Message from the Vice President of Student Affairs

On behalf of the staff and students who work in student affairs, I welcome you to the University of Maine.

The remarkable beauty of this place, the dedication of our faculty and staff, the diversity of your fellow students all hold great promise for you. I urge you to be more than a spectator; rather, take full advantage of the opportunities here. The University of Maine can be and is a wonderful place to live, to study, and to learn.

Let me point out that as a citizen of the University of Maine community, you have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill his or her responsibilities. This student handbook is designed to help you understand what you can expect of the University of Maine and what the University of Maine expects of you. In particular, I wish you to take some time and familiarize yourself with the student conduct code.

Finally, remember one thing. There is someone here to help whenever you need it. Whether it be your academic advisor, a resident assistant in your residence hall, an officer at UMaine Police Department, another student, the Dean of Students, there is always someone to help. Make sure you ask.

Do good work and enjoy the University of Maine.

Robert Q. Dana
Vice President for Student Affairs
Dean of Students
Introduction

Established in 1865, the University of Maine is the flagship university of the University of Maine System. It is also the state’s designated land-grant and sea-grant institution. Within the System, UMaine has unique responsibilities for providing high quality undergraduate and graduate education programs, basic and applied research, and statewide public service outreach. Its fundamental purpose is to provide a world-class education, and, through research and outreach, help create the kind of state where citizens can put their education to work at the highest and most rewarding level.

Located in Orono between the Penobscot and Stillwater rivers and within close proximity to the ocean, lakes and mountains, UMaine offers an inspiring learning environment. At the center of campus is The Mall, an open, tree-lined quadrangle. Some of the most distinctive buildings on campus border The Mall, including the Raymond H. Fogler Library and the Stevens Hall complex. The renovated Lord Hall offers gallery space and classroom facilities for UMaine’s art department. Class of 1944 Hall, home to UMaine’s School of Performing Arts, is considered one of the finest educational facilities of its kind in the Northeast. The Advanced Engineered Wood Composites Center is a one-of-a-kind facility where students and faculty members develop new and expanded products and processes. Similar examples of top-notch facilities may be found in every corner of UMaine’s 660 acre campus.

The University of Maine maintains the look and feel of a traditional New England institution of learning while featuring modern research facilities. UMaine’s undergraduate and graduate academic programs are built upon a liberal arts and sciences foundation while also featuring profession-oriented education in a wide range of disciplines, many of which are found nowhere else in the state. Because of their responsibility to teach, conduct research and serve the public, UMaine’s faculty incorporate the new knowledge they gain with classroom activities, often giving students hands-on experience in research activities, business and community assistance and public service.
Many of UMaine's engineering, business, science, liberal arts, and natural resources programs have gained national and international respect. Some of the world's most creative minds have been attracted to UMaine because of its reputation for excellence and accomplishment.

As a public university, the University of Maine strives to make its programs and services of the highest quality while remaining affordable and accessible. The size of the student population makes it the largest in the state, yet it is still small enough to promote a sense of familiarity among members of the campus community.

Outstanding cultural and athletic programs and opportunities exist for both active participants and spectators. Minsky Recital Hall features both high-quality performance areas and a digital recording studio for use by students and faculty. UMaine’s Museum of Art and Hudson Museum feature works and artifacts of international renown. UMaine’s Maine Center for the Arts serves as a cultural hub for much of Maine, bringing high-quality performances to the central part of the state. While the MCA facility undergoes extensive and exciting renovation, its programs will continue at various performance venues all around Maine.

UMaine's Alfond Sports Arena and surrounding athletic facilities are home to the state's only NCAA Division I athletics program, including the UMaine Black Bear hockey team, the 1993 and 1999 national champions, and the highly popular UMaine women's basketball team. Morse Field at the 10,000-seat Alfond Stadium, which opened in September 1998, is home to UMaine's football and field hockey teams. Combined, these cultural and athletic programs and opportunities enhance the student learning experience while benefiting the people of the region and state.

In day-to-day activities as well as overall direction, the University of Maine exemplifies many of the values often identified with the State of Maine: a strong work ethic, community and state pride, self-reliance, and environmental sensitivity.
UMaine's goals

- Helping Maine and the nation solve their most pressing needs
- Generating and disseminating new knowledge
- Preparing students for life, work, citizenship and change in the 21st century
- Responsible stewardship of university resources

Editorial policy

The University of Maine reserves the right to revise, amend, or change items set forth in the student handbook from time to time. Accordingly, readers of the student handbook should inquire as to whether any such revisions, amendments, or changes have been made since the date of publication.
Equal opportunity policy

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

The University will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

Questions and complaints about discrimination in any area of the University should be directed to the executive director of equal opportunity, University of Maine, 5754 North Stevens Hall, Room 101, Orono, ME 04469-5754; umaine.edu/eo; 207.581.1226 (voice and TTD).

Equal opportunity complaint procedure

The University of Maine is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment that violates our policy prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status. The University of Maine has an equal opportunity complaint procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. The procedure may be used by any student or employee who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status. Sexual discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.
Equal opportunity policy

Anyone may bring information or a concern about discrimination or harassment to the executive director of equal opportunity, University of Maine, 101 North Stevens Hall; 207.581.1226. Any employee or student who feels that he or she has experienced discrimination or harassment, and anyone with knowledge of an incident, should contact his or her supervisor or the EO director as soon as possible after the incident. The complainant and the person accused have certain rights to representation during the complaint process, which includes the right to be accompanied by a grievance representative for an employee who is a bargaining unit member. Any supervisor who becomes aware of the problem should promptly consult with the executive director of equal opportunity. If the executive director of equal opportunity files a complaint, is the subject of a complaint, or has a substantial conflict of interest regarding the complaint or the person accused, an alternate investigator may be requested.
The executive director of equal opportunity discusses informal and formal options for resolving the problem. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process will not be tolerated.

The goal of the informal process is to seek a resolution acceptable to everyone involved. Most concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of discrimination or harassment is a student and a formal complaint is filed, the Office of Community Standards, Rights and Responsibilities...
conducts the investigation according to the procedure in the Student Conduct Code. When the person accused is an employee, the executive director of equal opportunity assesses whether the University’s policy prohibiting discrimination or harassment has been violated and notifies the complainant, the person accused, and the responsible administrator. The administrator is responsible for taking action on the findings and making decisions about corrective or disciplinary action.

Under certain circumstances, either the complainant or the person accused may appeal the executive director of equal opportunity’s findings or the responsible administrator’s decision to the equal opportunity coordinator for the University of Maine System. The equal opportunity coordinator reports the result of the review to those directly involved, the campus executive director of equal opportunity, the responsible administrator, and the President. The final decision on an appealed complaint is made by the President.
Students, staff, and faculty are encouraged to use this procedure to raise concerns or complaints, but may choose instead or in addition to file a grievance (for employees) and/or a complaint with the appropriate government agency.

The complete complaint procedure is available through the Office of Equal Opportunity, 101 North Stevens Hall.

**Financial and academic policies**

The financial requirements of the University, changing costs, state and legislative action, and other matters may require an adjustment of these charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may from time to time be necessary in the opinion of the Board of Trustees up to the date of final registration for an academic term. The applicant acknowledges this reservation by the submission of an application for admission or by registration.

The University reserves the right to cancel offerings, to set minimum and maximum sizes of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by the University of Maine.
Institutional accreditation information

The University of Maine is one of the nation’s major public institutions of higher education, but built on a human scale. Its five undergraduate colleges together enroll about 9,000 students, and its graduate school enrolls about 2,250 students seeking masters or doctoral degrees. The University of Maine is the center for research and graduate education in Maine. In addition to the 88 baccalaureate degree programs, UMaine offers 64 masters and 25 doctoral programs that attract students from around the world, helping to create a cosmopolitan university environment in a rural New England setting. The University of Maine is a place of discovery. The research and scholarship of its approximately 800 faculty members and 2,250 graduate students greatly enrich the undergraduate classroom. This spells the difference between a research university, where students learn by being caught up in the creation of knowledge, and other types of schools where research is not performed.

The University of Maine enjoys an ideal physical setting on the banks of the Stillwater River (a branch of the Penobscot) in Orono. It is ten minutes from Maine’s third largest city (Bangor) and an international airport. It is also adjacent to an interstate highway (I 95), only an hour from Bar Harbor and Acadia National Park, and within an easy drive of several major ski resorts. And yet, despite these convenient travel connections, it sits at the edge of the last great expanse of undeveloped lakes, forests, and streams in the Northeast.

The University of Maine has a rich heritage. The Maine legislature established it in 1865 under the provisions of the land-grant act signed by President Abraham Lincoln. That law gave federal lands to each state that would agree to use the income from those lands to establish what was then a new kind of educational institution, one dedicated to educating the sons of average citizens in “agriculture and the mechanic arts”. In the 150 years since its founding the University of Maine has grown far beyond its original focus on agriculture and engineering, and today enrolls slightly more women than men. Two of its colleges — Engineering; and Natural Sciences, Forestry, and
Agriculture — still embody elements of its original mission, but tailored to meet the needs of the 21st century through programs like computer and electrical engineering and molecular biology. The University's three other colleges — Education and Human Development; Liberal Arts and Sciences; and Business, Public Policy and Health — offer programs undreamed-of in 1865: studio art, computer science, business administration, new media, child development and family life, social work, communication sciences and disorders — and the list could go on and on.

The University of Maine remains true to its land-grant heritage in yet another important way: it is committed to public service and to improving the quality of human life. Its faculty members, its staff members, and its undergraduate and graduate students all contribute to improving our society through research, education, and direct community service. By enrolling at the University of Maine students are committing themselves to working for a better, more just, more tolerant society.
The University of Maine is not just a place to prepare yourself for a good job: it is that, but it’s also a place to prepare yourself for a rich and fulfilling LIFE. The curriculum helps with part of this preparation. Each program is based upon a foundation in the liberal arts and sciences to ensure that University of Maine graduates are broadly educated persons who can contribute in many ways beyond their technical expertise. But a big part of this liberalizing education takes place outside the classroom by immersion in a university community that celebrates the arts, treasures the truth, defends freedom of thought and expression, and cherishes human racial, ethnic, and cultural diversity.

The University of Maine enjoys overall institutional accreditation by the New England Association of Schools and Colleges, Inc., the oldest regional accrediting association in the United States. Many professional societies also confer accreditation or approval on specific University of Maine programs.
Accredited programs include:

- AACSB — The International Association for Management Education
  (Programs in Business Administration)
- The Accreditation Board of Engineering and Technology, Inc.
  (All baccalaureate programs in Engineering and in Engineering Technology)
- The American Chemical Society
  (The BS and BA in Chemistry)
- The American Dietetic Association
  (Baccalaureate and masters programs in Food Science and Human Nutrition)
- The American Psychological Association
  (Doctoral program in Psychology)
- The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association
- The Commission on Collegiate Nursing Education
  (BS in Nursing)
• The Computing Sciences Accreditation Board
  *(BS in Computer Science)*
• The Council on Social Work Education
  *(All programs in Social Work)*
• The National Association of Schools of Music
  *(Programs in the School of Performing Arts)*
• The National Association of Schools of Public Affairs and Administration
  *(Masters program in Public Administration)*
• The National Council for Accreditation of Teacher Education
  *(All programs in Education)*
• The Society of American Foresters *(All programs in forestry)*
• The Society of Wood Science and Technology
  *(BS in Wood Science and Technology)*
Academics

Below are a list of links which will bring you to the appropriate webpage:

- Academic Achievements
- Academic Calendar
- Academic Integrity
- Academic Standing
- Add and Drop (schedule changes)
- Appealing Grades and Assignments
- Application for Graduation
- Athletic Events During Final Examination Period
- Awarding of Degrees
- Away Status
- Class Meetings/Cancellations
- Examinations
- General Education Requirements
- Grades and Grading
- Leave of Absence
- Registration (enrollment information)
- Repeating a Course
- Transcripts of Academic Record
- Transfer of Academic Credit
- Withdrawal from the University
Policies and regulations

Below are a list of links which will bring you to the appropriate webpage:

- Academic Progress Policy for Financial Aid
- Accommodation Policy for Students with Disabilities
- AIDS/HIV Policy
- Alcohol Beverage and Drug Policies
- Banner – Flag Policy
- Confidentiality (FERPA)
- Drone Policy, Guides and Application Forms
- Electronic Communication Policy
- Event Management Policy
- First Year Residence Requirement
- Free Speech and Assembly Policy
- Hazing Policy
- Humane Care of Animals
- Immunization Law
- Inclement Weather Policy
- Involuntary Withdrawal Policy
- Licensing, Logos and Trademarks
- Missing Student Policy
- Nonsexist Language Policy
- Parental Notification Policy
- Parking Rules and Regulations
- Protection of Human Subjects of Research Policy
- Research Compliance
- Resident’s Guide to Campus Living
- Safety and Environmental Management Policy
- Scheduling Events on Campus
- Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation
- Statement on Usage of University of Maine Buildings
- Student Administrative Appeal Policy
- Student Conduct Code
- Student Organization Administration Policy
- Student Records (handling of)
- Student Travel Policy
- Weapons Policy
- Workplace Harassment and Violence Policy