection shall be determined by each campus in a manner approved by the President. The President shall also appoint the chairperson from among the committee members or make suitable provision for the selection thereof. At its initial meeting, the Committee shall select a member of the Committee to serve as vice-chairperson.
- b. The student charged with the violation, the Officer, and the complaining witness, may have the right to challenge for cause any member of the Committee by submitting to a designated official a written memorandum stating the grounds for this challenge at least two days prior to the scheduled meeting. Removal of members for cause shall be within the authority and at the discretion of the chairperson of the Committee or the vice-chairperson if the chairperson is unable to exercise that function or is challenged for cause.

#### 3. *Hearing Preliminaries*

- a. At any proceeding before the Committee, the Officer, the student, or other party to the hearing may have the assistance of an advisor and/or legal counsel. Such assistance will be at the option of the student. That is, if the student chooses such assistance, the Officer or other party shall have the right to similar assistance.
- b. The hearing shall be open except at the request of the accused student or the complainant. The Committee chairperson may close the hearing in order to protect complaining witnesses or other parties.
- c. If the student or the charging party (either the Officer or a complaining witness) is not present at the time appointed for the hearing, the Committee shall first attempt to determine the reason for that person's absence. The Committee may proceed in a normal manner or may continue the hearing to a later date. The Committee may not consider the absence of a party as relevant to whether the accused committed the alleged violation of the Code.

#### 4. *Hearing Procedures*

- a. Responsibility for recognizing the calling persons to speak lies with the chairperson.



- b. Persons disruptive to any stage of the hearing may be evicted at the reasonable discretion of the chairperson.
  - c. The Officer shall first present the results of the investigation and/or the charges against the student.
  - d. The Officer and/or the complaining witness may present oral testimony and/or written statements from any person including the suspected student.
  - e. The student may then present a written documentation or oral testimony from the student him/herself and/or other witnesses.
  - f. At any time during the proceedings, members of the Hearing Committee may question witnesses or parties to the proceeding; witnesses or parties may ask questions at the discretion of the chair. Legal counsel and/or advisors may speak at the hearing at such time as the client or advisee's presentation is made to the Committee. Legal counsel and/or advisors may not testify as to facts of which they have no personal knowledge but may offer interpretations and summations of oral testimony or written documentation submitted by others.
  - g. After the presentation of all the evidence to the Committee, each party, or the respective legal counsel and/or advisor, may present arguments to the Committee on the applicability of this Code or the interpretation of any sections herein. At this time, the Officer or his/her legal counsel or advisor and the student or his/her legal counsel or advisor may make recommendations to the Committee as to the appropriate sanctions should a violation(s) be found to have been committed.
  - h. During the hearing the Committee may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account any information which is of value in determining the issues involved. Efforts will be made to obtain the most reliable information available.
  - i. After all parties present their respective information, the Committee shall go into closed session to determine whether the student has committed the alleged violation and, if so, the sanction(s) to be imposed. A member should vote against the accused student only if convinced by a clear preponderance of the information presented that the accused student has committed the act(s) as charged. A majority vote of Committee members present and voting shall prevail.
  - j. After making its decision, the Committee shall inform the student in writing of the disposition of the case as soon as practicable. Any disciplinary sanctions imposed by the Committee shall be operative immediately unless otherwise specified.
  - k. The notice to the student of the finding of the Committee shall include:
    - (1) The facts found to be true.
    - (2) The section of this Code found to have been violated.
    - (3) The disciplinary sanction imposed or other sanction to be taken.
    - (4) The student's right to appeal and a statement of the expiration date for the filing of that appeal.
    - (5) Minority report and recommendations, if any.
- E. *Right of Appeal Beyond Conduct Committee*  
 In the event the Committee imposes a sanction of suspension or dismissal, the student may request review by the President or his/her designee. Such request for review must be made within five (5) days of notification of imposition of sanction. The appeal shall be limited to:
- 1. Review of the procedures followed.
  - 2. Appropriateness of the sanction. The President may not impose a more severe sanction. The decision of the President or his/her designee shall be final and shall be communicated to the student in the same manner as set forth in Section V A-3b above.
- VI. *Conduct Code Review Board*  
 There shall be established a board, known as the Conduct Code Review Board. It shall be composed of three persons from each campus of the University: The Conduct Code Officer, the Chairperson of the Conduct Committee, and one student named by the President. In addition, one representative each from the Board of Trustees and the Chancellor's Office, shall serve on the Review Board. The Chancellor's representative shall be responsible for calling the Review Board into session. This Board shall meet at least once a year, but may meet more often if necessary. The Board shall:
- A. Consider all proposed amendments to this Code and act as an advisor to the Board of Trustees in matters pertaining to the Conduct Code.
  - B. Send its recommendations on proposed amendments of the Code to the Administrative Council and Chancellor for transmission to the Board of Trustees.
  - C. Review the relationships between violations and sanctions each year in order to encourage consistency throughout the University system.

VII. *Amending the Conduct Code*

The Board of Trustees shall act upon proposed amendments to the Code after receiving recommendations of the Conduct Code Review Board, the Administrative Council of the University, and the Chancellor.

As provisions of this Conduct Code are subject to periodic review and change, the most recent and current copy of this Code may be obtained through the Student Affairs and/or the Office of the President on each campus.

## A STUDENT APPEALS POLICY FOR ADMINISTRATIVE DECISIONS

In the majority of situations, the procedures for decision-making occur in an environment of mutual confidence and respect among the persons involved in the process. However, there may be circumstances for which it is necessary to provide an objective review process whereby students might question administrative decisions. For these instances the procedures at UMF are as follows:

1. The general guiding principle is that if a student decides that the decision needs review
  - a. the student requests the decision maker to reconsider on the basis of information or insight provided by the student.
  - b. if the student is still not satisfied the student may appeal to the person to whom the individual reports.
  - c. if the student is still not satisfied he may appeal to the person to whom the previous person, to whom he appealed, reports. This person, however, can elect not to hear the appeal.
2. It is at the President's discretion whether or not he hears any appeal (first or second) of a vice president's decision.
3. Exceptions to steps one and two are
  - a. Discipline cases are governed by the Conduct Code, housing, license or other legal documents.
  - b. Parking tickets are handled by security and the local court system.
  - c. Decision relating to a professor or classroom situation are appealed as follows:
    - (1) professor
    - (2) department chairman
    - (3) dean
    - (4) academic vice president