

University of Maine at Fort Kent



Making A Lot of Noise to keep you safe!

UMFK's Outdoor Warning Siren System



The system consists of two sirens that warn the campus community of a major emergency. The siren will be activated by a member of the Emergency Management Team only for major campus emergencies that require UMFK community members to take some form of action for their safety. Example incidents in which the siren could be activated include (but are not limited to) bomb threat, shooter on campus, extreme weather, and chemical spills. When activated, the siren sounds three blasts followed by a brief message. When a UMFK community member hears the siren (3 blasts), he/she should listen to the message and follow instructions, seek information from a variety of sources, and wait for an "all clear" (1 blast) siren or message.

Immediately after sounding the siren, an Emergency Management Team member will also send an electronic communication via ConnectEd and web announcements/updates will be made as the situation allows. The ConnectEd system retrieves personal contact data from an electronic portal. **It is crucial that all students keep their contact information in the portal up to date.**

Instructions for updating portal information will be sent to all students via e-mail at the beginning of each semester.

Electronic Notification (ConnectEd)



Immediately after sounding the alarm (if appropriate) a member of the Emergency Management Team will send an electronic message to personal emergency telephone numbers, University e-mail accounts and campus phones alerting the UMFK community of the event and providing initial response directives (Shelter-in-place, evacuate to specified location, etc.)

Tests of both of these systems will occur once per semester. The campus community will be notified prior to the tests.

Web Bulletin



Immediately after sounding the alarm (if appropriate) and activating ConnectED, a member of the Emergency Management Team will post an initial safety bulletin on the University homepage and on this site. Updates will be posted by the Public Information Officer or another team member periodically as information becomes available and the situation warrants.

For more information about emergency notification and management at UMFK, go to the following link on the UMFK Website - <http://www.umfk.maine.edu/emergency/>.

NON-DISCRIMINATION NOTICE

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine at Fort Kent shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Executive Director of Human Resources and Affirmative Action/ EEO, University of Maine at Fort Kent, 23 University Drive, Fort Kent, Maine 04743. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office of Civil Rights of the U.S. Department of Education, or other appropriate federal or state agencies.

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Visit UMFK's website: www.umfk.maine.edu

Disclaimer: The University of Maine at Fort Kent's Student Handbook serves as a general reference guide regarding UMFK's policies, procedures, and services. While every effort is made to verify the accuracy of information, UMFK reserves the right to revise, amend, or change items set forth in this Student Handbook from time to time. This handbook is neither a contract nor an offer of a contract.

**UMFK
A COMMUNITY ATMOSPHERE - A GLOBAL PERSPECTIVE**

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ACADEMIC CALENDAR

Fall 2011

Aug 15	Last Day to Register for Fall (returning students)
Aug 24	Campus Development Day
Aug 25	Residence Halls Open
Aug 25-28	New Student Orientation/Advising/Testing
Aug 29	Classes Begin
Sept 5	Labor Day – No Classes
Sept 6	Last Day to Add Classes
Oct 10-11	Fall Recess
Oct 12	Classes Resume at 8 a.m.
Oct 2	Mid-Semester Grades Due
Oct 31–Nov 11	Student Advising/Registration for Spring Semester
Nov 11	Veterans Day - NO CLASSES
Nov 11	Last Day to Drop Classes
Nov 23 - 25	Thanksgiving Recess
Nov 28	Classes Resume at 8 a.m.
Nov 28 - Dec 2	Course Evaluations
Dec 12 - 16	Final Week of Classes/Exams
Dec 23	Semester Grades Due in Registrar's Office

Spring 2012

Jan 3	Last Day to Register for Spring (returning students)
Jan 13	Campus Development Day
Jan 15	Residence Halls Open
Jan 16	Martin Luther King Jr. Day
Jan 16	New Student Orientation/Advising/Testing
Jan 17	Classes Begin
Jan 24	Last Day to Add Classes
Feb 20-24	Winter Recess
Feb 27	Classes Resume at 8 a.m.
Mar 13	Mid-Semester Grades Due
Mar 26-30	Spring Recess
Apr 2	Classes Resume at 8 a.m.
Apr 9-20	Student Advising/Registration for Fall Semester
Apr 20	Last Day to Drop Classes
Apr 20	Scholar's Symposium
Apr 23-27	Course Evaluations
May 7-11	Final Week of Classes/ Exams
May 11	Graduate Grades Due
May 12	Commencement
May 15	End-of-Year Campus Update/Retreat
May 18	All Grades Due in Registrar's Office

Summer Session 2011

Session 1:	3 Week Session	May 14 - June 1
Session 2:	3 Week Session	June 4 – June 22
Session 3:	6 Week Session	May 14 – June 22
Session 4:	6 Week Session	July 2 – August 10

WELCOME TO UMFK

Bienvenue and welcome to the University of Maine at Fort Kent! Here at Maine's northernmost University, you will be part of a liberal arts college atmosphere that offers a global perspective not available anywhere else in Maine.

We value each individual and encourage his or her personal, intellectual, and professional development as a member of our diverse, culturally rich community of students, staff, and faculty. Together we comprise a dynamic, intellectual learning environment that fosters engaged students, quality teaching, professional preparation, and a firm grounding in the liberal arts. Our success-centered education features leading edge technology and personal, hands-on educational experiences.

College can be one of the most exciting and fulfilling times of your life. It is a time for personal growth, a time of intellectual challenge, and a time to forge relationships and habits that will last a lifetime. We are glad you are part of our academic community here on the banks of the St. John River.

Our goal is your success and we are pleased to be part of your journey in pursuit of knowledge and personal growth.

Sincerely,



Wilson G. Hess
President



UMFK MISSION STATEMENT

The University of Maine at Fort Kent emphasizes environmental stewardship, Franco-American culture, and rural sustainability through a liberal and professional education featuring experiential learning which fosters student success as responsible citizens, dedicated professionals, and conscientious leaders.

GENERAL INFORMATION

A Short History of UMFK

The University of Maine at Fort Kent, one of seven campuses of the University of Maine System, was established in February 1878 as the Madawaska Training School (MTS). The initial mission of MTS was to train bilingual teachers for the schools of the St. John Valley. The first graduating class consisted of only eight students, four of whom understood little or no English when they enrolled. Under the leadership of the first principal, Vetal Cyr, MTS grew and made its influence felt in the St. John Valley, and beyond.

Mary P. Nowland became head of MTS when Vetal Cyr died in 1897 and served as principal until 1926. The opening of the Fish River branch of the Aroostook Railway made travel to the area easier and enrollment grew. In 1913, MTS was connected to the Fort Kent water system, and students no longer had to haul water from the Fish River. Electric lights replaced kerosene lamps that same year. During World War I, five of the six male teachers went off to war, but new faculty was recruited and enrollment held steady.

When Nowland retired after 29 years, Richard F. Crocker, an MTS teacher, replaced her. Entrance requirements became more stringent and curriculum changes were made. A physical education program began in 1929 when a new gymnasium (now part of Waneta Blake Library) was completed.

After 41 years (29 as principal), Crocker retired in 1955 and was replaced by Joseph Fox. The name of the school was changed to Fort Kent State Normal School. Cyr Hall was completed in 1959, and Crocker Hall was ready for residents in 1961. The 1960s were a time of building: Powell and Nowland halls were built, and the old gym was converted into a library.

In 1966 Fort Kent State Normal School became Fort Kent State College. After only two years, the institution joined the newly formed University of Maine System and became the University of Maine at Fort Kent in 1968. Dr. Richard Spath became the fifth president in 1971, and the campus celebrated its first century in 1978.

The sixth president was Dr. Barbara Leondar, who took office in 1986. During her tenure, the addition to the Blake Library was built, and a U.S. Congressional Women's Caucus cited UMFK as having one of the better small day care centers in the U.S. New majors in computer applications and nursing were added, and a new science wing was funded by referendum. Upon Dr. Leondar's resignation in 1989, Dr. Richard G. Dumont was appointed interim president. Dr. Dumont was then named UMFK's seventh president in January 1990. His mission was to build on the strengths of the campus — its distinctive bilingual and bicultural location and traditions, its natural environment, its small size and its dedicated faculty and staff.

During 1990-91, UMFK established the Acadian Archives with the assistance of a special legislative appropriation. The legislature approved continued funding, and the Acadian Archives now is a permanent part of UMFK.

In January 1991, the UMFK Science and Technology wing of Cyr Hall opened to faculty and students. The addition contains science labs, multi-purpose classrooms and a computer classroom with state-of-the-art equipment.

Dr. Dumont retired in June 1996. In January 1997, after being interim president for six months, Dr. Charles Lyons was appointed as UMFK's eighth president. Dr. Lyons ended his presidency at UMFK in 2000.

In the fall of 2001, the University officially opened Nadeau Hall. Incorporated into the facilities is a space for the health sciences center, which serves as a new home for UMFK's division of nursing, a state of the art teleconferencing facility, and offices for faculty and support staff. Nadeau Hall also houses the new Student Health Clinic. In July of 2010, the University community welcomed its tenth President, Wilson G. Hess.

During the 2003-2004 academic year UMFK saw the construction of two new facilities. A new 150-bed dormitory was constructed on the north side of the campus Sports Center. The facility was ready for student occupancy in the fall of 2004.

A new home for the University's Acadian Archives also was completed in 2004. The facility connects Powell Hall and the Blake Library.

Area Points of Interest

Fort Kent Block House - Maine's northern post during the international border dispute of 1839-1842. Located on the banks of the St. John and Fish Rivers, it had an important role in securing the state and national border. Open daily, from Memorial Day to Labor Day free of charge.

Lonesome Pine Ski Trails - Within walking distance of campus, Lonesome Pine Trails offers 13 well-groomed trails for both alpine and Nordic skiing, as well as snowboarding. Both skiers and boarders can enjoy the scenic international view of Canada, the St. John River Valley and the town of Fort Kent as they ski down the hill.

Fish River Falls - Scenic waterfalls on the Fish River six miles from Fort Kent. A popular site for picnics in the summer months and a place to snowshoe in the winter months.

Fournier Biological Park is a 16-acre natural area that serves as an outdoor classroom for local elementary, secondary, and University students and their families. A campus entrance begins just west of the soccer field.

The **Allagash Wilderness Waterway** is a 100-mile-long waterway flowing northward that crosses a number of streams and lakes and ends in the town of Allagash (30 miles west of Fort Kent) where the waterway flows into the St. John River. The St. John, for the most part, forms the border between Maine and Canada. No motorized boats are allowed on the wilderness waterway, and canoes challenge the fast white-water on a trip unequalled in the northeastern U.S.

Maine Winter Sports Center/Cross-Country Skiing and Biathlon Facility- The facility was home to the 2004 & 2011 Biathlon World Cups and the 2005 IPC Nordic Skiing World Championships. The Maine Winter Sports Center cross-country skiing and biathlon facility is located just one mile from UMFK. Designed for world-class competition, the trails offer challenging ascents, banked corners and thrilling downhill tracks. Skating and classic tracks are groomed daily in the winter. As an added advantage, the trails form a larger network with the Violette Settlement trails and the Fort Kent High School trails. There also is a pet loop for dog owners. Over 20 km of groomed trails can be accessed either from the Maine Winter Sports Center parking lot off Route 11, or from the Lonesome Pine Trails Lodge.

Site of the 2000/2001 Jr. National Biathlon Championships and of the 2000 North American, Canadian, and U.S. National Biathlon Championships, the biathlon venue has earned a highly respected reputation within the North American biathlon community. Biathlon is a Winter Olympic sport that grew from hunting origins and currently combines the precision of rifle marksmanship with the exhilaration of cross-country skiing. Dependable snow cover throughout the season, and a commitment to excellence and warm hospitality, makes the Maine Winter Sports Center in Fort Kent a premier skiing destination.

New to the facility are: a paved roller ski loop for off-season training, a lit ski loop for night skiing, and a lodge to facilitate racing events and training. A heated, indoor space is available for public use. Runners, walkers, and mountain bikers all are welcomed to use the trail network in the summer and fall. Motorized vehicles are strictly prohibited. For more information check out www.mainewsc.org or e-mail the Maine Winter Sports Center at mainewsc@ainop.com.

Directory by Departments

ACADEMIC AFFAIRS OFFICE: Cyr Hall
Rachel Albert, Vice President (834-7510)
Peggie Bard, Administrative Assistant (834-7509)

ACADIAN ARCHIVES/ARCHIVES ACADIENNES: Acadian Archives
Lise Pelletier, Director of Acadian Archives (834-7535)
Anne Chamberland, Library Archives Assistant II (834-8631)

ADMINISTRATIVE SERVICES OFFICE: Cyr Hall
John D. Murphy, Vice President for Administration & Finance (834-7516)

ADMISSIONS OFFICE: St David House
Jill Cairns, Director (834-7602)
TBA, Assistant Director
Brenda Plourde, Administrative Assistant (834-7866)
TBA, Admissions Counselor(834-7678)
Bruce Nadeau, Admissions Counselor (834-7604)

ARTS & HUMANITIES DIVISION: Haenssler's Honors Center, Nadeau Hall, & Powell Hall
Joseph Becker, Chair, Associate Professor of English (834-7588)
Louise Pelletier, Administrative Assistant (834-7886)
Geraldine Becker, Asst. Prof. of English & Creative Writing (834-7695)
Scott Brickman, Professor of Music & Education (834-7506)
Paul Gebhardt, Asst. Professor of Art and Art Education (834-7630)
Melissa Standlee, Asst. Professor of English (834-7594)
Nicole Boudreau, Asst. Professor of French (834-7592)
Joseph Zubrick, Associate Professor of Oral Comm. & Theater (834-7591)

ATHLETICS: Sports Center
Bill Ashby, Athletic Director & Men's Soccer Coach (834-7571)
Eric Werntgen, Sports Information, Asst Athletic Director & Men's Basketball Coach
Bradley Holabird, Athletic Trainer (834-7572)
Lucas Levesque, Sports Ctr Mgr & Women's Basketball & Soccer Coach (834-7876)
TBA, Women's Volleyball Coach (834-7593)
Work-Study Staff Office (834-8611)
Racquetball Reservations (834-7876)
Intramural Office (834-8611)
Intercollegiate Scheduling (834-7828)

BOOKSTORE: Cyr Hall
Lucy Beaulieu, Bookstore Complex Floor Supervisor (834-7610)

BUSINESS OFFICE: Cyr Hall
Leslie Guerrette, Director of Business Systems (834-7550)
Joyce Plourde, Records Technician (834-7552)
Jeanita Theriault, Accounting Coordinator (834-7553)
Lisa Fournier, Administrative Assistant (834-7515)

COMMENCEMENT: Madawaska House
Linda Deprey, Administrative Assistant for Gifts & Special Events (834-7800)

DINING SERVICES: Nowland Hall & Bengals Lair
Jason Carter, Manager (834-7545)
Denise Gerard, Bengal's Grille Food Server (834-7512)

DISTANCE EDUCATION: Old Model School, Ground Level
Leslie Kelly, Associate Director of the Library & Distance Education (834-7528)
Donald Ouellette, Distance Education Technician (834-7808)
Patricia Whitworth, Administrative Assistant (834-7560)

EARLY COLLEGE HIGH SCHOOL: Madawaska House
Scott Voisine, Dean of Community Education (834-8644)

EDUCATION DIVISION: Haenssler's Honors Center, Nadeau Hall, & Powell Hall
Bruno Hicks, Chair, Associate Prof of Education & Environmental Studies (834-7537)
Louise Pelletier, Administrative Assistant (834-7886)
Paul Buck, Asst. Prof of French North American Studies & Bilingual Ed (834-7563)
Roland Caron, Associate Professor of Education (834-8627)
Doris Metz, Asst. Professor of Curriculum & Instruction (834-7628)
Terry Murphy, Professor of Education (834-7538)
TBA, Director of Student Teaching (834-7803)

FACILITIES MANAGEMENT: Facilities Building
Andy Jacobs, Director (834-7671)
Fran Picard, Administrative Assistant (834-7670)
Melvin Belanger, Carpenter (834-7802)
Steve Bossie, Building & Grounds Maintenance (834-7561)
Eric Bouchard, Building & Grounds Maintenance (834-7865)
Robert Daigle, Building & Grounds Maintenance (834-7578)
Paul Guimond, Security Guard (834-7670)
Wayne Levesque, Building & Grounds Maintenance (834-7529)
Wilda Kelly, Building & Grounds Maintenance (834-7673)
Don Michaud, Building & Grounds Maintenance (834-7816)
Jean-Louis Michaud, Building & Grounds Maintenance (834-7620)
Mike Morneau, Building & Grounds Maintenance (834-7514)
Terry Pelletier, Building & Grounds Maintenance (834-7869)
Jeff Plourde, Building & Grounds Maintenance Supervisor (834-7842)
Phil Plourde, Building & Grounds Maintenance (834-8608)
Vernon Potvin, Security Guard & Painter (834-7871)
Theresa Roode, Building & Grounds Maintenance (834-7667)
Robert Weyeneth, Mechanical Trades Supervisor (834-7669)

FINANCIAL AID OFFICE: Cyr Hall
Michael Huddy, Associate Director of Financial Aid (834-7607)
Lena J. Corriveau, Administrative Assistant (834-7606)

HUMAN RESOURCES: Cyr Hall
TBA, Executive Director of Human Resources (834-7533)
Danielle Thibeault, Administrative Assistant (834-7844)

Michelle Beaulieu, Payroll/Personnel Technician (834-7821)
Benita Ouellette, Personnel Assistant (834-7554)

INFORMATION SERVICES: Acadian Archives Building (2nd floor)
Leslie Kelly, Director (834-7522)
Nicki Ouellette, Administrative Assistant II (834-7818)

INFORMATION TECHNOLOGY: Acadian Archives Building (2nd floor)
Joshua Belanger (834-7815)
Peter Cyr (834-7547)
Arthur Drolet (834-7809)
Leslie Kelly (834-7522)
Nicki Ouellette (834-7818)

INSTITUTIONAL RESEARCH: Powell Hall
J.R. Bjerklie, Associate Director of Institutional Research (834-8621)

LIBRARY SERVICES: Blake Library
Sofia Birden, Associate Director of the Library (834-7527)
Kathryn Donahue, Head of Technical Services Librarian (834-7528)
Asita Albert, Library Assistant II in Acquisitions/Cataloging (834-7524)
Debra Durkin, Library Assistant II in Circulation/Interlibrary Loan (834-7526)
Brenda Pelletier, Library Assistant I in Serials (834-7523)

MAILROOM/SWITCHBOARD: Cyr Hall, Bookstore
Trisha Connor, Switchboard/Mailroom Clerk (834-7500)

MEDIA SERVICES: Old Model School
Aaron Bernstein, Assistant Director of Media Services (834-7893)
Don Ouellette, Audio Visual Technician (834-7507)
Steve Michaud, Web Technician (834-7878)

NATURAL & BEHAVIORAL SCIENCES DIVISION: Cyr Hall & Nadeau Hall
Kurt Holzhausen, Chair, Associate Professor of Psychology (834-7621)
Lisa Lavoie, Administrative Assistant (834-7820)
Raymond Albert, Professor of Computer Science (834-7696)
Rameen Aryana, Professor of Chemistry & Physics (834-7683)
Kim Borges, Associate Professor of Environmental Studies (834-7612)
Soraya Cardenas, Asst Professor of Sociology & Environmental Studies (834-8620)
Jeff Dubis, Lecturer of Forestry (834-7543)
Tony Enerva, Assistant Professor of Public Safety Administration (834-7566)
Anthony Gauvin, Associate Professor of Electronic Commerce (834-7519)
Stephen Hansen, Associate Prof of Biology & Environmental Studies (834-7589)
Curt Harvey, Forestry/Environmental Program Assistant (834-7632)
Dave Hobbins, Professor of Forestry & Environmental Studies (834-7614)
John Martin, Assistant Professor of Political Science (834-7568)
Deborah Pringnitz, Professor of Biology (834-7565)
Brad Ritz, Associate Professor of Business & Economics (834-7616)
Roger Roy, Associate Professor of Math & Business (834-7564)
Marcine Selva, Natural Sciences Lab Manager
Steve Selva, Professor of Biology & Environmental Studies (834-7617)

Mariella Squire, Associate Professor of Anthropology & Sociology (834-7824)
Leo Trudel, Assistant Professor of Business (834-7667)

NURSING DIVISION: Nadeau Hall

Erin Soucy, Director of Nursing (834-7584)
Diane Gagne, Administrative Assistant (834-7580)
Jacqueline Devoe, Assistant Professor of Nursing - Adult Health (834-8625)
Diane Griffin, Assistant Professor of Nursing (834-8622)
Larry Nadeau, Nursing Resource Manager (834-7615)
Jenny Radsma, Professor of Nursing (834-7586)
Tanya Sleeper, Assistant Professor of Nursing - Adult Health (834-7582)
TBA, Assistant Professor of Mental Health Nursing (834-8607)

PRESIDENT'S OFFICE: Cyr Hall

Mr. Wilson Hess, President (834-7504)
Naomi Nicolas, Administrative Assistant (834-7504)

REGISTRAR'S OFFICE: Cyr Hall

TBA, Registrar (834-7521)
Lynn Tardif, Administrative Assistant (834-7820)
TBA, Records Technician (834-7523)

RESIDENTIAL LIFE: The Lodge & Crocker Hall

Eric Russell, Assistant Director of Residence Life (The Lodge) - (834-7665)

STUDENT ACTIVITIES: Cyr Hall

TBA, Assistant Director of Student Activities and Residential Life (834-7562)

STUDENT AFFAIRS: Cyr Hall

Ray Phinney, Assistant Dean of Student Life and Development (834-7562)
Lisa Roy, Administrative Assistant (834-7513)

STUDENT EMPLOYMENT: Cyr Hall

Michelle Beaulieu, Personnel/Payroll Technician (834-7821)

STUDENT SUCCESS OFFICE: Cyr Hall

Kate Fecinta, Student Success Coordinator (834-7593)

STUDENT SUPPORT SERVICES: Cyr Hall

Lena Michaud, Director of Student Support Services (834-7531)
Tammy Connor, Secretary (834-7530)
Aaron Tolbert, Reading/Writing Specialist (834-7806)
Angela Theriault, Academic Coordinator (834-7834)
Shawn Graham, Counselor & Accessibility Coordinator (834-7532)

UNIVERSITY/MEDIA RELATIONS: Madawaska House

Terence Kelly, Director of University Relations (834-7558)
Susan Tardie, Administrative Assistant (834-7557)

ACADEMIC AFFAIRS

Office Location: Cyr Hall

Fax Number: 834-7508

Rachel Albert, Vice President (834-7510)

Peggie Bard, Administrative Assistant (834-7509)

Student Academic Integrity Policy

1. What Is Academic Integrity?

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal the words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

2. Academic Integrity & U.M.F.K.

The community of the University of Maine at Fort Kent recognizes that adherence to high standards of academic integrity is vital to the academic function of the University.

Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any breach of academic honesty should be regarded as a serious offense by all members of the University community.

The entire University community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

3. Violations of Student Academic Integrity

Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means.

The following is a listing of some, but not necessarily all, actions that are violations of academic integrity:

- A. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules.
- B. Plagiarizing the words, ideas, or data of others by not giving proper acknowledgement of sources. Plagiarism includes failing to identify verbatim statements as quotations and failing to give appropriate credit and citations of sources used.

Study, preparation, and presentation should involve at all times the student's own work as much as possible. It is a proper part of the learning process to incorporate the thoughts or ideas of others into one's own mind and one's own presentations with the purpose of learning and enlarging personal boundaries of knowledge. When a new idea is learned from the work of others, however, there is a clear distinction between the presentation of that idea with acknowledgment

of sources and the presentation of the idea as one's own. Any work that the student borrows from others must be suitably identified with appropriate citations because conscientious acknowledgment of sources is always required by the principles of academic integrity.

It is understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but also in themes, papers, homework, and class presentation, unless it has been clearly specified that the work is a team effort.

- C. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the sources indicated, falsely claiming sources not used, and making statements that are known to be false, misleading, or not supported by evidence.

Conclusions or opinions that are presented must be drawn from genuine research results or data or from well known information unless they are clearly identified as being speculation or supposition.

- D. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructors.
- E. Obtaining or attempting to obtain an examination, or any part of it, before the examination has been given.
- F. Obtaining or attempting to obtain an examination, or any part of it, after the examination has been given when specifically prohibited.
- G. Intentionally attempting to interfere with or prevent others from having fair and equal access to the resources of the University's libraries or the University's computers including theft and the intentional damaging or destroying of any materials or computer files.
- H. Copying, editing, or deleting computer files without permission.
- I. Altering, changing, or forging University academic records or forging the signature of any academic officer.

Sanctions for Student Violations of Academic Integrity

A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with this policy and University of Maine Student Conduct Code. The exact penalty will depend upon the particular circumstances of each individual case.

Student violations of academic integrity may be either course-related or non-course related. A course-related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course-related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense.

For a single, first-time, course-related violation of academic integrity, the maximum penalty imposed will not be greater than a grade of F for the course. Discretion may be exercised to impose a lesser penalty if warranted by the circumstances.

The following is a list of possible sanctions that may be imposed upon students for multiple, course-related, violations of academic integrity or for any number of non-course-related violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these sanctions may be imposed when justified by the type of violation.

1. Dismissal from the University. Severance of the student's relationship with the University of Maine at Fort Kent with readmission possible only in accordance with the policies of the University of Maine at Fort Kent.
2. Probated dismissal from the University. Notification that further violations of academic integrity may result in dismissal from the University. The period of probation to be specified for the particular situation, normally for no more than one academic year.
3. Suspension from the University for a stated period of time, up to one academic year, during which time the student will not be allowed to take any courses at the University of Maine at Fort Kent. The University of Maine at Fort Kent will not accept nor give credit for any courses taken at another institution during suspension.
4. Probated suspension from the University. Notification that further violations of academic integrity may result in suspension from the University. The period of probation to be specified for the particular situation, normally for no more than one academic year.
5. Appropriate grade penalties up to and including F grades in one or more courses. Course instructors may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and, thereby, receive a grade representing demonstrated knowledge of the course.
6. Loss of some or all of the benefits of programs, scholarships, and other opportunities normally afforded students as support and recognition for superior academic achievement. This would not include any need-based federal financial aid programs.
7. Academic conduct probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe sanctions.

Probations may include loss of one or more privileges such as representing the University in an intercollegiate event or contest, participation in extracurricular activities, or appointment to any University Committee.

8. Restitution for damages done to any library materials or computer files. (Damaging library materials or computer files may also subject the student to civil or criminal penalties.)
9. Completion of an assignment to work a specified number of hours at a designated community service activity.

10. Such other action as may be appropriate and/or specified in the University of Maine System Student Conduct Code.

Procedures for Student Violations of Academic Integrity

When, in the opinion of a faculty member, an administrative officer, or a student, a violation of student academic integrity has occurred, these procedures shall be followed in a reasonable and timely fashion:

Charge by a Faculty Member

1. The faculty member will inform the student in private of the specific allegation and the aspect of academic integrity that is alleged to have been violated. The student may explain the circumstances if the student so chooses. The allegation may be dropped if an explanation by the student is accepted as being adequate.
2. If the faculty member chooses to continue the complaint, with or without an explanation by the student, the faculty member will notify the Student Conduct Officer whether or not the violation is a first offense. (Faculty may elect to consult with the Student Conduct Officer to determine whether or not previous offenses are associated with said student of the alleged offense.)
3. If the faculty member confirms that a course-related violation of academic integrity is a first offense, the faculty member may choose to deal with the offense without consulting the Student Conduct Officer. In this case, the faculty member will propose a penalty up to and including a grade of F in the course. If the proposed penalty is approved by the chair of the division in which the course is taught (after consultation with the appropriate division chair), the faculty member will notify the student in writing of the charge and the penalty to be imposed. The letter from the faculty member to the student will include a notice that the student has the right to contest the action by appealing to the Student Conduct Officer in writing within seven calendar days of receiving the letter of notification. Letters will be delivered either by certified mail or hand delivered by the Student Conduct Officer.
4. After the time for the student to review has elapsed, if the student has not chosen to contest the allegation or the penalty, Student Conduct Officer will place the sanction letter in the student's file.
5. If the student wishes to contest the charge or the penalty of the faculty member, the student will present a letter of review to the Student Conduct Officer. The Student Conduct Officer will initiate the review process and the Chair of the Student Conduct Committee will convene the Student Conduct Committee no later than 14 days after issuance of notification of the Committee.
6. If the Student Conduct Officer finds that there is evidence of multiple or repeated violations of academic integrity by the student, he/she will initiate a student conduct case as specified by the University of Maine System Conduct Code.

Charge by Students or Administrator

The student or administrator making the charge of violation of Academic Integrity will submit the specific charge in writing to the faculty member or to the Student Conduct Officer.

Faculty Position on Academic Decorum

Lede

The faculty of the University of Maine at Fort Kent is committed to the preservation of those academic principles that set the academy apart from any other organized institution: political, economic, religious, secular, and, even, educational and to the delivery of quality programs through a myriad of course offerings. As a liberal arts university, UMFK is dedicated to respecting all aspects of the educational process on the part of the academic community. As members of this academic community, both professors and students accept the responsibility inherent in its membership in guaranteeing, in upholding, and in preserving an atmosphere conducive to the freedom to teach and to learn. We are committed to these freedoms.

Preamble

All societies must agree on certain standards of civil discourse and conduct in order that all members are included in the full engagement of civilization. Education is a key institution and a gateway into a self-directed, professional, mature life. Higher education is the social institution charged with providing a global, liberal arts, and sciences foundation for ethics, norms of conduct, lifelong learning, professional careers, and social responsibility within civil society. In a pluralistic and diverse world, citizens of the world are accorded civil liberties and rights pertaining to education. But liberty is not license, nor should one person's rights of expression be used to deny others their rights to education. Civil liberties and educational rights carry with them certain responsibilities to self and to others. The exercise of civil liberties requires self-discipline and the subordination of the self to the general good of the community. As the active agents in higher education, professors have a professional duty to instill in their students the civil, ethical, and professional norms appropriate to our pluralistic and global world. To this end, the faculty at the University of Maine at Fort Kent agrees to these ideals and to the following principles:

Principles

1. Professors have the authority and the responsibility to set class norms and expected standards in their respective courses within the parameters of established ethics and educational law. The professor has academic freedom and is the authority with regards to classroom management: teaching style, assignments and course work, posting of grades, establishing rules of conduct. Matters of classroom management will be outlined, explicitly, in the professors' course syllabi, which are contracts amongst the university, the faculty, and the students.
2. The professor has the authority to set sanctions for conduct considered to be in violation of the classroom norms and standards, within the parameters of the law and professional ethics. In the syllabi, professors will specify sanctions for violations of classroom norms and standards.
3. The faculty fully expects the administration to support faculty authority with regards to classroom management issues.
4. The faculty agrees that, as a body, we are collectively responsible to each other and to the academic community in supporting faculty authority in the classroom and shared standards for civil conduct at the University of Maine at Fort Kent. Since some classroom misconduct may be construed as violations of federal civil rights of minorities, for example, hate speech or the creation of a hostile learning environment, the faculty also agrees to

be collectively responsible for instilling a respect for civil rights in the classroom.

5. The faculty encourages the practice of civil conduct on campus, between and among all members of the academic community: students, faculty, staff, and administration. Appropriate civil conduct includes, but is not limited to, the following:
 - a. Respect for Others: acknowledging diverse cultures and opinions, refraining from offensive remarks and misconduct, listening rather than talking, when appropriate.
 - b. Academic Work Ethic: attending class, punctuality, paying attention during class, preparedness for class, completing all required course work, remaining in class for the duration of class, cooperating collegially - when the professor is speaking or when engaged class discussions, or in group work.
 - c. Civil Discourse: polite and appropriate forms of address and civil speech will be used in all forms of academic communication.
 - d. Academic Honesty and Integrity: The principles of academic honesty are integral to the university experience. Plagiarism, cheating, and other forms of dishonesty dilute this experience. Students are expected to comply with the protocols of academic honesty as outlined the University of Maine at Fort Kent Student Handbook.
 - e. Respect for Civil Rights: All members of the academic community are expected to respect and support diversities of gender, sexuality, age, race, ethnicity, abilities, language, and national origin and to create a supportive and positive learning environment for all.

Sanctions for Violation(s) of Civil Conduct

Procedures for handling cases of misconduct:

A breach of one or more of number 5, a-e above will result in one of the following. The severity of the breach will determine the severity of the sanction.

1st Meet with the student to discuss the situation.

2nd If misbehavior (s) is (are) repeated, then, one of the following will result:

- reduction of one or more grades for student
- assigning the student a grade of F
- withdrawal of student from course

However, if the conduct is so offensive or potentially harmful, the student will be asked to leave the class, which will result either in assigning a grade of F or in dismissal from the class. Additionally, such conduct may result in notifying local law enforcement agencies.

Coda

The faculty acknowledges the significance of upholding academic standards and of preserving the integrity of the educational process. We strive to adhere to those democratic principles that guarantee individuals' rights and freedoms. But, when academic standards and civil rights are jeopardized due to insolent behavior, we will make every effort to guard the integrity of the academy and to protect those who, with good intentions, have made the choice to pursue a university experience.

ADMINISTRATIVE SERVICES OFFICE

Office Location: Powell Hall

Fax Number: 834-7879

John D. Murphy, Vice President for Administration & Finance (834-7516)

The Administrative Services Office oversees all fiscal, statistical, and accounting records for the campus. The Vice President assists in formulating campus budget policies and preparing budgets and ensures the campus compliance with system-wide fiscal and accounting procedures.

As well as overseeing the campus' finances, this office also oversees the Business Office, Facilities Management and Athletics.

ADMISSIONS OFFICE

Office Location: St. David House

Fax Number: 834-7609

Jill Cairns, Director (834-7602)

TBA, Assistant Director (834-7603)

Brenda Plourde Administrative Assistant (834-7866)

TBA, Admissions Counselor (834-7678)

Bruce Nadeau, Admissions Counselor (834-7604)

The Admissions Office provides information about the University's programs, admissions procedures and requirements to prospective students and parents. Any UMFK student who would like to have someone added to the UMFK mailing list should contact the Admissions Office as soon as possible. Throughout the year, numerous activities are scheduled to acquaint prospective students with the educational opportunities available at UMFK. Periodically, UMFK students may be asked to assist in these endeavors. Please let this office know if you would like to get involved by calling 834-7600.

During scheduled breaks, many of our students like to return to their former high schools and universities, to discuss and inform other prospective students about what UMFK has to offer. If you would like to work with us in conducting these visits, please contact this office prior to your returning home. We can assist in the scheduling and even provide some handout material to make your visit more informative.

REMEMBER, ADMISSIONS.... IT'S EVERYBODY'S BUSINESS!!

The Director of Admissions or his/her designee shall determine the initial residency classification for each applicant at the time of application to UMFK. The student residency classification decision may be appealed to the UMFK Assistant Director of Finances for final determination. The Assistant Director of Finances is authorized to require certificates, affidavits, or other documents as may be required to assist in the decision making process. In all cases, the burden of proof shall be on the student making the claim of residency.

For new freshman, it is the student's responsibility to ensure that an "official" final high school transcript is submitted as required by Federal and University policy. For new transfer and certification students, it is the student's responsibility to ensure that an official final college transcript is submitted in order to complete the application file, ensure that all appropriate transfer credit is evaluated, and prevent future holds on registration past the initial semester of enrollment.

ALUMNI SERVICES

Office Location: Madawaska House

Fax Number: 834-7551

Terence Kelly, Director (834-7558)

Susan Tardie, Administrative Assistant (834-7557)

The University of Maine at Fort Kent keeps in regular contact with its graduates through the Alumni Affairs office. *The Bell Tower*, a magazine published three times a year keeps alumni updated on the latest campus developments. Our alumni are very important to the campus community and their alma mater is near and dear to their hearts.

In addition to the newsletter, the Alumni Affairs office works closely with the UMFK Alumni Association Board of Directors to coordinate events for alumni, scholarship opportunities for matriculating students, and other important functions.

Students are encouraged to keep the Alumni Affairs office updated on the latest happenings in their lives after they graduate. The office will help “get the word out” to the friends made while attending UMFK.

ATHLETICS

Office Location: Sports Center

Fax Number: 834-7825

Bill Ashby, Athletic Director & Men’s Soccer Coach (834-7571)

Eric Werntgen, Sports Information and Assistant Athletic Director (834-7828)

Brad Holabird, Athletic Trainer (834-7572)

Lucas Levesque, Sports Center Manager (834-7876)

Eric Werntgen, Men’s Basketball Coach (834-7828)

Lucas Levesque, Women’s Basketball & Soccer Coach (834-7876)

TBA , Women’s Volleyball Coach (834-7593)

Work-study Staff Office (834-7876)

Racquetball Reservations (834-7876)

Intramural Office (834-7876)

Intercollegiate Scheduling (834-7828)

Facilities include gymnasium, racquetball courts, weight room, fitness room, locker rooms and soccer field.

Facility Hours

Monday through Friday

8:00 a.m. – 8:00 p.m.

Saturday, Sunday

12:00 noon – 6:00 p.m.

Hours of the facilities may change with little or no notice. Please follow all posted facility notices for information and cancellations.

UMFK picture ID’s are required of all individuals taking out equipment and using the weight room. All individuals using the weight room must sign in at the front desk before entering. Issued equipment must be returned to the staff before leaving the building.

The proper footwear, athletic shoes only, must be worn in the gym and weight room areas at all times. A shirt must also be worn at all times in the weight room. Only water bottles are allowed in the gym and weight room areas.

UMFK is not responsible for lost or stolen items. Keep all equipment and clothing in the proper places and locked away at all times. Lockers must be registered with the facility staff when placing a lock on a locker in the Physical Education locker rooms. Varsity locker rooms are for the UMFK athletics department only.

Varsity Teams

Men's & Women's Soccer	Women's Volleyball
Men's & Women's Basketball	Men's & Women's Nordic Skiing

Intramurals

Flag Football	Basketball
Ultimate Frisbee	Wiffle Ball
Softball/Baseball	Volleyball
Soccer	

UMFK is a member of the United States Collegiate Athletic Association, USCAA and/or United States College Ski Association.

Mascot: Bengal Tiger
Colors: Forest Green & Gold

Tickets are sold for basketball games only. For free admission, a valid UMFK ID is required of all students and staff. Students are encouraged to try-out for all varsity and club teams.

FACILITIES MANAGEMENT

Office Location: Facilities Building

Fax Number: 834-7826

Andrew Jacobs, Director (834-7671)

Fran Picard, Administrative Assistant (834-7670)

Melvin Belanger, Carpenter (834-7802)

Steve Bossie, Building & Grounds Maintenance (834-7561)

Eric Bouchard, Building & Grounds Maintenance (834-7865)

Robert Daigle, Building & Grounds Maintenance (834-7578)

Rodney Dionne, Building and Grounds Maintenance (834-7672)

Paul Guimond, Security Guard (834-7670)

Wilda Kelly, Building and Grounds Maintenance (834-7673)

Wayne Levesque, Building & Grounds Maintenance (834-7529)

Don Michaud, Building & Grounds Maintenance (834-7816)

Jean-Louis Michaud, Bldg & Grounds Maintenance (834-7620)

Mike Morneault, Building & Grounds Maintenance (834-7514)

Terry Pelletier, Building & Grounds Maintenance (834-7869)

Phil Plourde, Building & Grounds Maintenance (834-8608)

Vernon Potvin, Security Guard & Painter (834-7871)

Theresa Roode, Building & Grounds Maintenance (834-7667)

Jeff Plourde, Building and Grounds Maintenance Supervisor, (834-7842)

Robert Weyeneth, Mechanical Trades Supervisor (834-7669)

ADA Compliance

The University of Maine at Fort Kent does not discriminate on the basis of individuals with disabilities in the recruitment and admission of students, the recruitment of faculty and staff and the operation of any of its programs and activities. The Director of Facilities Management is the designated coordinator for compliance with ADA regulations.

Custodial/Security/Safety Services

The department of Facilities Management is responsible for the cleanliness of all campus buildings and the safety of all students and staff. Any concerns should be addressed to the Director of Facilities Management. Campus key inventory is maintained by Facilities Management.

Event Scheduling

The Facilities Management Office is responsible for scheduling events (internal, as well as external) in all campus buildings except for classroom scheduling, which is handled by the Registrar's Office and the Alumni Conference Room, which is handled by the President's Office.

Motor Pool/Vehicle Reservations

The Facilities Management Office has the responsibility of maintaining and assigning all vehicles in the motor pool fleet, currently consisting of four sedans, three vans and four utility vehicles. These vehicles may be leased by campus departments and organizations (on a first-come-first-served basis) for official University business. Mileage fees and daily usage fees are charged to the department or organization using the vehicle.

All vehicle reservations must be made through the Facilities Management Office. Trip tickets must be completed by the individual making the request and presented to Facilities Management personnel when picking up the vehicle. Any out-of-state or out-of-country travel requires the written approval of the President. Any and all standards listed in the APL Letter #27 will be considered part of our plan and adhered to by University personnel.

FINANCIAL AID OFFICE

Office Location: Cyr Hall

Fax Number: 834-7841

Michael Huddy, Associate Director of Financial Aid (834-7607)

Lena J. Corriveau, Administrative Assistant (834-7606)

For those students who cannot finance the full cost of their college education, UMFK has available scholarships, grants, campus work opportunities and loans. Students must reapply for financial aid each academic year and are encouraged to complete their application as soon as possible after January 1st. UMFK's priority filing date is March 1st. Consideration for financial aid is contingent upon the student's eligibility and the availability of funds. Applications received after March 1 will be considered for any remaining funds. If you are having financial difficulties, please feel free to contact us.

Subscribing to the concept that financial assistance should be based on financial need, UMFK uses the federally approved needs analysis system. All applicants for financial assistance must file the [Free Application for Federal Student Aid \(FAFSA\) form](#). This form may be completed on-line at www.fafsa.gov. The school code for UMFK is **002041**. As required by federal regulations, the UMFK Financial Aid Office may request copies of income tax returns and other documents to verify income information reported on the FAFSA. Before the UMFK Financial Aid Office can provide a student with an award package, the student must provide us with their FAFSA, provide the school with all other documents being requested, and be accepted in a degree program at UMFK. The initial award notice to new students is mailed. All notices to returning students are by email@maine.edu. You will be notified of any changes to your award package by your mail@maine.edu email address. Any financial aid offered to you can be accepted in MaineStreet. The most current Award information is always available for viewing on MaineStreet.

MaineStreet (MS)

Financial aid information is available on MaineStreet. Here you can check to see if and when your FAFSA was received, if you have any missing materials in your To Do List, and if you have any important messages in the Message Center. Your financial aid award can also be viewed and accepted in MS, in your Student Center under the Finance section.

Also available in the Finance section of MS is billing information. This includes your itemized charges, payments, and if you have an outstanding bill, the total you owe is also available. If your financial aid has been applied to your student account, it will be posted as a payment on your student bill. Financial Aid funds are not applied to a student's university account until the beginning of each semester. Prior to the funds being applied to your account, your accepted financial aid (excluding work-study) will be listed as anticipated aid under the Details/Bill/Pay hyperlink.

If the amount of available aid exceeds the amount you owe to the University, you may receive a refund check. More information on refunds and the financial aid process is available from: <http://www.umfk.maine.edu/financialaid/us/awrdltr> , <http://www.umfk.maine.edu/pdfs/business/busofficefactsheet2010.pdf> and the FAQ's on the campus website.

Campus Email

The financial aid office utilizes the student's campus email as a means of keeping in touch with students for various reasons. Students are required to activate, use and check their campus email regularly. You may do this at: www.umfk.maine.edu/email. Campus email can be forwarded to another email account. Simply select "Change Email Forwarding" at this same website. Be sure to check regularly so you don't miss out on information that may be crucial to you and update forwarding if you change your email.

Grants

Grants - (free money) are available under regulations set forth by the government agencies administering the grants. These include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal TEACH and various state grant programs.

Scholarships

Scholarships - (free money) are awarded on the basis of financial need and academic accomplishment, unless otherwise designated by the donor. Financial need is determined by analysis of the FAFSA. Scholarships are intended to recognize an exemplary academic effort as well as need. Information about individual scholarship funds is available on the campus website. Some scholarships have deadlines and some require an application form. The deadline date for UMFK scholarships is March 1st of each year. Visit the scholarship section of the campus website for more information.

Work-Study

Work-study allows the student to work on campus. The student is paid every two weeks for hours worked. Funds earned go directly to the student. The average allocation is \$1,800. This allows a student to work about 7-8 hours a week depending on the pay rate of the job. More information regarding student employment is available from the campus website at:

<http://www.umfk.maine.edu/studemp>.

Loans

Loans are borrowed money that must be paid back with interest.

The **Perkins Loan Program** is a federally sponsored loan administered by the UMFK Financial Aid Office. Loan recipients are identified by the Financial Aid Office and will be awarded on the campus Award Notice. Loan amounts are subject to the availability of funding and the individual student's calculated need. *If the student wishes to accept all or part of the loan offered on the Award Notice, the student must complete the loan acceptance process on MaineStreet.*

Perkins loan repayment begins nine months after the student graduates, leaves school or drops below half-time status.

The University of Maine System (UMS) Loan Processing Center is available to assist students with the Perkins loan Promissory Note, Exit and repayment process. They can be reached at: 1-800-308-6148 or 207-561-3444.

Federal Direct Loans (subsidized and unsubsidized) are also available. The Financial Aid Office will determine a student's Direct Loan eligibility based on the information provided on the student's FAFSA, the student's cost of education, financial need and year in school. The student will be notified of eligibility on UMFK's Award Notice. Aid can be accepted or declined in MaineStreet. *If the student wishes to accept all or part of the loan, the student must tell the school by accepting the loan in MaineStreet.* Once the loan is accepted, proceed as instructed; how-to information is available on MaineStreet. Interest rates and loan calculators are available from the campus website, under the financial aid section.

First-time Direct Loan (DL) borrowers are required to complete an (DL) Entrance Counseling session and the (DL) Master Promissory Note (MPN). This process can be completed on line at: www.studentloans.gov. Your FAFSA PIN number is required to log in.

Repayment of a Direct Loan begins following a six month grace period after a student graduates, leaves school, or drops below half-time status. Students with unsubsidized Direct Loan(s) are responsible for the interest while in school, as well as during the six-month grace period. Visit the campus website for more information, go to: <http://www.umfk.maine.edu/financialaid/us/loans>.

To check your federal loan borrowing history, go to: www.nslds.ed.gov.

If you wish to contact someone from the Direct Lending program, you may do so at: 1-800-848-0979, or online at: www.ed.gov/directloan.

More about Loan - Entrance Counseling Sessions:

First-time UMFK Perkins and Federal Direct Loan borrowers are required by Federal law to complete an Entrance Counseling Session before any loan funds can be received. This session is completed on-line. Here you will be informed of your rights and responsibilities as a loan borrower and you will be given information to help manage repayment.

A Direct Loan Entrance Counseling Session can be completed online at: www.studentloans.gov.

Once a student accepts the offered Perkins Loan on MaineStreet, a link will be provided for the student to complete the Perkins Entrance Counseling/Master Promissory Note requirement.

More about Loan - Promissory Notes:

A promissory note is your written promise to repay the principal and interest of the loan according to the terms spelled out in the Note.

A Perkins Promissory Note (MPN) is required each year before loan funds can be applied to a student's account. The Perkins Loan Disclosure and the Perkins Loan Information Sheet forms must also be completed each year by the student before loan funding can be disbursed. This process can be completed on MaineStreet. More Perkins loan information is available from the campus website, <http://www.umfk.maine.edu/financialaid/us/loans>.

Once a student accepts the offered Perkins Loan on MaineStreet, a link will be provided for the student to complete the Perkins Entrance Counseling/Master Promissory Note requirement.

First-time UMFK Direct loan borrowers must complete a Direct Loan (DL) Master Promissory Note (MPN). A MPN can be completed online at: www.studentloans.gov. More information is available at UMFK's website, <http://www.umfk.maine.edu/financialaid/us/loans>.

Loan - Exit Counseling Requirement:

Student Perkins and Stafford/Direct loan borrowers who leave UMFK for whatever reason, (i.e., graduating, transferring, withdrawing, enrolled for less than 6.0 credits per semester or who are planning to not return to UMFK for their next semester of attendance) are required to complete the appropriate Direct loan Exit and/or Perkins Exit Counseling Sessions. The Exit counseling session will provide

loan borrowers with important information regarding the repayment process, including deferment, forbearance and payment arrangements which will assist the student in managing the loans. Tools are available to help you; here is where to learn about them.

Loan borrowers who leave campus without completing appropriate Exit sessions will have a school "HOLD" or negative service indicator placed on their student account until appropriate Exits are completed. A "HOLD" or service indicator on an account will prevent a student from acquiring transcripts, diplomas and registering for classes at UMFK and other University of Maine campuses. Exit information and appropriate Exit links are available from the campus website, under the Financial Aid section.

Other Types of Loans:

Other types of loans may be available to the student and/or the parent(s) to help pay college costs. These loans can help supplement what is not covered by the award package offered to the student by the school. The financial aid offered to the student by the school is usually the best deal and offers the most benefits. UMFK's website has more information regarding these types of available loans. Direct Parent PLUS loan and Alternative loan information is available from the campus website at: <http://www.umfk.maine.edu/financialaid/us/loans>.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress must be maintained for a student to continue to receive any financial assistance. A copy of the current UMFK Financial Aid Satisfactory Academic Progress Policy is available on-line at: www.umfk.maine.edu/financialaid/us/sap. Paper copies are available in the Financial Aid Office.

Withdrawal from a Semester

When a student does not successfully complete a semester (either because the student officially withdrew, or because the student did not receive any successful grades), federal regulations require that eligibility for financial aid be recalculated, and in many cases, money must be returned to the financial aid program it came from. More information concerning our "Return of Title IV Funds" policy is available at our website at: www.umfk.maine.edu/financialaid/us/withdraw.

In order to officially withdraw from the University, the student must contact the Director of Student Affairs. As per federal regulations, students who leave without officially withdrawing will be considered to have left at the 50% point for financial aid purposes.

A student who is withdrawing from a semester who received Federal loans, (i.e., Perkins and/or Direct Loans) is required to complete the appropriate loan Exit Counseling session(s). More information is available from the campus website, under the financial aid section.

FAQ's

New to the campus website this year is frequently asked questions, FAQ's. You may enter your subject of interest and view the answers to frequently asked questions. This information is available 24/7.

FINANCIAL SERVICES

Office Location: Cyr Hall

Fax Number: 834-7556

Leslie Guerrette, Director of Business Systems (834-7550)

Lisa Fournier, Administrative Assistant (834-7515)

BOOKSTORE

Office Location: Cyr Hall

Fax Number: 834-7503

Lucy Beaulieu, Bookstore Complex Floor Supervisor (834-7610)

The UMFK Bookstore offers a variety of products and services. The main function is to help students with the online textbook ordering through E-Campus at www.ecampus.com/umfk. Students can order textbooks online 24/7, all books are available in one place and can be delivered directly to your door. E-Campus offers cash back for textbooks at the end of each semester. E-Campus carries a large selection of new, used, rental and E-Textbook inventory. We also provide assistance to faculty and administrative staff.

Other items for sale in the bookstore include supplies, post cards, gifts, glassware, clothing, and postage stamps.

BUSINESS OFFICE

Office Location: Cyr Hall

Fax Number: 834-7556

Joyce Plourde, Records Technician (834-7552)

Jeanita Theriault, Accounting Coordinator (834-7553)

The main functions of the Business Office are to handle student billings for the university and to process and pay university related expenses.

Add/Drop

Courses added or dropped during the first two weeks of the semester result in a tuition reassessment. No tuition credit is provided for courses dropped after this add/drop period. Tuition is not cancelled when a student fails to attend a course; courses are dropped only by formal written notice to the Registrar's Office.

Appeals Policy: Statute of Limitations

Appeals for the exception to the established refund practice must be made to the designated university official. Appeals must be made in writing and will be considered up to 90 days after the close of the semester/session for which the student is claiming a refund. For a typical semester/session the dates are no later than March 31 (fall), August 31 (spring) and November 30 (summer). University academic appeals committees hear appeals on academic matters and have no authority to authorize refunds.

Billing

All accounts are carried in the name of the student. Statements can be viewed online via Maine Street. **Bills are due and payable one (1) week prior to the start of each semester.** A late fee of \$50 is assessed to all accounts not paid by the due

date. If the billing address changes it is the student's responsibility to notify the Business Office of the new address, in writing, in a timely manner.

Delinquent Student Accounts

It is the policy of the University of Maine System to withhold all official credentials, including grade reports, transcripts, and recommendations, until student accounts are paid in full. It is University policy to withhold the same for students who have defaulted on their Perkins Loan, or until all University fines are paid. Students who have delinquent accounts are not allowed to register for classes until all financial obligations are met. The University reserves the right to cancel a student's registration for non-payment of current semester charges. Delinquent accounts may be sent to a collection agency which will adversely affect your credit and will cause additional fees to be incurred on the student account.

Loans

It is the student's responsibility to notify the Business Office each semester if they will be receiving a loan and pay any balances not covered by the loan one week prior to the start of each semester.

Outside Scholarships

Students are responsible for notifying the Business Office each semester of any non-university scholarships to be used to pay University charges.

Payments

The University accepts MasterCard, Visa, debit cards, ACH (check payments directly from your checking), and wire transfers. Payments may be made in person, by mail, by phone or by using Maine Street self-service. It is not advisable to send cash payments by mail. Checks should be made payable to the University of Maine at Fort Kent and can be mailed to the University of Maine at Fort Kent, 23 University Drive, Fort Kent, Maine 04743 or PO Box 1041, Clair, NB E7A 2J5.

Payment Plans

The University offers a monthly payment plan to qualified students. Payments are calculated in four equal payments. To enroll, a non-refundable payment fee of \$30.00 is required. Further details are provided at the time of student billing, or by calling the Business Office. Payment plan forms can be found at: <http://www.umfk.maine.edu/pdfs/business/payplan.pdf>

Student Payroll Checks

Work-study payroll checks are available in the Human Resource Office every two weeks, according to the work-study payroll schedule available on the University website under campus forms, student employment.

Student Refunds

All students who have a credit balance on their account receive refunds. Loan refunds may take a few weeks to process and come in.

Third-Party Payments

Written authorization from the agency or employer is required prior to the payment due date at the start of each semester. No conditional payment offers are accepted.

Tuition and Fees

For a detailed listing of tuition and fee charges, please refer to the University Catalog.

MAILROOM/SWITCHBOARD

Location: Cyr Hall, Bookstore

Fax Number: 834-7503

Trisha Connor, Switchboard/Mailroom Clerk (834-7500)

The services coordinated by the Mailroom operator are:

- Check Postage Cost
- Fed Ex
- UPS
- USPS
- Commuter Mail (Mail service for off-campus students)
- Canadian mail drop off for departments or pre-stamped envelopes (no packages)

The services coordinated by the Switchboard operator are:

- Voice messaging training
- Phone trouble shooting
- Lost and found
- Information services

INFORMATION SERVICES

Office Location: Acadian Archives Building (2nd floor)

Fax Number: 834-7817

Leslie Kelly, Director (834-7522)

Nicki Ouellette, Administrative Assistant II (834-7818)

ACADIAN ARCHIVES/ACADIENNES

Office Location: Acadian Archives (entrance through Blake Library or Powell Hall)

Lise Pelletier, Director of Acadian Archives (834-7536)

Anne Chamberland, Library Archives Assistant II (834-8631)

The Acadian Archives/Acadiennes was founded in 1990 to “document, preserve, celebrate, and disseminate information about the history and cultural heritage of Maine’s Upper Saint John Valley.” It holds manuscripts, maps, photographic images, audio/visual materials, microfilms, books, and journals, all relevant to Valley history, genealogy, folklore and folk life, language, healthcare and business issues. It also has an active program of outreach to teachers, schools, and local communities.

If you have research projects that involve local history, culture, folklore, or genealogy, we would be delighted to be of help. We can offer research strategies and advice, access to our collections and library materials, and even lend field recording equipment and train you in its use.

If you plan to donate your research project to the Archives, please visit us before you start your research so we can acquaint you with our policies, practices, and procedures.

You can learn more about the Archives and browse our collections by visiting our website (www.umfk.maine.edu/archives). For a quick overview of Valley history and

culture, you can find our web edition of *Acadian Culture in Maine* at <http://acim.umfk.maine.edu/>.

To learn about UMFK policies for doing fieldwork interviews, see the campus Human Subject Research website at <http://www.umfk.maine.edu/humansubj/>.

DISTANCE EDUCATION

Office Location: Old Model School, Ground Level

Fax Number: 834-7845

Leslie Kelly, Director of Information Services (834-7522)

Donald Ouellette, Distance Education Technician (834-7808)

Patricia Whitworth, Administrative Assistant (834-7560)

Distance Education includes ITV, compressed video, and online courses.

Participants should be aware that instructors will have deadlines for assignments, tests and course completion. You will be expected to keep current with readings and written assignments and to participate in on-line activities. Your course grade will be based on a variety of components, which may include short written assignments, longer papers, class participation, presentations, and exams.

To discover if distance courses are right for you, you may want to take the survey located at: <http://www.learn2.maine.edu/survey/survey-learning.asp> .

INFORMATION TECHNOLOGY

Office Location: *Acadian Archives Building (2nd floor)*

Joshua Belanger (834-7815) joshua.s.belanger@maine.edu

Peter Cyr (834-7547) pcyr@maine.edu

Arthur Drolet (834-7809) adrolet@maine.edu

Leslie Kelly (834-7522) lesliek@maine.edu

Nicki Ouellette (834-7818) nickio@maine.edu

Help Desk Numbers:

IT Help Desk: 834-7818/834-7547

Library Help Desk: 834-7527

Students are encouraged to use computing facilities and to request help from IT and Library staff. A computer access and printing account is required to use the campus computers, and there is a small charge (3 cents/page) for printing. Wireless internet access is available in all buildings and on the quad. All students are required to activate and use their university email accounts. This account is used to gain access to several systems on campus, including: Blackboard, MaineStreet and on-campus internet access (Ethernet or wireless).

The IT department supports clusters of computers available to students in various locations. The four primary classrooms are the Nadeau Hall Computer Classroom, the two Old Model School Computer Centers, and the Library Computer Instruction Center. Open hours are posted for each classroom at the beginning of the semester. The classrooms are closed to general use when a class or workshop has been scheduled.

Each dorm has computers available for general student use and each dorm room has data connections available for personal computers (Ethernet or wireless card required). Other single purpose labs on campus include the Electronic Music Lab, the Applied Technology Lab and the Nursing Lab, all in Nadeau Hall. The GIS Lab is in Cyr Hall.

General computers provide access to the campus network servers and such applications as: word processing, spreadsheets, databases, computer programming languages, graphics programs and HTML editors. Laser printers are available in all labs and clusters. Students are also given access to individual space on our network called the H drive. This space can be used to save academic work and can be accessed anywhere on campus as well as from home. More information about the Information Technology Department is available on the web at: <http://www.umfk/maine.edu/it>.

Students are reminded that campus computers and network services are for academic purposes only. UMFK enforces a policy against illegal downloading, file sharing and excessive bandwidth use. More information on this policy can be found in the Student Affairs section of this handbook or on the web at: <http://www.umfk/maine.edu/current>.

LIBRARY SERVICES

Office Location: Blake Library

Automated Information: 834-7525

Fax Number: 834-7518

Leslie Kelly, Director (834-7522)

lesliek@maine.edu

Sofia Birden, Associate Director of the Library (834-7527)

sbirden@maine.edu

Kathryn Donahue, Head of Technical Services Librarian, (834-7528)

kathryn.donahue@maine.edu

Asita Albert, Library Assistant II in Acquisitions/Cataloging (834-7524)

asita.albert@maine.edu

Debra Durkin, Library Assistant II in Circulation/Interlibrary Loan (834-7526)

debra.durkin@maine.edu

Brenda Pelletier, Library Assistant I in Serials (834-7523)

brenda.m.pelletier@maine.edu

Blake Library, the information center of campus, holds approximately 63,000 volumes and 330 periodical subscriptions as well as an extensive collection of VHS and DVD videos, microfilm, maps and audio recordings. We encourage you to visit Blake Library's homepage at <http://www.umfk.maine.edu/infoserv/library>. The Library's homepage provides links to: the online catalog, URSUS – <http://ursus.maine.edu> which includes not only the University of Maine at Fort Kent holdings, but also the holdings of other UMaine System libraries and electronic books; MaineCat Statewide Catalog, providing students access to a number of other academic, public, and school library collections throughout the state; periodical indexes, many of which provide full-text access to journal articles; and links to other helpful library related pages.

Circulation Policies

Students must bring their UMFK ID card to the Library to borrow materials. Books in the general and young adult collections may be checked out for four weeks, juvenile books for two weeks, curriculum materials (K-12 classroom activities, textbooks, manipulatives) and audio books for one week, and videocassettes and DVD's are for a three day period. Periodicals and reference books must be used in the library. Students have the ability to electronically request books through the URSUS system and through MaineCat the Statewide Catalog. Materials in other libraries may be obtained through interlibrary loan. Before you give up looking for materials you can't find, ask a librarian.

Library Student Handbook

The library has available a handbook for students which is more detailed. The handbook is available in print at the library or you may also find the same detailed information on the Blake Library web site.

Other Services

Blake Library offers access to computers, b/w and color printers, scanners, audio-visual equipment, and a photocopier. The library also makes available to students advanced color printing and copying, laminating, and faxing. There is a small fee for these services. In addition, students can come to the library for email account help, computer access help, and other computer related questions they may have. Finally there is a computer in the library that allows students to put money on their printing account without staff intervention.

Computing in the Library

In addition to the library's wired computer labs and lbooks, Blake Library is wireless ready allowing students to use their laptops to connect to the internet.

Standard Library hours

For up to date library hours see the library website at:
<http://www.umfk.maine.edu/infoserv/library/about/staffhrs/>

The library has reduced hours during breaks and summer, and if the campus is closed due to bad weather, the library in most cases will also be closed. Please check the library web page or call 834-7525 for the most up to date hours.

MEDIA SERVICES

Office Location: Old Model School

Aaron Bernstein, Assistant Director of Media Services (834-7893)

Don Ouellette, Audio Visual Technician (834-7507)

Steve Michaud, Web Technician (834-7878)

The Media Services Department provides web, audio visual, and multimedia support to the UMFK campus.

Specific services include portable and classroom A/V equipment management, technical planning for special events, assistance with audio and video recording and editing, maintenance of closed circuit TV, and support for FTP accounts and web based projects.

Available equipment includes portable PA systems, mobile computers, projectors, and screens.

Please contact Media Services with any questions you have about the technical needs for the event you're planning.

PRESIDENT'S OFFICE

Office Location: Cyr Hall

Fax Number: 834-7810

President Wilson G. Hess

Naomi Nicolas, Administrative Assistant (834-7504)

Commencement

Office Location: Madawaska House

Fax Number: 834-7801

Linda Deprey, Administrative Assistant for Gifts & Special Events (834-7800)

Graduation

All students who plan to graduate must apply for their degree through the Registrar's Office. Forms to apply are available from the Registrar's Office or can be printed on-line. The form must be completed, signed by the student's advisor, and returned to the Registrar's Office. The form should be completed at least one semester prior to the actual graduation date. Once the application is received by the Registrar's Office, it will be reviewed and the student will be notified of approval and/or any uncompleted degree requirements.

Commencement Ceremonies

The University of Maine at Fort Kent has one formal ceremony in May of each year. All August 2011, December 2011, and May 2012 students completing their degree requirements are invited to participate.

Commencement Activities & General Information

Detailed commencement activities information is available at:

<http://www.umfk.maine.edu/commencement/graduates/>. You may also call the commencement office at (207) 834-7800.

The 2012 commencement rehearsal will be on Thursday, May 10, 2012 at 11:00 a.m. in the UMFK Sports Center.

The 2012 Senior Class Banquet/Awards Convocation will be on Friday, May 11, 2012 at 5:30 p.m. in the UMFK Sports Center. Seating is first-come, first-served basis and students may sit with their families. Graduates receive two free tickets; additional tickets are available at a cost. For more information, call the Vice President for Academic Affairs Office at (207) 834-7509.

The 2012 commencement ceremonies will be on Saturday, May 12, 2012 at 1:00 p.m. in the UMFK Sports Center. Guest attendance and seating is unrestricted. No tickets are required; you can bring as many people as you wish. Family and guest seating sections are available in the gym bleachers or chairs on the floor. All

seating is on a first-come-first-served basis. If special arrangements are required, please get in touch with the commencement office at (207) 834-7800.

The 2012 President's Reception will be on Saturday, May 12, 2012 immediately following the commencement ceremony outside under tents in the parking area adjacent to the Sports Center. This reception is an opportunity to meet and introduce your family and friends. Refreshments, finger foods, and desserts will be served.

Additional Information: (207) 834-7800

REGISTRAR'S OFFICE

Office Location: Cyr Hall

Fax Number: 834-7887

TBA, Registrar (834-7521)

Lynn Tardif, Administrative Assistant (834-7520)

TBA, Records Technician (834-7823)

The major functions coordinated by the Registrar's Office are:

- Registration for classes,
- Adding and dropping classes,
- Grade processing,
- Maintaining and updating academic records,
- Certification for graduation/commencement planning,
- Completing student enrollment verifications and
- Processing veteran's educational benefits.

The Registrar's Office is responsible for maintaining the academic records for students attending UMFK. The office is also responsible for course registration and changes in student biographic information. The services which students may obtain in the Registrar's Office are:

- Advisor listing,
- Certification of good standing/enrollment,
- Certification for Social Security benefits,
- Change of address, name, residence classification,
- Change of major or degree objective,
- Class schedules,
- Grade changes/removal of incomplete grades,
- Information on auditing courses,
- Information on transfer to other University of Maine System campuses,
- Transcripts/copies of records, and
- Veteran certification/ benefits advice.

Staff members in the Registrar's Office are available to assist students in understanding University policies and procedures and in interpreting academic regulations. For more information, visit our web site at:

<http://www.umfk.maine.edu/registrar>.

Privacy of Student Records

In compliance with the Family Educational Rights and Privacy Act, UMFK protects the privacy of educational records of all students. No personally identifiable information other than directory information will be disclosed outside the University without prior written consent of the student. All students have the right to inspect the information contained in their own educational records and to challenge the contents of the records. Copies of the formal institutional policy, which provides detailed information for implementation of the Act, may be obtained in the Registrar's Office.

Transcript

A student's complete academic work, including current degree program, transfer credit, and all campus course work is listed on the Academic Transcript. A student may request a transcript to be sent to a third party by sending a written request to the UMFK Registrar's Office or www.umfk.maine.edu/registrar/request.

1. There is a \$3.00 per copy fee. The fee is not required if the transcript is sent to another UMS campus.
2. Official transcripts will not be released if the student has a HOLD for an outstanding balance at the Business Office or in conjunction with the requirements for student loan or health record immunization.

Transfer of Credit Practices

The University of Maine at Fort Kent recognizes that students may complete post-secondary work at other institutions. This work is important to the student and also to the University. UMFK will make every effort to recognize the credits through the transfer process and apply these toward its program requirements. Where the content of courses from the previous school is equivalent to that of UMFK courses, students will be given credits toward their degree requirements. Where there is no compatibility of content, elective credit will be given. UMFK also has special arrangements with selected schools whereby credits are accepted directly into UMFK programs.

In order to receive credits for work from other institutions, students must present "official" transcripts from each post-secondary school. For students who are applying for transfer to Fort Kent, the transcripts must be sent to the Admissions Office. For those taking courses at other schools while a student at UMFK, the transcript should be directed to the Registrar's Office.

Once transcripts are received in the Registrar's Office, they will be evaluated and credits accepted as appropriate. The student will then be notified of the transferability of each course as well as how the credits will apply to his/her degree program. The acceptable credits will then be posted on the UMFK transcript. Decisions on transfer credit evaluations may be reviewed by the Vice President for Academic Affairs.

Although all coursework will be considered for transfer, credits will be acceptable for transfer only under the following conditions:

- Only work from institutions accredited by one of the six regional accrediting agencies will be accepted in transfer.
- Only work with grades of "C-" and above will be accepted.

- Grade Point Averages (GPA) from other schools do not transfer. Grades from within the University of Maine System are listed on the UMFK transcript but are not included in the UMFK GPA.
- Only work which applies to a course of study at UMFK will be accepted.
- Nursing clinical courses are not transferable.
- Credits from vocational or technical schools are accepted if they were taken as part of an associate degree program.

UMFK differentiates between courses offered during the freshman/sophomore years (lower level) and those at the junior/senior years (upper level). For transfer courses, the level is determined at the time of transfer evaluation. Courses which are considered upper level at the “away” school are considered upper level at UMFK. Courses which are considered lower level at the away school are considered lower level at UMFK. It is recognized that conflicts will exist between the numbering schemes. Credits from two-year institutions will be considered the equivalent of lower level work (freshman and sophomore years) at the University of Maine at Fort Kent.

NOTE: For students transferring within the University of Maine System:

“Trustee policy is to provide the maximum opportunity for transfer within the System. When a student is accepted for transfer within the University of Maine System, all undergraduate degree credits with a minimum grade of “C-” obtained at any unit of the University will be transferable to any other unit but will not be automatically applied to the specific academic degree program to which the student has transferred. Each student will be expected to meet the established requirements of the academic program into which transfer is affected, and appropriate application of that credit is to be the responsibility of the particular academic unit. To determine which courses are transferable for degree program credit, students who anticipate the need to transfer course credits should consult with their academic advisor prior to enrollment.”

Transfer Information

The University of Maine System has developed a policy on transfer to assure maximum movement of credits while maintaining individual campus autonomy and program integrity.

University of Maine System Transfer Credit Practices:

1. Transferring students must provide **official transcripts** reflecting all previous post-secondary coursework.
2. An evaluation of transfer credit will be prepared by the Transfer Officer for each accepted transfer student, and will be available in the student’s MaineStreet Student Center. The transfer student should meet with an academic advisor at the receiving university to review how the transfer credit will be applied toward the student’s degree program. Transfer evaluations will be prepared based on the following principles:
 - a. *Within the University of Maine System.* Undergraduate courses completed with a C- or higher, including P grades, will transfer from one UMS university to another. Grades will be recorded on the student’s transcript but not computed into the cumulative GPA.

- b. *Outside the University of Maine System.* Credit earned with a C- or higher in courses from regionally accredited colleges/universities outside the UMS will be considered for transfer. Pass-fail courses taken outside the UMS must have “pass” defined as a C- or higher in order to transfer.
 - c. Generally, course grades do not transfer from one college/university to another. Semester and cumulative GPA’s reflect only those courses taken at the home university. Students in cooperative degree programs should inquire about any exceptions that may apply.
 - d. Coursework defined as developmental by the university to which the student is transferring will not be awarded degree credit. Developmental courses are considered preparatory to college-level work, and will not count towards a degree.
 - e. Courses from colleges and universities outside the United States will be accepted for transfer consistent with established university policies and practices.
3. Credit may be awarded for high school Advanced Placement (AP) exams, College Level Examination Program (CLEP) exams, or college-level knowledge gained through life experience (e.g., prior learning, such as military or other training) when validated through the approved campus processes.
 4. Students with coursework from non-regionally accredited schools may inquire into the possibility of validating some or all of their learning through testing and/or approved university credit for prior learning processes. Students interested in this option should contact the university Transfer Officer for more information.
 5. If a student has concerns about the transfer evaluation, the student should contact the Transfer Officer at the receiving university. After such conferral, the student may appeal through the academic appeals process at the receiving university.
 6. Transfer students should consult the university’s catalog and/or meet with an appropriate advisor to determine requirements regarding the number and distribution of credits that must be completed at the university to earn the desired degree.
 7. Students must meet the established requirements of the academic program or college into which they are transferring. Transfer credits do not necessarily count towards these requirements.
 8. Students may also confer with the Transfer Officer and/or academic advisor regarding possible flexibility in the application of their credits to their program, through approved campus processes.
 9. Current UMS students who plan to take courses at another university, inside or outside of the UMS, are strongly encouraged to seek prior approval of their plans from the university where they are matriculated.

University Catalog

The University Catalog contains the basic policy statements concerning students’ academic relationship with the University. Each student receives a free copy of the catalog at the time of admission. A copy is also available online at: www.umfk.maine.edu (click “Faculty & Staff”; click “University Catalog”). Students are urged to read the catalog thoroughly before consulting with their advisors, division chairpersons, Vice President for Academic Affairs or Registrar when they have questions.

STUDENT AFFAIRS

Office Location: Cyr Hall

Fax Number: 834-7804

Ray Phinney, Assistant Dean of Student Life and Development (834-7562)

Lisa Roy, Administrative Assistant (834-7513)

The Student Affairs Office is concerned with students in all areas of University life. Student Affairs personnel are available for consultation about any question or problem a student may have. Extra-curricular activities, orientation, residential life, personal concerns, student life are all to be directed to this office.

Absences from Classes

The University and its faculty are firmly committed to regular classroom attendance. Students do better in those courses where they maintain regular attendance. Each professor will specify an attendance and absence policy ("cut" policy) as part of the written syllabus you receive at the beginning of the course. If, for any reason, you seek an excused absence from class(es), you must obtain excused status in advance, whenever possible, from the professor(s) of the class(es), find out your obligations and schedule whatever makeup work is necessary. In an emergency, you may obtain a notification of absence directly from the Assistant Dean of Student Life and Development. This requires a personal contact with the Assistant Dean or his/her designee.

If it is not possible to speak to the professor(s) before the absence, you must, within a day or two of your return to campus, carry out the consultation(s) with the professor(s) of your course(s). If you cannot contact your professor(s), you should seek out the Assistant Dean of Student Life and Development. It is your responsibility to set up the conferences, be familiar with the professor(s)' specified procedure for makeup work and to meet the obligations and deadlines established by the professor.

The Assistant Dean of Student Life and Development will officially notify professors of the following absences. All other absences fall within the professor's cut policy and the opportunity to make up work is at the professor's discretion.

- A death in the immediate family,
- Hospitalization,
- Medical reasons outlined and verified by a physician,
- Scheduled employment interviews verified by employer in question,
- Other emergency situations directly concerning a student and/or his/her immediate family,
- Participation in University-related, University-sanctioned and/or University-sponsored or approved functions or activities, including but not limited to performing arts and athletic events.

**There is a limit of three day's absence per semester. Upon consultation with the student's professors, additional notifications of absence may be permitted in extenuating circumstances.

Alcohol and Substance Abuse Policies

The University of Maine at Fort Kent views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and mails annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For additional copies of the booklet "Alcohol and Drugs, What Every Employee Should Know About the Use and Abuse of Alcohol and Illegal Drugs," please contact the Office of Financial Services at 834-7515 or the Human Resources Office at 834-7554.

Alcoholic Beverages (use of)

Federal law requires that UMFK uphold and strictly enforce federal and state alcohol and drug laws or lose all federal funding, including student financial aid. Part of the requirement is that you receive your personal copy of the University Alcohol and Drug Policy. We are also required to explain that alcohol and drug use is harmful and has health risks. You will find several workshops available during the year to help you understand these risks. We are also required to tell you what help is available for combating drug and alcohol problems. Some of this will be available through the workshops; other help is available through personal counseling.

For those who are not of legal drinking age (minors) the following regulations apply:

- The consumption of alcoholic beverages and the possession thereof, by individuals under 21 years of age, is illegal in the state of Maine; the University of Maine at Fort Kent recognizes, acknowledges and upholds the law of this state.
- Infractions of state alcohol policies will be dealt with in accordance with the University of Maine Conduct Code and Maine state laws.
- Any student not of legal drinking age who causes disruption of any kind because of intoxication shall be required to attend a meeting with the Assistant Dean of Student Life and Development to discuss formal disciplinary proceedings.

For those who are of legal drinking age the following regulations apply:

- Drinking of alcoholic beverages is prohibited in all academic buildings.
- Drinking of alcoholic beverages is prohibited in the Student Lounge, Dining Hall, Sports Center and on Crocker Beach. Any request for exception to this regulation because of a special event must be approved by the Assistant Dean of Student Life and Development.
- Drinking alcoholic beverages in public is prohibited. This applies to any and all functions open to the public such as entertainment, dances, athletic events and to the out-of-doors on any part of the campus. This also applies to all entrance ways, corridors and reception areas of the residence halls, and to all "away games" on other campuses.
- Any student of legal drinking age found drinking an alcoholic beverage or seen with an uncapped and/or capped but partly consumed alcoholic beverage on his/her person in the above mentioned areas shall be referred to the appropriate conduct officer. Even capped and completely full beverages will

warrant disciplinary proceedings if an individual flagrantly moves about campus grounds, and/or if there is no evidence of just having entered the residence hall or campus grounds.

- Infractions of these rules will be dealt with in accordance with the University of Maine Student Conduct Code and Maine State Laws. Any student who causes disruption of any kind while intoxicated shall be subject to a disciplinary proceeding, depending on the circumstances surrounding the incident. A meeting with the Assistant Dean of Student Life and Development may result in referral for formal disciplinary proceedings.

Alcoholic Beverages at Social Events

The sponsoring organization must indicate the individuals responsible for checking identification. The sponsor also acknowledges its responsibility to conduct the social function according to the following guidelines.

- Kegs are not permitted.
- Nonalcoholic beverages must be available and served free of charge if alcohol is permitted.
- Food must be available when there is alcohol at a social function.
- Advertisements for the social function must not contain a reference to the alcohol in the title or in pictures (e.g., "wine and cheese reception"). Reference to the availability of alcohol may be in the text of the advertisement.
- The group sponsoring the function is responsible for checking student identification and will not permit minors to have or consume alcoholic beverages.
- If guests become intoxicated and/or disruptive, officials of the sponsoring organization must ask them to leave. For student safety, the sponsor shall also assist any intoxicated student with alternate transportation and report the incident to the Assistant Dean of Student Life and Development.
- The sponsor will hire an off-duty Police Officer from the Fort Kent Police Department at the organization's cost to insure compliance with state and local laws at the event.
- Alcohol is not permitted at any outdoor events.

ARAMARK DINING SERVICES

Office Location: Nowland Hall, Cyr Hall

Resident students at UMFK have four meal plan choices with varying amounts of declining balance. They can choose from the 5-meal plan, the 10-meal plan, the 14-meal plan or the 19-meal plan. The 19-meal plan includes all meals served during regular service hours at Nowland Dining Hall. All other meal plans are adjusted to meet individual needs and eating habits. For more information, or help to choose a meal plan that is right for you, please visit the Dining Services office located in Nowland Hall or visit our website at ww.umfk.campusdish.com.

Anyone may have meals at Nowland Hall by paying cash at the door or by purchasing a commuter meal plan at the Dining Services office located in Nowland Hall or online.

Hours of Operation

Nowland Hall

MONDAY - FRIDAY Breakfast 7:00 am - 10:30 am
(served as cash equivalency for meal plans at Bengal's Grille)

MONDAY - FRIDAY	Lunch \$6.70	11:15 am - 12:45 pm
MONDAY - FRIDAY	Dinner \$8.40	4:30 pm - 6:00 pm
WEEKENDS & HOLIDAYS	Brunch \$6.70	10:30 am - 12 Noon
	Dinner \$8.40	4:30 pm - 6:00 pm
Bengal's Grille	7:00 am – 2:30 pm; 5:30 pm – 7:30 pm (Monday – Thursday)	
	7:00 am – 1:30 pm (Friday)	
	Closed on weekends and holidays	

Commuters/Faculty and Staff

You have a lot to do while you're on campus, and since you don't live there, it seems like you're always on the go. Having a meal plan helps you make the most of your time on campus. There's no need to scramble for cash or waste your time in line at the drive thru. Our range of meal plans, flexible dining hours, and convenient locations near your classes, make it easy to grab a quick bite with your friends, so you'll be able to eat what you want, where you want, whenever you want it.

Commuters may select one of the above plans or choose from one of the following to enjoy meals at a reduced rate:

- **10 Block Plan**--10 meals at Nowland Hall at your convenience--\$54.00
- **30 Block Plan**--30 Meals at Nowland Hall at your convenience--\$150.00
- **30 Plus Plan**-- 30 meals at Nowland Hall AND \$100.00 in declining balance--\$248.00
- **60 Block Plan**--60 Meals at Nowland Hall at your convenience--\$282.00
- **60 Plus Plan**--60 meals at Nowland Hall AND \$200.00 in declining balance-- **BEST VALUE \$482.00**

*State of Maine 7% sales tax applicable to all commuter meal plans.

Disclaimer: For more information, please visit our website at www.umfk.campusdish.com.

Campus Crime Statistics and Policies

An informed community is a safety conscious community. Therefore, the following statistics of reported on-campus crimes are provided to complement UMFK's safety awareness and education effort and to comply with the Crime Awareness and Campus Security Act of 1998.

A complete chart of campus crime statistics can be found at www.umfk.maine.edu - click on Campus Crime & Safety Report. For a paper copy, contact Ray Phinney, Assistant Dean of Student Life and Development at Ext. 7562.

Reporting of Criminal Actions

Crimes and emergencies are reported to the Residence Hall Staff if the incident occurs in the Residence Halls and to the Assistant Dean of Student Life and Development if the incident occurs in any other campus area. If necessary, crimes and emergencies may be reported by calling 911 or the Fort Kent Town Police at 834-5678. These numbers are staffed 24 hours a day. Annually, the campus community is reminded, via an e-mail announcement of campus crime reporting procedures. Such procedures are also printed in the UMFK Student Handbook. On campus crimes are to be reported using a standard Crime Reporting Form found on-line at <http://www.umfk.maine.edu/pdfs/studserv/reportcrime.pdf> .

The University of Maine at Fort Kent, because of its size, does not have its own police department, but criminal activity on campus is investigated in collaboration with the Fort Kent Police Department. The FKPD maintains regular contact with the Office of Student Affairs and the Office of Facilities Management in regards to criminal activity.

In addition, a UMFK security guard is on duty seven nights a week between 11:00 p.m. and 7:00 a.m. during the academic year. The guard has direct radio contact with the Fort Kent Police Department. The UMFK Facilities Management Department also has direct radio contact with the Fort Kent Police Department during the day.

Campus Sex Crimes Prevention Act

Law enforcement agency information provided by the State of Maine under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained from the Fort Kent Police Department; the local law enforcement agency with jurisdiction for the UMFK campus.

Firearms

Firearms are not allowed in campus buildings or on campus grounds. Students in the residence halls will be asked to keep their firearms at the Fort Kent Police Department. Commuting students who must have firearms in their vehicles must keep their vehicles locked at all times.

Annual Safety & Security Report

The Annual Safety and Security report is compiled and published annually by the Assistant Dean of Student Life and Development. All campus crimes and security violations are reported to the Assistant Dean of Student Life and Development. Information and statistics for the report are compiled in the Office of Student Affairs with the help of written reporting mechanisms from campus departments & personnel.

Sexual Assault Policy

The University of Maine at Fort Kent will not tolerate any form of rape or sexual assault. Any unwanted physical contact or threat of such contact constitutes sexual assault. Alcohol, drugs, peer group pressure, consent on a previous occasion, or ignorance of University policy will not serve as justification for such actions.

The Residential Life staff provides information sessions open to all students on the subject of sexual assault and safety. These presentations are provided in conjunction with local health care agencies and social service organizations. As well, community mentors (resident assistants) undergo a training session on sexual assault during the annual Community Mentor training program.

In the event of sexual assault or rape, students should seek the support and assistance of another person immediately. The University provides a number of resource people including the Student Support Services Counselors, the Residence Life Staff, and the Assistant Dean of Student Life and Development, all of whom are aware of the need for sensitivity and confidentiality. Students may also use the Sexual Assault Helpline by calling 1-800-432-7805.

Victims of rape should seek treatment at the Northern Maine Medical Center emergency room. Such treatment does not initiate legal action; however, it is important should the victim choose to report the crime. University support personnel will accompany rape victims to the hospital and/or the police station on request.

The Student Conduct Officer or the Student Conduct Committee will investigate all charges against students violating this policy. Students who are found to be in violation of the University of Maine System Student Conduct Code regulations on sexual assault will be sanctioned by the University. Imposed sanctions can include such action as suspension or expulsion from the University. Both the accused and the accuser will be notified of the outcome of disciplinary actions in relation to sexual assault. All reasonable living and academic arrangements will be made to protect those involved in a sexual assault case.

Complaints against University faculty or staff will be handled by the Equal Opportunity Officer.

Access to Campus Facilities

UMFK buildings and facilities are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Buildings are also opened on weekends and holidays on an as-needed basis. Exterior doors on campus buildings are locked and secured after normal operating hours. All doors to the residence halls are locked 24 hours a day. Residents may enter with their own key. Guests must be admitted by residents or residence hall staff.

Maintenance and Security of Campus Facilities

The University is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. The campus Facilities Management Department continually checks for maintenance and security deficiencies and strives to maintain a safe environment. Members of the campus community are encouraged to report any deficiency to the Director of Facilities Management at 834-7671.

Public areas of the residence halls, the UMFK Bookstore, and the UMFK Sports Center are monitored by closed-circuit security cameras.

Off-Campus Student Organizations

The University does not recognize any off-campus student organizations. Therefore, any violations by any such organization will be handled by the appropriate law enforcement agencies.

Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs are a critical part of UMFK's effort to provide a safe campus environment for students and employees. The University's crime prevention efforts are based upon the concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime awareness and prevention programs offered by the University of Maine at Fort Kent:

1. **PRINTED MATERIAL:** Sexual assault and sexual harassment brochures are mailed to all students, faculty, and staff. Throughout the year, this type of awareness information is available in the Student Affairs and Human Resources Offices and at advertised distribution sites. In addition, safety and awareness tips are included in the student handbook.
2. **RESIDENCE HALL SAFETY:** A variety of programs are offered for both commuters and students living in the residence halls. Throughout the year the University offers a variety of programs, including safety awareness meetings, sexual assault and date rape prevention, fire and chemical safety presentations, and alcohol and drug awareness programs. Prevention is stressed but response to these concerns is also an important consideration.

Crime Statistics

An informed community is a safety conscious community. Therefore, the following statistics of reported on-campus crimes are provided to complement UMFK's safety awareness and education effort and to comply with the Crime Awareness and Campus Security Act of 1998.

DIVERSITY PROGRAMMING

Diversity Programming consists of special student and campus wide activities that celebrate UMFK's diverse student and staff population. Special months and days, such as Black History Month and Women's History Month, are observed through a variety of engaging activities.

FIRST YEAR EXPERIENCE (HUM 102)

Knowledge, Skills & Attitude for Success, UMFK's First Year Experience, serves as a comprehensive student success and preparation experience designed to introduce students to effective academic and social strategies for use in their development as students and as citizens. The experience also serves to develop teamwork and problem solving skills and to foster an understanding of human diversity, values, and responsibility. Through this experience, students will have the opportunity to attain academic and social skills necessary to become self-managed, responsible, and successful life-long learners.

The Knowledge, Skills, and Attitudes for Success experience is a triad of programs including Academic Advising, Orientation, and HUM 102.

HIPPA

University of Maine at Fort Kent Notice of Privacy Practices for Health Information

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The University of Maine at Fort Kent Health Care Component ("University" or "we") must maintain the privacy of your personal health information and give you this notice that describes our legal duties and privacy practices concerning your personal health information. Health information and other student records of University of Maine System students are generally not subject to this notice and are protected by other federal and state laws. In general, when we release your health information, we must release only that information we need to achieve the purpose of the use or disclosure. However, all of your personal health information, with

limited exceptions, will be available for release if you sign an authorization form, if you request the information for yourself, to a provider regarding your treatment, or due to legal requirement. We must follow the privacy practices described in this notice.

Illegal File Downloading and Bandwidth Use

All students who use the UMFK computer network must be aware that downloading music, movies, images and other digital, copyright protected files without paying for them is illegal. Doing so constitutes the theft of copyright protected material and is punishable by serious fines. “Watch dog” companies and agencies that monitor computer networks and IP addresses inform us when someone on our network is downloading copyright protected songs, movies and other material. Again, all of these activities are illegal and are against the UMS Student Conduct Code. Recently, several University of Maine System students, including some from UMFK, were charged with illegal downloading by the Recording Industry Association of America and their infractions have resulted in lawsuits that include thousands of dollars in fines. This is a serious matter and the excuse that “everybody does it” is not a legitimate one. As proprietors of the computer network, we (UMFK) are required to respond to these infractions. Please understand we are doing this not only for our protection, but yours as well. The following are the sanctions for illegal downloading on the UMFK computer network.

1st Offense – Your access to our network will be suspended until you are able to talk to the Assistant Dean of Student Life and Development who will give you an official warning. After this warning, your access will be suspended for one full calendar week; commencing on the day of your consultation with the Assistant Dean of Student Life and Development or his designee.

2nd Offense – You will be charged for violating the UMS Student Conduct Code and the sanction will include a 90-day suspension of your network access. Please note this suspension will not prevent you from completing academic work on our campus computers in our labs, but it will prevent access from your personal computer in the residence halls or at home.

3rd Offense – You will be charged for violating the UMS Student Conduct Code and you will be permanently suspended from our network.

Remember, downloading a song or movie illegally is stealing; just like shoplifting in a department store is stealing. If you are downloading material illegally, stop immediately. It is also important to remove any programs that allow for such activity from your computer. Do not allow others to use your computer for such activity. You are the person responsible for your computer and your log-in information. If someone else perpetrates illegal activity on your computer or with your log-in, you will be held responsible.

Bandwidth Use

Internet access is a shared resource for everyone. We do not have an infinite amount of this resource. We have systems like telephones and air control units for heating and cooling that require internet access to work correctly. These systems use the same network connection that your personal computer uses to surf the web. When someone or a group of users download hundreds of files from the web it

absorbs a lot of this shared internet resource. Many of these programs that you use to download music and movies create folder shares on your computer. These folder shares are where you save the files you downloaded and in turn are shared out to the world for other to download from you. So even if you are not downloading files you are allowing others to download from you, which is just as problematic. Setting up your computer to stream movies for others to view causes the same internet drain. When someone does these kinds of activities they cause problems with other vital systems that require internet connection. This leads to numerous problems and complaints. We have a system in place that monitors users that use extreme amounts of this shared resource. Typically when a user reaches a predefined limit their access will be throttled to a slower rate until the person stops what they are doing. The monitoring system notifies the UMFK IT department, if we receive continuous notification of a user that continues to be an internet glutton we will notify the Student Affairs office and provide them with log files that indicates excessive usage from a user. This user will then be penalized based on Student Affairs conduct rules. If you want to know your limits or to know what is good or bad you can always visit the UMFK IT department for answers to any of your computer questions.

The penalties for inappropriate use of bandwidth are the same as the ones listed above for illegal downloading.

Please heed this warning and refrain from this type of activity. More information illegal downloading can be found at the following web site:

<http://www.umfk.maine.edu/current/downloading.cfm>.

Immunization

Students will NOT be permitted to attend classes unless the following proof is provided. It is Maine State Law that every post-secondary student born after 1956 must show proof of immunization of Measles, Mumps, Rubella (two doses – MMR1 and MMR2) and Tetanus & Diphtheria (TD boosters need to be updated every 10 years). The immunization records are kept on file in the Student Affairs Office.

International Student Immigration/Visa Information

All students from countries other than the United States are considered F-1 students by the U.S. Department of Homeland Security. F-1 students, upon admission to UMFK, are issued an I-20. The I-20 is the official travel and immigration document for students. All I-20s are issued by the Admissions Office and verified and maintained by the Student Affairs Office. The following are regulations pertaining to the I-20.

To maintain legal F-1 student status at UMFK, you are required to:

- Be admitted to UMFK. Upon arrival at UMFK, you must see the Assistant Dean of Student Life and Development or his/her designee to have your I-20 signed and verified.
- Maintain full-time enrollment (at least 12 credits per semester) earn a passing grade in all your courses. All courses must be taken for credit.
- Purchase health insurance for the duration of your studies.
- Conform to regulations for travel outside of the U.S. and keep your passport valid your entire stay in the U.S.

- Accept no off-campus employment without written permission from the Department of Homeland Security. F-1 students are allowed to work part-time on campus. F-1 students may also apply for paid practical training opportunities that allow for paid off-campus work in some special circumstances. Please see Ray Phinney in the Student Affairs Office for more detailed information.
- Notify the Student Affairs Office before you transfer to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within sixty days after the completion of your program.

Orientation

Annually, the University of Maine at Fort Kent campus community welcomes new students to the fall and spring semesters. Orientation has been designed to introduce students to all aspects of campus life with a hands-on program that allows them to experience all that the campus has to offer even before the first day of classes.

Each year the orientation staff presents a new orientation theme that encompasses the trend of the year. Workshops, presentations and activities all center around and reflect this theme in order to create commonality for all incoming students. Past themes have included *Passport to Education*, *Many Faces Going Places*, *Your Northern Exposure*, *Yourspace@UMFK*, and *Go Green and Gold*.

A conference style format is used to structure presentations and workshops so that students can obtain and absorb as much pertinent information as possible. In addition to advising workshops, academic presentations and panel discussions, students have the opportunity to dine in our cafeteria, stay in the residence hall, explore local hiking trails, and canoe the area lakes and rivers. With a jam-packed visit of information sessions and exciting excursions, students are sure to leave with a lasting impression of the UMFK campus and surrounding Fort Kent community.

Students confirmed for the fall semester attend a four day orientation session at the end of August. This session allows students to become acquainted with current students, faculty, and staff, while simultaneously exposing them to the campus community's important policies, procedures and programs. Similarly, students confirmed for the spring semester are encouraged to attend a similar one-day orientation program that provides the same information along an abbreviated schedule the day before classes begin in January.

Passport Requirements

As of **June 1, 2009**, the U.S. government has implemented the full requirements of the land and sea phase of Western Hemisphere Travel Initiative. The rules require all individuals entering the United States at sea and land ports of entry to have a passport or a passport card. Passports are required for entry into U.S. airports; the passport card is not valid for air travel. Applications for passports and passport cards can be found at local post offices and at the following website: http://travel.state.gov/passport/about/npic/npic_898.html.

Many UMFK students are from Canada or travel to Canada while attending UMFK. All students who will be traveling to and from Canada are now required to have a passport or passport card. Failure to provide those documents at U.S. border crossings may result in significant delays and/or legal action.

Posters/Advertising

Signs, notices and poster content should be cleared with the Student Affairs Office before being placed on display. Posters must be posted on appropriate bulletin boards around campus. Posters attached to walls, windows or doors will be removed by maintenance staff. Individuals or organizations sponsoring a particular poster or notice are responsible for removing the poster after the event has occurred. Posters with inappropriate content or content that does not follow UMFK policies will be removed by Student Affairs personnel (see Alcohol Policies). Certain activities may not be advertised on campus.

RESIDENTIAL LIFE

The University of Maine at Fort Kent is currently using two residence halls, Crocker Hall and The Lodge with a combined capacity of approximately 215 students. The Assistant Dean of Student Life and Development administers supervision of the halls. The Assistant Dean is assisted by one Assistant Director of Residential Life, one Assistant Director of Student Activities and Residential Life, two Lead Community Mentors and a staff of eight Community Mentors. The Assistant Dean and his/her staff work under the supervision of the Vice President for Administration in a cooperative effort to assist individual resident students and to maintain the quality of residence hall life.

UMFK has a long tradition as a residential university and has sought to provide comfortable and convenient campus housing for students. The University believes that education encompasses social and personal development, as well as, intellectual growth, and strives to provide a supportive environment through its residence life programs.

Students may request the hall of their choice on a space available basis. Each hall is different and offers a unique living environment. Incoming students are assigned to rooms by the Residence Life staff. Residents are responsible for damage to their rooms, furniture or any part of the residence halls. The University is not responsible for lost property, and strongly discourages students from leaving valuable articles or money in their rooms. Rooms should be kept locked at all times.

It is important to remember that RESIDENTIAL HALLS ARE CLOSED during semester breaks and between the fall and spring semesters. Students must vacate the halls during these closings. It is important to make travel arrangements well in advance.

Crocker houses approximately 65 students as well as the living quarters for the Assistant Director of Student Activities and Residential Life. The Lodge's capacity is approximately 150 students and houses the living quarters of the Assistant Director of Residence Life. Each room is wired for telephone, computer and cable television use.

All residence halls have posted "loud hours" which allow for noise that must be at a reasonable level and "quiet hours" where quiet is the rule. All halls contain a study

lounge with computers, a TV lounge and a game room open to commuters as well as residents. Residential life staff is on duty at all times, and their names are posted in the lobby of each residence hall.

The following rules govern visitor behavior in the residence halls.

- Non-residents may not bring in alcoholic beverages regardless of age.
- No one under the age of 21 may possess or consume alcoholic beverages in the residence halls.
- Overnight stays must be reported to the Assistant Director of Residential Life 24 hours in advance for safety reasons and the resident assistant on duty will be notified.
- It is the responsibility of each guest to become aware of the rules of the residence hall and to follow them. Residence hall rules and regulations can be obtained from any residence life staff member or on-line.

Sexual Harassment

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Maine System regards freedom from sexual harassment as an individual student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. A pamphlet describing the policy and its enforcement is provided to each student and staff member. Incidents of sexual harassment should be promptly reported to a campus EEO officer or to the Assistant Dean of Student Life and Development.

Smoking (Tobacco Use Policy)

Preamble: The University of Maine at Fort Kent (UMFK) supports the findings of the United States Surgeon General that the use of tobacco in any form, active and passive, is a significant health risk to the smoker and to those exposed to second-hand smoke. The intent of this policy is to accomplish the following:

- Reduce exposure to second-hand smoke for smoke-free individuals
- Develop an environment supportive of tobacco-free lifestyles
- Reduce the risk of accidental fire
- Reduce environmental impacts of cigarette litter
- Prepare the student body to work in smoke-free environments upon graduation

Education

The implementation of this tobacco use policy is a component of a larger initiative to improve the health and wellness of the UMFK community. The implementation of this plan will include an emphasis on education and awareness programming, which will include the following components:

- Policy awareness via written and electronic notices to students and staff
- Smoking cessation classes offered by Student Health Clinic Staff
- Activities that highlight the importance of health and wellness in general

- Educational posters and flyers, strategically placed throughout the campus
- Activities that provide information about smoking cessation via university departments, health care providers and non-profit organizations or groups

Sales and Marketing

The following are policies regarding the sale and marketing of tobacco products at the UMFK campus:

1. The sale and free distribution of tobacco products on the UMFK campus or on any property owned by the University is prohibited.
2. Campus organizations are prohibited from accepting money or gifts from companies that primarily engage in the sale and promotion of tobacco products.
3. Tobacco advertisements are prohibited in all University publications.
4. All contracts with off-campus vendors will provide that the University's name or logo will not be used in connection with tobacco promotions.
5. Tobacco companies and/or vendors will not be allowed on campus to display, advertise, and/or sell their products or services at any time.

Policy

For the purposes of this policy, the University of Maine at Fort Kent campus will be divided into three designated areas: Crocker Hall residential area, The Lodge residential area, and the parking area adjacent to the Old Model School. The Crocker Hall residential area will mainly serve to meet the needs of the residential students living in Crocker Hall, while the Lodge residential area will mainly serve to meet the needs of the residential students living in the Lodge. The smoking gazebo near Cyr Hall will mainly serve to meet the needs of UMFK employees and its commuter students. All employees, students, and visitors to the campus will be expected to use one of these three designated smoking areas.

Smoke-free Areas of Campus

- All buildings on campus are designated as completely smoke-free.
- All designated smoking areas are at least 100 feet away from most major building entrance.
- All designated smoking areas are placed at least 100 feet away from most walking thoroughfares.
- All designated smoking areas will be identified via signage and a smoking receptacle.
- All parking areas, athletic fields, and university vehicles will be smoke-free.

Designated Smoking Areas of Campus

1. The southwestern corner of the walkway leading from Crocker Hall to the Facilities Management building. Areas served include:
 - Crocker Hall
 - Nowland Hall
 - Facilities Management Building
 - Any parking areas adjacent to these buildings

2. The northwestern corner of the Lodge adjacent to the designated residential parking area for the Lodge. Areas served include:
 - The Lodge
 - Sports Center
 - Alumni Memorial Field
 - Haenssler Honors Center
 - Acadia House
 - Saint David House
 - Old Model School
 - Any parking areas adjacent to these buildings

3. The smoking gazebo near Cyr Hall. Areas served include:
 - Old Model School
 - Madawaska House
 - Cyr Hall
 - Nadeau Hall
 - Fox Auditorium
 - Crocker Beach
 - Powell Hall
 - Acadian Archives
 - Blake Library
 - Any parking areas adjacent to these buildings

Enforcement and Implementation

This policy relies on the consideration and cooperation of smokers and non-smokers. All members of the UMFK community, including visitors, are asked to observe and respect this policy. This policy requires that all members of the campus community regard as serious the risks associated with smoking and second-hand smoke, to be active in reminding those who infract this policy by politely encouraging compliance.

- The President, Vice Presidents, and Department Supervisors shall assure that this policy is communicated to everyone within their areas of responsibility.
- The Residential Life Staff will enforce the policy for residential students by implementing specific judicial sanctions for policy violations, including use outside the designated smoking areas.
- The Office of Student Affairs will enforce the policy for commuter students by implementing specific judicial sanctions for policy violations, including smoking outside the designated smoking areas. Anyone witnessing policy violations by any student must submit written documentation of their observations to the Assistant Dean of Student Life and Development. The Office of Student Affairs is not responsible for responding to immediate requests to confront someone who is smoking. The Office of Student Affairs will enforce this policy by implementing procedures in the University of Maine System Student Conduct Code.

- The Office of Human Resources will enforce the policy for employees by implementing specific sanctions for policy violations. Anyone witnessing policy violations by any employee must submit written documentation of their observations to the Executive Director of Human Resources. The Office of Human Resources is not responsible for responding to immediate requests to confront someone who is smoking. The Office of Human Resources will enforce this policy by implementing procedures outlined in various University of Maine System Collective Bargaining Agreements.
- Notice of the policy will be included in conference brochures, promotional materials, and catering contracts to inform unaffiliated groups that choose to use UMFK facilities.

STUDENT ACTIVITIES

Office Location: Cyr Hall

TBA, Assistant Director of Residential Life and Student Activities (834-7850)

The student activities staff works closely with student organizations and their leaders on special events and other campus activities. These functions are intended to provide a balanced program of recreational, cultural and educational events that maximize the opportunity for students' personal growth and development. The student activities staff can help you find out about programs and organizations that may be of interest to you. The staff can provide the names of contact people for most organizations and help students through the maze of formal and informal procedures.

The student activities staff wants to aid students in exploring whatever ideas they have for establishing an organization, changing an existing program or initiating a new program. To this end, the staff will help students through the planning and implementation processes.

Student Activity Fees (Allocation of and Accountability)

Responsibility for the expenditure of the student activity fees in accord with the foregoing policy is delegated to the Division of Student Affairs. Under the supervision of the Vice President for Administration, the Student Senate is credited with 30 percent of the revenues received from the payment of student fees, 24 percent is designated for the Student Activities Office, 24 percent is allocated to the Student Activities Board, 1.5 percent is allocated to Diversity Programming, 12.5 percent to the department of athletics, 5 percent to the department of theater, and 3 percent to the Campus Ecology Committee. The Senate in turn allocates its share of the funds to approved activities and campus clubs and organizations based upon a written request, which includes a detailed plan of expenditure. The athletic department will be financially responsible for providing travel expenses and lodging for fans, who pay student activity fees, to attend sporting tournaments if the athletic department wishes to do so. Although the departments of Student Activities, Theater and the Athletics do not need to have their purchase requisitions approved by the Student Senate, they do need to follow the policy stated above. All fund transfers and purchase requisitions are approved by the Vice President for Administration. The Student Senate shall not under any circumstances fund academic

course requirements, required academic ceremony or inductions, or required academic travel and expenses.

STUDENT CLUBS & ORGANIZATIONS

Faculty/staff advisors and students work together in planning and executing most activities and projects undertaken by clubs and organizations. Students have a responsibility to consult advisors. Together, problems can be solved in the best interest of the organization and its members. Contact Lisa Fournier in the Business Office for information on holding a raffle/fundraiser.

Financial affairs of student organizations are supervised and disbursed by the Administrative Services Office to be sure that the University of Maine System financial policies are followed.

Student Clubs & Organizations Eligibility

The University requires that all students who represent it in any way in extracurricular activities be in good academic standing, in compliance with the University catalog and be enrolled at the University of Maine at Fort Kent. Staff and faculty may also be members of clubs and organizations, but in order to receive funding from the Student Senate a club/organization should have more student members than non-student members. These requirements include all officers of clubs and social groups. It does not include participants in intramural activities.

Students considering participation in extra-curricular organizations or activities should be aware of the following stipulations.

- A minimum grade point average of 2.0 is required of ALL officers and members of ALL clubs or social organizations recognized by the University and/or Student Senate.
- If, at the end of any given semester of study at the University, a student has failed to attain the 2.0 minimum GPA, but has not been placed on academic probation, the officer/member will be granted conditional participation in extra-curricular activities for one semester, during which time significant academic improvement must be demonstrated to be able to participate in extra-curricular activities the following semester.
- If, at the end of a given semester, a student fails to meet the criteria covered in items 1 and 2 above and/or is placed on academic probation, that student will be placed on inactive status with respect to social clubs and organizations and considered ineligible to participate in organizations, slates of officers, drama productions, or newspaper staff.
- All students participating in varsity athletics will be governed by their respected national organizations rules of eligibility, United States Collegiate Athletic Association, USCAA and/or United States College Ski Association.

The following organizations were active last academic year and may be available to you.

The **Art Club** is designed to allow students to express their inner creativity. Explore different art mediums in a technical advanced world.

The **Baseball and Softball Club** will play at an intercollegiate level. The baseball club will be primarily for males, though females may join. The softball branch will

play fast-pitch softball and is for females only. Members of the club will practice and improve their baseball and softball abilities and represent UMFK.

Chi Alpha is a Christian campus ministry on universities throughout the United States and around the world. They are a movement of college-aged men and women earnestly following Jesus. They are not a fraternity or sorority. They invite everyone to be part, regardless of background. They meet on campus in groups of varying size and style. The gatherings are informal, infused with music and interaction, and cover topics from relationships to the nature of truth. The meetings are opportunities for students to meet God, each other, and the needs of the community.

The **Fitness Club** provides a positive and friendly environment to increase the comfort and confidence of students in using the UMFK Sports Center.

Ice Hockey Club exists to give the students a chance to play co-ed ice hockey in a safe and sportsmen-like environment regardless of skill level and to strengthen their skills in the sport of ice hockey, and to enjoy the competition of organized ice hockey.

Kappa Delta Phi is a national professional fraternity that encourages its members to achieve their potential scholastically and socially so that they will be qualified to be capable and respected representatives of their profession.

Kappa Delta Phi emphasizes the value and the necessity of conducting professional, educational and philanthropic programs in addition to their regular undergraduate scholastic work. Its purpose as a fraternity is to bring together men of good character and standards, to promote a spirit of good citizenship and to seek changes in our institutions, to fight against discrimination and to strengthen the bonds of brotherhood.

Kappa Delta Phi Nationally Affiliated Sorority (Kappa Rho) is organized and designed to bring together women of good character who manifest a keen interest in higher education and who desire to promote the highest ideals, educational practices and a spirit of good citizenship.

The **Newman Club** (campus ministry) is composed of interested students whose purpose is to improve the quality of life on campus through extracurricular activities, socials and discussion groups. Membership is open through the academic year. It is Roman Catholic in its basic identity.

The purpose of the **Quidditch Club** is to supply an alternative sport for all of the students on campus that do not want to conform to traditional athletic norms, but still wish to be involved in a team that they and their school can be proud of.

The purpose of the **Student Nurses Organization (SNO)** is to unite the students of UMFK who are interested in nursing as a profession, to establish a liaison between the student body and the faculty, and the community and to provide a forum for professional and social activities.

SAGES (Students Association for Greater English Studies) seeks to inspire others with aspirations for life-long learning through language arts: sharing the love of

great works of literature; reading as an active participant, writing about this active life; and presenting works to others in exciting ways.

Spectrum is an organization that aids in providing a supportive, safe, social setting for gays, lesbians, bisexuals, transgender questioning individuals as well as their straight friends and supporters and other interested parties recognizing sexual diversity on campus.

STEPS (Student Teacher Educational Professional Society) is an organization for Education students who are interested in helping out the community and students in the community. STEPS gives back to the community to help out the less fortunate.

TRIO Leadership Group is an exceptional learning based group that focuses on building and developing life skills. Through the development and implementation of projects, group members have opportunities to develop skills that they need to reach their own personal, academic and occupational goals.

The **Video Game Club** provides entertainment and a social environment for students sharing a common interest in video games. Providing a place where students can interact with one another in a friendly environment.

The **UMFK Dance Team** will dance at half time of the home basketball games and support the team.

UMFK's small size lends itself well to students generating their own clubs based on their interests. If you are interested in starting a new club, please contact the student activities office for more information.

Student Senate

The Student Senate is an autonomous student government structure that is as effective and responsive to the student body as students require it to be. The Senate nominates students for appointment to key University committees, helps coordinate cultural and social functions, allocates student activity funds and works with the Vice President for Administration Office and the Student Affairs Office.

The Student Senate and the Assistant Director of Student Activities encourage the development of viable activities and organizations. To be a recognized student organization, all groups must first receive University recognition. To be able to request Student Activity funds, groups must also seek Senate recognition and be under Senate jurisdiction.

Refer to page 75 for the Student Government Constitution and By-Laws.

Student Conduct Code

The University of Maine System Student Conduct Code seeks to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individual under the auspices of the University of Maine System (hereinafter referred to as the "University") and the individual campuses and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

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

All members of the University are governed by System policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may wish to refer to the University Policies and Procedures manual, campus residence hall contracts, and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. THE SEVERITY OF THE IMPOSED SANCTIONS WILL BE APPROPRIATE TO THE VIOLATION.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY'S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

The Assistant Dean of Student Life and Development is UMFK's Chief Student Conduct Code Officer. For a copy of the UMS Student Conduct Code contact the Student Affairs Office or find it on the web at <http://www.maine.edu/policyssc501.html> .

STUDENT HEALTH CLINIC

Location: Nadeau Hall

Fax Number: 834-7639

Reception Office: 834-7822

Tentative Health Services Hours:

Monday 1:00 p.m. – 5:00 p.m.

Tuesday 8:00 a.m. – 12:00 noon

Wednesday 1:00 p.m. – 5:00 p.m.

Thursday 1:00 p.m. – 5:00 p.m.

Tentative Mental Health Services Hours:

Friday 10:00 a.m. – 5:00 p.m.

The UMFK Student Health Clinic is a service of Northern Maine Medical Center. The Health Clinic (opened approximately 20 hours/week- contact Student Affairs or the Health Clinic for specific hours) is a primary care health facility that provides a wide array of student health procedures and services. Visits to and services in the Health Clinic are free of charge for all UMFK students.

Below is a list of just some of the services offered by the Student Health Clinic:

Physical Exams

STD Checks

Basic Suturing

Urinary Tract Infections

Pap Smears

Birth Control Counseling

Upper Respiratory Infections

Orthopedic Problems

Sports Physicals	Headaches
Tobacco Cessation	Basic Nutritional Counseling
Ear Lavage	Minor Excisions and I & D
University required immunizations	Oral contraceptives (reduced rate)

The Health Clinic also contracts a mental health counselor for free student consultation one afternoon per week. For more information on hours and services, please contact the Student Affairs Office.

Student Health Insurance

University of Maine at Fort Kent requires all full time students enrolled in 9 or more credits to have health insurance coverage.

Since insurance purchased outside of the USA is not likely to be effective in this country, all international students are also required to remain enrolled in the UMFK plan unless proof of other USA or appropriate Canadian insurance coverage is provided.

Canadian students who are student teaching in Canada this fall will NOT be automatically enrolled in the UMFK plan. Those students need to request the plan if they want it.

All other students who are enrolled in 9 or more credits will automatically be enrolled in the UMFK Plan.

The waiver will be in effect until the fall semester of the next academic year only, at which time the waiver process must be initiated again.

WAIVER DEADLINE IS OCTOBER 1ST FOR THE FALL SEMESTER AND FEBRUARY 15TH FOR THE SPRING SEMESTER. Waivers will not be accepted after these dates.

Students who wish to have the expense for this coverage removed from the University charges may do so by providing other insurance information. This can be done by any one of the following methods:

- Faxing a copy of your insurance card to 207-834-7812,
- Stopping by the Financial Services Office with your insurance card and we will make a copy,
- Sending an email to lisa4four@maine.edu with your name, date of birth, name of insurance company, policy number and name of policy holder, or
- Mailing a copy of your insurance card to the university's address to the attention of the Business Office.

Student Identification Card (Bengal Badge)

Students are given one free identification card (Bengal Badge) when they first enter the University. Identification cards are made at the beginning of the fall & spring semesters. Students are charged \$5.00 for a replacement identification card. Picture identification cards contain a bar code necessary for checking out materials at the library and monitoring your meal plan. All picture identification

cards MUST be validated each semester. The Student Affairs Office provides the validation stickers upon proof of current enrollment.

Student's Personal Property Insurance

The University shall have no responsibility for loss or damage to personal property owned by the student or in custody of the student. Students are encouraged to insure their personal property while on campus. Students may do so by contacting National Student Services, Inc. at www.nssinc.com, dorm insurance at www.easnetwork.com, student personal property insurance at www.sa.ua.edu, college student insurance at www.csiprotection.com, or by contacting the Student Affairs Office.

STUDENT SUCCESS OFFICE

Office Location: Cyr Hall

Catherine Fecinta, Coordinator (834-7593)

Advising

Faculty members have a professional responsibility for advising students. New students, either first-year or transfer, are assigned to advisors. Although the student is assigned an advisor to approve registrations, it is the responsibility of the student to ensure that their enrollments accurately reflect their respective program requirements. Advisors meet with students prior to the start of classes or during Orientation. The purpose of academic advising is to assist students in making decisions related to their college career. Effective advising requires that students and advisors recognize a joint responsibility in this process. It is the responsibility of the student to make appointments and consult with their advisor about academic issues or progress towards degree completion. In addition, it is the responsibility of the advisor to aid a student in issues such as course selection, academic problems, career plans, and employment expectations, etc. It is also the responsibility of both parties to be familiar with and clearly understand the requirements set forth in the specific catalog that is in effect when a student enters UMFK.

Students entering UMFK with less than 30 transferable credits are required to enroll in HUM 102 – First Year Experience. The seminar provides an opportunity for students to become familiar with the skills needed for academic success while simultaneously exploring academic options with a group of students who have similar interests. Upon completion of the course, the First Year Experience professor will assist students in selecting a faculty mentor who will serve as the major advisor. Students are encouraged to select an advisor who is knowledgeable in their field, has indicated an interest in working with them and with whom the student feels comfortable discussing academic and career plans. In order to change advisors, a student must complete and submit proper paperwork that is available in the Registrar's Office or the Student Success Office. By the time a student has successfully completed 60 hours of coursework, they are required to declare a major. Students should be in contact with their advisors on a regular basis and should make it a point to see them at least twice a semester. These contacts are imperative to ensure that all program requirements are being satisfied in a timely manner.

Prior to the two week advising period that takes place during both the spring and fall semesters, students are encouraged to visit their student account on MaineStreet. Here, they can view holds that might prevent them from registering, make contact information changes, and search courses that will be available during the upcoming semester. In

addition, students have an added benefit of creating a “Wish List” of courses that they would like to enroll in for the upcoming semester. Once the Advising and Registration Period begins, students must meet with their advisors and may discuss their current academic status, future career plans, and their self-created Wish List. Upon discussion, the advisor can approve the courses that have been chosen by the student or make suggestions that might be more suitable for the student at that time. Students must register for classes by the registration deadline (usually two weeks prior to the start of classes) to avoid a \$50 late fee, which will be added to their bill.

Advisors assist students in the following areas:

1. Determination of educational goals and course selection to achieve these goals.
2. Periodic review of students’ academic progress.
3. Identification of all factors that may have bearing on academic progress.
4. Exploration of post-baccalaureate opportunities and requirements early in a student’s undergraduate career.

Advisors have several responsibilities. These include, among others:

1. Establish an advising relationship with students.
2. Inform students of ways an advisor can be helpful and show sincere interest in all aspects of their academic careers.
3. Help students make choices, fully explain consequences of alternative decisions and give students the freedom of choice.
4. Devote time to the discussion of educational and vocational goals on the basis of individual aspirations and qualifications.
5. Assist students in course selection, process registration forms and inform them of important procedures and dates for registration, add/drop and withdrawal.
6. Availability – students have the right to expect advisors to post their office hours, be available during those hours and arrange meeting times that might better suit a student’s schedule.

Students have responsibilities. These include:

1. Keep the advisor informed of academic progress and consult them early and often if difficulties or problems arise.
2. Always attend scheduled appointments with advisors. If a conflict arises, contact the faculty/staff member prior to the meeting time.
3. Consult with advisor before making ANY course or program changes, such as add/drop, major change or withdrawals.
4. Check email and campus mail for messages from advisors.
5. Always see advisor before registering for classes.

Career & Graduate School Planning & Placement

The University of Maine at Fort Kent recognizes career planning as a process that begins in a student’s first year and continues through to graduation. Students are introduced to the career planning and placement process in the First Year Experience course. The Student Success Coordinator gives an overview of the process and also teaches the basic components of the resume. This introduction allows students to create a basic resume that can be utilized and updated throughout their undergraduate career for internships, externships, preceptorships, career fairs, and job/career opportunities.

Students are encouraged to use the services provided by and available in the Student Success Office. These services include occupational interest inventories (Myers-Briggs Type Indicator), an online Career Guidance Program (CHOICES), a career information library and resource center, in addition to other helpful information and materials. Resume and cover letter workshops and seminars are available throughout the school year to help students become familiar with different formats and styles employers expect to receive from college graduates.

In addition to career advising, the Student Success Office also assists in Graduate School Preparation. Materials are available to assist students in the graduate school search, essay writing, application process, and testing (GRE, GMAT, MCAT, LSAT, MAT, etc). On-line resources are also utilized to ensure that the most recent information is available to students.

All students are encouraged to seek individual career and/or graduate school counseling to identify procedures and process with regards to applications, personal statements, resumes, cover letters, curricula vitae, etc. before they submit application materials for a job or graduate program.

The Student Success Bulletin Board lists current job openings and graduate school programs as well as upcoming activities and events. In addition, the Student Success Office hosts an annual Career & Graduate School Fair where employers and Graduate Schools and Programs from around the nation take the time to meet with students, faculty and staff to discuss opportunities for employment or continued education.

Study Abroad

Students interested in studying for a year, semester, or summer abroad must contact the Student Affairs Office to start the planning process (one full year in advance is recommended). UMFK is a participant in a number of organizations that allow for direct exchanges to universities in France, Quebec, and Nova Scotia, but exchanges can be arranged in just about every country in the world. The following is a brief overview of three UMFK exchange programs. For more detailed information, please contact the Student Affairs Office.

Partnership Maine-France

Students interested in going to France must contact the Student Affairs Office to help them decide which of our partners would be the best host institution for them given what they want to study while abroad (study abroad is available in nearly any major). Students then apply to their home institution to go on exchange by the deadline set by their home institution early in the spring semester. Once they are recommended for exchange by their home campus, their name is submitted to the system-level selection and placement committee by March 15 for the following year.

Acceptance and institutional placement is based on the availability of exchange slots and appropriate courses at the host institution, the program of study and study goals of the exchange student, recommendations by the sending and receiving campus and the system-level committee, and approval by the sending and receiving campus.

Exchange students are accepted and placed by early April for the following year in order to facilitate housing and visa processing. If there are spring slots unfilled by the end of the placement process, applicants for Spring who apply by October 1st will be considered.

For a complete list of universities in France who are part of this partnership, please contact the Student Affairs Office or visit the following web site:

<http://www.maine.edu/system/asa/IntlOppsStudentsPMFQ.php>

New England/Nova Scotia & New England/Quebec Exchange Program

The New England/Québec and New England/Nova Scotia Student Exchange Program provides eligible New England college students the opportunity to spend one or two semesters at participating Québec and Nova Scotia campuses. Students must be enrolled at a participating New England institution. The Québec and Nova Scotia campuses offer a wide variety of learning environments and an impressive array of course offerings. This program is a perfect option for students who are looking for a study abroad experience a little closer to home. Students interested in this program should contact the Student Affairs Office.

Drop a Class

If you decide to drop a class, you should discuss this decision with your advisor and instructor. If you simply stop attending the class, you will receive a failing grade.

No refunds are given if you drop the class after the published deadline. The proper form must be obtained from the Registrar's Office, completed, signed by the instructor and returned to the Registrar.

Withdrawal from the University

A student who needs to withdraw from all classes in which he/she is enrolled, must do so by contacting the Assistant Dean of Student Life and Development. The Assistant Dean of Student Life and Development will assist students with the withdrawal process.

STUDENT EMPLOYMENT

Office Location: Cyr Hall

Fax Number: 834-7843

Michelle Beaulieu, Personnel/Payroll Technician (834-7821)

There are many opportunities for students to work at the University of Maine at Fort Kent. There are approximately 120 jobs available for students during the Academic year and approximately 60 jobs available during the summer term. Students who are interested in earning extra money while attending UMFK are encouraged to explore the opportunities available here.

The three types of student employment at the University of Maine at Fort Kent are:

Federal Work Study

This is a federally funded financial aid program, and is awarded as part of your overall financial aid package. You must check off the box on your FAFSA (Free

Application for Federal Student Aid) that states you would be interested in work study to be considered.

University Work Study

This is an on-campus work program funded by the University. Students who are not eligible for the federal work study program can work under this program, and a University Work Study Application will need to be completed.

Department Funded Employment

This type of employment is offered to students with special skills and/or a level of knowledge needed (i.e. tutors) by a department. All funding for this position is the responsibility of the department hiring the students.

STUDENT SUPPORT SERVICES

Office Location: Cyr Hall

Fax Number: 834-7870

Lena Michaud, Director (834-7531)

Tammy Connor, Secretary (834-7530)

Aaron Tolbert, Writing Specialist (834-7806)

Angela Theriault, Academic Coordinator (834-7834)

Shawn Graham, Counselor and Accessibility Coordinator (834-7532)

The Student Support Services office is committed to assisting students to achieve the best possible academic and personal experience at UMFK. Our mission is to support low income, first-generation, and/or disabled students, under the guidelines of the Americans with Disabilities Act, who have potential to meet the challenges of higher education by strengthening and developing their academic and self-management skills. Our focus is to insure that our participants in the program have a realistic chance to persist in school and graduate from the University of Maine at Fort Kent. To accomplish these objectives, we provide services to enhance students' academic success, personal skills, and social skills. Providing services in these areas corresponds to the University's mission to prepare students for lifelong learning and success as professionals and engaged citizens of a democracy. The major components of the Student Support Services Program are as follows:

Academic Advising

Academic Advisors are available to help eligible students make the best possible use of academic resources and to facilitate academic progress and success. Advisors help students develop a meaningful educational plan compatible with their life goals.

Assistance for Students with Disabilities

The University of Maine at Fort Kent does not discriminate on the basis of disabilities in the recruitment and admission of students, the recruiting of faculty and staff, and the operation of any of its programs and activities. Our mission is to provide an environment that will meet identified needs and assist our students to achieve the best possible academic and personal experience during their academic career.

It is the policy of the University of Maine at Fort Kent to provide reasonable accommodations for all qualified individuals with disabilities. Federal law, the Rehabilitation Act of 1993, the Americans with Disabilities Act of 1990, and the

Maine Human Rights Act established the rights of individuals with disabilities. These laws provide that the recipients of federal funds, employers and places of public access, shall make reasonable accommodations to the known physical and mental limitations of an otherwise qualified person with a disability.

Students with documented disability, who need academic accommodations, are encouraged to meet with the Accessibility Coordinator to develop a plan for their accommodations. To ensure the timely availability of accommodations, students should request services well in advance of the start of the semester. To determine eligibility or request information, please contact the Accessibility Coordinator located in the Student Support Services office at the University of Maine at Fort Kent, Cyr Hall Room 107.

Career Center

Career Center services include a career resource library, an Interactive Career & Graduate School Program, interest inventory testing, resume and interviewing workshops, and career counseling. Career Assessments can be taken to help guide students to find a career field that best matches their strengths and values. As job vacancies occur, notices are posted on bulletin boards outside the Student Support Services Office.

CLEP/Dantes Exams

CLEP and DSST are credit-by-examination programs conducted by Educational Testing Service (ETS) and administered through Student Support Services that provide an opportunity for UMFK students to receive credit for their education required in non-traditional environments.

Counseling

UMFK prides itself on its student-centered emphasis. Understanding attitudes and successful interpersonal relations are vital for success in the personal and professional life of every adult. The UMFK staff believes in and exemplifies respect for and attention to the individual. To this end, our faculty, advisors, residence hall personnel, counselors, and administrators consider the students' concerns to be of primary importance. You should never hesitate to seek assistance for any type of problem.

Personal, academic and career concerns may be discussed with a Student Support Services counselor.

Developmental Courses

The purpose of developmental courses is to help students strengthen their basic skills, an essential step to eventual academic success. Students who score below the minimum acceptable levels on placement tests will be required to satisfactorily complete the appropriate developmental courses in reading, writing and/or math. Others may elect to take the courses to improve their skills.

Graduate School

Information on graduate studies is available and posted in the Student Support Services office. There are several standardized tests that may be required to take before an admissions decision to graduate school can be made. Standardized tests are administered both paper-based and/or computer-based, depending on the test. Different graduate schools may require different tests, so it is always important to check with the Admissions Office early in the application process to see which test is required. The Student Support Services office administers Miller Analogies Test (MAT).

Suicide Prevention

Suicidal behavior is both complex and frightening. **Suicide prevention is up to all of us. If you are concerned about yourself or about somebody else, call the crisis hotline at 1-888-568-1112.**

- Call to speak with someone who cares.
- Call if you feel you might be in danger of hurting yourself.
- Call to find referrals to mental health services in your area.
- Call to speak to a crisis worker about someone you're concerned about.

Additional supports and resources:

Crisis Helpline 1-800-432-7805
National Teen Dating Abuse Helpline 1-866-331-9474
Domestic Violence Hotline 1-800-799-7233

Tutoring

Individual and small group tutoring services are available free of charge for each course the University offers. Tutoring is available by appointment only. Appointments may be made by visiting Student Support Services office, by calling 207-834-7530 (ext. 7530 if on campus), or by filling in the online form available on the Student Support Services website. Appointments will be made on a first-come, first-served basis depending on the availability of tutors with a minimum of 48 hours notice.

UNIVERSITY/MEDIA RELATIONS

Office Location: Madawaska House

Fax Number: 834-7551

Terence Kelly, Director (834-7558)

Susan Tardie, Administrative Assistant (834-7557)

The University of Maine at Fort Kent wants to get the word out about what students, faculty, and staff are doing and about campus happenings. The University Relations office is responsible for telling the UMFK story both on and off campus.

This is accomplished by using a number of resources including a weekly bulletin of events and campus announcements known as Valley Vision "Currents." Press releases are issued to local and statewide media on a daily basis. Other releases, such as Commencement and Dean's List Announcements are sent to the numerous hometown newspapers of the students. As a student, any newsworthy happenings in your life could possibly make an interesting story for the University Relations office to release to the media. Please contact the office if you have news or information that you would like others to know about.

OFF-CAMPUS DIRECTORY

AIRLINE INFORMATION

Northern Aroostook Regional Airport (Frenchville) 543-6300
Northern Maine Regional Airport (Presque Isle) 764-6670

AMBULANCE SERVICE

Fort Kent Ambulance 911 or 834-5678

AUTO DEALERS / AUTO REPAIR/ SERVICE STATIONS

Andy's Irving 834-3877
Daigle Oil Company 834-5848
Don's Motor Mart 834-5198
Garage Gaetan B. Nadeau Enrg 506-992-2984
J. Levasseur Auto Service 506-992-3236
M&M Service 834-3043
Martin Ford 834-3173
Meril Michaud Garage 506-992-2890
St. Onge Auto Sales & Body Shop 506-992-3027
Twins 834-5453
Valley Auto (GMC, Olds, Buick, Pontiac, Chevy) 834-3191
Voisine's Exxon 834-5685

BANKS AND CREDIT UNIONS

Acadia Federal Credit Union 834-6167
Bank Nationale (Clair, N.B) 506-992-2128
Caisse Populaire (exchange rate information) 506-992-0232
Fort Kent Savings Bank of Maine (Fort Kent) 834-2282
Key Bank (Fort Kent) 834-6161
National Bank (Clair, N.B) 506-992-8135
Norstate Federal Credit Union (Fort Kent) 834-3232
TD Banknorth (Fort Kent) 834-6181

BEAUTY SALONS

A Little Lift 834-6000
Cutting Edge 834-2339
Hi-Fashion Beauty Salon & School 506-992-2155
Image Makers 834-6289
La Belle Couette 834-5683
Nouvelle Allure 506-992-3711
Salon de la Vie 834-4155
Salon Moderne 506-992-2088
Shear Perfection 834-3111
Studio 2002 834-2002
Tangles Beauty Salon 834-2111
Techniques 834-2090
Uptown Hair 834-4247

BOOK DEALERS-RETAIL

Country Cottage 834-6791

BUS STATIONS

Cyr Bus Line..... 800-244-2335
 Cyr Bus Line (Stop at Caribou One Stop)..... 498-3655
 SMT Bus Line (Edmundston, N.B.) 506-739-8309

CABLE TV/ SATELLITE DEALER

Gene's Electronics, Inc..... 834-3632
 Time Warner Cable 800-833-2253

CHAMBER OF COMMERCE

Greater Fort Kent Area Chamber of Commerce 834-5354
 Chamber of Commerce (Clair, NB)..... 506-992-6085

CHURCHES

Assembly of God - Pentecostal 834-5730
 Christ Congregational..... 834-5555
 Church of Jesus Christ of Latter Day Saints - Mormon 444-5232
 Fort Kent Bible Church - Fundamental Baptist 834-3445
 Jehovah's Witness..... 834-6486
 Presqtere de Clair 506-992-2496
 Presqtere Cathedrale Emmaculee Conception (Edmundston) 506-737-8950
 St. John Vianney Parish - Catholic 834-5656

CONVENIENCE/ GROCERY STORES

Bonichoix..... 506-992-2150
 Gas N Go..... 834-2436
 Irving 834-3196
 John's Shurfine 834-5181
 Mich's Meat Market 506-992-3320
 Paradis Shop 'N Save 834-3020

CRAFT & GIFT SHOPS

Country Cottage 834-6791
 Mainly Maine..... 834-7456

DENTISTS

Clinique Dentaire Du Haute (Clair, N.B.) 506-992-0909
 Daigle, Lucien 834-3012
 Raymond, Richard 834-3907

FIRE DEPARTMENT

Fort Kent Fire Department 911 or 834-5678
 Emergency calls only 911

FLORISTS AND GIFT SHOPS

La Boite a Fleurs..... 506-992-2853
 Les Varietes Charline 506-992-8135
 Corriveau's Hilltop Blossoms 834-6584
 Pelletier Florist..... 834-5241

HEALTH SERVICES AND HOSPITALS

Edmundston Hospital 506-739-2200
 Health 1st 834-3513

Medical Clinic (Clair, N.B.).....506-992-0040
 Northern Maine Medical Center 834-3155
 UMFK Health Center 834-7822

INTERNET SERVICE PROVIDERS

Center d'Access Communautaire 506-992-6002
 GEIPC, Inc. 834-4347
 SJV Wireless..... 834-3312

LODGING (FORT KENT & NEARBY TOWNS)

Auberge Le Fief B & B.....506-735-7652
 Auberge Wandlyn (Edmundston) 506-735-5525
 Big "M" Motel (Clair)..... 506-992-3440
 Black River Lodge (Allagash)..... 398-4103
 Comfort Inn (Edmundston) 506-739-8361
 Crossroad Cabins 834-6717
 Fieldstone Cabins..... 1-800-451-5281
 Four Seasons Inn..... 834-4722
 Howard Johnson (Edmundston) 506-739-7321
 Overlook Motel (Eagle Lake)..... 444-4535
 Gateway Motel (Madawaska)..... 728-3318
 Long Lake Motor Inn (St. Agatha) 543-5006
 Maple Leaf (Clair)..... 506-992-2120
 Martin's Motel (Madawaska)..... 728-3395
 Northern Door Inn (Fort Kent)..... 834-3133
 Track Down Lodge (Fort Kent) 834-3612

MONEY WIRING SERVICES/WESTERN UNION

Rite Aid 834-5444
 Rock's Family Diner..... 834-2888

OPTOMETRISTS

Bouley, Linda (Edmundston, N.B.) 506-735-4488
 Mitchell, David (Fort Kent) 834-3124
 Rioux, Tim (Fort Kent) 834-3333

PHARMACIES

Pharmacie Roger Blanchet (Clair, N.B.) 506-992-3393
 Rite Aid 834-5444
 Shop N' Save Pharmacy 834-4204
 St. John Valley Pharmacy 834-2880

PHOTOGRAPHERS

A Moment in Time Photography by Judy 834-2022 or 316-9160
 Fort Kent Video & Photography 231-0280

PHYSICIANS & SURGEONS

Charles Albert, M.S., PA-C (NMMC- Physician Assistant) 834-6140
 Kristen Reischer, M.D. (NMMC- Family Practice) 834-6140
 James Harris, M.D. (NMMC- Internal Medicine) 834-6117
 Paul Pelletier, M.D. (Eagle Lake- Family Practice) 444-5973

PUBLIC STORAGE

Al & Diane's	444-5936
Peter & Sandra Pinette.....	834-3893
R & R Marquis Public Storage	834-3095
Up North Corp (Leroy Martin)	834-6178
Valley Public Storage.....	834-7421

POLICE DEPARTMENT

Fort Kent Police Department	834-5678
Emergency calls only	911

RESTAURANTS

Al's Tastee Freeze (pizza & subs)	834-5324
B.L Bar Laitier	506-992-8155
China Garden.....	834-2045
Custom Cake Café	834-1140
Doris' Cafe	834-6262
John's Shurfine (pizza & subs)	834-5181
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Cyr Can-Am Travel (Madawaska)	728-6387

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STUDENT GOVERNMENT CONSTITUTION AND BY-LAWS

PREAMBLE

We, the Students of the University of Maine at Fort Kent, in our desire to continually increase the value of student life; to strengthen the unity of purpose among the Students, Faculty and Administration; and to promote the general welfare and best interests of all students of this University, hereby establish the Constitution of the Student Government of the University of Maine at Fort Kent.

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CONSTITUTION

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BY-LAWS

ARTICLE I - Duties and Responsibilities

Section I The Student Senate shall originate and formulate policies in the area of student life, which will provide for a more beneficial college experience.

Section II The Student Senate shall have access to the financial reports of student organizations receiving any funding or financial support from student activity fees.

Section III The Student Senate may propose guidelines for the cafeteria, campus grounds, sports center, social events and public functions provided they do not violate current law or University of Maine at Fort Kent contracts.

Section IV The Student Senate shall consider for action, properly petitioned policies, activities and changes recommended by students, faculty and administration.

Section V The Student Senate shall appoint survey officers and investigative officers and/or committees as needed.

Section VI The Student Senate shall refer all matters which are believed to be outside the jurisdiction of the Senate to the administration.

Section VII The Student Senate shall give priority to investigation, reporting and considering for action matters referred to it by the students.

Section VIII The Student Senate shall publicize its policies and activities.

ARTICLE II- Membership

Section I In the event that the board of Trustees Representative is appointed from the elected members of the Student Senate, the Board of Trustees Representative will automatically become an ex-officio member of the Student Senate. The seat vacated by the Board of Trustee Representative will be replaced. The Board of Trustees Representative will be required to update the Student Senate on a regular basis. The Board of Trustees involvement in the Student Senate will be left to his or her discretion.

Section II Any individual interested in running for a Student Senate seat must obtain the signatures of at least 15 students from the represented group in support of his/her candidacy.

Section III All of the Student Senate representatives shall be sworn into office at the first meeting after their election or appointment.

Section III a All individuals being inducted shall be administered an oath of office. The president shall be responsible for administering the oath to new members any time during the year.

Section III b In the event the president succeeds himself/herself, the vice president shall give the newly elected president the oath of office.

Section III c The oath of membership shall read as follows:

I, _____, do solemnly swear, that I will faithfully/carry out the duties of _____/placed on me by the constitution/ and will, to the best of my ability/ represent the interests of the student body and the Student Senate/ at the University of Maine at Fort Kent.

Section IV Vacated seats shall be filled by an appointee chosen by a majority vote of the Student Senate. The president will appoint the chosen designee to the correspondent position.

Section IV a Advertisement of all vacated seats shall be required.

Section IV b If three or more vacancies should occur at one time in regular Senate seats, an election shall be held to elect the required number of senators to fill the seats.

Section V The Student Senate reserves the right to expel, by a two-thirds vote of the Senate body, any member of the Student Senate who fails to fulfill his/her duties as a representative or officer.

Section VI The members of the Student Senate shall serve for an entire academic calendar year.

Section VII Members of the Student Senate shall have the rights and privileges common to membership in a parliamentary assembly, subject to the Constitution and By-Laws.

Article III - Duties of Officers

Section I - The President Shall:

- a. Call to order and preside at all regular Student Senate meetings.
- b. Appoint, with approval of the Senate, student members to administrative and faculty committees. Such appointees need not be members of the Student Senate.
- c. Grant excusable absences for those unable to attend a Student Senate meeting.
- d. Schedule discussion sessions, when necessary, for the entire student body.
- e. Have voting rights only in the event of a tie vote.
- f. Assist in the indoctrination of the newly elected president.
- g. Serve as liaison between the Senate and the faculty and/or administration.
- h. Handle correspondence concerning absentee warnings.
- i. Reserve the right to review the conduct or commitment of any senator for the purpose of removal from said body.
- j. Plan, organize and submit a weekly agenda at the time of the meeting and also the day prior via e-mail.
- k. Hold a workshop at the beginning of each academic year to educate new and returning senators on Parliamentary procedure and of their duties and responsibilities as senators.
- l. The Senate President or designee will sit as a member of the UMFK Cabinet.

Section II - The Vice President Shall:

- a. Assume the duties of the president in his/her absence or in the event of his/her inability to perform his/her duties as president.
- b. Work in cooperation with the Office of Student Affairs and the office of Students Activities to monitor the activities of recognized organizations on campus.
- c. Assist the president when necessary.
- d. Present and distribute all budget requests received.
- e. Present all club recognition requests to the Student Senate and have present a statement of purpose or constitution for the club or organization.
- f. Assist in the indoctrination of the newly elected Vice President.
- g. Serve as chair of the Student Activities Board. In the event that the vice president does not wish to fulfill the position the Vice President may request to chair the University Interest Committee with approval by the President.

Section III - The Secretary Shall:

- a. Keep the minutes of all Student Senate meetings.
- b. Post on the Senate bulletin board all minutes and activities of the Student Senate.

- c. Prepare digital copies of the minutes of all Student Senate meetings for each member of the Student Senate, the student body, University officials and the Library file.
- d. Post notices of all meeting times with all available media outlets on the campus.
- e. Write letters as the Student Senate or Executive Committee may designate and keep a copy on permanent file.
- f. Be responsible for providing the Student Senate minutes to all senators at least one day prior to Senate meetings.
- g. Maintain attendance records for all Senate meetings.
- h. Keep a revised copy of this Constitution, reflecting all amendments. Said copy shall be brought to all Executive Board and Senate meetings.
- i. Assist in the indoctrination of the newly elected secretary.
- j. Make Student Senate minutes available to anyone upon request.
- k. Serve as chair of the University Interest Committee. In the event that the secretary does not wish to fulfill the position of chair of the University Interest Committee, they may request to chair the Student Activities Board with approval by the President.

Section IV - The Treasurer Shall:

- a. Maintain accurate and current financial records of the Student Senate funds.
- b. Present and distribute a detailed digital copy of the financial record to the Student Senate at least twice a semester.
- c. Be responsible for maintaining accurate and current financial records of funds allocated to various club and organization accounts.
- d. Bring all financial obligations to the attention of the Student Senate and the Vice President for Administration.
- e. Serve as chair of the Financial Review Committee.
- f. Assist in the indoctrination of the newly elected treasurer.

Article IV - Duties of Student Senators

Section I- Senators Shall:

- a. Abide by the Constitution and By-Laws.
- b. Attend all scheduled and special Senate meetings.
- c. Serve on at least one Student Senate committee.
- d. Attend committee meetings.
- e. Make reasonable and ongoing efforts to remain cognizant of all issues pertinent to the student body.
- f. Responsibly and courteously listen to and evaluate all information and testimony presented to the Senate, in order to make an informed decision during the voting process.

Article V – Committees

Section I - The University Interests Committee

- a. The University Interests Committee shall review all University practices, decisions and/or standards and their implications upon student life at all levels. The practices taken into review may be those of the administrative, professional and/or classified. Any member of the student body can bring forth for review, before said committee, any practices, decisions and/or standards that may unfairly affect an unspecified number of students.
- b. The secretary of the Student Senate, or appointed designee, will serve as chair of said committee.

- c. A majority vote of approval of the Student Senate is required before said committee can review any policy, decision, and/or standard.
- d. Said committee shall return with a proposal to the Student Senate for a majority vote of approval before the proposal can be acted upon.
- e. Said committee shall turn all matters believed to be out of its jurisdiction over to the appropriate personnel.

Section II- Financial Review Committee

- a. Said committee shall be responsible for all inquires referred to it.
- b. The treasurer shall serve as chair of the Financial Review Committee.
- c. The Financial Review Committee must meet the following criteria each time a budget is referred to it:
 - 1. Meet with organization.
 - 2. Discuss and negotiate changes if deemed necessary.
 - 3. Provide a recommendation and/or reintroduce the revised budget at following meeting.
- d. The Student Senate shall approve or disapprove the Financial Review Committees recommendation of revised budget.

Section III- Constitutional Revision Committee

- a. Members of the Executive Board, the Parliamentarian, as well as, any senator who wishes to take part in the revision of the Constitution will comprise the membership of this committee.
- b. The president shall serve as chair of said committee.
- c. Said committee will be responsible for updating, revising and proposing amendments to the Constitution in accordance to the needs and desires of the student body and in an attempt to increase its value as a working document.
- d. Said committee shall meet at least once in the academic year.

Section IV - Judiciary Committee

- a. The Judiciary Committee shall be comprised of: two to four non-executive committee member senators, the Student Senate President, Parliamentarian, and up to 3 non-Senator advisors (non-voting) as the JC deems appropriate.
- b. Members of the JC, other than the Parliamentarian and the Senate President, shall be nominated and approved by the UMFK Student Senate.
- c. All members of the JC are required, to the best of their abilities, to fairly interpret the provisions of the Student Senate Code of Conduct, any charges of violation thereof, and to report to the Senate body in the manner prescribed in the Code of Conduct.
- d. The Senate Parliamentarian shall serve as chair to the said committee.

Article VI - Clubs and Organizations

Section I All student organizations that desire permission to operate on the University of Maine at Fort Kent campus and request financial support from the Student Senate, must be recognized by the University of Maine at Fort Kent and the Student Senate prior April 1st.

Section Ia Student Organization Defined:

- a. Any group of students acting together and electing officers.
- b. An organization composed of students acting toward the improvement of student life at the University of Maine at Fort Kent.

Section Ib All student organizations funded by the Student Senate must have a faculty and/or staff advisor. Signatures of members must accompany the list of members submitted to the Senate for recognition.

Section II All student organizations funded by the Student Activity fee shall file, with Student Affairs, a copy of an approved constitution or statement of purpose with the date of its last revision along with any amendments. Also, any organization shall have any or all constitutional revisions approved by the Student Senate, the Director of Student Affairs and the President of the University of Maine at Fort Kent.

Section III All student organizations requesting monies from the Student Activity fee shall be required to send a representative to the Student Senate meetings, in order to explain budget requests and expenditures. Failure to do so may result in the withdrawal of the organization's budget request. The vice-president shall inform the organization of proper time and place when they are to attend.

Section III a All budgets over the amount of \$500 brought forth to the Student Senate must first raise a minimum of 15% of the total budget requested, regardless of the amount in their account. The budget shall follow one of three possible courses of action and shall be approved or denied within one week:

- a. Be approved at the meeting.
- b. Be tabled for one week. Approval or denial of the budget will follow at the next scheduled Student Senate meeting.
- c. Be sent to Financial Review Committee, which will review the budget, make amendments if any and recommend proper action to the Student Senate.

Section IIIb Section IIIa does not apply to donation requests. (see Article XII Section I)

Section IV Any student organization receiving funds outside of the Student Activity fee shall make available all financial records and minutes of conducted business upon request for the Student Senate.

Section V Upon recognition of any club or organization by the Student Senate, a member of the Student Senate will be appointed by the president and approved by the Senate, in agreement with that club or organization to act as a liaison between recognized club or organization and the Student Senate. This —liaison|| will serve to heighten communications between groups and represent that club or organization at Student Senate meetings, while he/she represents the Student Senate at club meetings. Liaisons shall not be members of the club they represent.

Section VI Upon recognition of a club or organization, a \$50 start up budget will be established for said organization. Clubs and organizations which have \$50 or more already in their account will not receive the \$50 start up allocation. Approval of subsequent budget requests will be based on previous fund-raising activities performed by the said club or organization. The Student Senate shall not be the sole source of funding for any club or organization.

Section VII Any organization requiring dues, entrance fees, insurance fees or any other form of fee required for membership can be recognized pending that Student Activity fees are not requested for the payment of the fees.

Section VIII All clubs and organizations that desire financial support from the Student Senate must keep all allocated funds in an on-campus account.

Section IX All allocated monies that are not used for the purpose approved by the Senate will automatically return to the Senate budget at the end of each semester.

Section X Stipulation of club recognition is that any executive club member is required to provide the student senate with an account summary, including recent event expenses or other, once a month.

Section XI All funds left in the account of a club or organization that has been inactive (unrecognized) for three consecutive years will be returned to the Student Senate account.

Article VII - Removal of Recognition

Section I Any student or organization involved in hazing shall be immediately removed from Student Senate recognition and budget funds returned.

Section II Any student organization that does not meet the following criteria shall be removed from Student Senate recognition.

- a. Have a faculty and/or staff advisor.
- b. Demonstrate its uniqueness as a club or organization.
- c. Comply with local, state and federal statutes.

Section III Any club that does not comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship state, age, handicap or veteran's status will be removed from Student Senate recognition.

Section IV Any organization violating Section I, Section II, Section III and/or Section IV shall be given one week to rectify the violation. If no attempt to rectify is made, the Student Senate may withdraw recognition of the said organization as stipulated in Section V and VI.

Section V A two-thirds vote of the Student Senate body present, if a quorum exists, is necessary for the Student Senate to remove recognition of a student organization.

Section VI A two semester ban will be placed on any student organization removed from recognition by the Student Senate. After which time, said organization may resubmit for recognition by showing that the reasons for dismissal have been rectified.

Article VIII - Conflict of Interest

Section I No member of the Student Senate may vote on a motion that is directly related to a club or organization that said member is a member of. Said member may abstain from the vote.

Article IX - Amending By-Laws

Section I See Article X of the Student Senate Constitution.

Article X - Rules of Order

Section I The Student Senate shall follow the rules as set forth by **Robert's Rules of Order** unless it conflicts with the Student Senate Constitution.

Article XI - Election Procedures

Section I An annual election shall be held no sooner than April 1, but no later than the week before final examinations of the spring semester for the following year's positions of:

- 1 sophomore representative
- 1 junior representative
- 1 senior class president

- 1 Senators-At-Large position
- 1 Natural and Behavioral Sciences representative
- 1 Education Representative
- 1 Arts and Humanities representative
- 1 Nursing representative
- 1 Professional Management representative

Section I - Freshmen elections shall be held within the first four weeks of the fall semester.

Section II- Ballots

- a. All candidates for respective positions will be placed on the ballot in order of their arrival in the Student Affairs Office.
- b. Nomination papers must be turned in a week before the first day of elections.
- c. All ballots shall be printed at least two academic days prior to the start of the election. A copy of said ballots shall be posted on the Student Senate bulletin board. If discrepancies are found, new ballots shall be printed but not subject to the time limit above.
- d. Students shall be eligible to vote for office within their respective classes as determined by the Registrar's Office.

Section III – Polls

- a. Elections shall take place on any two consecutive days of the week.
- b. Polls shall be open to sufficiently cover 12 hours over two consecutive days, distributed during morning, afternoon and evening.

Section IV - Voting

- a. There shall be a current roster of students at the voting area.
- b. Any student appearing on said roster is eligible to vote.

Section V - Absentee ballots

- a. Absentee ballots will be made available the day following the close of nominations.
- b. Students must notify the Student Affairs Office of their intent to vote absentee prior to their departure.
- c. Absentee ballots may be obtained from the Student Affairs Office.
- d. Absentee ballots must be received by the Student Affairs Office prior to the closing of the election polls.

Section VI - Campaign Regulations

- a. No posters, signs or banners shall be within sight of the voting table.
- b. Any person actively campaigning (e.g. handing out pamphlets, talking to voters, persuading biased voting etc.) may not be within 250 feet of the voting table, except to vote. This includes any person wearing visible campaign material on their body.

Section VII - Tabulation

- a. Ballots shall be tabulated within the presence of at least three senators.
- b. Tabulation shall begin immediately after the closing of the polls.
- c. Only senators are allowed to be in the area in which the tabulation is occurring.
- d. All ballots shall be kept for at least 10 academic days after the election.
- e. The winners shall be notified before the results are posted.

Article XII - Referendum Votes

Section I A referendum can be initiated in two ways:

- a. From within the Student Senate: The Student Senate may bring an issue up for referendum by a two-thirds vote of the Student Senate membership.

b. From the student body: The student body may bring an issue to a referendum vote by collecting 100 signatures expressing the sentiment that said issue warrants a referendum vote.

Section II The referendum to be voted on shall be advertised on the Student Senate bulletin board for two weeks prior to the voting day.

Article XIII – Donations

Section I The Student Senate shall not donate more than \$300 of the student activity fees to a non-recognized club or organization, person, or charity group, not directly connected to UMFK, without first putting a referendum question before the entire student body for the purpose of voting. The Senate may set aside up to 3% of its budget for the purpose of donations to non-profit organizations.

CONSTITUTION

Article I – Name and Advisor

Section I The Student Government Association of the University of Maine at Fort Kent shall be known as the Student Senate.

Section II The Chief Student Affairs officer or designee shall hold the position of Student Senate Advisor.

Article II – Membership

Section I All activity-fee paying students carrying at least 6 credit hours and maintaining a G.P.A. of 2.5 or higher are eligible to hold a seat on the Student Senate. Executive board members must carry 12 credits and maintain a G.P.A. of 2.5 or higher.

Section II The Student Senate membership shall consist of four officers (as defined in Article III, Section I), one freshmen representative, one sophomore representative, one junior representative, the senior class president, one Natural and Behavioral Sciences representative, one Education representative, one Arts and Humanities representative, one Nursing representative and one Professional Management representative, one senators-at-large, and the Board of Trustees Representative. Total membership of the Student Senate shall be 15.

Section III The freshmen representative has to be a current freshman enrolled in UMFK and fulfill the rest of the requirements. The sophomore representative has to be current sophomore enrolled in UMFK and fulfill the rest of the requirements. The junior representative has to be current junior enrolled in UMFK and fulfill the rest of the requirements. The senior class president has to be a current senior enrolled in UMFK and fulfill the rest of the requirements. The Natural and Behavioral Sciences representative has to be current Natural and Behavioral Sciences student enrolled in UMFK and fulfill the rest of the requirements. The Education representative has to be current Education student enrolled in UMFK and fulfill the rest of the requirements. The Arts and Humanities representative has to be current Arts and Humanities student enrolled in UMFK and fulfill the rest of the requirements. The Nursing representative has to be current Nursing student enrolled in UMFK and fulfill the rest of the requirements. The Professional Management representative has to be current Professional Management student enrolled in UMFK and fulfill the rest of the requirements.

Article III – Officers

Section I The officers of the Executive Committee of the University of Maine at Fort Kent Student Senate shall be as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section II All officers shall serve for an entire academic calendar year.

Section IIa The floor shall be open for nominations for a one week period before elections are held.

Section III All officers shall be elected from the previous year's Student Senate before the general elections are to take place.

Section IIIa All officers shall be elected before the spring election of Student Senate representatives.

Section IIIb No senator shall be nominated or elected to an executive office position (i.e. president, vice president, treasurer and secretary) who has not been elected to the Student Senate through a general election by the student body population.

Section IV - Vacancy of Officers

- a. If a temporary or permanent vacancy in the office of president occurs, the vice president shall assume the office of president.
- b. If a temporary or permanent vacancy in the office of vice president occurs, the secretary shall assume the office of vice president.
- c. If a temporary or permanent vacancy in the office of secretary occurs, the president shall make a direct appointment. The appointee shall be a member of the Student Senate.
- d. If a temporary or permanent vacancy in the office of treasurer occurs, the president shall make a direct appointment. The appointee shall be a member of the Student Senate.

Article IV – Meetings

Section I Regular meetings will be held at least once a week on a regular time determined by the president at the first meeting of the beginning of each semester.

Section II - Special Meetings

- a. Special meetings may be called with cause by the president.
- b. Special meetings must be called by the president upon request with cause by two or more members of the Student Senate.
- c. Notice of at least 24 hours is required for a special meeting.

Section III Any member of the student body or any University of Maine at Fort Kent employee may attend Student Senate meetings and express his/her ideas.

Exceptions will be closed meetings called by the Student Senate president or a majority vote of the Student Senate body, if subject matter warrants and it doesn't violate any public access laws.

Section IIIa The Student Senate shall set aside time for non-senate members to speak at each meeting. The president of the Senate shall establish time limits and retain full authority to determine the appropriateness and relevance of the input.

Section IV A quorum consists of two-thirds of the elected members of the Student Senate or their appointed replacements.

Article V- Attendance Policy

Section I In order to carry out the duties of a senator, attendance at all meetings is expected.

Section II If a senator has not arrived within the first 30 minutes of a meeting (without finding a proxy), he or she will be considered absent.

Section III If a senator must be absent from a regularly scheduled senate meeting, he or she must notify the Senate President prior to the meeting in question, or written 24 hours after the beginning of the scheduled meeting.

Section IV

a) If a senator cannot attend a regular meeting, he or she must find a proxy and should inform the Senate President before the meeting. The Senator may submit votes in writing to the Senate President only on old business at this time. The proxy may only vote on new business.

b) A Student Senate member can waive the right to a proxy and receive a full absence.

c) A senator may utilize a maximum of three proxies per semester.

Section V Exceptions to this rule will be at discretion of the Student Senate President.

Section VI Student Senators must attend committee meetings. Only the chair of said committee can excuse a senator from attending a committee meeting.

Article VI – Absentee

Section I If the Student Senate president does not receive notice of an absence beforehand, an absence will be charged to the respective Student Senate member, even in the event of a potentially excusable absence (subject to the president's discretion in cases of extreme circumstances).

Section II A Student Senate member is allowed one unexcused absence a semester. A second unexcused absence will result in automatic removal of the senate member with a one week appeal period. An excusable absence is defined below:

- a. Personal illness
- b. Death or illness in personal family, or
- c. Out of town for class, club or athletic function.

Section IIa An excused or unexcused absence in the event of extreme circumstances will be assigned at the discretion of the Student Senate president. The decision shall be made known to the Student Senate, which can overturn the decision with a two-thirds vote.

Section III A Student Senate member will be asked to resign in writing if two unexcused absences occur in a single semester. If the resignation is not forthcoming, the Student Senate will officially remove said member.

Article VII - Removal of Members

Section I

- a. Failure to meet the attendance policies of the Senate and render resignation when requested by the Student Senate president.
- b. Knowingly submitting false information to the Senate on Senate business.
- c. Insufficient academic average of below 2.5.
- d. Insufficient knowledge of the Student Government Association Constitution and the proper procedures of the Senate.
- e. Failure to attend committee meetings. Only the chair of said committee can excuse a senator from attending a committee meeting.

f. Failure to serve on at least one committee. Failure to participate in (and/or attend) activities sponsored by the Student Senate unless for excusable reasons.

g. Senators missing three (3) or more meetings, or committee meetings shall be considered for removal.

Section II Any student senator may submit to the president the name of a student senator for removal from said body. This name shall be presented to the Student Senate by the president. A student senator shall be removed by a two-thirds vote of the Student Senate membership.

Section III After a decision has been made to remove a Student Senate member, the said member has the right to an appeal and hearing before the entire Student Senate as stipulated in Sec. IV.

Section IV The removed member must obtain 15 signatures from said member's representative group on a petition requesting an appeal hearing. This petition shall state the reason for the member's removal from the Student Senate and the reasons why the Senate should consider an appeal hearing. The hearing shall be conducted by the Judiciary Committee.

Article VIII - Distribution of Student Activity Fee

Section I

a. Upon receiving the Student Activity fee from the Business Office, the Student Senate will allocate 24 percent of said fee to the office of student activities director; 24 percent to the Student Activities Board; 12.5 percent to the department of athletics; 5 percent to the department of theater; 3 percent to the Campus Ecology Committee; 1.5 percent to the diversity program.

b. Upon receiving the fall closeout 10 percent student activity fee and after authorized distribution for the Office of Student Activities, Department of Athletics, Department of Theater, Campus Ecology

Committee and Diversity Programming; the remaining 30 percent of this allocation will be placed in a secured bearing account for the use of future expenditures.

c. Future expenditures would consist of any item(s) that benefit the students and/or the campus community at UMFK. When said item(s) are proposed, a 2/3 vote of the seated senate is required. Seated is defined as filled senator positions whether present or absent.

d. In the event that these funds are carried over multiple years, proper acknowledgement should be displayed on or about the item(s) purchased.

e. The athletic department will be financially responsible for providing travel expenses and lodging for fans, who pay student activity fees, to attend sporting tournaments if the athletic department wishes to do so.

Section II Any additional funds needed by the office of the student activities director shall be requested in the form of a budget and presented to the Student Senate.

Section IIa Any additional funds needed by the student activities board shall be requested in the form of a budget and presented to the Student Senate.

Section III Any funds remaining in the account of the student activities director at the end of the academic year will carry over into the following year's student activities director's account.

Section IIIa Any funds remaining in the account of the student activities board at the end of the academic year will carry over into the following year's student activities boards account.

Section IV The Student Senate shall not under any circumstances fund academic course requirements, required academic ceremony or inductions, or required academic travel and expenses.

Article IX - Method of Amending the Constitution and By-Laws

Section I Proposed Amendments must be posted on the Student Senate board for at least a two week period. Proposed date for voting on amendments must accompany each proposed amendment.

Section II After the two week period of notice, a two-thirds vote of the Student Senate membership is required for acceptance.

Article X - Senate Recommended Positions

Section I The Board of Trustees Representative Shall:

- a. Be nominated by the senate.
- b. Be interviewed by the senate as a whole in the spring semester.
- c. Attend all Board of Trustee meetings.
- d. Serve a two year term.
- e. Serve as a senator, with full rights and duties.

Section IIa - The Parliamentarian Shall:

- a. Be elected from within the Senate.
- b. Keep order at Senate meetings in accordance with Robert's Rules of Order (most recent edition available).
- c. Advise Senators of proper parliamentary procedure.
- d. Bring to each meeting the current copy of Robert's Rules of Order.
- e. Be the final authority on parliamentary procedure.
- f. If his/her ruling is questionable after referring to Robert's Rules of Order, the Senate can vote upon the course of action to pursue.

Section IIb - Robert's Rules of Order

- a. Any senator can ask for the rules, as stated in Roberts Rules of Order.
- b. If the Parliamentarians ruling is questionable after referring to Roberts Rules of Order, the Senate can vote upon the course of action to pursue.

Article XI - Summer Bills

Section I The Senate shall set aside \$1000 for the purpose of paying bills that arrive after the final meeting of the academic year.

Article XII - Student Senate Awards

Section I - Outstanding Club or Organization Award

In April the Student Senate, as a whole, shall choose one club or organization that has contributed the most to the academic and/or social life of the University of Maine at Fort Kent. A plaque will be presented to the club or organization to be displayed on the University of Maine at Fort Kent campus.

Section II - Outstanding Club or Organization Activity

This award will be for a specific activity that was deemed beneficial to the University of Maine at Fort Kent. Procedures shall follow Section I.

Section III - Student Senate Academic Award

Criteria: The senior with the highest G.P.A.

Section IV - Student Senate Outstanding Faculty Award

This award will be for a specific faculty member who displays excellence during the academic years and contributes to the education and inner growth of the student body at the University of Maine at Fort Kent.

Section V - Student Senate Outstanding Senior Award

Criteria: Display academic excellence and University leadership.

Procedure:

- a. All non-senior senators currently serving on the Student Senate shall be responsible for choosing this award.
- b. The two junior class representatives will serve as chairs of the committee.
- c. The President shall provide a list of all seniors for the committee.
- d. All members of the committee shall have the right to nominate any number of individuals for this award.
- e. It is the responsibility of the committee, as a whole, to provide information validating.