

# NORTHERN MAINE COMMUNITY COLLEGE

## Student Handbook 2017-2018

Northern Maine Community College  
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*Northern Maine Community College reserves the right to change requirements, fees, course offerings or policies at any time. All policies/procedures of the Maine Community College System apply to all students, employees and guests.*

*This handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the college's discretion.*

### EMERGENCY PHONE NUMBERS

**Campus Security**     **(207-551-5765)**

**All Emergencies**     **911**  
**(9-911 on campus)**

**v6 Last updated 12-13-2017**

## **Student Calendar 2017-2018**

### **Fall, 2017**

August 27:	Campus Housing Opens at 1pm
August 28:	First Day of Classes, Add/Drop Begins
September 1:	End of Add/Drop*, Last day to change meal plan
September 4:	Labor Day (No Classes)
October 9-10:	Columbus Day (No Classes)
October 20:	Mid-semester
November 10:	Veteran's Day (No Classes)
November 17:	Last day to drop class without academic penalty
November 22-26:	Thanksgiving Break (No Classes, housing closed)
December 15:	Classes end @ Noon
December 19:	Grades due @ noon

### **Spring, 2018**

January 7:	Campus Housing Reopens
January 8:	First Day of Classes
January 12:	End of Add/Drop*, Last day to change meal plan
January 15:	Martin Luther King Day (No Classes)
February 19-23:	Winter Break (No Classes, housing closed)
March 9:	Mid-semester
April 2-6:	Spring Break (No Classes, housing closed)
April 13:	Last day to drop class without academic penalty
April 16:	Patriot's Day (No Day Classes) (Evening Classes will meet unless otherwise noted on the course syllabus)
May 7:	Campus Housing Closes @ Noon (Graduating Seniors by permission only) Classes end @ Noon
May 9:	Grades due @ Noon
May 12:	Commencement

*Classes meet on all scheduled days unless designated a No Class day.*

*\*Tuition & fees are charged for classes dropped after add/drop ends.*

## **PREFACE**

All employees welcome you to Northern Maine Community College. We are pleased that you have chosen NMCC as the provider of your continuing education.

Your student handbook is designed to provide you with information that will be helpful to you as you progress through NMCC. It is in your best interest to be familiar with the materials contained in this handbook. I urge you to read your handbook carefully and to ask questions about sections and policies that are not clear to you.

If or when student-related policy changes are made at the College or Maine Community College System level, the online version of the student handbook will be amended as appropriate. Print versions of this document are produced annually.

We hope you will take full advantage of the activities and services that are available to you at NMCC. We have found that students who are involved in activities on campus and utilize college services enjoy their educational experience here and adapt easily to the world of work.

Once again, welcome to Northern Maine Community College.

Sincerely,

A handwritten signature in black ink, appearing to read "William Egeler". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. William Egeler  
Dean of Students

## **SECTION I - INTRODUCTORY INFORMATION**

### **AFFIRMATIVE ACTION/NON-DISCRIMINATION**

Northern Maine Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, NMCC, 33 Edgemont Drive, Presque Isle, ME 04769, telephone 207.768.2791, fax 207.768.2848, bharris@nmcc.edu, internet [www.nmcc.edu](http://www.nmcc.edu); United States Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>; Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>; and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The College also does not discriminate on the basis of sexual preference or marital, parental, or veteran's status. Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Affirmative Action Officer or MHRC identified above.

### **DIVERSITY STATEMENT**

The concept of diversity encompasses acceptance and respect. It includes but is not limited to ability, age, class, culture, education, ethnicity, family structure, gender, ideologies, political beliefs, race, religion, sexual orientation, style and values. Each of us and all of us provide diversity to this campus.

### **VISION STATEMENT**

Northern Maine Community College will continue to be a nationally-recognized institution, dedicated to preparing graduates for immediate entry to the workforce or to transfer to four-year colleges or universities.

### **MISSION STATEMENT**

Northern Maine Community College is committed to maintaining its tradition of providing high-quality career and transfer programs that lead to associate degrees, certificates, and specialized training necessary for an educated, skilled and adaptable workforce. Through its affordable programs of study, courses, and specialized-training seminars, the College is a catalyst for economic growth and the development of human potential.

### **Core Values:**

**The Faculty, staff, alumni and current students of NMCC are committed to the following core values:**

1. Student Centered: We offer a learning environment focused on supporting students as they strive toward their individual success.
2. Excellence in Learning: We provide quality teaching and learning experiences as a means of promoting life-long learning to all.
3. Diversity: We promote mutual respect and equality as a means of recognizing and embracing diversity.
4. Service: We foster excellence in service to the college and the

- community, including business, industry and society.
5. Integrity: We subscribe to and promote high standards of ethics and integrity; understanding that they are the foundation upon which our reputation is built.
  6. Sustainability: We practice continuous improvement as a means to being relevant to the economy, workforce, environment and future of the college.

### **NMCC STUDENT AFFAIRS VISION STATEMENT**

The student affairs department is committed to the delivery of quality support programs and services. Our goal is to promote an environment in which students feel welcome, important, and valued. Student satisfaction and success are the measures by which we judge our work performance. From admission through graduation, the needs of students are our primary concern and we strive toward continuous improvement in meeting these needs. We welcome and solicit suggestions from students, graduates, employers and colleagues which will assist us in our efforts to serve students. To this end, we believe in and subscribe to open communication as the foundation for departmental and institutional effectiveness. In order to achieve and maintain the highest standards of performance, all department employees are encouraged to build upon personal and job-related competencies by attending classes, workshops, seminars, etc. Teamwork, employee wellness, self-worth and a sense of camaraderie are promoted and supported through various departmental and campus-wide activities.

### **NMCC STUDENT AFFAIRS MISSION STATEMENT**

The mission of the student affairs department is to provide programs and services for students to support their educational experience outside of the classroom. Beginning with comprehensive enrollment/ admissions services ranging from recruitment, assessment, advising, course registration, and orientation, the student affairs department provides information and support for students through graduation and beyond. The financial aid staff strives to make it possible for all students to secure the necessary resources to fund their educational programs. The residential life staff coordinates on-campus housing and residential life programming, promoting a safe and healthy learning and living environment for campus residents. A broad range of counseling services and an on-campus health center are designed to support academic success, student wellness, and personal/social well-being. The office of the registrar provides accurate and confidential recording, production and disbursement of student records. Student development is enhanced further by a broad range, of paid and unpaid internships, and leadership opportunities. The guiding principle of the student affairs department is to provide personalized, evolving and responsive support services for all NMCC students.

### **STUDENT RIGHT TO KNOW & SECURITY INFORMATION**

Student Right to Know information is available upon request in the student affairs office and on the college Web-site at [www.nmcc.edu](http://www.nmcc.edu). Additionally, campus crime statistics are available on-line at <http://ope.ed.gov/security>.

## **SECTION II - ACADEMIC INFORMATION**

### **ACADEMIC ADVISORS**

Each student is assigned an academic advisor. The advisor assists the student in the course selection, checks registration and graduation requirements, and is available for consultation on academic and other matters. Meetings with an advisor are usually informal. Students are urged to seek them out whenever the need arises and make fullest use of this service.

Students are encouraged to make regular contact with their academic advisor whether or not they have a specific need.

**Responsibilities of the Student:**

1. Be familiar with academic program and graduation requirements.
2. Consult with the advisor during times of academic difficulty.
3. Consult with the advisor concerning changes to an approved schedule.
4. Be prepared for class pre-registration meetings.
5. Consult with the advisor before changing majors, transferring to another college or withdrawing from college.
6. Meet with the advisor at least twice during each semester to discuss the current semester.
7. Become familiar with My.NMCC.EDU.
8. Develop a routine of checking NMCC e-mail at least once each day.

**When to See Your Advisor:**

1. For assistance with any problem or concern.
2. To select courses for the upcoming semester.
3. To add or drop courses.
4. To discuss academic progress.
5. To change a major.
6. To discuss career or educational decisions.
7. To discuss any problems which affect academic performance.

**ACADEMIC HONORS**

**Dean's List**

Students receiving a semester grade point average (GPA) of 3.2 and above are recognized by inclusion on the Dean's List. A grade of incomplete for any course(s) in a semester will disqualify a student from inclusion on the Dean's List.

Inclusion requires a student be enrolled full-time (12 or more graded credit hours in a given semester, not including pass/fail, transfer, audit, qualifying exam, or other prior learning credit), be matriculated in a program of study, and otherwise maintain satisfactory academic progress.

Part-time, matriculated students who complete at least six (6) but less than twelve (12) graded credit hours in a given semester (not including pass/fail, transfer, audit, qualifying exam, or other prior learning credit), are matriculated in a program of study, and otherwise maintain satisfactory academic progress are recognized by inclusion on the Part-time Students' Dean's List.

**Honors Designation**

Students graduating with a 3.5 or greater GPA are recognized in the commencement program and will wear a gold rope during the ceremony in honor of their achievement. Honors designation for commencement will be determined based upon prior completed semester's accumulative grade point average.

### **Phi Theta Kappa**

Students achieving a 3.5 or greater cumulative grade point average while matriculated in a program of study may be invited to join Phi Theta Kappa, an international honor society for two-year college students. To maintain enrollment, the student member's cumulative grade point average may not fall below 3.25. Members receive leadership skills developed through campus and community projects in addition to recognition throughout the year and at graduation among many other benefits.

### **ADD-DROP POLICY**

1. A student may add or drop a course during the first week of any semester without penalty.
2. A student may drop any course through the 12th week of the semester and receive a grade of WP or WF.

Note: Refunds of tuitions and fees will be 100% for the first 6 business days of a semester, 50% between 7 and 10 business days with no refunds after that date. For abbreviated semesters, the above drop policy and any associated refunds will apply for the proportional equivalent in time.

### **APPLICATION FOR DEGREE/REQUEST FOR GRADUATION FORM**

Students who plan to complete all graduation requirements during the 2017-2018 academic year should fill out a request for graduation form located on my.nmcc.edu. Students within six (6) credit hours of credential completion may participate in commencement activities.

### **ARTICULATION/TRANSFER TO A FOUR-YEAR INSTITUTION**

NMCC has articulation agreements for transfer with many colleges/ universities, including all of the campuses of the University of Maine System, Husson University, Thomas College, and all ACBSP accredited institutions, to name a few. Specific information is available from your advisor, from the office of the academic dean, or from student affairs.

For information regarding AdvantageU (a transfer program for liberal studies majors intending to transfer into a University of Maine System institution), contact Johna Lovely in the Student Support Services Office.

### **ATTENDANCE**

Class attendance is the student's responsibility. Regular attendance and punctuality at all classes are expected. Excessive absence may interfere with the successful completion of a course of study. To encourage students to accept their responsibility to attend class, the following policy is established: Class attendance is a matter between the instructor and the student. Instructors are obligated to announce and interpret a specific attendance policy for their classes at the beginning of the semester by way of their course syllabus. Faculty are encouraged to be considerate of students with special circumstances.

Excessive absences may interfere with successful completion of a course. Once a student violates the instructor's class attendance policy, the instructor may issue the student a grade of "AF"-Attendance Failure. This grade designation will be treated as an "F" in the calculation of the student's grade point average.

Students may appeal instructors' actions to the academic dean for review.

### **AUDIT Policy:**

Students may audit any course in the day or evening program provided space is available and they pay regular course costs.

**Procedure:**

1. A course audit application form, available from the Registrar's Office, must be completed by the student prior to the start of the class.
2. Students auditing courses will follow the same regulations as all other students in the class (attendance, Code of Conduct, etc.), however, audit students are not required to submit homework or exams.
3. The student's transcript will include the course with an AU in place of a grade. There will be no credit awarded.
4. Students may not change a course from credit to audit or vice versa after the Add/Drop period ends.

**BOOKSTORE**

Each student is required to provide at his/her expense all necessary textbooks, equipment and supplies. The bookstore has available all the books and supplies needed for courses. Other offerings include pens, pencils, notebooks, shirts, jackets, mugs and other collegiate items. A declining balance account may be established by contacting the college business office.

**Return Policy:**

1. The original sales slip is required for all books brought back for exchange or refund.
2. Refunds for textbooks are allowable any time during the Add/Drop period. Books purchased after that time will be refunded only if returned within five business days of the purchase date. Other merchandise may be returned for refund within ten business days of the purchase.
3. Any item returned for refund must be in the same condition as when purchased (i.e. cellophane cannot be broken). New books, if marked, cannot be returned.
4. Refunds will be made by the method of purchase. For example, books purchased with a credit card will be refunded using the same credit card. Additionally, if books were purchased by check, the student must wait five days from the date of the student's return of the book to receive a refund.
5. Any tools, notebook computers or electronic components will not be returnable once purchased.

**CAREER PLANNING AND INFORMATION**

Career planning and placement assistance is available from several sources at NMCC. The staff in student affairs, as well as individual instructors, are willing to help graduates find jobs in their field. Because of their job market knowledge and employer contacts, instructors are often excellent sources of assistance. Each spring, seniors benefit from a strong effort to help them secure employment.

The Student Support Services Office delivers information, workshops and assistance to aid students exploring career options and plans. We encourage students to consider careers that are non-traditional for their gender. Informational sessions are held annually on a wide-variety of job-search and career planning topics.

## **CHANGE IN MAJOR/AWARD TYPE**

Students select a major when they enter NMCC; however, some later decide to change their career goal.

### **Procedure:**

1. A student wishing to request a change of major must complete a change of major/award type form, which may be obtained from the Registrar's office or campus portal (my.nmcc.edu).
2. The student must have the form reviewed by the registrar and approved by the dean of students.
3. The registrar will notify all parties of the status of the request—approved or disapproved.

## **CLASSROOM GUESTS**

Safety and academic concerns require that any student wishing to bring a guest (including minor children) to class must have prior written approval from the instructor for that class. Minor children (under age 18) must be supervised by a parent or guardian at all times while on campus.

## **CURRICULUM**

The specific curriculum for the program you are matriculated under is located on your portal (My NMCC) account. You can track your academic progress and any changes that may occur in curriculum.

## **DEGREES**

Awards are presented for the successful completion of learning activities to a person achieving a preplanned set of educational and occupational objectives. Awards presented include: associate in applied science degree; associate in science degree; associate in arts degree; advanced certificate; and certificate. Requirements for these awards vary according to occupational area. See your advisor for specific requirements.

## **DIRECTED STUDY**

A directed study is the offering of a catalog course on an individual basis by an appropriate faculty member to a qualifying student. Directed studies are available only on a limited basis. A student who has completed a minimum of 30 credit hours with a cumulative average of 2.5 or more may be eligible for a maximum of 9 credits in approved directed study classes. A directed study may be approved for a program completion candidate when it is evident that the course will not be offered as a part of the regular semester curriculum, resulting in a postponement of completion of program which would ordinarily be completed in that term.

### **Procedure:**

1. Directed study application form must be fully completed by the student, and submitted to the Academic Dean's Office prior to the end of the semester's Add/Drop period.
2. No credit shall be given for any work unless prior approval had been granted and the application was processed according to item one (1).
3. A non-refundable fee of \$100, in addition to tuition and regular course fees, will be charged to the student for the directed study.

For more information, contact your academic advisor.

### **EARLY RELEASE FOR GRADUATING STUDENTS**

It is the policy of Northern Maine Community College to permit students to leave school prior to graduation in order to pursue full-time employment in their field of occupational or technical training.

#### **Procedure:**

1. A student wishing to request early release must do so in writing.
2. The student must have the written request approved by the department chairperson, instructor and the dean of students.
3. The dean of students will notify all parties of the status of the request - approved or not approved.

#### **Related Information:**

Early release is intended only for a student who has an offer of employment and the employer will not hold the position until graduation. Early release will normally be approved for the two-week period prior to graduation. Unusual conditions may allow up to a maximum of thirty days prior to graduation, but only with the approval of the academic dean or president.

If a student decides to leave prior to the completion of any other semester, he/she will be considered as withdrawing from college, and it will be indicated on the transcript as incomplete, withdrew prior to graduation.

### **EFFECTIVE CATALOG FOR GRADUATION REQUIREMENTS**

A new student must satisfy the graduation requirements as stated in the College catalog in effect the first semester of his/her attendance as a matriculated (enrolled) student. A student whose matriculation has expired forfeits the right to pursue an award according to the provisions of the original catalog and is bound instead by the catalog in effect for the first semester of attendance as a re-admitted student. A change to the current catalog requirements may be requested in writing and approved by the college registrar.

### **GRADE REPORTS**

Grade reports are available only via the student portal (*My.NMCC.EDU*) at the completion of each semester. See the computer information section of this handbook for more information.

### **GRADING SYSTEM**

Northern Maine Community College bases its grade point average (GPA) on a 4.00 grading scale.

<b><u>GRADE</u></b>	<b><u>QUALITY POINTS PER HOUR</u></b>	<b><u>OTHER GRADE SYMBOLS</u></b> <i>(Not Computed in Grade Point Average)</i>	
A	4.00	AP	Advanced Placement
A-	3.67	AU	Audit
AF(Attendance Failure)	0.00	AW	Administrative Withdrawal
B+	3.33	CE	Challenge Exam
B	3.00	CL	CLEP Exam
B-	2.67	CR	Credential Review

C+	2.33	E	(Pass/Fail) Failed
C	2.00	I	Incomplete
C-	1.67	ME	Military Experience
D+	1.33	NA	Never Attended
D	1.00	NG	No Grade
D-	0.67	P	(Pass/Fail) Passed
F	0.00	QT	Qualify via Tech Prep Articulation
		R	Course Retaken, Most Recent Grade Used in GPA
		*	Course Retaken
		T	Transfer
		W	Withdrew
		WE	Work Experience
		WF	Withdraw Failing
		WIP	Work in Progress
		WP	Withdraw Passing
		X	Exempt/Waived

1. A minimum grade point average of 2.0 is required to graduate with a certificate or associate degree from NMCC.
2. Academic warnings may be issued at mid-semester to any student whose performance has fallen below NMCC's academic standards.

**Repeat Courses:**

If a course is repeated, the latest grade stands and is calculated in the grade point average.

**Course Grade Appeal:**

The sole responsibility of evaluating student performance and of assigning course grades rests with the course instructor. Barring a grade change due to the miscalculation of a course grade or due to a successful appeal of a course grade by the student, all course grades are to be considered final. If a student believes that a final grade was unfairly derived (i.e., that the grade was determined utilizing criteria different from that for other students), the student may formally appeal that grade.

First, the student must contact the instructor in writing requesting clarification of the grade (e-mail correspondence is sufficient; however, the student must keep a copy of what was sent). The appeal process cannot proceed without verification that this communication has occurred. After clarification, if the student still wants to appeal the grade, he/she should contact the chairperson of the department for the course for which the grade was submitted in order to be advised on the appeals procedure.

**Academic Progress:**

A minimum grade point average of 2.0 is required to graduate with a certificate or associate degree from NMCC. This implies that any course grade below a C may put a student's graduation in jeopardy and/or indicates that the student's academic progress is in question. Further, satisfactory progress requires that a student must earn a minimum of a C (2.0) grade in each major course within his/her program of study. Major courses are identified in the college catalog.

The faculty has carefully developed each program of study to provide students with the opportunity to maximize their knowledge and skills. This achievement requires a substantial commitment to the learning process by the student. Students are expected to perform two hours of out of class work/study preparation for every one hour of class time. There are many campus resources available to aid students in their efforts toward academic success. These include tutorial services in the campus Academic Success Center, developmental studies classes and study skills workshops, class attendance requirements, academic warnings, and faculty assistance. Students are encouraged to contact their faculty advisor, the academic dean, and the dean of students or the Student Support Services staff for assistance or to discuss academic progress.

**Probation and Dismissal Policy:**

Students who do not earn a minimum 2.0 cumulative grade point average may be placed on academic probation or dismissed from the college.

**ACADEMIC PROBATION** signifies that a student is in serious academic jeopardy. A student on probation must remove grade deficiencies during the subsequent semester, or during summer session. Failure to do so may result in academic dismissal from the college. Students on academic probation are required to carry a reduced class load and may be restricted from participation in extracurricular activities.

Probation and dismissal standards are:

**Students in two year (4 semester) programs:**

**Cum. Credit Hrs.** *Cumulative GPAs Between These Ranges Result In:*

<b><u>Attempted</u></b>	<b><u>Probation</u></b>	<b><u>Dismissal</u></b>
12+*	1.25 to 1.75	1.249 or lower
30+	1.50 to 1.75	1.499 or lower
45+	1.75 to 1.99	1.749 or lower

**Students in one year (2 semesters) programs:**

**Cum. Credit Hrs.** *Cumulative GPAs Between These Ranges Result In:*

<b><u>Attempted</u></b>	<b><u>Probation</u></b>	<b><u>Dismissal</u></b>
12+*	1.50 to 1.99	1.499 or lower

*\*Students are not assessed for probationary or dismissal status until they have attempted 12 credit hours of graded study.*

A student on academic probation must achieve a cumulative grade point average sufficient to exceed the probationary standard or a semester grade point average of 2.0 during each subsequent probationary semester. Failure to achieve this standard will result in academic dismissal.

**ACADEMIC DISMISSAL:** Students who have been academically dismissed may appeal to the academic dean for reinstatement in a program for the following semester. They may request readmission to the college by reapplying not earlier than one semester after the date of dismissal. At the time of reapplication, the applicant must show positive evidence that he or she will achieve academic success if accepted into a program. Such evidence might include course completion with satisfactory grades, a positive employment experience, etc.

**ACADEMIC AMNESTY:** Students who have received failing grades in the past may appeal, in writing, to the academic dean for academic amnesty. Amnesty is the forfeiture of prior coursework below a 2.0 level. This request may be granted if there is a high probability of academic success. If amnesty is granted for a course, the course and its grade will remain on the student's transcript. The grade for the course however, will not be calculated in the student's GPA. Amnesty may only be granted to students who are currently enrolled or have completed the most recent semester with a semester GPA of 2.0 or higher. Academic Amnesty may only be granted once during a student's academic tenure.

**MID-TERM WARNINGS:**

In an effort to help students determine their academic success in a particular course, instructors issue a mid-term warning to students doing marginal or unsatisfactory work. Students may view their mid-term grades under the student tab at my.nmcc.edu. Students who have "U" – Unsatisfactory or "M" – Marginal grades are encouraged to contact their instructor so that the student can be advised on possible strategies for course success. During the student/faculty meeting, referrals may be made to various other campus resources, including: the Academic Success Center, Student Support Specialists, the Health Center and student academic advisors.

**ADVANCEMENT IN THE MAJOR PROGRAM OF STUDY:**

A minimum grade of 2.0 is required of all courses designated as major courses within the student's program of study. Students failing to achieve this standard will be unable to advance to the next higher-level class (if any) for which the sub-standard class grade is a prerequisite. The registrar will notify a student in writing that he/she has failed to meet the academic standard (2.0) for any major course. A student will be given additional opportunities to retake the major course(s), providing that there is space available and he/she is otherwise maintaining satisfactory academic progress. Students majoring in nursing and trade/technical programs may be allowed only one opportunity to retake a major subject. A student may request a waiver of the prerequisite from the higher-level class instructor or the affected department chair, the department chair of the student's major and the academic dean. In the event a student is permitted to advance to the next level he/she must repeat the course in which a grade of less than C (<2.0) was received in order to graduate.

A student not attaining grades of 2.0 or higher within the major program of study should seriously consider the appropriateness of the major. The student's academic advisor, respective faculty, advocate and other members of the student affairs staff are good resources for students to discuss their occupational interests and aptitudes.

**ACADEMIC RECORD CHANGES:**

Considerable care is taken to ensure that all course registration and grade information entered on a student's permanent record is accurate. The record is confirmed as being accurate if the student does not report a discrepancy to the registrar's office within one semester of the completion of the course.

**GRADUATION FEE**

A graduation fee must be paid by each candidate for graduation. The graduation fee is incurred and is non-refundable upon the student completing the Request for Graduation form. This fee is payable whether or not the candidate attends the commencement ceremony. There is only one official graduation ceremony each year. Some students do not meet all program requirements until after that date. However, if the student is within 6 credits of graduating, the student may attend the graduation ceremony but will not receive a signed diploma until the completion of the program requirements. When all transactions

between the school and the student are complete, the student will receive his/her diploma through the mail.

### **INCOMPLETE GRADE**

An instructor may issue the grade of incomplete when, in the instructor's opinion, extenuating or unusual circumstances prevent a student from completing the semester's work. The following conditions apply:

1. Since this is a temporary grade, all work must be made up as rapidly as possible, but no later than four weeks into the following semester.
2. The grade of F will be given for any incomplete not made up within the time limit. Faculty may grant an extension by writing the college Registrar and noting the extenuating circumstance.
3. All inquiries regarding the final disposition of an incomplete should be directed to the instructor involved.

### **INDEPENDENT STUDY**

A student with a cumulative GPA of 2.5 or higher may be eligible for a maximum of three (3) semester hours in an approved independent study. The objective of this study is for the student to conduct in-depth research on a topic or topics in his or her major occupational program. The student will have the opportunity to develop abilities as an independent learner. The following conditions apply:

1. An independent study project may carry 1, 2 or 3 credit hours;
2. A student may participate in independent study projects totaling no more than three (3) semester hours;
3. An independent study must carry the recommendation of the sponsoring instructor and the academic dean;
4. A list of project objectives and an evaluation process must be prepared by the student and the sponsoring instructor;
5. The sponsoring instructor will issue a grade upon the projects completion; and
6. The independent study will be completed during the semester or session of enrollment.

### **Requirements:**

1. A recommendation by the sponsoring instructor or Student Support Specialist that the student should pursue this course.
2. The student and sponsoring instructor will list the course objectives and the evaluation process.
3. The independent study form will be approved by the department chairperson prior to the beginning of the project.
4. The sponsoring instructor will be responsible for the awarding of a grade upon the project's completion.
5. The student must have 30 semester hours in his/her program of study before enrollment in the independent study.

### **Procedure:**

1. An independent study application form must be completed by the student, the affected faculty member and the student's advisor. It must then be submitted to the registrar's office prior to the end of a semester's Add/Drop period.
2. No credit shall be given for any work done unless prior approval had been granted and the application was processed according to

item one.

3. A non-refundable fee of \$100, in addition to tuition and any other regular course fees, will be charged to the student for each course taken as an independent study.

### **ACADEMIC SUCCESS CENTER**

The Academic Success Center is an academic support service designed to assist all students individually or in groups. The ASC staff works in conjunction with faculty to provide services and strategies to personalize, fortify, and enhance classroom instruction in order to promote academic success. The Academic Success Center offers a variety of services that are free and available to all NMCC students. Students may be referred by an instructor/Student Support specialist or seek these services themselves in order to obtain: feedback on a writing assignment, review for an exam, help with a homework assignment, supplemental instruction with instructors or peer tutors, improvement of study skills, or a location to study individually or in a group. Visit the ASC, located in the E. Perrin Edmunds Library, or the ASC web page for more information about these services.

### **E. Perrin Edmunds Library**

The library provides a welcoming and comfortable environment for students, faculty, and staff to meet, study, learn, and relax. Diverse resources are available to encourage academic investigation and personal growth. The physical and online collections and resources support the curriculum and mission of the college.

Other services include: wireless access, e-books, audiobooks, databases, interlibrary-loan, study carrels, group study rooms, and equipment loans. Information literacy instruction is provided throughout the year and research and reference assistance is available in person, online, and by appointment. A variety of events and workshops are offered during the academic year to provide learning opportunities outside of the classroom. All library events are free and open to campus and community members. The library webpage lists hours and additional information.

### **MATRICULATION POLICY**

Matriculation is the formal registration of a student into a program leading to a certificate or associate degree. A matriculated student is one who has met prescribed admission requirements and has been officially admitted to a program of study and has registered for a course in the curriculum. Matriculated students maintain their status for ten calendar years from the first semester of course registration at the college. A minimum of three credit hours of appropriate NMCC course work must be successfully completed each academic year or an application for re-admission must be filed with the admissions office. To maintain matriculation status under a given program, student must request a leave of absence from the dean of students for any semester during which he or she is not taking any classes.

### **MINIMUM RESIDENCY REQUIREMENT**

All programs (AA, AAS, AS, and certificate) require that a minimum of 25 percent of applicable coursework be completed at NMCC.

### **SECOND CREDENTIAL**

When a student enters NMCC, he or she chooses an occupational major with the expectation of receiving a degree or certificate in that area. As a student progresses through his or her program, the instructional staff encourages the student to broaden his/her background by taking electives in separate occupational programs. These opportunities allow the student to

broaden his or her area of expertise without compromising or changing his/her occupational goal or primary purpose in coming to NMCC.

The following apply:

1. If a student wants a second credential, then he or she must complete at least 15 credits beyond the requirements of the first program as well as complete all requirements for the second credential.
2. Students may be given permission to complete a second credential only if they are demonstrating satisfactory academic progress and if space is available. Opportunities for second credentials may be limited due to program demand.
3. Students will not be considered for a second degree until they have completed a minimum of 30 graded credit hours and are in good academic standing.

Students pursuing more than one major must have written approval from the dean of students as well as a reference from his or her current academic advisor.

### **PRIOR Learning Assessment**

Northern Maine Community College follows the standards for Prior Learning Assessment (PLA) as outlined in the Maine Community College System Prior Learning Assessment Standards document. Students may find that information on the Student Portal-Student Tab-Forms and Documents or from either the Student Services or the Academic Dean's Office.

### **STUDENT RECORDS/CONFIDENTIALITY**

NMCC believes that it is of paramount importance and in the best interest of all its members that confidentiality about personal information is maintained. NMCC is committed to safeguarding confidential information concerning its students from unauthorized disclosure. The Family Educational Rights and Privacy Act of 1974, as amended, provide the following rights for students attending NMCC:

1. The right of a student, with limitations, to inspect and review his or her educational records.
2. The right, with exceptions, to prevent disclosure to third parties of information from his or her educational records.
3. The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification to the dean of students within two weeks after publication of this notice. The term "Directory Information" includes (but is not limited to) a student's name, confirmation of enrollment, degree earned (if applicable), and major course of study.
4. The right to file a complaint with the U.S. Department of Education concerning the alleged failure of NMCC to comply with requirements of the Act.

### **SUPPORT SERVICES FOR STUDENTS IN ACADEMIC JEOPARDY**

Students who are on academic probation, or who have not met the minimum standard to advance in a major program of study, or who are in pre-probationary academic difficulty, are required to meet with a Student Support Specialist to develop a written plan for academic success. This plan may include a reduced course load, retaking courses, establishing a tutoring schedule, enrolling in a study skills class or workshop, reducing outside commitments, extending an expected graduation date, or participating in career counseling, etc. After this plan has been completed, the student will meet with the Student

Support Specialist regularly during the semester in order that his or her academic progress can be monitored.

### **TRANSCRIPTS**

Students requesting that a transcript be sent to a business or another college must sign a transcript release form. These forms are available in the student affairs office as well as on the college web site ([www.nmcc.edu](http://www.nmcc.edu)). Students requesting a transcript must do so in writing. Expedited transcript requests (processed within one working day of the request) will cost \$25 per request. Facsimile transmissions will cost \$10, and overnight delivery will cost \$75, in addition to the expedited transcript fee.

### **WITHDRAWAL FROM NMCC**

Any student withdrawing from NMCC is expected to complete an official withdrawal form which may be obtained from the office of the dean of students and complete an exit interview. When circumstances prevent this, the student or parents should write to the dean of students concerning the reason requiring the student to leave. The date of withdrawal will be the date the student signs the withdrawal form; A grade notation of AW (Administrative Withdrawal) will be indicated on a student's academic transcript for those students who have been involuntarily separated from the college (examples: disciplinary dismissal, non-payment of bills, lack of attendance, etc.).

## **SECTION III - FINANCIAL INFORMATION**

### **BUSINESS OFFICE**

All monetary transactions are handled through the business office. Payment for all bills, including tuition, assessed fees and room and board, is due and payable on or before registration day for each semester. Students with any outstanding bills will not be able to receive grades, transcripts or diplomas.

### **CHECK CASHING**

Students may cash checks at a local bank if an account exists with that bank or another affiliation (branch) in some other locality. It is recommended that in order to ensure a check will be cashed; an account should be opened in a local area bank.

### **FINANCIAL AID**

NMCC believes that limited financial resources should not stand in the way of academically qualified students and a college education. Financial aid in the form of grants, scholarships, loans and federal work study are available for qualified matriculated full-time and part-time students. Unless otherwise specified in writing, all financial aid awards will be credited directly to the student's college account.

A financial aid application package with detailed information is available from the financial aid office. All students are encouraged to apply for both financial aid and scholarships. Students experiencing financial difficulty during the semester should stop by the financial aid office; help may be available. Complete information is contained in the NMCC Financial Aid Policies and Procedures manual and other written regulations available in the Financial Aid Office.

### **Financial Aid Eligibility Standards**

Students must be matriculated in an academic major and maintain satisfactory academic progress (SAP) to be eligible to receive financial aid. Satisfactory academic progress for financial aid includes meeting or exceeding College grade point average requirements (qualitative measurement) and PACE (quantitative measurement).

Remedial and ESL courses are treated the same as non-remedial courses under both the qualitative and the quantitative tests for SAP. SAP policies are applied consistently whether the student is full-time or part-time.

Academic progress is assessed at the end of each academic term, as stated in this handbook. Additionally, students must earn a cumulative total of 67% of credits attempted each term (PACE). Students failing to earn 67% of credits attempted in a given semester and/or fail to meet College academic progress requirements will automatically be placed on **Financial Aid Warning**. Any student placed on Financial Aid Warning may receive Title IV aid for the subsequent payment period. Failure to reestablish SAP as assessed at the end of the subsequent term will result in the loss of Title IV aid.

In order to comply with the Satisfactory Academic Progress standards for financial aid, students must have a 2.0 cumulative grade point average (GPA) at the end of the equivalent of two full academic years (64 credits.)

Students in default on any Perkins (NDSL)/Stafford Loan or any other federal or state insured loans, or who owe a refund on a Pell Grant or SEOG, will be disqualified from subsequent aid until repayment or satisfactory arrangements have been made.

A student denied financial aid for any reason or who wishes to request a waiver of financial aid office policy has the right to file a written appeal which includes the basis on which the appeal is being filed, information explaining why SAP was not met, and what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. Appeals granted will cause the student to be placed on **Financial Aid Probation**. Students placed on Financial Aid Probation must reestablish SAP by the end of the term. Any student denied an appeal will be informed how to reestablish financial aid eligibility at the College.

A student who changes major or seeks a second credential must continue to earn 67% of attempted credits. A student who changes major or seeks a second credential may exceed 150% of the program length and be required to appeal. Appeals will be considered by the Dean of Students, and, if approved, SAP will be calculated based upon the remaining courses needed to complete the new major or both majors at the time of the appeal.

#### **150 Percent Rule - Maximum Time Frame Eligibility:**

The college utilizes credit hours as the measure for determining maximum time allowed for financial aid eligibility. In general, students must complete their program of study within 150% of the published length of the educational program in which they are matriculated. As a rule, credits earned through alternative delivery methods (such as work experience, articulation agreements, CLEP, etc.) will not be counted toward the credit hours attempted. A student must maintain satisfactory academic progress as determined by the college's grading policy.

Exceptions may be granted by the financial aid office, for cause, after a review initiated by student appeal of denial of aid. Student appeals must be timely, made directly to the financial aid office, and be limited to the unexpired portion of the student's program of study, inclusive of the semester in which the appeal is made.

#### **PELL GRANT LIFETIME ELIGIBILITY**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the

maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six year equivalent is 600%.

If your LEU (Lifetime eligibility used) equals or exceeds 600%, you may no longer receive Pell Grant funding. Similarly, if your LEU is greater than 500% but less than 600%, while you will be eligible for a Pell Grant for the next award year, you will not be able to receive a full scheduled award.

### **INSURANCE**

NMCC and the State of Maine do not carry insurance for students for fire, theft, accident or illness. Students should be sure that they are covered under either a parent's homeowner's policy or some type of policy of their own. While the College takes precautions to prevent such incidents, NMCC will not be responsible for any student claims.

### **PREPAYMENT**

A prepayment is due to the business office for all students. In order to ensure housing and classroom space, a prepayment must be made.

Prepayments are non-refundable after May 1<sup>st</sup> of each year.

### **REFUNDS**

Students terminating enrollment at NMCC before the completion of any given semester are entitled to a refund of tuition, and room and board, based on the date official notification is given the college or the last date of attendance, whichever is latest. The refund will be based on the current policy of the Maine Community College System.

The financial aid award is based upon the expectation that a student will complete the entire period for which aid is awarded. **Students withdrawing from college before the term completes are subject to the pro-rata refund policy and may be obligated to repay disbursed financial aid.** The total refund amount is calculated on a pro-rata basis through 60 percent of the payment period (payment period is the semester of enrollment).

The period of enrollment will be based on calendar days. Scheduled breaks of five consecutive days or longer will be excluded from the calculation, based on the regulations set forth by the Higher Education Amendments of 1998 (HEA98).

Students who feel that individual circumstances warrant exceptions from the published policy may appeal using the Withdrawal & Tuition Refund Appeal process, as found on the student portal.

Board charges are refundable in full prior to the first day of residence or first day of class, whichever comes first. For official withdrawal after the first day of residence/class, see the housing section of this handbook.

Students withdrawing from NMCC are required to complete a withdrawal form.

### **CREDIT BALANCE POLICY**

Payment of student credit balances will be made to students no earlier than the day following the completion of four weeks of classes of each semester\*. In order to receive the refund, students are responsible for the completion of all financial aid documents, and the clearance of any office hold on their accounts. Checks will be mailed to the student's legal home address as designated on their profile.

*\*First time federal student loan borrowers must be in attendance a minimum of 30 calendar days in the semester in which they receive their first student loan before any loan proceeds may be disbursed to them.*

### **EMERGENCY LOAN FUND**

A fund has been established for the purpose of making emergency loans to students in need of financial assistance. An application form and promissory note may be obtained from student affairs. There is normally a two to four day waiting period for a loan to be processed. The loans must be repaid within 30 days.

## **SECTION IV - COLLEGE COMPUTER INFORMATION**

### **AVAILABLE ON CAMPUS**

- ❖ Campus-wide fiber optic network
- ❖ High speed Internet access (on campus) and email access for all full-time, part-time and resident students
- ❖ Computers, tablets and other devices via the NMCC Library
- ❖ Campus-wide wireless access
- ❖ College resource sharing with personal computers (Wi-Fi, printers, projectors, etc.)

### **INFORMATION TECHNOLOGY SUPPORT**

The Information Technology Office can be found just off the main lobby of the A.K. Christie Building. General support hours are daily from 8:00 AM to 4:00 PM, Monday – Friday.

To report problems with hardware and/or software, please use the college's information portal at <https://my.nmcc.edu> (*My NMCC*)

### **HAVING COMPUTER PROBLEMS?**

Students having computer/printer problems or difficulties logging into the network should go to the Information Technology Office to report the problem and to receive technical (*not tutorial*) assistance.

### **RELEASE OF INFORMATION**

Due to the highly confidential information available to those with network access, it is the policy of the NMCC IT Office to verify a person's identity before releasing secure information. Users will be asked to present a valid photo ID to receive information such as network or email login credentials. Information will not be given over the phone, by email or to parties requesting it on a user's behalf.

In addition, this information can only be given to the user in one of three ways:

1. In person at the NMCC Main Campus in the Information Technology office;
2. By regular mail, to the address maintained on file in the Registration office;
3. Through an Off-Campus Center Director who will be bound by the same conditions above.

### **COLLEGE INFORMATION RESOURCES POLICIES**

The Information Technology Office maintains the most recent version of Information Resource policies online using the IT-Facilities tab of the information portal (*My NMCC*).

Please see the online 'Policies' section for the current:

- Information Technology Usage and Support Policy
- Northern Maine Community College Acceptable Use Policy

- Maine Community College System Acceptable Use Policy

### **NOTEBOOK PURCHASING PROGRAM**

All students are recommended to have a notebook-type computer with wireless internet capability. The computers offered will meet or exceed the college's defined minimum system requirement specifications. All orders will be approved by the Director of Finance and placed by the Bookstore Manager. More information on this program can be obtained by contacting the Bookstore Manager.

### **STUDENT PORTAL – MY NMCC**

The NMCC portal (*My NMCC*) is a secure, password-protected Web-based resource that will allow a student to access private information pertaining to her/his academic career. Among other things, this resource will allow a student to review his/her:

- Account information
- Book list
- Class schedule
- Course needs analysis
- Financial Aid information
- Grades
- Personal profile data

Because of the highly sensitive nature of this information, when a student has finished accessing his/her information, she/he should always leave the portal by clicking the "Logoff" link at the top of his/her home page.

### **WIRELESS NETWORK**

All personal computers (including those belonging to resident students, staff or others) that are not the property of the College are provided the ability to access a limited portion of the campus network by utilizing the campus wireless network. The computer(s) must meet the minimum system requirements and be able to authenticate with an NMCC provided network account. More information on this can be found on the College's information technology Web site. The wireless network covers the majority of the campus, including classrooms, the dining commons, and residential life facilities.

### **STUDENT EMAIL ACCOUNTS**

Students will have an email account created for them once they have enrolled in credit-bearing classes. This account will be used as the primary means of communication for most correspondence from the college faculty, administrators and staff.

***All students are encouraged to check their portal information (My NMCC) and college e-mail account frequently for important messages from faculty, administrators and staff.***

### **RAVE ALERT**

Rave alert is the college's emergency notification system and has the capability to send email, voice messages and text messages to the campus community. Students must keep their contact information up-to-date via the web-based contact management system in order to ensure they receive current messages. These messages will include weather cancellations, class cancellations and non-fire safety & health emergencies.

More information can be found on the student's *My NMCC* page or by visiting the Information Technology Office.

**TEXT Notifications** – Enable text messages from the College by registering your cell phone number on the [Students] tab on *MyNMCC.edu*.

## **SECTION V - GENERAL INFORMATION**

### **ACCESSIBILITY**

Facilities at NMCC are designed to be accessible by persons with disabilities. The college is committed to providing, whenever possible, equal opportunities to all students, and visitors including assessment of and modifications to facilities and programs to accommodate individual needs. Inquiries should be directed to the director of Student Support Services at 768-2747. Please refer to the Campus Portal for specific policy and guidelines for requesting accommodations.

## **AFFIRMATIVE ACTION GRIEVANCE PROCEDURE**

### **I. Report of Complaint**

#### **A. Where to Report**

Any person who believes that he or she has been discriminated against or harassed ("complainant") must make a timely report to the College's Non-Discrimination/Affirmative Action (ND/AA) Officer as set forth herein. The ND/AA Officer may be contacted in the college's Student Affairs area on the first floor of the Christie Building. She may also be reached by phone at 768-2791 or by e-mail at bharris@nmcc.edu.

If the ND/AA Officer is the person alleged to have discriminated against or sexually harassed, the complainant should report the complaint to the College President. The President will then assign a person other than the ND/AA Officer to investigate the complaint. The College President may be contacted on the third floor of the Martin Building, or he may be reached at 768-2807 or at tcrowley@nmcc.edu.

If the College President is the person alleged to have discriminated against or harassed, the role of the College President in this procedure will be executed by the MCCC Director of Human Resources, who may be contacted at 323 State Street, Augusta, Maine, 04330; ph: 207-629-4000, or that Director's designee.

#### **B. When to Report**

A complainant should report their complaint as soon as possible after the first date of the alleged discrimination or harassment, and must report, if at all, not later than 180 calendar days after the last date of the alleged discrimination or harassment.

### **C. How to Report**

A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment ("respondent"), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee's knowledge of that complaint.

The College cannot take complaints "off the record." Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint.

A report filed under this Procedure will not be deemed to be a "grievance" under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

### **D. Disability Accommodation Complaints**

A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer. The College's ADA or Disability Coordinator may be contacted in the Student Support Services Office on the first floor of the Christie Building, or by phoning 768-2747 or e-mailing [tnelson@nmcc.edu](mailto:tnelson@nmcc.edu).

## **II. Investigation of Complaints**

The following procedures apply to the investigation of discrimination and harassment complaints. In some instances, the College President or MCCS Director of Human Resources may authorize a qualified person other than the ND/AA Officer to conduct the investigation and/or act upon its findings, which person shall then assume the ND/AA's duties as designated.

### **A. Informal Procedure**

The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent. If the parties agree to use this Informal Procedure, such Procedure will be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and

provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise successful, the ND/AA Officer will use the following Formal Procedure.

## **B. Formal Procedure**

The Formal Procedure, if used, will be completed within 60 calendar days of the ND/AA Officer receipt of a complaint under this Procedure.

### **1. Within 10 working days of receiving the complaint**

The ND/AA Officer will meet with the complainant to discuss the complaint; provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement; begin to collect evidence and arrange interviews of witnesses; and interview the respondent.

### **2. Within 5 working days of completing the investigation**

An investigation is complete when the pertinent supervisor and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Student and employee privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.

### **3. Extension and Coordination of Above Timeframes**

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. In addition, this Formal Procedure must be applied as consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective bargaining agreements. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

## **C. Interim Steps**

While a complaint is under review, the ND/AA Officer may

recommend to the appropriate supervising authority at the College that such authority take, consistent with the applicable procedures and standards set forth in the College's Student Code of Conduct and/or any employment policy or agreement, any appropriate or necessary interim action such as removing the complainant from contact with the respondent.

**D. Limit on Confidentiality**

The College may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

**III. Action upon Findings from the Investigation**

If the College determines that it will take disciplinary or other responsive action as a result of its investigation that action will be taken without undue delay as follows.

**A. Action Against a Student**

To implement discipline or other action in response to complaints against a student, the College will use the MCCS Student Code of Conduct.

**B. Action Against an Employee**

To implement discipline or other action in response to complaints against an employee, the College will use the applicable collective bargaining agreement or other pertinent employment policy.

**C. Action Against Others**

To implement discipline or other action in response to complaints against a contractor or other party, the College will consult with the College President.

**D. Action to Address Disability Accommodations**

To address the College's provision of disability accommodation, the College will follow its pertinent ADA or Disability Services protocol.

**IV. Appeals of College Response to Complaint**

Any appeals from action taken under Section 7.3 above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply.

Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision ("appellant") may appeal to the College President (or to the MCCS Director of Human Resources if the College President is the respondent to the complaint; see Section 7.1.1.). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President's decision on the appeal. Such timeframes may be

extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

#### **V. External Complaint Procedures**

In addition to, or in place of, filing a complaint through this procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College's education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, phone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>.

#### **VI. Retaliation**

Retaliation against any person who in good faith either files a discrimination or harassment complaint or otherwise participates in the complaint process is a violation of law and MCCS policy. Complaints alleging retaliation of any kind shall be reported immediately to the ND/AA Officer as set forth in Section 7.1.

#### **VII. Other Provisions**

##### **A. Communication with Disabled Persons**

In implementing this Procedure, the College must communicate with a complainant who has a disability in a format accessible to the complainant.

##### **B. Record Retention**

Unless otherwise directed by the MCCS Human Resources Director or MCCS General Counsel, the AA/ND College will retain a record of all information, complaints, decisions, appeals and responses handled under this Procedure for at least three (3) years.

##### **C. Interpretation of this Procedure**

This Procedure intends to make as clear and consistent as practical the College's best practices in complying with state and federal laws. This Procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

## **ATHLETICS**

### **Athletic and Recreational Facilities:**

Athletic/Recreational facilities are available for student use.

### **Intramurals:**

NMCC promotes leadership and physical fitness through intramural competition. A variety of sports and competitions are available to suit a wide variety of interests.

### **Intercollegiate Athletics:**

At this time, NMCC does not sponsor any intercollegiate sports.

## **THE SMITH WELLNESS CENTER**

The Smith Wellness Center is designed to support your personal wellness. This 10,000 square-foot facility is fully staffed and equipped with state of the art equipment: including seventeen (17) *Life Fitness* cardio units with individual LCD screens with various interactive apps for use during cardio workouts. The types of equipment include:

Treadmills

Upright & Recumbent Bikes

Cross Trainers (Elliptical)

Concept II Rower

The Center has professional staff (including 2 certified personal trainers) providing students with initial orientation and training for proper/safe use of equipment. A wide variety of *Life Fitness & Hammer Strength* exercise and strength-training equipment is available as well as a fully equipped free weight training area.

There is a group exercise/activity area in a separate (wall divided) area where group exercise and educational activities lead by certified trainers and instructors in various classes in such activities as Yoga, Zumba, Spin Class, and Core strength-training classes take place. The Center provides other educational and informational sessions on a wide variety of health related topics and issues.

The Smith Wellness Center features an open, naturally lit design offering high quality, user-friendly strength-training machines.

Please check with Center staff for information on Smith Wellness Center operational hours.

## **BULLETIN BOARDS**

Student bulletin boards are located adjacent to the College Store and other locations across the campus. If you have items you would like posted, contact your Student Senate Representative or anyone in Student Affairs.

## **NMCC CRIME STATISTICS – Clery Report**

### Criminal Offenses – On campus

Total occurrences <u>On campus</u>			
Crime	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	N/A	<u>N/A</u>
d. Rape	N/A	0	0
e. Fondling	N/A	0	0
f. Sex offenses – non-forcible	0	N/A	<u>N/A</u>
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft <i>(Does not include theft from a motor vehicle)</i>	0	2	0
g. Arson	1	0	0

N/A = Statistical Reporting changed effective 2015 report

### VAWA Offenses – On Campus

Crime	2013	2014	2015
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	1	0

### Arrests – On Campus

**Arrest (Definition):** Persons processed by arrest, citation or summons.

Crime	2013	2014	2015
a. Weapons; carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	0

### Disciplinary Actions – On Campus

Crime	2013	2014	2015
a. Weapons; carrying, possessing, etc.	1	0	2
b. Drug abuse violations	3	0	1
c. Liquor law violations	9	10	5

**\* For more details and definitions of crimes reported, please go to: [ope.ed.gov/security](http://ope.ed.gov/security)**

### Campus Crime Awareness/Security Report

A safe school is everyone's responsibility. Each student and employee should follow security policies and procedures to ensure the safest possible environment. Programs occur throughout the year that help attendees become more aware of crime and, more importantly, how to help prevent it. Programs on topics such as acquaintance/date rape, operating under the influence (OUI), and alcohol and drug education occur on campus. Programs regarding self-defense, women's issues, harassment, preventing theft in the dorm and others also occur on campus. All members of the campus community are encouraged to attend; look for notices in the weekly newsletter and on campus bulletin boards.

Adding significantly to the campus' overall sense of security is the college security department. While empowered to control and/or apprehend individuals violating laws or policies governing the safety of individuals on campus, the NMCC Security staff works closely and cooperatively with the Presque Isle Police and Fire Departments.

While NMCC strives to maintain a safe and secure environment, students and employees must know how to act and who to call in an emergency situation. All emergencies may be reported to 911 or (9-911 from college office phones). If you are uncertain whether to call 911, contact Campus Security at (207) **551-5765**.

Campus residents uncertain if an issue rises to emergency status are encouraged to call Campus Security (207) **551-5765** or to contact any Residential Life staff member. The **Residential Life Office** is located on the first floor of Andrews Hall; the telephone number is (207)**768-2797**.

Students who have received a **Temporary or Permanent Order(s) for Protection from Abuse or Harassment** must disclose the existence of the Order to the Dean of Students or campus security office. This is especially important when the named defendant on the Order is not to have contact with the victim at the victim's place of employment or study.

**ALL EMERGENCIES (fire, police, ambulance): 911**  
(9-911 from a campus phone)

Specific policies regarding conduct are found in this handbook, the catalog, Faculty & Staff Handbook, housing agreement, the MCCS Policy & Procedure Manual, alcohol and drug flyer, sexual harassment brochure and on *my.nmcc.edu*. For more information, contact the student affairs office or see the security information section of the college web site (NMCC.edu).

**STUDENT SUPPORT SERVICES**

Student Support Services is offered to students through the student affairs office. Services available include: academic counseling, personal counseling, student advocacy, coordination of related support services, and referrals to other service providers. In addition the Student Support Specialists follow a proactive advising model which helps anticipate problem areas prior to the issues becoming insurmountable. Student Support Specialists routinely reach out to students on a variety of issues.

**TRIO/Student Support Services Program:**

The TRIO Student Support Services program is federally funded and offers a wide range of services to eligible students. In order to participate in this program, a student must have low-income status (as defined by federal guidelines), or be a first-generation college student, or have a disability. Academic, personal and career counseling, assistance with the financial aid process; job search and job placement workshops; and transfer counseling are among the services provided to program participants. Enrollment is limited. For more information, contact 768-2747.

**COUNSELING (OFF CAMPUS)**

Aroostook Mental Health Center  
1 Edgemont Drive  
Presque Isle, Maine 04769  
764-3319

Emergency Service Help Line  
Aroostook Mental Health Ctr.  
1 Edgemont Drive  
Presque Isle, Maine 04769  
762-4851 or 1-800-432-7805

Life by Design

(Also available for on campus appointments)  
147 Academy Street  
Presque Isle, ME 04769  
764-6825

### **PREGNANCY COUNSELING**

Wondering if you, or your girlfriend, may be pregnant? If you need information, advice or just someone to talk to, there are several people on and off campus willing and able to listen to you.

NMCC Health Center	768-2804
Diocesan Bureau of Human Relations Services	498-2575
Health and Welfare	498-8151
NMCC Student Support Specialist	768-2747

Director of Residential Life, Health Center staff, and your RAs.

### **DINING FACILITIES AND POLICIES**

#### **A. Meal Plans**

Resident students are required to purchase a **19, 14 or 12-meal plan** for use in Reed Commons. When the meal plan is purchased, the student ID card is automatically validated for use in the Commons. The student's ID card must be presented before every meal. The meal plan cannot be transferred, and missed meals are non-refundable. Commuters and staff may purchase meals on a daily, per meal basis or set up a declining balance account.

The College Store also offers beverages, food and snacks.

#### **B. Bag Lunches**

Students who must miss a meal in the Commons for academic reasons may obtain a bag lunch by notifying the director of housing and residential life at least 24 hours in advance. Bag lunches include two sandwiches, two beverages, pastry, chips and fruit.

#### **C. Sick Trays**

Students with short-term illnesses who are registered under a meal plan may obtain a sick tray from the Commons. A written food order must be sent to the food service manager and must be made through the residential life staff.

#### **D. Health and Safety Standard**

Shoes, shirts and appropriate clothing must be worn at all times. Pets are not allowed anywhere on campus, including Reed Commons.

#### **E. Theft**

Theft removal and/or borrowing of the Reed Commons' food, supplies and furnishings as well as property are not allowed.

#### **F. Declining Balance Account**

Non-resident students may choose to deposit money in a declining balance account. Doing this allows the student to purchase food and beverages in the dining commons or the college store by presenting a student ID card. This eliminates the need to carry cash. Money is deposited prior to use; credit is not extended.

## **G. Weekend Meals**

Resident hall students remaining on campus are required to register for weekend meals no later than Friday noon. This is to assure that the food service staff can plan how much food to prepare each weekend.

### **MEAL SCHEDULE FOR RESIDENT HALL STUDENTS**

	MONDAY thru FRIDAY
Breakfast	7:00 a.m. - 9:30 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Dinner	4:30 p.m. - 6:00 p.m.

  

	WEEKEND MEALS
Brunch	10:30 a.m. - 12:00 p.m.
Dinner	4:30 p.m. - 6:00 p.m.

## **EMERGENCY PHONE NUMBERS**

<u>All Emergencies</u>	911 ( <i>9-911 on campus phones</i> )
<i>Including the Presque Isle Fire Department, Presque Isle City Police, and Crown Ambulance Service</i>	
The Aroostook Medical Center	768-4100
Poison Control Center	1-800-442-6305
State Police	1-800-924-2261
Aroostook Mental Health Center	762-4851
Campus Security	551-5765

## **ENTERTAINMENT AND RECREATION**

### **On Campus:**

The Student Senate and residential life staff plan and offer many varied activities, programs and events to the NMCC community. Some of these activities are group-oriented and include recreational, social, educational and athletic activities.

Feeling like there is "nothing to do?" Entertain yourself! Residential life staff have supplies which you can sign out, including cards and board games (cribbage, backgammon, checkers, etc.), or they can refer you to other activities. The College regularly communicates both campus and off-campus events via email, flyers, calendars and bulletin boards. All activities are posted on the student activities calendar on the portal.

## **EXTRACURRICULAR ACTIVITIES**

If you have a hobby or an interest in an activity and you'd like to find others who share that interest, ask an RA to help you call a meeting of others who may be interested. Try organizing an outing club trip to Katahdin or a ski trip for a weekend. You show the interest and we'll help you put it together!

## **HEALTH SERVICES/NMCC HEALTH CENTER**

The Health Center is located in Akeley Student Center. A nurse practitioner is available for walk-in traffic or by appointment (768-2804). Scheduled hours are Monday - Friday, 8am - 1pm when school is in session. Should the Health Center be closed due to illness, or some other unforeseen circumstance, students should seek emergency care at The Aroostook Medical Center. The college will not assume any financial responsibility for any student's medical costs regardless of whether or not the Health Center is closed during scheduled hours.

Students can stop in for pamphlets on all kinds of medical subjects, to have questions answered or to make appointments for examinations. Services available include: physical exams, pap smears, breast exams, sexually transmitted disease (STD) testing and treatment, lab tests, and treatment for routine health concerns such as: strep throat, cholesterol, mononucleosis, pregnancy and tuberculosis. Information and immunizations are given for measles, German measles and tetanus/diphtheria. Birth control counseling and materials are available at the Health Center, as is personal counseling.

For emergency medical treatment or in case of an accident, students should go to The Aroostook Medical Center's emergency room immediately. Crown Ambulance Service may be contacted by calling 768-4386. If you are a campus resident, your resident assistant or resident director is always available for assistance. Students needing medical assistance any time the campus Health Center is not open should also seek assistance at The Aroostook Medical Center or from their own physician.

### **MOTOR VEHICLES/PARKING POLICY**

Students and employees have the privilege of using a vehicle on campus. Established rules and regulations assure the safety of individuals, help prevent congestion, and protect private and state property.

1. All employees and students full and part-time and Wellness Center patrons must register their motor vehicles, including state-registered motorcycles, with the security office and obtain a current vehicle permit.
2. Vehicle permits must be affixed to the rear left side of vehicles.
3. All off-road motor vehicles domiciled at NMCC or routinely brought on campus must have a vehicle permit. Off-road vehicles such as snowmobiles, motorcycles not registered with the state and four wheel sports machines are not allowed on campus public ways. They must be parked in designated parking areas.
4. No vehicle may be operated on campus public ways if such operation is in violation of any state or local municipal law or ordinance.
5. The speed limit on campus is fifteen (15) miles per hour.
6. All warning and stop signs must be obeyed.
7. Vehicles displaying no vehicle permit will be ticketed and the appropriate fine assessed.
8. Vehicle permits are labeled and color-coded to indicate the following: *Commuter, Resident, Employee.*
9. Parking lots are color coded as commuter, resident, employee, and general purpose. Students residing on campus must park in designated RESIDENT parking areas, and commuting students must park in designated COMMUTER parking areas. Any vehicles may park in the general purpose parking lots. All vehicles parked on campus must have a valid registration or have a shop work order placed on the dash. Shop work orders are issued by shop instructors. Vehicles without a valid registration or a shop work order will be towed at the owner's expense. Vehicles parked inappropriately will be ticketed and the appropriate fine assessed. Inappropriate parking will include, but not be limited to parking in the wrong lot for permit, parking incorrectly in parking space, on a lawn, blocking dumpster, on a walkway and parking in other than an approved parking lot. If the vehicle is blocking a walkway

driveway, garage door or other area identified by Security, that vehicle may be towed at the owner's expense without notice. Tickets may be waived by the Security Officer who wrote the Ticket, the Security Manager or the Director of Physical Plant and Technology. Appeals may be submitted to the Campus Discipline committee.

10. Any person using campus parking areas is expected to cooperate during periods of snow removal by moving his/her vehicle promptly when requested. Resident students should adhere to regulations affecting snow removal in resident hall parking areas.
11. Motor vehicles using parking areas shall be in operating condition at all times. Owners of vehicles not in operating condition must make arrangements with the maintenance department.
12. Motor vehicles are not to be left on campus during vacation periods unless advance arrangements are made with the supervisor of buildings and grounds.
13. Resident students absent from campus without their vehicle must make arrangements with the director of residential life to have the vehicle moved in case of an emergency.
14. Excessive noise by a driver or occupant of an automobile, or otherwise operating in a manner that is dangerous or a discredit to the college, is prohibited.
15. Violation of any vehicle parking and operation regulations at NMCC will result in vehicles being ticketed and the following fines: **1st offense** - \$5.00; **2nd offense** - \$15.00; **3rd offense** - \$25.00; **4th offense** - \$50.00 and loss of campus driving privilege. Additional offense may result in the vehicle being towed at the owner's expense.  
**The Presque Isle Police Department enforces all Handicap parking Violations on campus. NMCC Security Officers enforce all campus parking violations.**
16. All fines for campus tickets are to be paid at the business office within 10 business days after issuance. After the 10 day period, the fine will be added to the individual's account and an additional \$5 collection fee charged.
17. Vehicles must be parked in designated areas only. Vehicles parked otherwise or blocking the flow of traffic may be towed at owner's expense.
18. Vehicles parked in handicapped parking areas must display a valid handicapped license plate or other official indicator. The PIPD enforces parking on campus and will issue tickets to violators of the municipal/state handicapped parking policy.
19. Any published college code or policy, such as the Student Code of Conduct, may require additional sanctions for violations of certain components of these regulations.

*This policy applies to all students, day or evening, full- or part-time, credit and non-credit. It applies to all employees, day or evening, full- or part-time, and any contract employee or independent contractor employed by NMCC.*

#### **ATV/Snowmobile Registration & Use:**

Safe operation of recreational vehicles is of primary importance. All laws, rules and regulations must be adhered to. Use of recreational vehicles on campus requires prior registration with the college; see either the business office or campus security. Failure to operate a vehicle in a prudent manner will result in the loss of operating privileges.

Recreational vehicles are not to be operated on any campus roadway, walkway, parking lot or other thoroughfare. Use of recreational vehicles on campus is restricted to designated areas away from campus buildings, including campus residences. Any damage caused by vehicles to lawns, shrubbery, etc. will be assessed to the operator. Parking of recreational vehicles is to be adjacent to or in designated parking lots.

### **POLICE**

The Presque Isle Police Department is located on North Street. The phone number is (207) 764-4476.

### **SEXUAL HARASSMENT**

Sexual harassment by or of employees and students is a violation of law and policies of the Maine Community College System and NMCC. Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made expressly or implicitly a term or condition of the student's educational benefits, *or*
2. submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the student, *or*
3. such conduct has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational or living environment;

*AND*

1. such conduct or behavior has been known by the actor to be unwelcome, harmful or offensive, *or*
2. a person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome.

Students who believe that they have been victims of sexual harassment are strongly encouraged to report their complaints as soon as possible to either Betsy Harris or Tom Richard. Mrs. Harris' office is located in the student affairs area on the first floor of the Christie Building, and her phone number is 768-2791. Mr. Richard's office is located in the Smith Wellness Center, and his number is 760-1130. If you are not sure whether you have been sexually harassed, please contact either Mrs. Harris or Mr. Richard, or consult the Sexual Harassment pamphlet provided by the college. Copies of this pamphlet can be obtained from the student affairs office.

Students may also file sexual harassment charges with the Maine Human Rights Commission within six (6) months of the alleged incident. The Commission is located at 51 State House Station, Augusta, Maine 04333-0051, or telephone (207) 624-6050.

The Student Code of Conduct will govern sexual harassment complaints against students. Employee procedures will govern sexual harassment complaints against employees. Please consult the Student Code of Conduct and/or Mr. Richard or Mrs. Harris regarding questions about the Student Code of Conduct or regarding procedures for allegations against college employees. Any allegation will be protected against retaliation.

## **SMOKING POLICY**

NMCC is a tobacco-free campus. As such, the use of all tobacco products is prohibited. Smoking cessation programs are available, free of charge, via the college Health Center, or the Maine Tobacco Helpline at 1-800-207-1230.

## **SUBSTANCE ABUSE POLICY**

MCCS policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and treatment. Accordingly, each campus and the System Office have designated an individual to assist employees and students who seek referral for a substance abuse problem. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The MCCS will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

## **SNOW DAYS**

In the unlikely event the college is closed due to inclement weather or other condition, announcements will be posted on the campus Web-site and portal. Closure announcements will also be made on via the **NMCC RAVE Alert System** as well as local TV and radio stations

## **SNOW REMOVAL**

In order to be assured of coordinated snow removal operations that will provide necessary accessibility to resident hall parking areas, all vehicle owners must do their part in following the outlined procedure:

1. By 12:00 noon following any major snowstorm, all residents with vehicles in a resident parking area must move it to another designated area to enable snow removal to proceed.
2. Vehicle owners who are not on campus should make arrangements for moving vehicle(s).
3. Vehicles with no owner present will be moved by towing (at owner's expense) to enable the snow removal to proceed.
4. Students should return vehicles to resident hall parking areas as soon as possible after parking areas are cleaned of snow.
5. Vehicles parked along streets and other "no parking" areas will be towed away at the owner's expense when necessary to facilitate snow removal.

## **STUDENT GRIEVANCE PROCEDURE**

Students who have a grievance or complaint regarding an abridgement of rights have recourse to a student grievance procedure. In case of physical assault or sexual harassment (as defined by Maine law), the process for filing complaints is outlined in the student handbook. Students questioning their assigned grades can appeal that grade through the academic dean. The affirmative action officer for NMCC is identified in the student handbook and elsewhere. A student in doubt about the proper procedure for filing a complaint or grievance should seek direction from the affirmative action officer.

## **STUDENT ID CARDS**

ID cards are issued to all students. This card enables access to the library, residence halls, and college events. Other discounts are available across the community. Replacement fee is \$25.

### **STUDENT SENATE**

The Student Senate is the official student voice on campus. As such, the greater the participation within the Senate, the greater the greater its voice is in matters of importance to students. All students are encouraged to attend Senate meetings.

### **TRANSPORTATION**

Clinical training activities or on-the-job training activities require that the student be responsible for transportation to and from the training/work site.

### **VOTING**

Students are urged to exercise voter rights. You may register absentee with your home voter registration board or with the board of the city of Presque Isle. Transportation to the polls is often provided.

## **SECTION VI - STUDENT CODE OF CONDUCT**

### **I. Purpose of Code**

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community. This Code applies *in addition* to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

### **II. Persons Governed by Code**

This Code applies to persons who are students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

### **III. Conduct Governed by Code**

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

#### **A. Fraudulent conduct**, which includes, but is not limited to:

1) Supplying or assisting false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; false information to College personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records. Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant to the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

#### **B. Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to:

1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety of one's self or others.

#### **C. Improper use of property**, which includes but is not limited to: 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

#### **D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1)

interference with interruptions of classes and other college activities; 2) failure to comply with a sanction imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) assistance in the violation of any of the provisions of the Code; 6) acts of discrimination in violation of College or System policy and/or 7) conduct prohibited by law, College or System policy.

#### **IV. Sanctions for Code Violations**

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) revocation of admission or a degree; 12) withholding a degree; and/or 13) any other action as the College deems appropriate. The Dean may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to a person or property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the President.

#### **V. Procedure**

##### **A. General**

In applying the provisions of this Code, M CCS accords students the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of "more probable than not"); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college's expense.

##### **B. Stage One**

The College Dean of Students ("Dean") and/or Disciplinary Officer ("Officer") (collectively "Investigator") shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed. The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator's findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator's decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The

Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

### **C. Stage Two**

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer's decision either to dismiss or impose a relatively low sanction in the case.

#### **1. Request**

A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator's written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

#### **2. Committee**

A Stage Two proceeding shall be heard by a Disciplinary Committee ("Committee") which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

#### **3. Hearing**

After receiving the student's request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position. All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The committee is not bound by court rules of evidence or procedure.

#### **4. Decision**

The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

### **D. Stage Three**

A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a

relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

#### **VI. Notice and Receipt of Notice**

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

#### **VII. Definitions**

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

**"Code"** means this Student Code of Conduct; **"College"** means a college of the Maine Community College System; **"College Activity"** means an activity under the auspices of the College, including activities of students and student organizations; **"College Community"** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **"College Personnel"** means any instructor, administrator, employee, committee or contractor of the College or System; **"Course"** means any class of instruction, regardless of credit, offered by the College; **"President"** means a College President; **"Property"** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; **"School Day"** means a day that the College is open for instruction; **"Student Organization"** means an organization that acts or purports to act for a student in matters regarding the College; and **"System"** means the Maine Community College System.

#### **VIII. Additional Procedures for Sexual Offenses**

In addition to the provisions of this Code, a College shall also apply the provisions of the MCCS Clery Act Sexual Offense procedure when the alleged misconduct involves a sexual offense.

#### **IX. Coordination of this Code with the MCCS Policy on Special Conditions**

When the student conduct at issue is subject to both this Code and the MCCS policy on Special Conditions of Admissions, Enrollment and Participation, a college shall consult with the MCCS General Counsel about how either or each policy shall be applied.

#### **X. Certain Athletic Determinations**

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College Dean of Students. For purposes of this provision, "conduct detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more

specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

### **XI. Traffic Violations**

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control the MCCC shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

## **SECTION VII – RESIDENTIAL LIFE (HOUSING)**

### **Occasional Housing (Housing on Demand)**

For individuals needing only occasional or temporary campus housing, a limited number of rooms are available for a modest fee. Dining privileges are included. Contact the Dept. of Res. Life for more details and conditions.

### **HOUSING**

Campus housing is available to all matriculated students carrying a full-time load (12 or more credits). Exceptions are made on a case-by-case basis. Campus housing options include multi-student suites, traditional double rooms and a limited number of single rooms.

### **WHAT IS SUPPLIED**

All rooms are furnished with beds, study desks and chairs, bureaus, closets and lighting adequate for study, but desk lamps are not available. Apartments/suites also have couches, tables and chairs. The college provides wireless internet, cable TV, and telephone (most rooms) connections in each residence. The student must supply any additional furnishings and all TV/phone cables.

### **HOUSING AGREEMENTS AND INVENTORIES**

All resident students are required to sign an NMCC Housing Agreement and Inventory when moving onto campus and also when transferring or cancelling their room or apartment.

Students should read it thoroughly to familiarize themselves with the policies and procedures under which the residential life system operates. After receiving a copy of the housing inventory when checking in, students should make sure all damages and information are correct and inclusive. Students will have 24 hours to make any changes regarding the inventory with their RA. If any damages or discrepancies are not listed, students may be charged for them when moving out.

Students who withdraw from the dorms/apartments must contact their RA, return their keys and complete sign out or transfer paperwork in order to not lose the ability to refuse assigned damages, etc. Failure to complete the sign out procedure with a Residential Life staff member may result in possible further charges. An early cancellation fee will be assessed to students withdrawing from campus housing prior to the end of an academic term.

### **ROOMMATES**

Every attempt is made to place students with others compatible to their lifestyle. However, the residential life office reserves the right to assign students to various rooms/apartments and with various students on the basis of space availability. The residential life staff is available to assist with any difficulties.

## **RESIDENT ASSISTANTS**

Not getting along with your roommate? Locked out of your room? Need something repaired or replaced in your residence? Homesick, bored, or burned out? Make it a point to sit down and talk to your Resident Assistant (RA). RA's are students who have an interest in helping people and who have been trained to assist students with many issues and have access to a variety of resources. There are RA's in each residence hall who, together with the Resident Directors, are working to make the resident halls a better place to live.

## **QUIET HOURS**

All residence halls have quiet hours from 10PM-10AM to allow for adequate sleep and study hours. During this time noise levels should be at a minimum (including TVs, game consoles, music, laughter, and voices). During finals week, 24/7 quiet hours are in effect to foster a productive study environment.

## **GUESTS**

All overnight guests must be registered with the Office of Residential Life. Overnight guests must be at least 18 years of age (unless they are a sibling) and are not permitted to stay for more than 2 nights per week. Resident students are held accountable for their guests. Guests are expected to abide by all housing policies.

## **PERSONAL PROPERTY**

Personal property is brought on campus at the individual's own risk. The college is not responsible for lost, stolen or damaged property.

## **VACATION PERIODS**

The halls and dining facilities are not open to students during vacation periods. Given ample notice (two or more weeks), the Director of Housing and Residential Life will deal with special exceptions.

## **INSPECTIONS**

The residential life staff and the maintenance department will inspect campus residences on a regular and/or unannounced basis.

## **LAUNDRY**

Andrews and Snow Halls are equipped with coin-operated facilities.

## **LINEN**

All students living on campus will be responsible for bringing their own linen (pillows, sheets, bath towels, etc.).

## **MAIL SERVICE**

Outgoing mailboxes are located at the rear entrance to the Christie Building and the lobby entrance of Andrews Hall. Mail leaves campus by 12 p.m. M-F. Resident students have a mailbox assigned to them at the beginning of the year; these are located in the lobby entrance of Andrews Hall. Incoming mail will be sorted by 4:30 p.m. M-F, with no mail delivery on weekends.

## **VEHICLE PRIVILEGES**

All motorized student vehicles (including but not limited to automobiles, ATVs, dirt bikes, and snowmobiles) must be registered with the college. Cars and trucks are registered through the NMCC Security Office; all others are registered in the Residential Life Office. Campus speed limit is 15 MPH for ALL vehicles. Walkways are for walking only and student vehicles are prohibited from driving on sidewalks without express permission from the

Residential Life Office. Maintenance and Campus Security are the only vehicles permitted on any walkway. Failure to comply with vehicle use policies may result in revocation of vehicle privileges.

### **ALCOHOL REGULATIONS**

The NMCC regulations on alcohol are written in agreement with State of Maine liquor laws. The rules:

1. Alcohol may be possessed and/or consumed on campus only by persons of legal drinking age or older **and** only after meeting with and receiving written documentation from the Director of Housing. The following restrictions apply:
  - a. Alcohol may be consumed only in specified areas appointed by the college. Anyone under the legal drinking age may not possess or consume any alcoholic beverage on campus.
  - b. There will be absolutely no kegs permitted on campus.
2. Infractions against these alcohol regulations will be dealt with by the conduct officer or designee in accordance with the Student Code of Conduct and/or Housing Agreement.
3. Infractions involving State and/or local laws are enforceable by State and local authorities.

### **FIREARMS, EXPLOSIVES AND CHEMICALS**

Firearms and ammunition create a potential safety hazard in residence halls and any other NMCC building or facility and therefore are not permitted. Prohibited weapons include but are not limited to: any and all weapons, paintball guns, airsoft/pellet guns, knives, and any other item(s) deemed dangerous. Any item you may have a question about you should seek clarification prior to bringing the item to campus. The use or possession of firecrackers, fireworks, gunpowder, fusion caps, primers, chemicals, sparklers or any other type of explosive on the campus is prohibited. Failure to observe this regulation will result in cancelation of housing contract.

***Residents who hunt may store their long guns and ammunition off-campus with a local vendor (conditions apply) – contact your RA or RD before bringing any gun with you to the area.***

### **EQUIPMENT RESTRICTIONS**

Student room/apartment electrical outlets are designed for low wattage appliances only. Wattage usage must not exceed amounts considered safe as determined by maintenance personnel. Equipment used must be U.L. approved. This includes microwaves, personal computers, printers, study lamps, clocks, radios, stereos, power cords, and TVs. High wattage resistance coil equipment such as stoves, hot plates, frying pans, etc., are not to be used in student rooms. They may be used in designated kitchen and/or laundry rooms in each hall. Electrical appliances with open coils, soldering irons, stoves, electric space heaters, and immersion heaters are not allowed in any campus residence.

One mini-refrigerator is allowed per student room providing:

1. It is U.L. approved and draws no more than 1.5 amps.
2. It is properly grounded (NMCC will provide grounded outlets).

### **TOBACCO RESTRICTIONS**

Students are not permitted to use tobacco products of any kind (including but not limited to: chewing tobacco, cigarettes, cigars, pipes, snuff, snus, and electronic cigarettes) on campus grounds or inside residence. Evidence of smoking in rooms will result in substantial cost applied to students assigned to room including contracted cleaning and repainting costs.

## **ANIMALS**

Because of health and sanitary hazards and the safety of students and staff, no animals are allowed on the NMCC campus or in the residential life areas. Possession of a pet in residential life areas will be cause for disciplinary action.

## **KEYS & BUILDING ACCESS CARDS**

Students will be issued room and mailbox keys as well as ID access cards upon arrival. If any of these keys/cards are lost, broken or not returned upon withdrawal from the residential life complex (keys only), students will be billed \$25 for a replacement card and/or up to \$50 *per key* to change the locks. More details can be found in the housing contract.

## **DORM DAMAGE OR LOSS POLICY**

The occupant(s) of a room will be held financially responsible for damaged or missing furniture, as well as breakage or damage to any part of the room whether they are in the room or not. Damage or theft to communal areas (corridors, showers, lounges, lobbies, etc.) will be charged to the responsible floor or sections of a dormitory.

## **FIRE PROTECTION**

1. Fire drills will be held in accordance with Maine State Law.
2. Tampering with fire extinguishers and fire alarm systems (including but not limited to: fire alarm pull tabs, smoke and heat detectors, and/or sprinkler system), or tampering with fastenings, or blocking fire doors (including doors leading to stairwells) is punishable under the laws of the state.
3. Arson is a felony under Maine State Law.
4. Candles and incense are prohibited in all campus residences.
5. All ceilings in student rooms, lounges, hallways, lobbies and all other residential life areas must be free of flammable materials.
6. To protect the life and safety of those living in the residence buildings, the use of fire extinguishers, fire alarms, fire escapes and all other equipment necessary for fire protection is limited to emergencies or fire drills only. Articles are not to be hung from sprinkler pipes or any part of the fire alarm systems.
7. Fire Alarm Procedures:
  - a. Dress for weather conditions quickly.
  - b. Close windows.
  - c. Before opening door, feel door for heat behind it. If it is hot, put a towel at the base of the door and stand by the window with the light on. If the door is not hot, open slowly and exit. If smoke is in the hallway, crawl low to the floor.
  - d. Proceed to the front of the residence hall and wait for further instructions. BE CALM. Do not re-enter the building until the residential life staff gives clearance.

## **WHEN ALARMS SOUND, ALWAYS TAKE IT SERIOUSLY AND EVACUATE THE BUILDING.**

8. In addition to legal and disciplinary action, students will be charged for false alarms and/or tampering with fire extinguishers as well as any costs of resulting damage.

## **WITHDRAWAL POLICY – Campus Housing**

Students leaving the residential housing facilities for any reason must first contact the residential life office and follow a standard check-out procedure before vacating the residence. All keys/cards must be returned, the housing contract and inventories signed, any damages reported and all personal belongings should be removed. An early cancellation fee of \$350 will be assessed to all students withdrawing from campus housing prior to the expiration date of the Housing Agreement. **Failure to complete the sign out procedure**

**with a Residential Life staff member may result in possible further charges.** Only after the student has followed the withdrawal procedure and it has been processed will any refunds on room and board be made, if applicable.

### **REFUNDS OF ROOM & BOARD CHARGES**

If housing is cancelled by the College, the student will be refunded 100% of room and board charges. After **official** withdrawal by the student from a college residence will, he or she will be refunded based on the following: prior to semester's first day of class, 100%; prior to end of semester's second week of classes, 80%; prior to end of semester's third week of classes, 60%; prior to end of semester's fourth week of classes, 40%; and prior to end of semester's fifth week of classes, 20%. Official withdrawal from a college residence after the end of the fifth week of classes, or **unofficial** withdrawal from a college residence at any time during the semester, will result in no refund of room and board charges.

Refunds for room and/or board canceled after a semester begins due to a force majeure or like event will be pro-rated. The college may also provide exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances.

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