

# Maine Maritime Academy

## 2011-2012

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## CALENDAR YEARS

**2011**

January	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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September	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**2012**

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 5 6 7 1 2 3 4 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 4 5 6 7 1 2 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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**2013**

January	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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	MONDAY 12	TUESDAY 13	WEDNESDAY 14
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Daily Events	Begin Room/Roommate Changes (Curtis Hall) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront, Bowdoin Day Sails & Intramural Mercury Racing)

**histrionic** - overly dramatic. The actor's histrionic performance made his character seem foolish.

	THURSDAY 15	FRIDAY 16	SEPTEMBER																
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Daily Events	Sail MMA! (Waterfront) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)		<table border="1"> <thead> <tr> <th>SEPTEMBER 2011</th> <th>OCTOBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3</td> <td>1</td> </tr> <tr> <td>4 5 6 7 8 9 10</td> <td>2 3 4 5 6 7 8</td> </tr> <tr> <td>11 12 13 14 15 16 17</td> <td>9 10 11 12 13 14 15</td> </tr> <tr> <td>18 19 20 21 22 23 24</td> <td>16 17 18 19 20 21 22</td> </tr> <tr> <td>25 26 27 28 29 30</td> <td>23 24 25 26 27 28 29</td> </tr> <tr> <td></td> <td>30 31</td> </tr> </thead> </table> <p><b>Weekly Quote:</b>  <i>"The world is round and the place which may seem like the end may also be only the beginning."</i>            - Ivy Baker Priest</p> <p><b>SATURDAY 17</b>            Colgate Camp-out (Waterfront)            Football vs UMass - Dartmouth (Away)            Men's &amp; Women's Soccer vs UMF (Away)</p> <p><b>SUNDAY 18</b>            Colgate Camp-out (Waterfront)</p> <p><b>NOTES</b></p>	SEPTEMBER 2011	OCTOBER 2011	S M T W T F S	S M T W T F S	1 2 3	1	4 5 6 7 8 9 10	2 3 4 5 6 7 8	11 12 13 14 15 16 17	9 10 11 12 13 14 15	18 19 20 21 22 23 24	16 17 18 19 20 21 22	25 26 27 28 29 30	23 24 25 26 27 28 29		30 31
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25 26 27 28 29 30	23 24 25 26 27 28 29																		
	30 31																		

**corp** (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle



	MONDAY 26	TUESDAY 27	WEDNESDAY 28
7:00			
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Daily Events	4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	<i>Rosh Hashanah begins at sundown</i> 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront, Bowdoin Day Sails & Intramural Mercury Racing)

**hedonism** - belief that pleasure is the sole aim in life. Hedonism and asceticism are opposite philosophies of human behavior.

	THURSDAY 29	FRIDAY 30	SEPTEMBER																
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Daily Events	4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	Acadia Sail (Waterfront) Upper-class Class Officer Elections (if needed)	<table border="1"> <thead> <tr> <th>SEPTEMBER 2011</th> <th>OCTOBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3</td> <td>1</td> </tr> <tr> <td>4 5 6 7 8 9 10</td> <td>2 3 4 5 6 7 8</td> </tr> <tr> <td>11 12 13 14 15 16 17</td> <td>9 10 11 12 13 14 15</td> </tr> <tr> <td>18 19 20 21 22 23 24</td> <td>16 17 18 19 20 21 22</td> </tr> <tr> <td>25 26 27 28 29 30</td> <td>23 24 25 26 27 28 29</td> </tr> <tr> <td></td> <td>30 31</td> </tr> </thead> </table> <p><b>Weekly Quote:</b>  <i>"Attempt the impossible in order  to improve your work."</i>  - Bette Davis</p> <p><b>SATURDAY 1</b></p> <p>Acadia Sail (Waterfront)  Admissions Open House  Cross Country vs Colby College  Invitational (Away)  Football vs Worcester St. (Away)  Men's &amp; Women's Soccer vs  Lyndon St. (Ritchie Field)  Volleyball vs Castleton with Green  Mountain (Smith Gymnasium)  Family Weekend</p> <p><b>SUNDAY 2</b></p> <p>Acadia Sail (Waterfront)  Men's &amp; Women's Soccer vs  Johnson St. (Ritchie Field)</p> <p><b>NOTES</b></p>	SEPTEMBER 2011	OCTOBER 2011	S M T W T F S	S M T W T F S	1 2 3	1	4 5 6 7 8 9 10	2 3 4 5 6 7 8	11 12 13 14 15 16 17	9 10 11 12 13 14 15	18 19 20 21 22 23 24	16 17 18 19 20 21 22	25 26 27 28 29 30	23 24 25 26 27 28 29		30 31
SEPTEMBER 2011	OCTOBER 2011																		
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18 19 20 21 22 23 24	16 17 18 19 20 21 22																		
25 26 27 28 29 30	23 24 25 26 27 28 29																		
	30 31																		

**pater** (father) – paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias



	MONDAY 10	TUESDAY 11	WEDNESDAY 12
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Daily Events	<p><i>Columbus Day (Observed)</i> Academy Closed Long Weekend (No Classes!) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront &amp; Bowdoin Day Sails)</p>	<p>4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront &amp; Bowdoin Day Sails)</p>	<p>4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront, Bowdoin Day Sails &amp; Intramural Mercury Racing)</p>

**traverse** - go through or across. When you traverse this field, be careful of the wildflowers.

	THURSDAY 13	FRIDAY 14	OCTOBER																
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Daily Events	<p>4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront &amp; Bowdoin Day Sails)</p>	<p>Camden Sail (Waterfront) Mid-Term Grades Out</p>	<table border="1"> <tr> <th>OCTOBER 2011</th> <th>NOVEMBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1</td> <td>1 2 3 4 5</td> </tr> <tr> <td>2 3 4 5 6 7 8</td> <td>6 7 8 9 10 11 12</td> </tr> <tr> <td>9 10 11 12 13 14 15</td> <td>13 14 15 16 17 18 19</td> </tr> <tr> <td>16 17 18 19 20 21 22</td> <td>20 21 22 23 24 25 26</td> </tr> <tr> <td>23 24 25 26 27 28 29</td> <td>27 28 29 30</td> </tr> <tr> <td>30 31</td> <td></td> </tr> </table> <p><b>Weekly Quote:</b>  <i>"Once you realize how good  you really are, you never settle for  playing less than your best."  - Reggie Jackson</i></p> <p><b>SATURDAY 15</b></p> <p>Camden Sail (Waterfront)  Cross Country vs State of Maine  Invitational Championship @  Pinelands (Away)  Men's &amp; Women's Soccer vs  Green Mountain (Away)  1:00 PM - Football vs  Framingham (Ritchie Field)</p> <p><b>SUNDAY 16</b></p> <p>Camden Sail (Waterfront)  Men's &amp; Women's Soccer vs  Castleton St. (Away)</p> <p><b>NOTES</b></p>	OCTOBER 2011	NOVEMBER 2011	S M T W T F S	S M T W T F S	1	1 2 3 4 5	2 3 4 5 6 7 8	6 7 8 9 10 11 12	9 10 11 12 13 14 15	13 14 15 16 17 18 19	16 17 18 19 20 21 22	20 21 22 23 24 25 26	23 24 25 26 27 28 29	27 28 29 30	30 31	
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16 17 18 19 20 21 22	20 21 22 23 24 25 26																		
23 24 25 26 27 28 29	27 28 29 30																		
30 31																			

**punct** (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

	MONDAY 17	TUESDAY 18	WEDNESDAY 19
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Daily Events	Second-Half PE Courses Begin Health & Safety Room Inspections (Residence Halls) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	Health & Safety Room Inspections (Residence Halls) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	Men's & Women's Soccer vs Thomas (Ritchie Field) Health & Safety Room Inspections (Residence Halls) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront, Bowdoin Day Sails & Intramural Mercury Racing)

**betroth** - become engaged to marry. The announcement that they were betrothed surprised everyone.

	THURSDAY 20	FRIDAY 21	OCTOBER																
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Daily Events	Health & Safety Room Inspections (Residence Halls) 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	Hurricane Island Sail (Waterfront) Semester Course Withdrawal Deadline Registration for Spring Semester & Cruise/Co-ops	<table border="1"> <tr> <th>OCTOBER 2011</th> <th>NOVEMBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1</td> <td>1 2 3 4 5</td> </tr> <tr> <td>2 3 4 5 6 7 8</td> <td>6 7 8 9 10 11 12</td> </tr> <tr> <td>9 10 11 12 13 14 15</td> <td>13 14 15 16 17 18 19</td> </tr> <tr> <td>16 17 18 19 20 21 22</td> <td>20 21 22 23 24 25 26</td> </tr> <tr> <td>23 24 25 26 27 28 29</td> <td>27 28 29 30</td> </tr> <tr> <td>30 31</td> <td></td> </tr> </table> <p><b>Weekly Quote:</b>  <i>"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down."</i>            - NASA motto</p> <p><b>SATURDAY 22</b></p> <p>Hurricane Island Sail (Waterfront)            Cross Country vs Mariner Invitational (Castine Golf Club)            Football vs Mass Maritime (Away)            Men's &amp; Women's Soccer vs New England College (Away)            Volleyball vs Johnson St. with Lyndon St. (Away)</p> <p><b>SUNDAY 23</b></p> <p>Hurricane Island Sail (Waterfront)</p> <p><b>NOTES</b></p>	OCTOBER 2011	NOVEMBER 2011	S M T W T F S	S M T W T F S	1	1 2 3 4 5	2 3 4 5 6 7 8	6 7 8 9 10 11 12	9 10 11 12 13 14 15	13 14 15 16 17 18 19	16 17 18 19 20 21 22	20 21 22 23 24 25 26	23 24 25 26 27 28 29	27 28 29 30	30 31	
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16 17 18 19 20 21 22	20 21 22 23 24 25 26																		
23 24 25 26 27 28 29	27 28 29 30																		
30 31																			

**ject** (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject



	MONDAY 31	TUESDAY 1	WEDNESDAY 2
7:00			
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Daily Events	Halloween 4:00 PM - 6:00 PM - Supplemental Seamanship (Open Waterfront & Bowdoin Day Sails)	W Soccer vs NAC Semi-finals	M Soccer vs NAC Semi-finals Registration for Spring Semester & Cruise/Co-ops

**denouement** - outcome; final development in a play. The denouement was obvious as early as the middle of the first act.

	THURSDAY 3	FRIDAY 4	NOVEMBER														
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Daily Events	Registration for Spring Semester & Cruise/Co-ops	Bangor Sail Volleyball vs NAC Semi-finals Registration for Spring Semester & Cruise/Co-ops	<table border="1"> <thead> <tr> <th>NOVEMBER 2011</th> <th>DECEMBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4 5</td> <td>1 2 3</td> </tr> <tr> <td>6 7 8 9 10 11 12</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>13 14 15 16 17 18 19</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>20 21 22 23 24 25 26</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>27 28 29 30</td> <td>25 26 27 28 29 30 31</td> </tr> </thead> </table> <p><b>Weekly Quote:</b>  <i>"I have found that among its other benefits, giving liberates the soul of the giver."</i>            – Maya Angelou</p> <p><b>SATURDAY 5</b>  <i>Eid al-Adha begins at sundown</i>            Bangor Sail            Navy/Marine Corps Ball (Main Dining Room)            Men's &amp; Women's Soccer vs NAC Finals            Volleyball vs NAC Finals            12:00 PM - Football vs USCGA (Ritchie Field)</p> <p><b>SUNDAY 6</b>  <i>Standard Time returns</i>            Bangor Sail</p> <p><b>NOTES</b></p>	NOVEMBER 2011	DECEMBER 2011	S M T W T F S	S M T W T F S	1 2 3 4 5	1 2 3	6 7 8 9 10 11 12	4 5 6 7 8 9 10	13 14 15 16 17 18 19	11 12 13 14 15 16 17	20 21 22 23 24 25 26	18 19 20 21 22 23 24	27 28 29 30	25 26 27 28 29 30 31
NOVEMBER 2011	DECEMBER 2011																
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13 14 15 16 17 18 19	11 12 13 14 15 16 17																
20 21 22 23 24 25 26	18 19 20 21 22 23 24																
27 28 29 30	25 26 27 28 29 30 31																

**loc** (place) – locomotive, location, local, locus, relocate, dislocate, localize

MONDAY 7		TUESDAY 8		WEDNESDAY 9	
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Daily Events	Registration for Spring Semester & Cruise/Co-ops	Election Day Registration for Spring Semester & Cruise/Co-ops		W Soccer vs NCAA Championships Round Registration for Spring Semester & Cruise/Co-ops	

**impale** - pierce. He was impaled by the spear his enemy hurled.

THURSDAY 10		FRIDAY 11		NOVEMBER																
7:00				<table border="1"> <tr> <th>NOVEMBER 2011</th> <th>DECEMBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4 5</td> <td>1 2 3</td> </tr> <tr> <td>6 7 8 9 10 11 12</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>13 14 15 16 17 18 19</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>20 21 22 23 24 25 26</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>27 28 29 30</td> <td>25 26 27 28 29 30 31</td> </tr> </table>	NOVEMBER 2011	DECEMBER 2011	S M T W T F S	S M T W T F S	1 2 3 4 5	1 2 3	6 7 8 9 10 11 12	4 5 6 7 8 9 10	13 14 15 16 17 18 19	11 12 13 14 15 16 17	20 21 22 23 24 25 26	18 19 20 21 22 23 24	27 28 29 30	25 26 27 28 29 30 31		
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20 21 22 23 24 25 26	18 19 20 21 22 23 24																			
27 28 29 30	25 26 27 28 29 30 31																			
8:00				<p><b>Weekly Quote:</b>  <i>"The harder you work, the harder it is to surrender."</i>            – Vince Lombardi</p>																
9:00				<p><b>SATURDAY 12</b></p> <p>Holbrook Island Sail (Waterfront)            Volleyball vs NCAA            Championships Round</p>																
10:00				<p><b>SUNDAY 13</b></p> <p>Holbrook Island Sail (Waterfront)</p>																
11:00				<p><b>NOTES</b></p>																
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8:00																				
Daily Events	Celebration of Achievement Banquet M Soccer vs NCAA Championships Round Volleyball vs NCAA Championships Round Registration for Spring Semester & Cruise/Co-ops			Veterans Day Half Semester Course Withdrawal Deadline Veterans Day Ceremony (Leavitt Lawn) Volleyball vs NCAA Championships Round Registration for Spring Semester & Cruise/Co-ops																

**dox** (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox



	MONDAY 21	TUESDAY 22	WEDNESDAY 23
7:00			
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8:00			
Daily Events	Fall Break	Fall Break	Academy Closed Fall Break

**trilogy** - group of three works. We read *Star Wars*, the first book of the trilogy.

	THURSDAY 24	FRIDAY 25	NOVEMBER														
7:00			<table border="1"> <tr> <th>NOVEMBER 2011</th> <th>DECEMBER 2011</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4 5</td> <td>1 2 3</td> </tr> <tr> <td>6 7 8 9 10 11 12</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>13 14 15 16 17 18 19</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>20 21 22 23 24 25 26</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>27 28 29 30</td> <td>25 26 27 28 29 30 31</td> </tr> </table>	NOVEMBER 2011	DECEMBER 2011	S M T W T F S	S M T W T F S	1 2 3 4 5	1 2 3	6 7 8 9 10 11 12	4 5 6 7 8 9 10	13 14 15 16 17 18 19	11 12 13 14 15 16 17	20 21 22 23 24 25 26	18 19 20 21 22 23 24	27 28 29 30	25 26 27 28 29 30 31
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27 28 29 30	25 26 27 28 29 30 31																
8:00			<p><b>Weekly Quote:</b>  <i>"Nothing in life is to be feared.  It is only to be understood."  - Marie Curie</i></p>														
9:00			<p><b>SATURDAY 26</b></p> <p>Fall Break</p>														
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Daily Events	Thanksgiving Academy Closed Fall Break	Muharram begins at sundown Academy Closed Fall Break	<p><b>SUNDAY 27</b></p> <p>9:00 AM - Curtis Residence Hall &amp; Main Dining Room Re-Open</p> <p><b>NOTES</b></p>														

**magn** (great) – Magna Carta, magnanimous, magnate, magnificent, magnum opus



	MONDAY 5	TUESDAY 6	WEDNESDAY 7
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8:00			
Daily Events	Resident Assistant (RA) Info Session	Resident Assistant (RA) Info Session	Resident Assistant (RA) Info Session

**increment** - increase. *The job has a 10% annual increment in salary.*

	THURSDAY 8	FRIDAY 9	DECEMBER														
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Daily Events		Last Day of Classes Men's & Women's Basketball vs Green Mountain (Away) 6:30 PM - 24-Hour Quiet Hours Begin (Residence Halls)	<table border="1"> <thead> <tr> <th>DECEMBER 2011</th> <th>JANUARY 2012</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3</td> <td>1 2 3 4 5 6 7</td> </tr> <tr> <td>4 5 6 7 8 9 10</td> <td>8 9 10 11 12 13 14</td> </tr> <tr> <td>11 12 13 14 15 16 17</td> <td>15 16 17 18 19 20 21</td> </tr> <tr> <td>18 19 20 21 22 23 24</td> <td>22 23 24 25 26 27 28</td> </tr> <tr> <td>25 26 27 28 29 30 31</td> <td>29 30 31</td> </tr> </tbody> </table> <p><b>Weekly Quote:</b>  <i>"No one can make you feel inferior without your consent."</i>            – Eleanor Roosevelt</p> <p><b>SATURDAY 10</b>            Men's &amp; Women's Basketball vs Castleton St. (Away)</p> <p><b>SUNDAY 11</b>            December Graduates Reception</p> <p><b>NOTES</b></p>	DECEMBER 2011	JANUARY 2012	S M T W T F S	S M T W T F S	1 2 3	1 2 3 4 5 6 7	4 5 6 7 8 9 10	8 9 10 11 12 13 14	11 12 13 14 15 16 17	15 16 17 18 19 20 21	18 19 20 21 22 23 24	22 23 24 25 26 27 28	25 26 27 28 29 30 31	29 30 31
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25 26 27 28 29 30 31	29 30 31																

**endo** (within) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

MONDAY 12		TUESDAY 13		WEDNESDAY 14	
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Daily Events	Finals	Finals	Finals		

**frugality** - *thrift. We must live with frugality if we are to get ahead.*

THURSDAY 15		FRIDAY 16		DECEMBER																																																																																																			
7:00				<table border="1"> <tr> <th colspan="7">DECEMBER 2011</th> <th colspan="7">JANUARY 2012</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table>		DECEMBER 2011							JANUARY 2012							S	M	T	W	T	F	S	S	M	T	W	T	F	S					1	2	3	1	2	3	4	5	6	7	4	5	6	7	8	9	10	8	9	10	11	12	13	14	11	12	13	14	15	16	17	15	16	17	18	19	20	21	18	19	20	21	22	23	24	22	23	24	25	26	27	28	25	26	27	28	29	30	31	29	30	31				
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Daily Events	Finals	Finals 5:00 PM - Curtis Residence Hall Closes																																																																																																					

**phobia** (*fear*) – *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*

MONDAY 19		TUESDAY 20		WEDNESDAY 21	
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Daily Events	Winter Break	Hanukkah begins at sundown Academic Board Winter Break		Winter Break	

deviate - turn away from. Don't deviate from the truth.

THURSDAY 22		FRIDAY 23		DECEMBER															
7:00				<table border="1"> <tr> <th>DECEMBER 2011</th> <th>JANUARY 2012</th> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3</td> <td>1 2 3 4 5 6 7</td> </tr> <tr> <td>4 5 6 7 8 9 10</td> <td>8 9 10 11 12 13 14</td> </tr> <tr> <td>11 12 13 14 15 16 17</td> <td>15 16 17 18 19 20 21</td> </tr> <tr> <td>18 19 20 21 22 23 24</td> <td>22 23 24 25 26 27 28</td> </tr> <tr> <td>25 26 27 28 29 30 31</td> <td>29 30 31</td> </tr> </table>		DECEMBER 2011	JANUARY 2012	S M T W T F S	S M T W T F S	1 2 3	1 2 3 4 5 6 7	4 5 6 7 8 9 10	8 9 10 11 12 13 14	11 12 13 14 15 16 17	15 16 17 18 19 20 21	18 19 20 21 22 23 24	22 23 24 25 26 27 28	25 26 27 28 29 30 31	29 30 31
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8:00				<p><b>Weekly Quote:</b>  <i>"Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom."</i>            - Sandra Day O'Connor</p>															
9:00				<p><b>SATURDAY 24</b></p> <p>Winter Break</p>															
10:00				<p><b>SUNDAY 25</b></p> <p>Christmas Winter Break</p>															
11:00				<p><b>NOTES</b></p>															
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Daily Events	First Day of Winter Winter Break	Academy Closed Winter Break																	

ortho (straight) – orthopedics, orthodontist, orthodox, orthography, orthogonal



	MONDAY 2	TUESDAY 3	WEDNESDAY 4
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Daily Events	Academy Closed Winter Break	Winter Break	Winter Break

**glut** - overstock; fill to excess. The market is glutted with athletic shoes.

	THURSDAY 5	FRIDAY 6	JANUARY														
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Daily Events	Winter Break	Men's & Women's Basketball vs Colby-Sawyer (Smith Gymnasium) Winter Break	<table border="1"> <thead> <tr> <th>JANUARY 2012</th> <th>FEBRUARY 2012</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4 5 6 7</td> <td>1 2 3 4</td> </tr> <tr> <td>8 9 10 11 12 13 14</td> <td>5 6 7 8 9 10 11</td> </tr> <tr> <td>15 16 17 18 19 20 21</td> <td>12 13 14 15 16 17 18</td> </tr> <tr> <td>22 23 24 25 26 27 28</td> <td>19 20 21 22 23 24 25</td> </tr> <tr> <td>29 30 31</td> <td>26 27 28 29</td> </tr> </tbody> </table> <p><b>Weekly Quote:</b>  <i>"If you really want something  you can figure out how to make it  happen." – Cher</i></p> <p><b>SATURDAY 7</b>  Men's &amp; Women's Basketball vs  New England College (Smith  Gymnasium)  Winter Break</p> <p><b>SUNDAY 8</b>  U.S. Coast Guard Exam Meeting  Winter Break</p> <p><b>NOTES</b></p>	JANUARY 2012	FEBRUARY 2012	S M T W T F S	S M T W T F S	1 2 3 4 5 6 7	1 2 3 4	8 9 10 11 12 13 14	5 6 7 8 9 10 11	15 16 17 18 19 20 21	12 13 14 15 16 17 18	22 23 24 25 26 27 28	19 20 21 22 23 24 25	29 30 31	26 27 28 29
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29 30 31	26 27 28 29																

**ver (true)** – verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity



MONDAY 16		TUESDAY 17		WEDNESDAY 18	
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Daily Events	Martin Luther King, Jr. Day (Observed) Classes Begin	Resident Assistant (RA) Info Session			

**goad** - urge on. *The boy was goaded by his friends until he gave in to their wishes.*

THURSDAY 19		FRIDAY 20		JANUARY																																																																																																			
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**mega** (large) – megalith, megaphone, megalomania, megalopolis, megahertz

	MONDAY 23	TUESDAY 24	WEDNESDAY 25
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Daily Events	Chinese New Year		RA Applications Due

**tureen** - deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

	THURSDAY 26	FRIDAY 27	JANUARY														
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29 30 31	26 27 28 29																
			SATURDAY 28														
			SUNDAY 29														
			NOTES														

**pop** (people) – popular, populist, populate, population, popularize, populous



	MONDAY 6	TUESDAY 7	WEDNESDAY 8
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Daily Events	12-13 SGA Executive Board & 2015 Class Officer Nominations	12-13 SGA Executive Board & 2015 Class Officer Nominations	12-13 SGA Executive Board & 2015 Class Officer Nominations Orientation Leader (OL) Info Session

**supple** - flexible; pliant. *The fisherman found a supple limb from the tree to use as a fishing rod.*

	THURSDAY 9	FRIDAY 10	FEBRUARY														
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Daily Events	12-13 SGA Executive Board & 2015 Class Officer Nominations	12-13 SGA Executive Board & 2015 Class Officer Nominations Half Semester Course Withdrawal Deadline Men's & Women's Basketball vs New England College (Away)	<table border="1"> <thead> <tr> <th>FEBRUARY 2012</th> <th>MARCH 2012</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4</td> <td>1 2 3</td> </tr> <tr> <td>5 6 7 8 9 10 11</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>12 13 14 15 16 17 18</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>19 20 21 22 23 24 25</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>26 27 28 29</td> <td>25 26 27 28 29 30 31</td> </tr> </tbody> </table> <p><b>Weekly Quote:</b>  <i>"Imagination rules the world."</i>            – Napoleon Bonaparte</p> <p><b>SATURDAY 11</b>            Men's &amp; Women's Basketball vs Colby-Sawyer (Away)</p> <p><b>SUNDAY 12</b>            Lincoln's Birthday</p> <p><b>NOTES</b></p>	FEBRUARY 2012	MARCH 2012	S M T W T F S	S M T W T F S	1 2 3 4	1 2 3	5 6 7 8 9 10 11	4 5 6 7 8 9 10	12 13 14 15 16 17 18	11 12 13 14 15 16 17	19 20 21 22 23 24 25	18 19 20 21 22 23 24	26 27 28 29	25 26 27 28 29 30 31
FEBRUARY 2012	MARCH 2012																
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19 20 21 22 23 24 25	18 19 20 21 22 23 24																
26 27 28 29	25 26 27 28 29 30 31																

**vita** (life) – vitamin, vitality, vital, revitalize, viable, vitalize

	MONDAY 13	TUESDAY 14	WEDNESDAY 15
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7:00			
8:00			
Daily Events	12-13 SGA Executive Board & 2015 Class Officer Nominations	Valentine's Day 12-13 SGA Executive Board & 2015 Class Officer Nominations Men's & Women's Basketball vs Thomas (Away)	12-13 SGA Executive Board & 2015 Class Officer Nominations

**itinerary** - plan of a trip. She left her itinerary with us in case we need to contact her.

	THURSDAY 16	FRIDAY 17	FEBRUARY														
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Daily Events	12-13 SGA Executive Board & 2015 Class Officer Nominations Orientation Leader (OL) Info Session	12-13 SGA Executive Board & 2015 Class Officer Nominations Men's & Women's Basketball vs Lyndon St. (Smith Gymnasium)	<table border="1"> <tr> <td>FEBRUARY 2012</td> <td>MARCH 2012</td> </tr> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4</td> <td>1 2 3</td> </tr> <tr> <td>5 6 7 8 9 10 11</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>12 13 14 15 16 17 18</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>19 20 21 22 23 24 25</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>26 27 28 29</td> <td>25 26 27 28 29 30 31</td> </tr> </table> <p><b>Weekly Quote:</b> "A creative man is motivated by the desire to achieve, not by the desire to beat others." – Ayn Rand</p>	FEBRUARY 2012	MARCH 2012	S M T W T F S	S M T W T F S	1 2 3 4	1 2 3	5 6 7 8 9 10 11	4 5 6 7 8 9 10	12 13 14 15 16 17 18	11 12 13 14 15 16 17	19 20 21 22 23 24 25	18 19 20 21 22 23 24	26 27 28 29	25 26 27 28 29 30 31
FEBRUARY 2012	MARCH 2012																
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26 27 28 29	25 26 27 28 29 30 31																
			SATURDAY 18														
			Men's & Women's Basketball vs Johnson St. (Smith Gymnasium)														
			SUNDAY 19														
			NOTES														

**demo** (people) – democracy, demography, undemocratic, democratize



	MONDAY 27	TUESDAY 28	WEDNESDAY 29
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7:00			
8:00			
Daily Events	12-13 SGA Executive Board & 2015 Class Officer Campaigns	12-13 SGA Executive Board & 2015 Class Officer Campaigns	12-13 SGA Executive Board & 2015 Class Officer Campaigns

**dissertation** - formal essay. For her degree, she had to prepare a dissertation on learning disabilities.

	THURSDAY 1	FRIDAY 2	FEBRUARY														
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Daily Events	12-13 SGA Executive Board & 2015 Class Officer Campaigns M Basketball vs NCAA Championships Round	Mid-Term Grades Out 5:00 PM - Curtis Residence Hall Closes	<table border="1"> <thead> <tr> <th>FEBRUARY 2012</th> <th>MARCH 2012</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4</td> <td>1 2 3</td> </tr> <tr> <td>5 6 7 8 9 10 11</td> <td>4 5 6 7 8 9 10</td> </tr> <tr> <td>12 13 14 15 16 17 18</td> <td>11 12 13 14 15 16 17</td> </tr> <tr> <td>19 20 21 22 23 24 25</td> <td>18 19 20 21 22 23 24</td> </tr> <tr> <td>26 27 28 29</td> <td>25 26 27 28 29 30 31</td> </tr> </tbody> </table> <p><b>Weekly Quote:</b>  <i>"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down."</i> – Oprah Winfrey</p> <p><b>SATURDAY 3</b>            Alternative Spring Break (ASB) Trip            W Basketball vs NCAA Championships Round            Spring Break</p> <p><b>SUNDAY 4</b>            Alternative Spring Break (ASB) Trip            Spring Break</p> <p><b>NOTES</b></p>	FEBRUARY 2012	MARCH 2012	S M T W T F S	S M T W T F S	1 2 3 4	1 2 3	5 6 7 8 9 10 11	4 5 6 7 8 9 10	12 13 14 15 16 17 18	11 12 13 14 15 16 17	19 20 21 22 23 24 25	18 19 20 21 22 23 24	26 27 28 29	25 26 27 28 29 30 31
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19 20 21 22 23 24 25	18 19 20 21 22 23 24																
26 27 28 29	25 26 27 28 29 30 31																

**ism** (doctrine) – Marxism, capitalism, Imagism, Cubism, nihilism, pluralism











	MONDAY 9	TUESDAY 10	WEDNESDAY 11
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2:00			
3:00			
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7:00			
8:00			
Daily Events	Student Life Awards Banquet (Main Dining Room) Registration for Fall Semester	Softball vs Thomas (Away) Registration for Fall Semester	Registration for Fall Semester

**verdigris** - a green coating on copper due to weathering. The statue became coated with verdigris.

	THURSDAY 12	FRIDAY 13	APRIL														
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8:00																	
Daily Events	Registration for Fall Semester	Last Day to Spend 11-12 Club Funds Registration for Fall Semester	<table border="1"> <thead> <tr> <th>APRIL 2012</th> <th>MAY 2012</th> </tr> </thead> <tbody> <tr> <td>S M T W T F S</td> <td>S M T W T F S</td> </tr> <tr> <td>1 2 3 4 5 6 7</td> <td>1 2 3 4 5</td> </tr> <tr> <td>8 9 10 11 12 13 14</td> <td>6 7 8 9 10 11 12</td> </tr> <tr> <td>15 16 17 18 19 20 21</td> <td>13 14 15 16 17 18 19</td> </tr> <tr> <td>22 23 24 25 26 27 28</td> <td>20 21 22 23 24 25 26</td> </tr> <tr> <td>29 30</td> <td>27 28 29 30 31</td> </tr> </tbody> </table> <p><b>Weekly Quote:</b>  <i>"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged."</i>            –Jewel</p> <p><b>SATURDAY 14</b>            Admissions Open House            Lacrosse vs Green Mountain (Away)            Softball vs Johnson St. (Away)</p> <p><b>SUNDAY 15</b>            Lacrosse vs Castleton St. (Away)            Softball vs Lyndon St. (Away)</p> <p><b>NOTES</b></p>	APRIL 2012	MAY 2012	S M T W T F S	S M T W T F S	1 2 3 4 5 6 7	1 2 3 4 5	8 9 10 11 12 13 14	6 7 8 9 10 11 12	15 16 17 18 19 20 21	13 14 15 16 17 18 19	22 23 24 25 26 27 28	20 21 22 23 24 25 26	29 30	27 28 29 30 31
APRIL 2012	MAY 2012																
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15 16 17 18 19 20 21	13 14 15 16 17 18 19																
22 23 24 25 26 27 28	20 21 22 23 24 25 26																
29 30	27 28 29 30 31																

**jur, jurat** (to swear) – abjure, perjure, jury





	MONDAY 30	TUESDAY 1	WEDNESDAY 2
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12:00			
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7:00			
8:00			
Daily Events	Finals	Finals	Lacrosse vs NAC Semi-finals Finals

**ruddy** - having a fresh healthy color. The baby's ruddy skin was a sign of good health.

	THURSDAY 3	FRIDAY 4	MAY																																																																																																	
7:00			<table border="1"> <tr> <th colspan="7">MAY 2012</th> <th colspan="7">JUNE 2012</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </table>	MAY 2012							JUNE 2012							S	M	T	W	T	F	S	S	M	T	W	T	F	S			1	2	3	4	5					1	2	6	7	8	9	10	11	12	3	4	5	6	7	8	9	13	14	15	16	17	18	19	10	11	12	13	14	15	16	20	21	22	23	24	25	26	17	18	19	20	21	22	23	27	28	29	30	31			24	25	26	27	28	29	30
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27	28	29	30	31			24	25	26	27	28	29	30																																																																																							
8:00			<p><b>Weekly Quote:</b>  <i>"Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch — what make you go beyond the norm." — Cicely Tyson</i></p>																																																																																																	
9:00			<p><b>SATURDAY 5</b></p> <p>Cinco de Mayo            Graduation            Lacrosse vs NAC Finals            4:30 PM - Curtis &amp; Commons            Close for GRADUATING            Students</p>																																																																																																	
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Daily Events	Finals	TSSOM Cruise Begins 4:00 PM - Curtis & Commons Close for NON-Graduating Students	<p><b>NOTES</b></p>																																																																																																	

**acr** (sharp) – acrimonious, acerbity, acidulate



























This student handbook, along with your catalog and housing contract, contains information designed to help guide you through your experiences here.

Returning students should take the time to note the updated portions of their handbook. These changes have come about as a result of student questions, comments, challenges and suggestions from each previous year. The goal is to make this book as useful as possible. Contact Student Services to get involved in the editing process or to provide corrections, suggestions, or recommendations.

### **Post Publication Changes/Adjustments**

The financial requirements of the Academy, changing costs, state/federal and legislative action and other matters may require adjustments to various fees and policies. The Academy reserves the right to make such adjustments as may be necessary in the opinion of the Board of Trustees or its designated administrator. Such adjustments will be made in accordance with established Academy process governing the nature of the adjustment. The Academy also reserves the right to cancel offerings, to set minimum and maximum class sizes, to change designated instructors and to make decisions affecting the academic and disciplinary standing of anyone participating in a course or program operated by Maine Maritime Academy.

## **MAINE MARITIME ACADEMY VISION AND MISSION**

### **OUR VISION**

Maine Maritime Academy is a career-oriented college that strives to continue to be the globally recognized leader in providing the highest quality maritime, engineering, engineering technology, marine science, and logistics education with facilities and laboratories that are on the leading edge of technological innovation.

### **OUR MISSION**

The mission of Maine Maritime Academy is to provide a quality education primarily focused on marine related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills and knowledge needed to succeed in the global economy.

### **Implications**

Our mission statement describes the scope of education that the Academy is undertaking to offer. It is worth noting that our scope of education is defined in more than academic or curricular terms. We are interested in the performance of students outside the classroom, as well as inside. Accordingly, students at Maine Maritime Academy will find a greater interest from the faculty and administration in the student experience outside the classroom than will be found at other colleges and universities.

Administrators here are also concerned about issues such as personal appearance, appropriate and effective language, personal integrity, public image and responsible citizenship. Therefore students are held accountable for these issues to a significant degree as they are partial criteria for successful completion of a Maine Maritime Academy program. Students must make themselves aware of this facet of the educational experience, and join in the spirit of its administration as we strive to maximize the student learning experience.

### **DIVERSITY**

Maine Maritime Academy, like many educational institutions, is to some degree a reflection of our larger society. As we have expanded our program offerings and extended our reach globally, we have welcomed diversity and the enrichment it brings to our campus and local communities.

MMA recognizes that “diversity” encompasses the recognition of an entire spectrum of self- and group- identities. It includes an understanding and appreciation of difference in age, ethnicity, gender, race, culture, nationality, sexual orientation, religion, class, physical ability, and learning ability.

As our campus demographics have changed MMA has worked to address their changing needs. Past efforts have included successful task force initiatives to address the needs of women, international students, nontraditional students, and students with disabilities. We have also worked to clarify handbook policies and initiated a number of mini-classes aimed at meeting some of the challenges of diversity. As these programs and efforts continue we find that we are increasingly challenged by all aspects of diversity to the point where we feel the need to review our programs and develop an all-encompassing plan to guide us as we work to become a more inclusive community at Maine Maritime Academy.

In order to prepare our students to be successful in an increasingly global and diverse work place our Board of Trustees has endorsed MMA taking an active role in developing a dynamic and inclusive living and learning community at MMA. To meet this need, former President Tyler convened a Diversity Action Group to develop a comprehensive plan that will move MMA closer toward the goal of an inclusive community to better prepare our students for responsible citizenship in a diverse society.

### **Joining the MMA Community**

The students of Maine Maritime Academy form a community of men and women assembled for the pursuit of learning. As a member of this group, you have a relationship with several levels of “Community.” These relationships include those with your roommate, your hall section, your fellow students on and off campus, and your faculty, administrators and the local and surrounding communities. Admission to this college carries with it the assumption of both a sense of responsibility for the welfare of our community and an obligation as a responsible citizen to make a positive contribution to the community as a whole. Also assumed are obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas.

It is understood that for a number of our students, the move to college from either high school or the wider world of work or military service can be a particularly challenging time. The amount of work required for academic success is several notches higher. There are many new choices and needs to juggle. For many students this is their first real experience of independence: living away from that safety net of parents and home; becoming responsible for their own schedule; working out who they are, what they are about, and where they want to go; and developing new friends and new relationships. For our students who have been in the military service or the work world, there are other challenges such as gearing up for studies while trying to balance many other family or personal needs.

## **ADMINISTRATIVE & ACADEMIC OFFICES**

### **OFFICE OF THE PRESIDENT**

**Dr. William J. Brennan**..... 326-2221, Leavitt Hall 201  
**Annette Dixon, Executive Assistant**..... 326-2220

The President is ultimately responsible to the Board of Trustees for the everyday operation of the Academy, providing institutional leadership and vision to ensure institutional prosperity, and for following the policies and guidelines set by the Board. Besides keeping an eye on the daily college activities, the President and his staff also manage functions that, for the most part, are oriented outside the college’s day-to-day activity. This entails spending significant amounts of time meeting with State and Federal government officials, interacting with community officials, and participating in fund-raising activities. Accordingly, he is not always on campus to the extent that other administrators are. Students who wish to see him about issues should ensure that they have first attempted to resolve them using the existing procedures.

## DEPARTMENT OF ADVANCEMENT

Eleanor Willmann, Vice President for Advancement .....	326-2232
Donne Sinderson, Development Associate .....	326-2470
Leah Bishop, Executive Assistant/Annual Appeals Coordinator.....	326-2223
Karen Cukierski, Clerk/Typist, Advancement Office.....	326-2177
Susan Mitchell, External Affairs Coordinator .....	623-3628
Janice Zenter, Associate for Public Affairs .....	326-2256
Paul Mercer, Director of Alumni Affairs.....	326-2337
Amy Gutow, Administrative Assistant/Alumni Affairs .....	326-2337
Laurie Cleghorn-Stone, Editor—Mariner Magazine.....	326-2141

**Office: Leavitt Hall 101**

Advancement serves the Academy by building and strengthening relationships with diverse constituencies to promote networking opportunities for alumni and to encourage investment in and support of the Academy.

Advancement consists of four offices:

- **Alumni Affairs** supports relationships with and among Alumni and publishes the Mariner Magazine
- **External Affairs** fosters relationships with government, foundations and the general public
- **Public Affairs** provides communication services (both internal and external) to the Academy
- **Development** raises money to help meet Academy needs

## OFFICE OF THE ASSOCIATE FOR PUBLIC AFFAIRS

Janice Zenter, Associate for Public Affairs .....	326-2256
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**Office: Alford Student Center 1st Floor, Across from the Mailboxes**

The Associate for Public Affairs has responsibility for issues of interest to the public that may influence opinions and institutional image. This is where students should bring ideas or suggestions for publicity, or call if in doubt as to whether an issue or activity may be cause for public interest.

## OFFICE OF THE VP OF ADMINISTRATION, FINANCE, & GOVERNMENTAL RELATIONS

Richard R. Ericson, Vice President .....	326-2230
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**Office: Leavitt Hall 202**

The Vice President of Administration, Finance & Governmental Relations is responsible for many of the administrative details of running a college, particularly those pertaining to Finance and Human Resources. The Director of Fiscal Operations, Director of Human Resources, Director of Campus Security, all report to this person.

## THE OFFICE OF FINANCE

Diana Snapp, Director of Fiscal Operations.....	326-0143
Diane Harmon, Account Technician.....	326-2243
Geoff Bellows, Assistant Director .....	326-2242
Sue Martin, Cashier.....	326-2236
Alice Herrick, Financial Analyst .....	326-2237

**Office: Leavitt Hall 2nd Floor—Rear Wing**

The Finance Office (different from the Financial Aid Office) is responsible for student billing and financial accounts.

## OFFICE OF THE EXECUTIVE DIRECTOR OF PLANNING, COMPLIANCE, & ADMINISTRATIVE OPERATION

E. James Soucie, Executive Director .....	326-2241
Deborah Hamblen-Wood, Human Resources Specialist/Employee Benefits.....	326-2231
Deborah Grindle, Human Resources Assistant/Student Payroll.....	326-2334

**Office: Leavitt Hall 211**  
**Web: <http://hr.mma.edu>**

The Executive Director of Planning, Compliance, and Administrative Operations oversees the Academy's Human Resources department and addresses federal, state, and local regulatory issues. He also oversees the strategic planning process.

### Payroll (Student)

Students who work on-campus must complete time sheets through their supervisor. Any questions concerning their pay should go to their supervisor first. Student time sheets are processed bi-weekly and are distributed through the student mailboxes.

## DEPARTMENT OF FACILITIES MANAGEMENT

Stacey Ericson, Director .....	326-2445
Carl Olson, Operations Manager .....	326-2136
Hildy Lowell, Purchasing .....	326-2447
Jim Stinson, Postal and Shipping Clerk .....	326-2200
Lynn Mosher, Student Mailroom Clerk/Typist .....	326-2473
Annie Ryan, Custodial Supervisor .....	326-2418
Shawn Heath, Locksmith/Curtis Hall Maintenance Contact .....	326-2446

**Office: Complex behind Field house**

The Director of Facilities Management reports to the President and handles a wide variety of functions. The Department of Facilities Management coordinates all services related to power, water, heat, transportation, roads/walks, maintenance and repair of buildings and grounds, as well as telecommunications, purchasing, housekeeping, and campus mail. If you need assistance or general information, you are always welcome to call or visit this office.

### Mail & Stamps

Each student is issued a mailbox located in the Alford Student Center. Stamps may be purchased in the bookstore or local post office. The correct mail format is:

Student Name  
MMA Box \_\_\_\_\_  
Pleasant Street  
Castine, ME 04420

### Forwarding Addresses

During the summer break, a forwarding address is required. Without one on-file, mail will be returned to sender. Students should also send a change of address notice to all correspondents (including magazines, CD companies, etc) during this time.

### Packages

Packages may be picked up at the student mailroom, first level of Alford Student Center, during posted hours. Contact Facilities Management or the Dean of Student Services for packages when the mailroom is closed. It is recommended that all student packages be sent via registered mail as the Academy cannot take responsibility for any damaged, lost, or misdirected mailings.

## OFFICE OF THE VP OF ACADEMIC AFFAIRS/ACADEMIC DEAN

<b>John Barlow, Ph.D., Vice-President/Dean.....</b>	<b>326-2371</b>
<b>Cindra Leeman, Executive Assistant.....</b>	<b>326-2485</b>
<b>Joceline Boucher, Ph.D., Associate Academic Dean &amp; ADA Coordinator....</b>	<b>326-2489</b>
<b>William DeWitt, Ph.D., Associate Dean and Director of the Loeb-Sullivan School .....</b>	<b>326-2454</b>
<b>Patricia Bixel, Ph.D., Chair of Arts &amp; Science .....</b>	<b>326-2343</b>
<b>Mark Libby, Chair of Engineering.....</b>	<b>326-2369</b>
<b>Andy Chase, Chair of Nautical Science .....</b>	<b>326-2126</b>
<b>Ann Cleveland, Ph.D., Chair of Ocean Sciences .....</b>	<b>326-2395</b>
<b>CAPT Thomas Buterbaugh, Chair &amp; Commanding Officer of NROTC Unit.....</b>	<b>326-2354</b>
<b>Victoria Blackwood, Coordinator of Continuing Education .....</b>	<b>326-2211</b>
<b>Office: Leavitt Hall 205</b>	
<b>Web: <a href="http://dean.mma.edu">http://dean.mma.edu</a></b>	

The Academic Dean's office is responsible for the academic program, ADA accommodations, and various offices of academic support. The Associate Academic Dean, as well as the Academic Department Chairs, Librarian, Registrar, Director of Graduate Studies, Continuing Education/Distance Learning, and Director of Athletics are all responsible to the Academic Dean. Academic Policies can be found in your MMA catalog and this handbook.

This office periodically schedules **Dean's Coffee Hours**. All students, faculty, and staff are invited to enjoy refreshments, share information, and voice concerns at these events.

## OFFICE OF CAREER SERVICES

<b>John Worth, Director.....</b>	<b>326-2276</b>
<b>Charles Easley, Jr., Coordinator of Cooperative Education.....</b>	<b>326-2333</b>
<b>Amy Gutow, Administrative Assistant/Career Services .....</b>	<b>326-2278</b>
<b>Office: Quick Hall</b>	

Career Services coordinates cadet shipping billets, summer co-op programs and job search information. They offer important resources, information and help as you conduct your search.

## DEPARTMENT OF LIBRARY SERVICES

<b>Brent Hall, Director of Library Services .....</b>	<b>326-2260</b>
<b>Lauren Gargani, Assistant Librarian/Public Services.....</b>	<b>326-2263</b>
<b>Sarah Danser, Assistant Librarian/Technical Services.....</b>	<b>326-2262</b>
<b>Caroline Hudson, Library Assistant/Government Documents.....</b>	<b>326-2265</b>
<b>Office: Nutting Memorial Library</b>	
<b>Web: <a href="http://library.mma.edu">http://library.mma.edu</a></b>	

The Nutting Memorial Library, located in Platz Hall, supports Maine Maritime Academy's programs in engineering, transportation, management, logistics, and ocean sciences. The library also assists the Academy by supporting its research efforts and helping to fulfill its social responsibilities.

### Library Hours

#### During the Academic Semester:

Monday-Thursday	7:30 am-11:00 pm
Friday	7:30 am-6:00 pm
Saturday	12:00 pm-5:00 pm
Sunday	12:00 pm-11:00 pm

#### During Academic Breaks (Thanksgiving, Winter, and Spring):

Monday-Friday	8:00 am-4:30 pm
Saturday-Sunday	CLOSED

#### During Summer Break:

See Library Web Site for Hours

### Collections

#### *Main Collection (2nd floor)*

The circulating collection is located on the second floor. Books are arranged on the shelves by call number. The library uses the Library of Congress classification system, which employs an alpha-numeric call number scheme. The online catalog displays the location "Main" before the call number for books in the circulating collection.

#### *Periodicals (2nd floor/Basement)*

Current issues of journals and newspapers are shelved on the second floor. Backfiles of periodicals in print are housed in the basement, arranged alphabetically by title. Periodicals on microfiche or microfilm are kept in the basement as well, and microform readers and a reader/scanner are available. Periodicals, whether single issues or bound volumes, cannot be checked out.

#### *Reference Collection (1st floor)*

The Reference collection is located on the first floor. Reference materials include handbooks, encyclopedias, manuals, directories, and statistics. The online catalog displays the location "Reference" before the call number for books in the Reference collection. Reference books cannot be checked out.

#### *Government Documents (2nd floor/Basement)*

The library is a selective government depository, emphasizing maritime, engineering, oceanographic, and business documents. Government documents are cataloged, and nearly all are included in the main collection on the second floor. Those on microfiche are located in the basement. There are microfiche readers and a reader/scanner available for viewing documents on microfiche. Most government documents can be checked out.

#### *Maps and Charts (2nd floor)*

The library is a depository for the National Geospatial-Intelligence Agency and the National Ocean Survey. Maps and charts of the world and of the territorial waters of the U.S. are kept on the second floor, in the old Quick Hall area. Maps and charts cannot be checked out.

#### *Special Collections (2nd floor)*

The library's Special Collections are shelved in the reading room on the second floor. Areas of strength are maritime history, Maine history, and World War II. The online catalog displays the location "Special Collection" before the call number for books held in this area. Materials in Special Collections cannot be checked out. Please see a librarian for assistance.

#### *Nonprint Materials (1st floor)*

In addition to books, the library's holdings include video cassettes and DVDs, audio cassettes, compact discs, and computer discs. Most of these nonprint materials are kept at the Circulation Desk, and most of them can be checked out.

#### *Electronic Databases*

The library subscribes to a number of electronic databases and receives many more courtesy of the Maine State Library and the University of Maine system.

## Circulation

Academy students must present an Academy ID card in order to borrow library materials.

An ID card is also required to use Reserve materials and library audiovisual equipment.

The loan period for books is four weeks. Videos and DVDs circulate for one week. Renewals are allowed if there have been no other requests for the materials. Loan periods for materials on Reserve vary according to course requirements. Reference books, journals (single issues or bound volumes), and materials in Special Collections do not circulate.

All loans outstanding on the last day of classes of each term will be subject to billing. A fine of \$50.00 per item - or actual cost if more than \$50.00 - will be assessed for lost or damaged materials. A refund of such charges may be issued for materials returned after billing, under the following circumstances:

- replacement copies have not already been purchased
- items are returned before the end of the fiscal year (June 30)

Any MMA student may obtain a University of Maine courtesy library card at no charge through the MMA library. Most UMO materials may be borrowed through MaineCat, but if you wish to check out materials at Fogler Library, stop by our front desk during normal business hours (8:00 to 4:30, Monday through Friday) for the necessary forms.

## Interlibrary Loan

Books or articles from journals not owned by the library may be obtained from other libraries through interlibrary loan. The library provides this service for MMA students, faculty, and staff. Users may request books online through MaineCat. Books not available in the state of Maine will be ordered by a librarian. All articles will be ordered by a librarian. Delivery of books or articles via ILL generally takes 5-10 days. Students are allowed a maximum of ten MaineCat/Interlibrary loan books at any one time. One renewal of one week is allowed for MaineCat items. Non-MaineCat renewals vary according to the policy of the lending library.

Interlibrary loan books that are damaged or not returned will result in bills for the borrower in an amount set by the lending library, plus a non-refundable Nutting Memorial Library fine of \$25.00. If books are returned after billing, the library will attempt to obtain reimbursement for the borrower, but this is entirely dependent on the policies of the lending library. Please be aware that materials requested by you, yet lost in the mail on the way to Nutting Memorial, will be billed to your account. You assume the risk when you request an item.

## Course Reserves

Materials placed on Reserve for courses will be held at the Circulation Desk. Borrowers must present an Academy ID card to use Reserve materials. Loan periods for Reserve materials are determined by the instructor.

## Quiet Areas

The entire second floor of the library is a designated quiet area. Please keep conversation to a minimum in the Special Collections reading room and elsewhere.

## 24-Hour Study Lounge

The lounge is available to MMA students and employees and use is monitored by a security camera. To gain entrance, you'll need the number on the front of your MMA ID, and MMA Security has to have scanned your hand. Wireless network access is available, as are coffee, soda, and snack vending machines.

Only checked-out library materials are allowed to be taken into the study lounge—no Reference materials, magazines, Reserve items or anything not currently on your library record.

## Computers, Etc.

There are fourteen computers, several flatbed scanners, a microform scanner and a networked laser printer available for general use by MMA students, staff, and faculty. All PCs have MS Office software. The library has wireless network access and numerous internet ports for student laptop use.

## Food/Beverages

Food and beverages may be enjoyed on the first floor only. The library staff reserves the right to confiscate food or beverages found elsewhere in the library.

## Photocopier

There is a card-operated photocopier located on the first floor. Photocopy cards may be purchased in the library.

## Miscellaneous

Smoking or chewing tobacco is not allowed anywhere in Platz Hall, or near its entrances.

Pets are not allowed in the library. Children under 16 must be accompanied by an adult.

## OFFICE OF THE REGISTRAR

**Tom Sawyer, Registrar** ..... 326-2426

**Christina Stephens, Assistant Registrar**..... 326-2441

**Laura Nason-Moulton, USCG/STCW Secretary** ..... 326-2441

**Office: Dismukes 118**

## Confidentiality of Student Records

- I. In compliance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 USC 1232g), commonly referred to as FERPA, Maine Maritime Academy has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and Academy policy warrants. Copies of this policy are available upon request from the Office of the Registrar. Students will be informed of these rights annually in the Student Handbook. President's Order 5-95 is hereby canceled.
- II. FERPA applies to the records of students presently enrolled, former students and alumni, but does not apply to applicants seeking or denied admission to the Academy, nor does it apply to non-matriculated students. Under the provisions of this order, no personally identifiable information from a student's education records will be disclosed without his/her prior written consent except where prior written consent is not required by FERPA or this Order.
  - A. Type, Maintenance Life, Location, and Custodial Responsibility of Education Records.
    1. The principle education record of each student is kept in the Office of the Registrar. The Registrar is responsible for these records, which will be retained for a period of 5 years following a student's graduation or last date of attendance. The sole exception to this policy regards the academic transcript, which will be maintained in perpetuity.
    2. Other offices that maintain records are listed below. Inquiries concerning those records should be made in writing to the individuals concerned. Except as noted, records will be retained for the number of years indicated after graduation or last date of attendance.

Type	Location/Custodial Responsibility	Retained
Academics	Registrar	5 years
Academic Accommodations	Academic Dean's Office	5 years
Athletic Participation	Director of Athletics	6 years
Alumni	Alumni Director	Indefinite
Admissions	Director of Admissions	5 years
Financial Aid	Director of Financial Aid	5 years
Cadet Shipping/COOP	COOP Education Administrator	5 years
Placement	Director of Career Services	5 years
Disciplinary & Conduct	V.P. for Enrollment Management/Commandant	See note
	Dean of Student Services	See note
Counseling	Academy Counselor	10 years

Health/Medical	Director of Health Services	10 years
Continuing Education	Academic Dean's Office	10 years
Residential Life	Director of Residential Life & Student Services	6 years
Graduate Studies	Assoc. Dean, Loeb-Sullivan School	5 years

**Note:** Disciplinary & Conduct Records (including both written and audio files) will be maintained for 5 years beyond the projected graduation date based on academic major and date-of-enrollment.

- All custodians noted above may be reached at Maine Maritime Academy, Castine, ME 04420

#### B. Inspection and Review of Records

- The student has the right to review and inspect all the documents in his or her records except as noted below. The request for review and inspection must be in writing (FERPA Form 1, Request for Access to Student Files) and be addressed to the custodian of the file. That person will comply as soon as feasible; under the law this must be done within 45 days after receipt of the request. Exceptions to the review policy are:
  - Evaluations and recommendations, when the student has waived the right to review;
  - Financial records and statements of the student's parents
  - Medical/health records may be reviewed by an individual student or his/her representative who has been designated in writing for the express purpose of reviewing these records. The review shall take place only under the direct supervision of Academy health service personnel.
  - Documents classified by law as non-educational, which include the following
    - Personal files maintained by faculty or staff which are held in the maker's sole possession and are not accessible to or revealed to any other person
    - Law enforcement records, kept separate from education records, and available only to law enforcement officials.
    - Counseling, psychological or psychiatric records in the custody of the Academy counselor and used only for counseling of a student and by those providing counseling. (These records may be reviewed, only with the student's written permission, by an appropriate professional of the student's choice, but are not otherwise available to students or members of their families.)
    - Medical records created or maintained by a physician or other professional or paraprofessional (acting or assisting in his or her professional or paraprofessional capacity) and which are used only in connection with the provision of treatment to the student. These records may not be disclosed to anyone other than individuals providing the treatment but, with the student's written permission, they can be reviewed by a physician or other appropriate professional of the student's choice.
    - Alumni records which contain information about a student after he or she is no longer in attendance and which do not relate to the person as a student.
  - If, after inspecting and reviewing a record, the student has any question about it, he or she may request an oral or written explanation and interpretation of it.
  - The student may also secure a copy of every document in a folder (less those excepted in paragraph II.B.1 above). These will be made by the Academy (normally within 8 school days) under the same terms, conditions, and charges as for a student copy of a transcript. Copies, however, will not be supplied if the student has an overdue debt to the Academy or has failed to return all books to its library. If an original or source document exists elsewhere (e.g. records of other schools), copies will not be sent to a third party or copied.

#### C. Correction of Record

- If, after inspecting or reviewing a record, the student believes that any information contained therein is inaccurate or misleading or violates his or her privacy or other rights, the student may request, in writing, that the office which maintains the record amend it. Under the provisions of FERPA, this right to challenge is not intended to permit contesting of a grade. It is intended to allow students to question the substantive judgments that are correctly recorded.
- The office must reach a decision and inform the student of this decision in writing within a reasonable period of time after receipt of the request.
- If the office refuses to amend the record in accordance with the student request, the student has the right to a hearing.
- The hearing will be conducted by a board of review appointed by the President, consisting of a person or persons who do not have a direct interest in the outcome of the hearing.
- The hearing will be held within a reasonable period of time after the student has made the request, and the student will be given notice of the date, place, and time, reasonably in advance of the hearing.
- The student will be afforded a full and fair opportunity to present information relevant to the issue raised, and may be assisted or represented by individuals of his or her own choice, including an attorney (at no expense to the Academy).
- The decision of the board will be based solely upon the information presented at the hearing and will consist of a written statement given to all parties concerned, summarizing the information and stating the reasons for the decision.
- If, as a result of the hearing, the board supports the complaint of the student, the education records of the student will be amended accordingly and the student will be so informed.
- If the board decides against the student, the student has the right to place a statement commenting on the information in the record. This explanation will be maintained by the Academy as part of the education record of the student (as long as those records are maintained) and whenever a copy of those records is sent to any party, the explanation will accompany them.

#### D. Disclosure of Information From Records

- No office maintaining an education record of a student will disclose any personally identifiable information from that record to anyone other than the student without the written consent of the student, except as provided below. A record of persons (other than Academy employees) having access to the file (FERPA Form 2, Access Records) shall be maintained in the file of each student. This record will be available upon request to the student.
- The records of the student may be disclosed without written consent to academic and administrative employees within the Academy who have a legitimate educational interest in the information. Legitimate educational interest means the demonstrated need to know by those persons who act in the student's educational interest. This includes the following persons and the staffs acting under their instructions: the President and members of the Board of Trustees; the Dean and Chair of the student's department; the Registrar; the V.P. for Enrollment Management and Commandant; the Director of Security; the Directors of Finance and Financial Aid; the National Student Loan Clearing House; Vice-Presidents; appropriate guidance staff and/or academic or disciplinary boards; members of scholarship committees; any faculty member or administrator to whom, or to whose office, the student has addressed an educational request, application, or inquiry, for which the records are needed to prepare a reply.

3. The Academy also reserves the right to forward a student's education records to another school in which it understands that the student is currently enrolled, or seeks or intends to enroll, without the written consent of the student.
4. The records of a student will be disclosed without written consent to those federal and state governmental agencies and officials provided by law.
5. The records of a student will be disclosed without written consent to an agency to which the student has applied for or from which he or she has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
6. The records of a student will be disclosed without written consent to certain educational agencies and institutions, as permitted by law.
7. The Academy reserves the right to furnish to parents or guardians of financially dependent students any information relating to such student's academic, disciplinary or financial status. The Academy will assume that an undergraduate student is financially dependent unless the student informs the Office of the Registrar on FERPA Form 4, Notification of Emancipated Status, within 10 days of registration each school year that he or she is financially independent.
8. The records of a student will be disclosed without written consent in order to comply with a judicial order or subpoena.
9. The records of a student will be disclosed without written consent in a health or safety emergency, as provided by law.
10. The following information related to a student is considered directory information and the Academy reserves the right to disclose it without the student's consent unless the student, within 10 days of the start of the Fall semester (or, in the case of graduate students, the end of the first module or each academic year), informs the registrar in writing (on FERPA Form 5, Request to Prevent Disclosure of Directory Information, available in the Registrar's office) that all such information is not to be made public without written permission: student's name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information (e.g. class schedule; distinguished academic performance). A new form for non-disclosure must be completed each academic year.
11. Though directory information is releasable in response to inquiries, it will not generally be Academy practice to publish directories per se. The sole exception to this policy is the e-mail directory published on the Academy's in-house-accessible web site.
12. FERPA allows the disclosure of the results of a disciplinary proceeding in the cases of crimes of violence. The information may be released to the victim of the crime or the victim's designated representatives. It should be noted that FERPA does not mandate the disclosure of this information merely because it is requested. The decision to disclose remains within the discretion of the Academy.
13. Under common law, the privacy interests of an individual expire with that individual's death. Accordingly, the disposition of records held by the Academy that pertain to a deceased individual is not a FERPA issue but a matter of college policy. These records will not be released without the written permission of the executor/executrix of the estate (or parents of dependent students). This policy will remain in effect for a period of 20 years from the date of death after which period the Academy reserves the right to permit access without permission.

14. Records released in accordance with these regulations shall be transmitted with a letter informing the requestor that such information is to be used only by those individuals in the deliberation warranting the request. If compliance with this restriction is not acceptable, the recipient shall be required to return all records, unused, to the issuing office (FERPA Form 3).
15. Social Security Numbers (SSNs) are utilized for student identification on Academy records and forms. Personal checks submitted for any fees will have SSNs written on them. If a student prefers not to have his or her SSN on a check, please submit payment by cashier's check or money order. Academy staff will write the student's SSN on checks where a student/parent has not already done so.

E. Upon matriculation, the master student record (created in the Admissions Office) will be purged of any items which have fulfilled their admissions-related purpose and which will no longer be required in the student's academic career. The following documents will normally be retained: application, birth certificate, social security cards, copies of letters of acceptance and other Academy correspondence, high school and college transcripts, etc. Records will be purged by the Admissions office prior to transfer to the office of the Registrar.

### III. Right of Complaint

Students who believe that the Academy is not complying with the requirements of the Family Education Rights and Privacy Act or any regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

Family Policy Compliance Office  
U.S. Department of Education  
Washington, DC 20202-4605

The full text of the Act, as amended, is available for inspection in the Office of the Registrar.

### DEPARTMENT OF INFORMATION TECHNOLOGY

<b>HELP DESK</b> .....	<b>326-2240</b>
<b>Lisa Roy, Chief Technology Officer</b> .....	<b>326-4715</b>
<b>Will Martell, User Support Manager</b> .....	<b>236-2167</b>
<b>Norm Yates, Network Manager</b> .....	<b>326-2111</b>
<b>Dynnise Littlefield, Applications Systems Manager</b> .....	<b>326-2490</b>
<b>Chet Michaud, Application Systems Analyst</b> .....	<b>326-2245</b>
<b>Susie Hutchins, Application Systems Analyst</b> .....	<b>326-2247</b>
<b>Ryan King, Information Analyst</b> .....	<b>326-0136</b>
<b>Tom Woehr, Systems Programmer/Web Developer</b> .....	<b>326-2467</b>
<b>Jim Picariello, Web Designer</b> .....	<b>326-0135</b>
<b>Dallas Towle, PC Support Specialist</b> .....	<b>326-4716</b>
<b>Tom Lamontanaro, PC Support Specialist</b> .....	<b>326-2514</b>
<b>Jim Sanders, Simulation Technician and IT Cruise Support</b> .....	<b>326-2336</b>
<b>Office: Leavitt Hall Basement</b>	
<b>Web: <a href="http://it.mma.edu">http://it.mma.edu</a></b>	

The Department of Information Technology is responsible for all aspects of computing campus wide, including network, application and systems support. Information Technology staff are located in the basement of Leavitt Hall. Student technicians are available in the Shop area of the Information Technology department, located in the basement of Leavitt Hall.

A Computer Lab is located on the first floor of Curtis Hall and is provided as a courtesy for those students who experience problems with their own computers. It is not staffed. Limited printing is available at the Lab and is provided as a courtesy. Students should not use the Lab printer as a primary means of printing material. Printing paper is not supplied and may be purchased at the Bookstore.

Faculty, staff and students are encouraged to contact the Help Desk first when assistance is required.

Maine Maritime Academy provides access to the Internet and internal network facilities for its faculty, staff and students to support the educational functions of the institution. Since this resource is finite and must be shared by all users, Maine Maritime Academy reserves the right to limit individual access and/or use in order to maximize its availability to the entire user community. All appropriate documents and policies are available at [it.mma.edu](http://it.mma.edu).

### **Network Behavior**

Students and staff shall not infiltrate external or internal computing systems or networks. Students and staff shall not disrupt a system or interfere with another's ability to use any systems. Students or staff shall not crack passwords or otherwise acquire or view data that is protected, by compromising security measures. We reserve the right to disconnect any computer from the network that causes disruptions, whether those disruptions were intentional or not.

### **Thoughts on Electronic Communication Tools & Forums**

#### *Introduction*

Electronic communication tools and forums (i.e. AIM, Facebook, MySpace, LiveJournal, etc.) are, like most of the Internet, a great innovation! They offer you an opportunity to interact with an extraordinarily expansive universe of new people. You can create your on-line identity and learn more about these tools and forums to create new relationships and communities. For the entrepreneurially minded, it might be an introduction to business as you think of how to "market" yourself, while others with particular social identities or hobbies can use it to find friends with common interests.

People make the technology, not only in the fundamental sense of discovery and invention, but also in the sense that they make it happen and that they shape it in ways that reflect our basic humanity. However, our basic humanity is vulnerable to context, circumstance and interpretation. Thus it is important to remember that electronic communication tools and forums create as many obligations as they do opportunities for expression. Below are five concepts to keep in mind when you utilizing these outlets of expression.

#### *Five Things to Think About When Utilizing Electronic Communication*

##### I. Invincibility

Well before Facebook, MySpace, and LiveJournal there was a student who used a chat room to post some facts about the size of his genitalia. What a surprise it was when he went for his first job interview, nicely tailored in a new suit and armed with a good G.P.A., and was rejected. Fortunate for him, there was an alumnus on the search committee who told him the reason: the hiring committee had looked him up on the Internet and found the boasting posting! Frantically, the student called university officials and asked them to remove it, which they could not because a commercial ISP was the domain of the information. In time, the student learned about the complex procedure in which he had to engage in order to have the posting removed. It never occurred to him that a relatively harmless boast could cause him so much trouble.

Other examples from around the country include students whose posted pictures of themselves partying bolstered the administration's case when the underage students were charged with alcohol abuse; a student who applied to be an RA but was rejected because the staff reviewing applications found the student had posted inappropriate material on-line; or the students reprimanded for extreme and possibly libelous statements that they made about a professor on their Facebook postings.

**THOUGHT:** Think about not only your marketability today as a person, but whom you might want to be in five or ten years when posting an "identity" on the Internet. Remember, just because this is new technology does not absolve you of the responsibility to use it in legal and appropriate ways — including taking into account your obligations regarding proper conduct as a member of the Academy community.

##### II. Caching

In the days before Google became the dominant search engine for the Internet, ISPs that hosted chat rooms had policies regarding caching information. Nowadays, Google is the main corporate entity with which one deals when it comes to cached information. To date, Google has tended to be good about removing material within a certain number of days following a proper request. But what exactly does caching mean to you?

Caching, in effect, means that if you post something on-line, even for just a day or so, even just to be funny or to make a point, and even if you take it down or change it, it remains accessible to the rest of the world on the Internet anyway.

Take a moment to think about how you want to "brand" yourself on the Internet. Almost everyone is a more complex person than a single label can explain, but for most people it takes time and effort, if not real friendship, to get to know someone. Don't give people an excuse to think of you in a single dimensional way. What you put out on these sites about yourself should be an invitation to the rest of the world to get to know you better.

Then consider what it takes to get something removed from Google. You must go through their policy process<sup>1</sup> for removing information from their caching technology. Not only is that a lot of bureaucracy, but also you should know that while Google is the dominant search engine on the Internet today, it might not be tomorrow. Moreover, other search engines operate currently on the Internet and so it is not just Google whom you might have to contact in order to remove a page.<sup>2</sup>

<sup>1</sup>Google offers a Privacy questions / Removing information from Google's search results page, as well as removal information for webmasters.

<sup>2</sup>You may also want to check whether the material has been stored in the Internet Archive's Wayback Machine.

**THOUGHT:** Think about how willing you are to go through the bureaucracies of at least three to five search engine companies to remove cached material before you post something about yourself on-line.

##### III. Freedom of Expression

Because Maine Maritime Academy is a state institution, we observe the First Amendment on free speech. However, we know that with freedom comes responsibility. Electronic communication tools and forums are an excellent example of that sobriquet. No official at the Academy is going to monitor your postings on the internet. Most students are adults and we intend to treat you that way. It is time for you to be away from your families and make your own decisions about who you want to be.

This is not because Maine Maritime does not care; indeed, its officials care deeply about you and your development. It is just that we all believe you are of an age and maturity that it is time you learned about freedom and responsibility for yourself. It also means, however, that it is up to you to set your own limits and create your own identity and to be responsible for the consequences. Given that you live in the real world of rules, discipline, employers with their own interests, as well as other people who, like it or not, will make judgments about what they see, you need to consider your actions.

With that said, there may be a time when an official has an "educational" conversation with you about how you have decided to portray yourself, be it on the internet or otherwise. There may also be a time when alleged violations of policy/laws come to our attention, and so we must then act accordingly.

##### IV. Responsibility

Here is the responsibility part: no one is going to limit those people who are authorized to use the Internet or view your postings from seeing what you post on-line. The Internet is an open, unlimited international community (that is why it is such an exciting innovation!). For example, Facebook is open generally to .edu addresses. That authorization includes faculty and staff — as well as alumni. Such people might be members of your family, your parent's neighbors, the local bank manager where you want to get a loan for a new car, or a shipping company with whom you might want a summer co-op . . . anyone, worldwide!

Thus, if you are applying for a job as a RA there is nothing keeping the residence hall staff from looking you up. Trying to get a deal on car insurance? Who knows, maybe that agent went to MMA! Do you really want him seeing a photograph of you bombed out of your mind? In other words, there is nothing to keep just about anyone from looking you up. On Facebook, MySpace, and LiveJournal you have absolutely no expectation of privacy.

You also might want to take a moment and reflect on your physical safety when posting information about yourself. No expectation of privacy, especially when combined with the full range of humanity, means that you may be exposing yourself to someone who may not have the same values, assumptions about appropriate behavior, or may even have a mental defect or disease which could put you at risk as a victim of criminal behavior. Very likely you would not place a sign in the front of your house describing intimate details of your personal life, private sexual matters, detailed comings and goings or anything else that someone less careful and competent than you might construe as an invitation for communication or even harassment and stalking that could prove dangerous. Use physical space as your guide . . . so consider not posting on-line what you wouldn't put on a poster for your room door.

**THOUGHT:** With the freedom to post what you want comes the responsibility to do so in your interests not only for today, but also for whom and what you want to be tomorrow. And also think of your personal safety. Cyberspace can have the effect of creating an illusion of intimacy that could prove dangerous for you in reality. Use the manners of behavior in physical space both in how you present yourself and how you interpret other people on-line as a guide.

#### V. The Law

Most of the time when we talk about these electronic communication tools, it is on a very individual level. Yet, there is another angle to consider: the privacy of others. "Privacy" is a complicated matter in American law. It evokes everything from the right to family planning through Fourth Amendment search and seizure to torts, or civil rights, "to be let alone" in our person.

Watch what you say! If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel. Moreover, if you post photographs or information about someone that can be construed to be an "invasion of their privacy" (say while they were sleeping in their own bed) or "false light" (say suggesting that they are of one sexual persuasion when they are of another), then you may be liable for a tort under the broad rubric of "privacy."

**THOUGHT:** Think not only about what identity you create for yourself online, but also how you represent others. At the very least, be sure that you take their feelings into account. You would not want to find yourself as a defendant in a tort case that alleged you invaded their privacy.

#### *Conclusion*

Electronic communication tools and forums, along with much of the Internet, are great innovations that allow users to express their humanity and an opportunity to create new communities. As such it represents an environment in which one can make choices about their identity, at least as one chooses to represent themselves publicly. That freedom does not suggest that one can do so with impunity, however. As we live in a society in which expression is judged in legal, policy, and even personal ways, it is important to remember the consequences of that expression no matter how fleeting or fun in the moment it might seem to be.

This can all be summed up easily in a "Golden Rule." Don't say anything about someone else that you would not want said about yourself. And be gentle with yourself too! What might seem fun or spontaneous now, given caching technologies, might prove to be a liability to your identity in the future. Have fun and make productive use of these new, exciting technologies, but remember that technology does not absolve one of responsibility. Behind every device, behind every new program, behind every technology is a law, a social norm, and business practices that warrant consideration.

## **Internet and Email**

Email and Internet access is provided at MMA. Use of the First Class client is strongly encouraged. Instructions for downloading the client are available from [it.mma.edu](http://it.mma.edu). Students are expected to check their email on a daily basis and visit [portal.mma.edu](http://portal.mma.edu) for official announcements and schedules. All new students are automatically assigned an E-mail account and access code in July before they arrive at the Academy. To activate their account, students must go to the IT self-service web page (available at [portal.mma.edu](http://portal.mma.edu) under Tools/Account Activation) and establish their credentials. First year students will register for classes online using the credentials they establish using the Account Activation tool. New students will set up their campus internet during fall orientation. Commercial use of these services is prohibited.

### **Electronic Mail Policy**

#### *Purpose*

This Policy Statement applies to all users of the Maine Maritime Academy ("MMA" or the "College") electronic mail (e-mail) system. Expressly, this policy applies to any user who has an MMA e-mail address (any@mma.edu e-mail address). This Policy Statement establishes important guidelines and restrictions regarding any and all use of e-mail at MMA, including retention of e-mail. E-mail has become a valuable tool for accomplishing the College's daily academic, educational, public service, and research initiatives, and is the official means of communication within the College. Messages must be composed in ways that reduce the possibility of ambiguity or confusion as to destination, intent or source.

#### *Definitions*

For the purposes of this Policy Statement, the following definitions shall apply:

**"Computing resources"** shall be defined as all devices (including, but not limited to, personal computers, laptops, PDAs and smart phones) owned by the College, the user or otherwise, which are part of or are used to access (1) the MMA network, peripherals, and related equipment and software; (2) *data* communications infrastructure, peripherals, and related equipment and software; (3) voice communications infrastructure, peripherals, and related equipment and software; (4) and all other associated tools, instruments, facilities, and the services that make use of any technology resources owned, operated, or controlled by the College. *Computing resources* or components thereof may be individually assigned or shared, single-user or multi-user, stand-alone or networked, and/or mobile or stationary.

**"Data"** shall include all information that is used by or belongs to the College or that is processed, stored, maintained, transmitted, copied on, or copied from College *computing resources*.

**"Forged communications"** (sometimes referred to as "spoofing") shall be defined as e-mails that are made to appear as if they originated from an organization or individual other than the individual from whom the message was actually sent.

**"Protected information"** shall be defined as *data* that has been designated as private, protected, or confidential by law or by the College. *Protected information* includes, but is not limited to, employment records, medical records, student records, education records, personal financial records (or other individually identifiable information), research *data*, trade secrets, and classified government information. *Protected information* shall not include public records that by law must be made available to the general public. To the extent there is any uncertainty as to whether any *data* constitutes *protected information*, the *data* in question shall be treated as *protected information* until a determination is made by the College.

#### *General Policy*

The official means of communication by the College to faculty, staff, and students shall be the individual's primary MMA (@mma.edu) e-mail address. As members of the Maine Maritime Academy community, users are expected to check their e-mail on a regular basis.

Retouring of information (i.e. links, attached files, etc.) cannot, and will not be guaranteed beyond the MMA primary e-mail gateway if a user has created a forwarding address to any other e-mail service and/or off-site Internet Service Provider (ISP) account.

MMA e-mail users are required to comply with federal and state law, College policies, and standards of professional and personal ethics. All communications sent via e-mail shall be consistent with applicable administrative policies, are subject to discovery, and remain the property of the College.

Individuals to whom MMA e-mail accounts are assigned are responsible for managing and monitoring their accounts, and for actions taken with their accounts. Accounts and account passwords are not to be sold, rented, transferred, or shared with any other person.

Unless an individual or an organization has explicitly solicited anonymous comments or input, all communications sent using any MMA technology service or facility must clearly identify the actual sender by a valid address in the basic header or in the message text. The deliberate creation or facilitation of misleading or *forged communications* is prohibited under any circumstance.

No one may imply or state in an e-mail that they represent or speak on behalf of MMA, or any organizational element of MMA, unless they are empowered to do so by virtue of their assigned duties or they have been formally authorized by the College.

*Protected institutional and personal information* shall not be sent via e-mail, unless specific steps are taken to ensure that the transmission or content of the e-mail is secure and encrypted in accordance with College standards, and the personal information is therefore provided this additional level of protection.

Access to the e-mail server is gained by either the FirstClass client with Cast-128 encryption or a secure browser session (https). All e-mail is stored on the College's server.

In general, sessions will not be opened for mobile devices unless the mobile device is purchased and maintained by the College. Access for mobile devices is permitted for those devices which have client software and require no additional firewall ports or protocols to be configured.

#### *Eligibility*

The use of an MMA e-mail account is a privilege granted by the College, in its sole discretion, to facilitate the College's mission. College e-mail accounts (@.mma.edu) will be provided to active faculty and staff, and to all currently enrolled students. When an individual's affiliation with the College ends, eligibility to use a College provided e-mail account also ends. As a courtesy, students who graduate will be given a grace period of six months in which to establish a new e-mail account. After that time period has elapsed, the account will be terminated. Students who are disenrolled from the College will also lose their e-mail privileges.

All requests for employee account creation must come from the Human Resources office. By default, employee accounts will be deleted upon the employee's termination date.

Any proposed requests for longer time extensions can be made and will be evaluated on a case by case basis by the Chief Technology Officer. Requests must be submitted via e-mail to the Chief Technology Officer, accompanied by the name of the account, the reason for extension, the length of extension requested, and the name of the Executive (VP or higher) level sponsor.

Requests for non-standard / courtesy e-mail accounts should be submitted via e-mail to the Chief Technology Officer by the requesting Academy division head. The request should contain the name of the person for whom the account is for, their affiliation with the College, the reason for their courtesy account, and the name of the Executive (VP or higher) level sponsor.

Any account that is inactive for more than 9 months will be deleted.

Accounts not related to Maine Maritime Academy business are prohibited.

#### *Naming Convention*

As with any and all official communication that carries the MMA name, it is important that users be cognizant that the College image is always under scrutiny and that an identified, regulated standard for assigning e-mail accounts is necessary. Employees and affiliated individuals who are granted an MMA e-mail account will receive an address in a format determined by the College that is distinguishable, as well as unique.

In general, the format of every e-mail account shall be firstname.lastname@mma.edu. In the case of a duplicate name, the format shall be

firstinitial.middleinitial.lastname@mma.edu. In the case of a second duplicate, the format shall be firstname.middleinitial.lastname@mma.edu.

Staff known professionally by a name other than their legal name may request an account which reflects this. The Human Resources department will ask new employees what their preferred name/nickname is, and by default that name will be used to generate the e-mail address.

#### *Personal Use*

Employees may use College provided e-mail for personal use so long as that use does not create any cost to the College, does not interfere with the employee's official duties, is brief and its volume or frequency does not disrupt College business, does not compromise the security or integrity of College data or systems, and is not commercial in nature. It is important to note that while personal use of e-mail is permitted, those e-mail messages are still considered public record, are subject to administrative and legal policies, and remain the property of the College.

#### *Mail Storage and Retention*

By default, student e-mail accounts are given 200 MB of storage, staff and faculty accounts are given 500 MB of storage. Requests for increased storage space can be made and will be evaluated on a case by case basis by the Chief Technology Officer. Requests must be made via e-mail and include the account name and reason for the increase in storage.

The retention period for e-mail sent and received through the College's e-mail server(s) shall be as follows:

- Students – 30 days
- Staff and Faculty – 2 years

In cases where a user falls in to both retention categories, the longest retention period will be applied.

Spam and bulk mail filtering are provided to each MMA e-mail account holder. By default, all junk mail is held at this appliance, while bulk mail is delivered. Users should check their spam filter settings to make sure that unwanted e-mail is held at the appliance. Inbound external e-mail messages are held in the spam appliance for 45 days. All messages held in the appliance are the property of the College and are subject to administrative policies and legal discovery.

#### **Copyrighted Material / Illegal Activities**

Students and staff are not allowed to use MMA's network to download copyrighted material or to perform illegal activities. The IT Dept will cooperate with those who have jurisdiction to investigate matters involving violations of copyright and illegal actions. The complete network policy document is provided at New Student Orientation and found at it.mma.edu.

#### **Laptop / Desktop Connectivity**

*Wired:* Data ports are provided in all residential hall rooms, classrooms, and various points across campus.

*Wireless:* Available campus-wide.

*Computer Registration:* All computers must be registered for use on the network. MMA provides an online registration process. Bradford Campus Manager client is required, and is downloaded to the machine when it first requests access on the network. It will check for up to date virus definitions and operating system patches, which are required in order to complete the machine registration.

#### **Required Software for Students**

*Microsoft Office:* Maine Maritime Academy has standardized on the Microsoft Office suite of programs. Students are required to submit their papers in a format that is compatible with the MS Office suite. Maine Maritime Academy provides all registered students with a copy of Microsoft Office, *Microsoft Project and Microsoft Visio*: Check our website for details on how to obtain a copy.

*Anti Virus:* An Anti-Virus program is required for network access. Check our website for more details.

## Curtis Hall Computer Lab

### Hardware

- Desktop Computers
- Data ports for laptops
- 1 Laser printer

### Software on Lab Computers

- Microsoft Office
- Firefox
- IE
- Courseware requested by faculty.

*Usage:* The lab computers are cleared each day. ANY DATA YOU SAVE TO THE LAB COMPUTER(S) WILL BE DELETED!!! Save data that you will need elsewhere!! We recommend using a USB drive for reliable and convenient storage.

Limited printing is available in the Lab. It should not be the primary means of printing material. Again, printing paper is not supplied and may be purchased at the Bookstore.

*Student Behavior:* In an attempt to ensure a pleasant working environment, certain rules will be enforced. Students are expected to avoid unacceptable levels of noise, disruptive behavior, horseplay, and to honor the ban on all tobacco products. Food and drink is allowed. You may be asked to leave the computer lab for failure to respect these simple rules.

### Computer Lab Support Technician / Help Desk

The Computer Lab in Curtis Hall is not staffed. If assistance is required, students should contact the Help Desk and/or go to Leavitt Hall and request assistance from the student technician on duty in the IT Shop area.

## NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

<b>CAPT Tom Buterbaugh, Commanding Officer</b> .....	<b>326-2354</b>
<b>CDR Hank Stewart, Executive Officer</b> .....	<b>326-2353</b>
<b>Capt Christopher Troughton, Marine Officer Instructor</b> .....	<b>326-2356</b>
<b>LCDR Jon Johnson, Student Advisor</b> .....	<b>326-2296</b>
<b>LTjg Bruce Hallett, Student Advisor</b> .....	<b>326-2357</b>
<b>QMI Daniel Bobier, Student Advisor</b> .....	<b>326-2352</b>
<b>Ssgt Gilbert Oshana, Assistant Marine Officer Instructor</b> .....	<b>326-2357</b>
<b>Don Probert, Administrative Assistant</b> .....	<b>326-2465</b>
<b>Susan Harris, Administrative Assistant</b> .....	<b>326-2352</b>

**Office:** NROTC House, 44 Pleasant Street

**Web:** <http://nrotc.mma.edu>

The mission of the Naval Reserve Officers Training Corps (NROTC) program is to train and educate highly qualified students for commissioning and active service as unrestricted line officers in the U.S. Navy and the U.S. Marine Corps. Students can pursue a commission through the NROTC scholarship or college program. College program students have the opportunity to obtain a scholarship which covers full tuition and fees at MMA.

For more information about NROTC programs, interested students are highly encouraged to contact the NROTC unit directly. Information is also available on the Navy's NROTC website: <https://www.nrotc.navy.mil>, as well as the MMA NROTC website: <http://nrotc.mma.edu>.

The NROTC unit also administers the Merchant Marine Reserve (MMR) program. This program is designed to prepare highly qualified students for commissioning in the MMR, U.S. Navy Reserve. It offers a yearly stipend of \$8,000 (up to a maximum of \$32,000) to defray the costs of tuition at MMA. To be eligible for this program, applicants are required to pursue degrees leading to a U.S. Coast Guard unlimited tonnage license and meet U.S. Navy medical screening requirements. Interested students should contact the NROTC unit directly for more information about the MMR program.

## STUDENT SERVICES OFFICES

### OFFICE OF THE COMMANDANT AND VP FOR ENROLLMENT MANAGEMENT

<b>CAPT. P. Jeff Loustaunau, Vice President &amp; Commandant</b> .....	<b>326-2251</b>
<b>TBA, Master - T.S. State of Maine</b> .....	<b>326-2425</b>
<b>CDR. Gary Frost, Assistant Commandant</b> .....	<b>326-2293</b>
<b>Lt. Frederick Kaiser, Company Officer</b> .....	<b>326-2287</b>
<b>Lt. David Hasset, Company Officer</b> .....	<b>326-2153</b>
<b>Lt. Michelle Eaton, Administrative Coordinator</b> .....	<b>326-2250</b>
<b>Office: 135 Curtis Hall</b>	

The Vice President for Enrollment Management and Commandant is responsible for all aspects of student life at MMA. As Vice President for Enrollment Management he has oversight for all aspects of Student Services, Dining Services, and the Bookstore. As Commandant, he has oversight for the professional training of those students who are studying to be licensed by the Coast Guard to work in the maritime industry. He provides leadership to the Commandant's Division, consisting of an Assistant Commandant, two Company Officers, and an Administrative Coordinator. Together, they provide leadership, guidance, and support to the student leaders who work to manage the Regiment of Midshipmen, as well as providing help and support to all other members of the Regiment. He is responsible for oversight of the Waterfront, Varsity sailing, and the MMA training ship. The Marine Operations Manager and the Master of the Training Ship STATE OF MAINE report to him.

### Band/Pipe & Drum Corps

All musically inclined students are welcome to participate in the MMA Band, and Pipe and Drum Corps. These organizations have represented the Academy at many special functions and parades locally and throughout the state. The Band and Pipe Corps offer special concerts on the campus in the fall and spring, and may perform as Pep/Jazz band at all home football and basketball games. The Brass Quintet performs both with the Band and separately. Regimental members of the band perform at morning formations. For more information contact the Assistant Commandant.

### Barber Shop

The barbershop is located on the first floor of Curtis Hall (inside the courtyard) and is open to all students and employees. Haircut rates are posted in the shop and all customers pay as they go. Hours are posted on the door.

### OFFICE OF THE DEAN OF STUDENT SERVICES

<b>Deidra Davis, Dean of Student Services</b> .....	<b>326-2138</b>
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**Office:** Alfond Student Center 1st Floor, Across from the Mailboxes

The Dean of Student Services reports to the Vice President for Enrollment Management and Commandant and is responsible for the majority of a student's co-curricular life at the Academy. The departments of Residential Life/Student Activities, Health/Counseling Services, Admissions, and Financial Aid are responsible to the Dean of Student Services for the various functions of their offices. The Dean also functions as a student advocate. Students should feel free to bring any questions about the college or their personal situations for help in their resolution. Such inquiries are handled with absolute privacy. Student Services policies appear in the college catalog and in various sections of this handbook.

### WATERFRONT/MARINE OPERATIONS

<b>Timothy Leach, Marine Operations Manager</b> .....	<b>326-2400</b>
<b>Tom Brown, Head Sailing Coach</b> .....	<b>326-2457</b>
<b>Tina Pitchford, Waterfront Secretary</b> .....	<b>326-2364</b>
<b>Office: Waterfront</b>	

Student access to waterfront equipment is a unique characteristic of our college and is available to all students regardless of their majors. Powerboats, sailing craft, yachts and other floating equipment at the Academy must necessarily serve two functions: instruction and recreation. To do so safely, it is required that all persons embarking on such craft exercise proper diligence and care at all times in order to safeguard personnel and equipment. Rules, regulations and instructions concerning the use, operation and maintenance of all floating equipment shall be in accordance with the President’s Order memorandum on this subject. From time to time, the Marine Operations Manager and/or the designated Academy Sailing Master may also prescribe other instructions and procedures.

The Waterfront is open for extra-curricular usage from 1600-1830 Monday through Thursday during the fall semester until November 1st. The waterfront sponsors various weekend sailing trips through MMA clubs during the fall semester. Contact the Sailing Master for details and signup. Other facility usage requires prior arrangement and permission of the Marine Operations Manager.

All students and employees, who use our boats, i.e. act as part of a crew of any Academy vessel, either documented or undocumented, shall be subject to the Random Drug Testing policy.

Violations of rules, regulations or instructions concerning floating equipment, and of the provisions of this article, will subject students to loss of extracurricular boating privileges at the Academy, as well as disciplinary action. Those of immediate note include:

1. Students embarking on all Academy-owned floating equipment (includes the dock floats) for any purpose must wear an appropriate personal flotation device. From November 1st to May 1st, USCG approved “float coats” are mandatory.
2. Students must receive permission from the Marine Operations Manager to keep privately owned boats at the Academy.
3. Designated powerboats that are maintained in readiness for emergency purposes shall not be used by the students for any other purpose without specific approval from the Marine Operations Manager and/or the Academy Sailing Master.
4. The embarking of student guests on all of the Academy’s floating equipment for recreational purposes shall be as prescribed by the Marine Operations Manager.
5. Students placed in a disciplinary probation status shall lose all extra-curricular boating privileges until such time as they are removed from that status.
6. All persons signing out an Academy small boat for recreational purposes must check out with the Academy Sailing Master and will be held responsible for the safe operation of the boat at all times. Hazardous or culpable negligence will not be tolerated. All offenders will be subject to disciplinary action.
7. All persons signing out Academy vessels must fill out an approved float plan to be signed by a waterfront representative before departure and upon return from boating activities.
8. A dry suit or appropriate, full-body wet suit is required to be worn by sailors during spring sailing activities through May 1st.

**OFFICE OF DINING SERVICES**

- Omar Chaar, Director.....326-2463**
- Phil Lapierre, Production Manager .....326-2464**
- Jayme Maynard, Retail Manager.....326-2460**
- Christina Khalil, Operations Manager .....236-2461**
- Rhonda Varney, Conferences Director/Office Manager.....326-2283**
- Anita Baldwin, Office Assistant .....326-2461**
- Don Peters, Supervisor .....326-2460**

**Office: Alfond Student Center Main Lobby**

**Web: <http://dining.mma.edu>**

The SODEXO Corporation contracts with MMA to provide dining services for our students, employees and conference programs. This has been a long-standing and very successful relationship. Their management team and staff are committed to providing services to achieve superior customer satisfaction. They have done an excellent job providing service both on the campus and the training cruise.

Check out our web site for weekly menus, upcoming events, and other helpful information. Use this site to send us your favorite recipe for potential use as a special offering or in the regular menu.

**Serving Method**

All meals served in the main dining facility are either cafeteria style (unlimited seconds available) through our food court or buffet style for special set ups in the main or side dining rooms.

**Dining Hall**

There are four dining rooms located on the second floor of the Alfond Student Center. The primary dining area is the Main Dining Room that has some great views out to the harbor. The Kresge Dining Room can be used to expand the main dining room for more seating or buffets. It also serves as a separate dining room for special meals or conference groups. There are also two smaller dining rooms, Harborview and Leeward, which open onto the Terrace. Occasionally these spaces are utilized for student activities, banquets, or special events.

**Access**

Students with meal plans, declining balance, or flex dollars are required to present their MMA student ID card in order to enter the dining hall or to make purchases at the Waypoint using their declining balance or flex dollars.

**Meal Hours**

Meal hours are posted in the Dining Hall and on the Dining Services website. It is the student’s responsibility to learn this schedule and to ensure that they arrive within the posted times for meals. Any meal time changes will be posted in advance.

**Food Removal Policy**

Any student, MMA employee, guest, or visitor who is either under contract, declining balance agreement or pays cash at the door is expected to eat their meal in the dining facility during the posted hours. With the exception of a small snack (cookie, ice cream) or a tray for a sick student as approved by the management, food is not to be removed from the main dining hall facility.

**Sick Tray**

Sick trays may be acquired by students that have meal plans or declining balances that are unable to come to the dining hall due to sickness or injury. Please have the Director of Student Health Services send an email to Dining Services to request this option. Please note that sick trays are NOT to be used for Meal Conflicts.

**Meal Conflicts**

Students that have classes that conflict with meal period times (Lunch from 11 AM – 1 PM) Monday through Friday may receive a box lunch at the Waypoint. Students must obtain a form from the Waypoint to be signed by the Registrar and returned to the Waypoint to be eligible for this option.

**Guest/Complimentary Meal Passes**

MMA students are able to host a few guests for a meal in the Dining Hall. In order to accommodate students with guests, each meal plan is awarded four complimentary guest passes per semester. As these passes are complimentary, unused passes are non-refundable, non-transferable and are not rolled over from one semester/year to the next. Additional guest passes may be obtained from the Conference Department at a reduced rate.

## Waypoint

Located on the first level of the Alford Student Center, the Waypoint is the Academy small performance, entertainment area and snack bar – an alternative dining facility where students can use flex dollars, declining balance, cash or check. This is where Student Activities and the Activities & Bands Committee program entertainment (bands, comedians, DJs, etc.).

## Personal Appearance

A tradition of neat, clean, respectful demeanor and appearance runs deep at the Academy. Anyone entering the Dining Hall, which is a high profile, public area for MMA, is expected to dine in clean attire and eat in a civilized manner. **For example, the wearing of a hat at the table is inappropriate.** They are required to adhere to the following standards of dress: must have a shirt or top that covers back, chest and underarms (no tank tops or muscle shirts); either pants, shorts, a skirt or dress that provides full front and rear coverage; and footwear (shoes, sneakers, clean boots or sandals).

The following are prohibited in the Dining Hall: bare feet; soiled or heavily stained clothing/uniforms; boiler suits; lab coats; swim suits or sweaty work out gear; animals/pets; use of chewing tobacco. In addition, offensively coarse, sexually or racially offensive language and/or graphic displays explicitly displayed on clothing are not permitted in the dining areas. Regimental students may have additional requirements or restrictions and should also refer to their Regimental Manual. Anyone who fails to comply with these standards will either be asked to change before entry or to leave the dining area.

## Meal Plans

Contracting for meals provides students with the convenience of having their meals prepared for them, allowing more time and energy for studying and activities. There are three residential meal plans (21, 17+Flex dollars, or 12+Flex dollars meals) and one commuter plan (5 meals) offered. Meal plans are reset on Friday mornings. Students residing in Curtis Hall are required to choose a residential meal plan. They cannot substitute a declining balance account or the commuter plan.

Missed meals cannot be transferred to other students or guests nor can they be credited for future use. Any student residing in The Commons during standard semester classes is not required to have a meal plan but may elect to do so. Graduate students participating in shorter modules (primarily summer) are only offered the declining balance plan due to schedule conflicts.

## Meal Plan Fees

Students often ask what they are charged per meal and if they can get a refund or a credit for missed meals or transfer them to a guest or another student. Meal plans and fees are developed based on averages of participation and thus these calculations take into account that not all students eat all the meals offered in a contract plan.

By comparing the number of people enrolled in each plan with our past experience of participation rates, management can predict across the semester and the year, an average number of meals per plan. So each student on a meal plan actually pays for an average number of meals/week. The cost per meal is lower than a walk-in, pay-as-you-go program because with planning there are cost savings in purchasing, labor allocation and in reduced waste. There is no real loss to the student due to missed meals because they have already been calculated into the package. In effect, a student who eats all meals contracted actually profits a little.

## Dining Contracts

Dining contracts are available through the Department of Residential Life.

## Meal Plan Changes

Requests to change meal plans must be submitted via the Meal Plan Change Request Form available from the Dining Services Checker Station, the Department of Residential Life, or via download from <http://reslife.mma.edu>. All forms must be submitted to the Director of Residential Life and Student Services by 4:00 PM on the first Friday of each semester.

## Dining Services Committee

This is a standing student committee under the purview of the Student Government Association. Its purpose is to provide the Director of Dining Services and his staff direct feedback from students regarding programs offered, quality and presentation of the food, and any other concerns that students may have pertaining to Dining Services. The committee is comprised of the Secretary of the Student Government Association, who serves as the chair, and any interested students. Students who may want to participate in this committee should apply to the Secretary for an appointment. The Director of Dining Services serves as advisor to the committee.

## Declining Balance Card Program

A declining balance account can be used in the Dining Hall or the Waypoint. It works for meals and snacks or to sponsor a guest.

There are two options. The first is as a cash card, declining balance program which is only available to Commons residents, student commuters, or Academy employees – and the second is as a supplement to the residential or commuter meal plan.

Each option requires a cash deposit (min. of \$50, then increments of \$25, larger deposits earn bonus dollars) & requires that the customer's MMA I.D. card be "read" by the machine at the check-in counter. This ensures that the appropriate amount is deducted from his or her account. Cash in a declining balance account is not transferable to another student and rolls over from semester to semester and year-to-year but must be used up prior to graduation or departing the college. There are no refunds. Declining balance accounts may be opened through the Office of Dining Services, the Department of Residential Life, and/or the Finance Office.

## Comments and Feedback

Sodexo provides a "We Heard You" feedback form and magnet board at the Checker Station outside the Main Dining Room. This board provides students with another way to offer feedback, both positive and negative, to the Dining Service staff about the service, presentation, and quality of meals. Your comments will be answered and reposted on the board, and by providing an email address on the card you will be contacted with answers to any questions, comments, or concerns that you may have. There are also opportunities for customers to complete surveys during the semester to provide Dining Services with a more in-depth look at customer wants and needs.

## Nutrition and Dietary Health Needs

Our dining services strive to be on the cutting edge with trends popular among college students from a variety of demographics. The meals served are nutritionally sound and include offerings from all the major food groups. The salad and deli bars are always fresh and provide a variety of items on a rotating basis. Nutritional information is posted on our web site for individuals who wish to access it.

If a student believes that he or she has a health problem related to dietary or nutritional concerns they are encouraged to talk directly with any member of the management team. If there is a medical concern, they must also contact the nurse at Health Services. In each case every effort will be made to accommodate special needs. There are recommended dietary plans available, or students may be referred to a professional dietician for further help. If the student intends to request a medical accommodation with Dining Services or release from their meal plan, they must first obtain an evaluation from the Academy physician.

## Vegetarian or other Special Dietary Needs

As the dietary needs and health interests of our students have diversified, the Dining Services staff has worked hard to provide reasonable vegetarian offerings or to accommodate other special dietary needs. Vegetarians have a variety of options and are welcome to provide their favorite recipes for use in the regular menu, as are all students. Students who are pursuing a vegetarian diet or who have other special dietary needs may want to get involved with the Dining Services committee. They may also benefit from recommended dietary plans based on the Dining Services offerings and prepared by a professional dietician. Contact the Office of Dining Services for more information.

## STOP Hunger

Sodexo has a STOP Hunger campaign that has can drives and offers scholarships to students that have helped their community. The STOP Hunger Scholarships recognize and reward students who have made a significant impact in the fight against hunger and its root causes in the United States.

Selected students (Kindergarten through College) will receive a \$3000 scholarship – and – a \$3000 grant for their hunger-related charity. For more information or to nominate a student, go to <http://helpstophunger.org>, access key SDXF.

## Conferences & Events: MMA's Conferences Department

Any student, group or organizations can arrange to use MMA's classrooms, lodging accommodations, dining services, athletic facilities and waterfront to host gatherings from 6 to 600. Any needs or reservations should be done through the Conferences Department.

## MAINE MARITIME ACADEMY BOOKSTORE

**Audrey Bradford, Manager** .....326-2430

**Office: Curtis Hall Side Basement**..... TowardFieldhouse

**Web: <http://www.efollet.com>**

Maine Maritime Academy Bookstore, operated through an agreement with Follett Higher Education Group, offers textbooks, regimental clothing and supplies, school supplies, health and beauty items, convenience foods, academically discounted software, clothing and gift items.

You may order your books online at [www.efollett.com](http://www.efollett.com) and have them waiting for you when you arrive in the new semester. We also offer Text Rental for many of our titles. Our regular hours during the academic year are 7:30am to 4:00pm. We offer extended hours for special events, please check the Maine Maritime web site for any updates.

## THE OFFICE OF ADMISSIONS

**Jeffrey Wright, Director of Admissions** .....326-2215

**Hugh Porter, Associate Director of Admissions**.....326-2373

**Jeannie McKenney, Administrative Associate for**

**Admissions & Enrollment Management** .....326-2207

**Emma Cooper, Secretary**.....326-2206

**Office: Robert S. Walker House, Admissions & Financial Aid**

**Web: <http://www.mainemaritime.edu> or [admissions.mma.edu](http://admissions.mma.edu)**

The mission of MMA's Office of Admissions is to actively promote the academic programs, social environments, and career opportunities an MMA experience offers and provide the prospective student and their family the true and accurate information they need to make a confident and informed college selection.

In support of our mission, the Admissions Office hosts a number of information programs, both on- and off-campus, and relies heavily on student "ambassadors". Our ambassadors represent all aspects of MMA and perform numerous duties: Discovery Voyage and Open House presenters and escorts, campus tour guides, overnight hosts, office support staff . . . to name a few. And they get paid! If you are interested in meeting people, sharing experiences, and supporting the benefits of a Maine Maritime education, please contact us.

## THE OFFICE OF FINANCIAL AID

**Kathy Heath, Director of Financial Aid** .....326-2339

**Holly Bayle, Financial Aid Assistant** .....326-2205

**Office: Robert S. Walker House, Admissions & Financial Aid**

The Financial Aid Office is the student's resource for information regarding the availability of financial aid from local, state, and federal sources. They also help coordinate job opportunities for students both on & off-campus via the MMA Jobs Website (<http://studentjobs.mma.edu>).

## Work Study Eligibility

Work study is a federal program based on financial need. It allows undergraduate and graduate students to work part-time to help pay for the cost of their education. Federal work study is awarded to currently enrolled students with financial need.

## DEPARTMENT OF HEALTH SERVICES

**Susan McDonald, RN/Director of Student Health Services** .....326-2295

**Paul Ferreira, Counselor & Prevention Education Coordinator** ....326-2419

**Office: Sick Bay (1st Floor Curtis Hall through Courtyard Door B)**

\*\*Susan McDonald, RN, is available from 6:45 AM-3:00 PM (Mon. - Fri.). No appointments are necessary.

\*\*Dr. John Tyler, the Academy physician, is available in the clinic from 6:45 – 7:45 AM (Mon.-Fri.). Appointments are not necessary.

Paul Ferreira, Counselor, is available by phone, email, or stopping by the office. Walk-in time is available.

## Student Health Services:

The mission of Student Health Services is directed toward enhancing the educational process by modifying or removing health-related barriers to learning, promoting optimal wellness, enabling individuals to make informed decisions about health related concerns, and empowering students to be self-directed and well-informed consumers of health care services.

Services provided by Maine Maritime Academy Health Services:

- Health Status Assessment
- Emergent & Acute Illness care
- Chronic illness care
- Administration of allergy shots as ordered by student's primary care provider
- Lab work as ordered by either the Academy physician or student's own primary care provider
- Other diagnostic exams such as electrocardiograms, strep screens, pregnancy tests
- Limited vaccinations such as tetanus/diphtheria boosters, influenza vaccine and tests for tuberculosis
- Referrals are arranged with outside providers for health care that is not provided by SHS
- Health education, health promotion, and disease prevention for individuals and groups
- Physicals for United States Coast Guard license and Merchant Mariner Credential applications
- Physical exams for returning athletes

## Counseling Services & Resources

Counseling services strives to enhance and promote the quality of life of Maine Maritime Academy students and aid in their retention through the provision of professional and timely treatment and referral for emotional, interpersonal and substance abuse related difficulties that may occur during their educational tenure at MMA. Services are provided at no cost to the student.

Some of the reasons students typically come in for counseling include:

- Relationship difficulty
- Loneliness
- Depression/Anxiety
- Eating problems
- Feeling stressed out and overwhelmed
- Concerns about use of alcohol or drugs
- Anger management issues

### Medical or Dental Insurance

- For plan details, please contact the Director of Fiscal Operations (326 - 2243)
- For file claims, please contact the Director of Student Health Services.

### Medical Transportation

If students are unable to arrange transportation themselves for:

- Emergencies, contact Security (326-2479)
- Urgent care or medical appointments, contact Director of Student Health Services

The cost (other than for emergencies) is \$15.00/\$45.00 to Blue Hill or Bucksport, \$25.00/\$60.00 to Belfast, Bangor, or Ellsworth. Lower cost is for Academy driver only (if student has access to a vehicle), higher is for driver and vehicle.

\*\*Hours of operation may change/expand if staffing is changed during the year.

### DEPARTMENT OF RESIDENTIAL LIFE

TBA, Director of

Residential Life & Student Services .....326-2280/134 Curtis

Jordan Lewis, Residential Coordinator ..... 326-2204/133 Curtis

Michael Sales, Programming Coordinator ..... 236-2117/129 Curtis

Resident Assistant (RA) Office ..... 236-2149/138 Curtis

Web: <http://reslife.mma.edu>

The Department of Residential Life coordinates activities and programs that engage students in a positive and supportive co-curricular environment that encourages leadership, self-determination, personal responsibility, and community involvement. Through residential living, campus involvement, orientation, and transition programming students are encouraged to take an active role in the Academy community to make a difference.

Curtis Hall	Room	Phone
Scott Murray	011	326-2(185)
Jon Bodwell	112	326-2(277)
Chad McDonnell	204	326-2(407)
Kara Wood	229	326-2(401)
Seamus Pitchford	252	326-2(402)
Aaron Piet	278	326-2(404)
Arkiah Shuleshko	305	326-2(408)
Melissa Theriault	330	326-2(409)
Zara-Anne Farrar	354	326-2(412)
Derek Joliceour	378	326-2(413)
Chanwoo Choe	405	326-2(405)
Rushton Westcott	431	326-2(414)
Christopher Porter	454	326-2(415)
Sean Ferris	476	326-2(416)

### Student Activities

The Activities & Bands Committee of Student Government works with the Department of Residential Life to provide a wide range of entertainment and activities (dances, movies, mini-concerts, and comedians) on campus. It takes student involvement to plan and run these programs. To get involved or for more information, contact the Student Government Association Vice President for Activities, the Director of Residential Life and Student Services (326-2280/134 Curtis Hall), or the Programming Coordinator (326-2117/129 Curtis Hall).

### BILGE Recreation Center

The BILGE Recreation Center, located on the lower level of Curtis Hall below the SGA Office, is a place for students to go to relax. Services available include cable TV, fresh popcorn, a pool table, air hockey, foosball, ping-pong, board games, and a small kitchenette.

The **Kitchenette** is available for small groups who want to plan a special meal or event. See the BILGE Manager or Programming Coordinator (326-2117/129 Curtis Hall) for special arrangements.

### Climbing Wall

The climbing wall is located in the Field House and is only available for use when the supervisory staff is on duty. Hours of operation are posted at the wall and at <http://portal.mma.edu>. All participants must participate in MMA Certification Training and pass a brief test prior to using the wall. The Residential Coordinator(326-2204/133 Curtis Hall) directs the climbing wall.

### Student Life Fee

This fee provides the funding base for additional activities and programs for the co-curricular life of our students, along with opportunities via clubs and organizations, for students to gain experience in leadership, management, and service to others.

### OFFICE OF SECURITY

In case of EMERGENCY .....326-2479 (or 479 from a Campus Phone)

Thomas Perkins, Director

Captain Art Stone, Assistant Director

Email: [security@mma.edu](mailto:security@mma.edu)

Office: Curtis Hall Quarterdeck

Web: <http://security.mma.edu> or [Security Tips](#)

At Maine Maritime Academy, the safety of our students, faculty and staff is always at the top of our agenda. We make available to them the information and resources that they can rely upon as members of the campus community to help make their environment safe. We are committed to providing the Maine Maritime Academy community with a safe and pleasant environment in which to live, work and pursue an education.

The Office of Security has adopted the Community Policing Philosophy. This philosophy encourages communication and open discussion between the Security Office and students and employees. Although one officer is designated as the Community Policing Officer for campus, all officers are involved with this program. The Community Policing Philosophy can easily be confused with going “soft” on violations. This is hardly the truth. This philosophy encourages officers to see student’s violations as learning opportunities for the student(s) involved instead of just another violation to put through the system. When the opportunity for learning and growing is disregarded or not applicable by the severity of the infraction or the repeat offenses, normal penalties apply. See the [Community Policing at MMA](#) link on the [Security Webpage](#) found on the MMA Portal Departments & Services Tab.

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Valuable items such as computers, stereos, cameras, and televisions should be marked with an engraving instrument (loaned by the Office of Security at no charge).

The Office of Security subscribes to the procedures and standards stipulated by the Uniform Campus Crime Reporting Act. In support of this effort, the office promulgates a variety of rules, regulations and procedures relating to the security of the Academy Campus. All students, staff and visitors are expected to abide by them. From time to time, modifications to these procedures will be communicated to the campus community through appropriate channels. It is the responsibility of each student to ensure that his or her personal conduct remains in accordance with Academy safety and security regulations, in addition to provisions of state and federal law.

The Office of Security adheres to the Clary Act and the Wetterling Act, and in doing so has posted the public log and other important information on the Maine Maritime Academy Web Page. See the MMA Portal Departments & Services Tab for the Security Department webpage. Also available is the Maine State Sex Offender Registry which may be viewed at the Security office upon request.

#### *Security Department and Staffing*

The Academy Security Department is located within the administrative framework of the Academy reporting to the Vice President of Finance, Administration and Governmental Relations. The Director of Security is responsible for the administration of the Security Department and also ensures that all Security services are coordinated with other key Academy officials and outside agencies.

The Campus Security Department provides continuous year-round security and emergency service to the Academy community. Twenty-four hour patrol services are provided with access to local/county and state emergency services.

Maine Maritime Academy requires that all applicants for security officer positions must meet certain training requirements of Maine State Law and Maine Maritime Academy Policies.

#### **Curtis Hall Quarterdeck Front Desk**

Hours of Operation: 24 hours a day, 7 days a week, 365 days a year.

The Quarterdeck Communications/Front Desk is at the main entrance to Curtis Hall and its staff is an integral part of providing security to residents of Curtis Hall. Supervised through Security, the staff's primary mission is to act as the "communications hub" for developing and on-going emergencies. The staff is charged with ensuring that only authorized persons (student, staff, registered guests) enter Curtis Hall via the main entrance and are required to request identification from anyone entering the Curtis Hall who they do not recognize as being authorized to do so. All members of the MMA Community are required to show their ID upon request. The staff also registers guests, answer the academy phone (emergency and non-emergency lines), take messages, and loan out equipment such as jumpstart boosters, sleds and snow shovels.

#### *Security Awareness and Crime Prevention Programs*

The Maine Maritime Academy Security Department believes that you are an integral part of crime prevention and personal safety. Through crime prevention education programs in conjunction with the Community Policing Philosophy, we seek to give you the tools to help minimize and/or prevent crime and injury here at Maine Maritime Academy. The following is a list of crime prevention programs offered at Maine Maritime Academy.

##### 1. New Student Orientation

An introductory crime prevention program is presented to all incoming students at the beginning of each academic year. Lectures, brochures and other printed materials are presented to all students and employees.

##### 2. Crime Prevention Officer

The Security Department has designated Capt. A. Stone as our Crime Prevention Officer. His duties include the following:

- Conducting workshops for residential life staff, students and employees.
- Distributing printed material on crime prevention and safety matters.
- Assisting in preparing and presenting safety and security bulletins and crime statistics.
- Registering bicycles.
- Issuing engravers.

**Personal Safety:** Personal safety is taking steps to protect yourself from crimes.

- Avoiding Crime.** Without a doubt, prevention is your best protection against crime.
- Trusting your instincts.** If you suspect something is wrong or a situation seems dangerous, you may be right! Don't dismiss suspicious people, cars or situations. Report them to the Security Office immediately.
- Keeping your door locked.** Leaving it open for even one minute is an invitation for problems. Always lock your door.

**Never** let anyone else use a key entrusted to you. If your key is lost or stolen, report it to Residential Life and Security right away. **Never** leave your room key in an obvious place. Always carry it with you.

#### *General Safety*

- If you ride a bike:
  - Register your bike with the Security Office.
  - Lock your bike to a bike rack or tree.
  - Engrave your bike with your ID Number.
  - If your bike is stolen, report it to Security immediately.  
**ALERT BICYCLE OWNERS: All bicycles stored on campus during the school year must be registered with the Security office.**  
**After the Summer Cruise has ended any bicycles left on bike racks, without prior arrangements with the Security Office, will be removed and disposed of at the discretion of the Director of Security.**
- If you drive a car:
  - All vehicles on campus must be registered with Security. Parking is allowed only in the lot for which the vehicle is registered.
  - Drive with the doors locked.
  - Lock the doors and trunk when parking. Take the keys with you.
  - Store valuables in a locked trunk or take them with you.
- When walking or jogging:
  - Don't walk alone; get a friend to go with you....especially at night.
  - Try to get a partner to jog with you.
  - Walk or jog on well lighted paths, avoid short cuts and dark or isolated areas.
  - Look ALERT

**HITCHHIKER NOTE:** Hitchhiking is illegal in many places and dangerous everywhere!!!

#### *Security for Residential Facilities*

Most undergraduate resident students are housed in Curtis Hall. Graduate and some undergraduate resident students are housed in The Commons.

Curtis Hall: The main entrance door (Quarterdeck) is open 24 hours a day. Additional entrances are accessible via hand scanner. The entrances with hand scanners allow the students to enter during the specified times and days – as their place of residence dictates:

**Resident of Curtis Hall:** 6 AM-10 PM, Sunday through Saturday

**Non-Resident of Curtis Hall:** 6 AM-7 PM, Monday through Friday.

The Commons: The entrance doors to The Commons are secured at all times. To enter the building when the doors are secured, each resident has a key to the outer doors of The Commons.

Any student who leaves a residential facility after closing hours is responsible for securing the door behind them. A student may not prop open or in any manner alter a door so that it will not properly close. Propping open a door is a leading cause of unauthorized residence hall entry. Students are not to admit unauthorized or uninvited persons into the residence hall after it has been closed. Visitors/Guests can be admitted in accordance with current rules set by the Dean of Student Services.

Immediately report any maintenance deficiencies that may compromise building security to the Security Department at 326-2(479) or Public Works at 326-2(447). Security and access procedures are provided for your protection. You should follow these procedures at all times.

### If You Are Assaulted

**Call the Security Department as soon as possible.** Try to remember as much about the person as possible. Important characteristics to include: sex, race, hair color, length, and texture, body size, clothing description, scars and other noticeable markings, mode of travel, type of vehicle, color and plate number. The campus will be searched for suspects and all state and local police agencies will be notified.

### If You See a Suspicious Person

If you see anyone acting suspiciously, call the Security Department at once. Do not approach the person yourself.

Report the type of suspicious activity and give a general description of the subjects (number of persons, sex, race, vehicle and location). An Officer will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, theft and related incidents will be measurably reduced. Remember, it is your responsibility too!

### If You Receive a Bomb Threat

If you receive a BOMB THREAT, it is important to obtain as much information from the caller as possible. Things to ask include:

- 1) Location of bomb.
- 2) Time of Explosion.
- 3) Type of device.

Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller. **Immediately**, call the Security Department. The Security Department will search the area involved and notify the appropriate agencies if a device is found. The Director of Security or the Security Officer on duty will determine if evacuation is required.

### Annual Security Report

To view our campus crime statistics, visit the Security website. There is a link to this site on the MMA Portal Departments & Services Tab. Click on Security link, then select Crime Brochure to see the previous three-year incident report statistics, the annual incident report statistics, and Public Log that lists incidents reported from the previous August to the current date.

### **Parking & Traffic Rules, Fees and Regulations**

*There will be no on-campus parking available to freshman students.* Upper class students (sophomores, juniors, and seniors) who wish to park a vehicle on campus must obtain their parking permit from Security no later than the fourth Friday in September or before the limited number of permits are sold out, whichever occurs first. Late registrants cannot be guaranteed parking. Specific areas have been designated for student, employee and visitor parking. There is insufficient space for unlimited general parking so each group is expected to respect these designated parking areas. Fees have been established to help maintain and control the limited space available.

Should you be unable to find a space in a lot for which you have a permit to park and you have a current on-campus resident permit, come to the Security Office and a special temporary permit will be issued giving you permission to park elsewhere on campus. **No one is allowed to drive or park on the grass at any time.**

It is essential that all motor vehicle operators observe the parking regulations and traffic rules in order to assure the least inconvenience for all concerned. Fines have been approved for violations of the parking rules. Repeated violations may result in the loss of the right to park on Academy property. Reckless driving, driving to endanger, noncompliance with traffic signs, speeding (more than 15 miles per hour on the campus), excessive noise by the vehicle, the driver or occupants of a vehicle, or allowing riders in the back of pickup trucks to ride in any way (on campus and/or in town) may result in the loss of campus parking privileges and/or disciplinary action. *The Academy is not responsible for any loss or damage to vehicles parked in Academy parking lots. Vehicle owners are reminded to both secure their vehicles and to carry adequate insurance coverage.*

### Supervision

The Director of Security will be responsible for the supervision and enforcement of parking regulations. The Vice President of Administration, Finance and Governmental Relations will hear appeals. Vehicles parked on Academy property in violation of these regulations will be issued a parking ticket and/or be immobilized or towed.

*Academy Parking Areas (see the Security web page for a color-coded parking map)*

The following is a detailed listing of current parking areas, as well as fire lanes and access roads. *Fire lanes consist of all access roads and walkways.*

01. Dismukes Hall parking area—Rear of building on Battle Ave. and on Pleasant St. side. Academy Faculty/Staff only. No parking in entry or walkways.
02. Leavitt Hall parking area—Academy employees, authorized visitors, Continuing Education and Conference participants only
03. Pleasant Street Lot—Commuters and Commons residents (spaces facing The Commons).
04. BIW Center—Academy employees and Curtis Hall/Bookstore visitors.
05. NROTC—Employees only, adjacent to the building.
06. Smith Gym parking lot—*Alongside the building*: Employees only.
07. Field House Lot (between FB and practice fields)—Residential Students.
08. Alexander Complex—Employees and visitors using the facility.
09. Facilities Management shop—Employees and Facilities Management vehicles.
10. Curtis Hall Lot (Behind Curtis Hall)—Residential Students.
11. Curtis Hall, Ramp area (front of Curtis Hall)—Handicap and Loading/Unloading only.
12. Waterfront, all areas—Employees only (Students by special permission only).
13. Long Term Parking: The Academy has allocated space at our Penobscot property on Rt. 199 (Approx. 7 mi from campus) for all students (including freshmen) who wish to leave their vehicles for long periods of time. The following conditions apply:
  - These vehicles will not be allowed to park on campus.
  - Parking in the Long Term area will be free of charge with permission required.
  - The Academy is unable to provide transportation to and from this area.
  - This area is unsecured and parking there is at the owner's/operator's own risk.
  - Facilities Management will plow in the winter to open up the lanes.
  - **All conditions are subject to change with notice at the discretion of the Academy.**

### **Special Notes:**

- *All students are strongly encouraged to utilize Academy parking rather than park on public streets.*
- The Town Dock area, administered by the Town of Castine, has posted limitations on the length of time you may park there, and some overnight parking is allowed.
- The merchants in downtown Castine work hard to run businesses handicapped by limited access problems. As parking is limited in the immediate area, please respect their needs and do not park by the business establishments unless you are conducting business there.
- The link to a color coded map detailing parking lots and what type of parking is allowed can be found either on the Security webpage.

### *Spring Cruise and Break Parking*

During the period beginning with the Spring Cruise through September 1st, and during Fall, Winter and Spring breaks all undergraduate students are required to park in the Smith Gym parking lot. Vehicles must be registered with the Office of Security before being left in this lot. A key to the vehicle must also be left at the office of Security. The key will be put in an envelope with the license number and the owner/operator's name on it. If the owner/operator is designating someone else to pick up the vehicle, that person's name must also be put on the envelope. If they are not named on the envelope the keys cannot be given to them (No exceptions).

### *Guest Parking*

Guests to Curtis Hall shall park in unoccupied spaces at the Pleasant Street end of the B.I.W. parking lot (this requirement may be amended in writing at the discretion of the Security Officer on duty). When signing in a Guest, the plate number of Guest's vehicle will be noted for reference if the guest gets a ticket. Temporary Permits are available at Security for multi-day guests.

### *Permit Parking*

Any MMA student who wishes to park a motor vehicle on Academy property must obtain and display an appropriate parking permit from Security. This permit constitutes a license to a specific individual. This license allows that individual to park one motor vehicle registered to them on Academy property under the parking parameters designated in the current student handbook. This permit/license is not transferable to any other individual without the express permission of the Director of Security or his designee. This includes commuter students and new students needing to park in the remote Penobscot Lot. Any student who wishes to park on Academy property must pay an **ANNUAL** registration fee of \$50.00. Upon request by the owner (see below) *this registration fee can be transferred from one car to another at no extra charge*. The Security Office will conduct the registration of vehicles (motorcycles see below). Procedures and documentation for registration are the responsibility of the Director of Security, but shall include the following:

1. A valid registration certificate for the vehicle.
2. Proof of liability insurance equal to the amount that is required by Maine Law.
3. A valid inspection sticker, if required by the state in which the vehicle is registered.
4. A valid and current driver's license.

**Temporary Permits:** Due to space constraints in our available parking lots, generally there are no provisions for students who wish to temporarily bring a vehicle to campus for only a short period of time. Only vehicles with a current MMA parking permit are authorized to use the lots.

**Note:** Students who already have a valid parking permit and need to bring a substitute vehicle to the Campus for brief periods, may obtain a temporary parking permit (at no additional cost) from Office of Security.

**Changing Permits between Vehicles:** Students who already have a valid parking permit and who wish to permanently change to another vehicle owned by them may do so at no additional cost. They must complete the change process at Security to make the transfer.

**Vehicle search:** Any student owned or operated vehicle parked on Academy property may be subject to search as per specifications stated in the Academy policy on search and seizure. Failure to comply with a search may be considered an admission of guilt in an academy hearing and may also result in loss of the privilege to park on academy property for one year.

### *Graduate Student Parking*

Graduate students may park in areas designated by the Director of Security. Vehicles must be registered at the Security Office for an annual fee of \$50.00.

### *Motorcycles*

Students who wish to have a motorcycle on campus are required to have a valid motorcycle permit or license and must register the vehicle at the Security Office. Motorcycles will be parked in areas designated by the Director of Security for a fee of \$25.00. A student is permitted to have both a vehicle and motorcycle for separate fees.

### *Penalties*

Violation of these regulations may result in ticketing and/or towing of the offending vehicle. Repeated violations may result in suspension of, or loss of, parking privilege and disciplinary action by the Dean of Student Services. All tickets are due and payable within 10 days of ticket issue. Tickets can be paid at the Cashiers Office on the Second Floor of Leavitt Hall. Any ticket that goes unpaid after 10 days will be sent to the Finance Office for collection.

### *Fines*

**A fee of \$100.00 will be assessed for the following:**

1. Parking in an area reserved for handicapped parking (including striped area adjacent to HC space)

**A fee of \$50.00 will be assessed for the following:**

1. Parking in a fire lane. (All Roadways and Walkways)
2. Parking within 20 feet of a fire hydrant

**A fee of \$40.00 will be assessed for the following:**

1. Parking in a Loading Zone
2. Obstruction of traffic
3. Maintaining more than one vehicle on campus
4. Parking or driving on Footpaths
5. Parking in an unauthorized parking area
6. Any violation of Maine State Title 29-A

**A fee of \$30.00 will be assessed for the following:**

1. Parking or driving on an unauthorized road and/or walkway
2. Parking or driving on turf
3. No Decal / Failure to register
4. Overtime parking.
5. Imprudent Speed
6. Failure to stop for a Security Officer

Any vehicle parked on Academy property that has either not been properly registered with Security or that has been parked in an illegal/unauthorized manner, may have its' registration checked by Security in order to identify the party responsible for that vehicle. Federal and state law defines campus security departments as "government entities" and authorizes them to access motor vehicle records. Additional fees incurred for accessing an external organization to identify registered owners will be assigned to the responsible parties. The fact that a vehicle is unlawfully/improperly parked shall be prima fascia proof of the unlawful/unauthorized parking of such vehicle by the person in whose name the permit has been issued. If no parking permit has been issued, then the responsibility lies with the person in whose name the vehicle is registered with the relevant Department of Motor Vehicles.

### *Policy on Applying a Vehicle Immobilization Device (Boot) to a vehicle*

When for any reason, a Security Officer immobilizes a motor vehicle with a boot, the owner of the vehicle must report to the Security Office within 48 hours. They must be prepared to identify it as their vehicle. A fee of \$25.00 shall be charged for the removal of the Immobilization Device.

### *Towing policy*

A motor vehicle may be towed or immobilized and stored at the owner's expense when any of the following conditions apply:

1. When it is parked within 20 feet of a fire hydrant or in a manner so as to impede fire-fighting efforts.
2. When it obstructs traffic or is parked in a roadway, driveway, loading zone, fire lane or handicapped parking area.
3. When it obstructs or hampers a snow removal operation.

4. When it is abandoned. Proof of abandonment includes, but is not limited to, such items as: lack of inspection sticker, flat tire(s), disassembled in whole or in part, etc.
5. When it does not display a valid State registration plate.
6. When it is parked in a place other than its assigned parking lot.
7. When it is parked during vacation periods without prior authorization.
8. When 3 or more tickets have been assessed.
9. When a vehicle has been immobilized (booted) and the student has not contacted security within 48 hours. When a vehicle has been towed and stored under these rules, the Security Officer taking the action shall notify the Vice President of Administration, Finance and Governmental Relations or his/her representative. In addition, the Office of Security will notify by mail the registered owner of such vehicle (when known) within 5 business days. Said notification shall indicate the time the vehicle was towed, the location where the vehicle is stored and the requirement for release of the vehicle, along with the cost to retrieve the vehicle. A towed vehicle will not be released until the individual requesting its release presents satisfactory proof of ownership or right of possession and signs a receipt for release of the vehicle.

#### Snow Removal

Occasionally it will be necessary to move vehicles to accommodate snow removal from the parking lots. After public notification, failure to move the vehicle may result in a fine and the vehicle may be towed.

#### WHAT TO DO IN CASE OF SEXUAL ASSAULT

##### **If YOU are sexually assaulted:**

##### 1. *GET TO A SAFE PLACE*

Put your safety first. If you can't get to a phone yourself, do whatever you can to attract someone's attention to get to a safe place.

##### 2. *CALL MMA CAMPUS SECURITY, A CAMPUS ADVOCATE, OR DOWNEAST SEXUAL ASSAULT SERVICES.*

As soon as you can get to a phone, either you or a friend should call:

##### **MMA Campus Security: 326-2479 (479 from a Campus Phone)**

<b>Campus Advocates:</b>	Office	Home
Paul Ferreira	326-2419	460-1788
Sue Loomis	326-2345	326-4706
Deidra Davis	326-2138	469-7043

##### **Downeast Sexual Assault Services: 1-800-228-2470**

Other resources for your assistance are an RA, the Director of Residential Life & Student Services 326-2280, the Residential Coordinator 326-2204, or Campus Health Services 326-2295.

##### 3. *DO NOT SHOWER, BATHE OR CHANGE CLOTHES*

It is possible to obtain information through a forensic exam within 72 hours of an assault, but it will be necessary to avoid showering or changing clothes until after the exam.

##### **If a FRIEND is sexually assaulted:**

##### 1. *LISTEN*

Believe him/her. Be gentle, patient, sensitive and supportive.

##### 2. *GET THE SURVIVOR TO A SAFE PLACE*

##### 3. *ASSESS HER/HIS PHYSICAL INJURIES*

Determine if they need emergency medical care and if they are coherent enough to make decisions regarding treatment. If they are not, get the survivor to the closest medical facility. If they are, support the survivor in their decision regarding treatment.

##### 4. *CONTACT MMA CAMPUS SECURITY OR DOWNEAST SEXUAL ASSAULT SERVICES*

To receive accurate and important information regarding talking to the police, what to expect at the hospital and follow-up services, speak to a counselor at Downeast Sexual Assault Services.

##### 5. *REMIND THE SURVIVOR NOT TO BATHE OR CHANGE CLOTHES*

Remind the survivor not to shower, bathe, douche, or change clothes if they have any thought of reporting this crime. Any of these actions would destroy information that may be important to the case.

##### 6. *KNOW YOUR LIMITS*

Recognize what you can and cannot handle. Get help if you feel you are in over your head. Most of us are not trained to handle these situations beyond rendering personal support.

##### 7. *DON'T JUDGE*

Don't question or judge the survivor's actions or reactions. Don't tell the survivor what they should or shouldn't do, or what they should or shouldn't be feeling. Don't pry for details if the survivor is unwilling to give them.

*IF YOU FEEL THAT ANY PERSONS PRESENT AN ONGOING RISK OR CLEAR AND PRESENT DANGER TO THE SURVIVOR OR TO THE CAMPUS COMMUNITY, YOU MUST NOTIFY CAMPUS SECURITY. DO NOT RELEASE THE SURVIVOR'S NAME UNLESS HE OR SHE IS IN DANGER. THE SURVIVOR NEEDS TO REGAIN CONTROL OF HIS OR HER SAFETY AND WELL BEING.*

#### Reporting Criminal Activity & Emergencies

Campus crime is a reality. Preventing it is a shared responsibility between the Academy and the entire campus community. Public apathy is a criminal's greatest ally. You cannot assume that someone else has reported criminal activity. Suspicion that a crime has been committed or is in progress is reason enough for you to call the Security Department. Whether you are the victim or someone else is, you should report a crime, suspicious activity or other emergency to the Security Department at:

##### **Security Office: 326-2479 or extension 479**

If you call the Security Department, please provide the following:

Your name

Location of the incident you are reporting

A description of the scene and persons involved

A description of any vehicles involved in an incident, especially the license plate number

*The most important thing to remember is that suspicion of a crime does not require proof; it only needs to be checked out.*

**If you suspect that a crime is being committed or has been committed, call the Security Office immediately.**

#### EMERGENCY PROCEDURES

##### A. *SERIOUS INJURY OR ILLNESS (INCLUDING PSYCHOLOGICAL), FIRE OR ANY OTHER TYPE OF EMERGENCY:*

**CALL SECURITY AT 326-2479 (EXTENSION 479)**

##### B. *MINOR INJURIES OR ILLNESS – not needing an ambulance:*

1. **Call Academy Medical Services at ext. 295 (326-2295)** if occurring between 6:45 AM & 2:00 PM weekdays

2. If unable to get to Medical Services, call **Security at ext. 479 (326-2479)**

3. If there is no answer, call **Blue Hill Hospital 374-2836**

### C. OTHER EMERGENCY PHONE NUMBERS

- Aids Line 1-800-851-2437
- Poison 1-800-442-6305
- Rape Crisis 1-800-822-5999
- Mental Health Crisis 1-800-245-8889
- Downeast Sexual Assault Services 1-800-228-2470
- Peninsula Ambulance Service 374-9900

\*\*When dialing from a Maine Maritime Academy phone, please dial 9 first to get an outside line.

### INTERCOLLEGIATE AND INTRAMURAL ATHLETICS

- Eric Sabeau, Director of Athletics** ..... 326-2451
- Chris McKenney, Head Football Coach** ..... 326-2453
- Travers Evans, Head Men’s & Women’s Soccer Coach** ..... 326-2112
- Chris Murphy, Head Men’s Basketball Coach** ..... 326-2452
- Shawn Dennis, Head Golf Coach**..... 326-xxxx
- Craig Dagan, Head Women’s Basketball Coach/  
Sports Information Director** ..... 326-2372
- Mike Capotosto, Head Lacrosse Coach/Intramurals** ..... 326-2259
- Katrina Dagan, Head Volleyball & Softball Coach** ..... 326-2484
- Ryan King, Head Men’s & Women’s Cross Country Coach** ..... 460-1620
- Kalene Gauthier, Head Athletic Trainer** ..... 326-2459
- Andrew Johnson, Assistant Athletic Trainer** ..... 326-2459
- Arnold Grindle, Athletic Equipment Manager** ..... 326-2458
- Web:** <http://www.marinersports.com>

The Director of Athletics is responsible for intercollegiate athletics and intramural programming/activities.

A large percentage of full time MMA students are chosen each year for the privilege of participating in varsity athletics. These students commit a great deal of their time and energy to preparing for and participating in the sport(s) of their choice and they are expected to adhere to high standards of performance academically, athletically, and personally. All home athletic contests are free to MMA students (you may be asked to show your student ID cards).

#### School Colors

Royal Blue, Gold and White

#### School Nickname

Mariners

#### Varsity Sports

The Athletic Department welcomes all students to try out for a team of their interest. Full time students (minimum of 12 credits) can compete on the following varsity sports teams:

<i>Men’s:</i>	<i>Women’s:</i>
Cross Country	Cross Country
Football	Soccer
Golf	Volleyball
Soccer	Basketball
Basketball	Softball
Lacrosse	

### Recreational Facilities

Please check with the Office of the Director of Athletics for times, reservation of facilities, restrictions, and costs that might be associated with use.

Smith Gym - basketball & volleyball only

Field House –racquetball courts, squash court, basketball, walleyball, weight rooms, aerobic machines, swimming, volleyball, tennis & a climbing wall

\*Turf & Grass Fields -Frisbee, football, soccer, lacrosse, softball, sun tanning, general recreation, intramural, clubs, varsity teams, etc.

*\*To use the lights on the turf field after sunset, arrangements must be made in advance with the Athletic Director.*

Each area has general rules concerning safety and times available, and you should check in advance. It is the student’s responsibility to be aware and to respect schedules and closing times.

### ACADEMIC POLICIES

The full statement of all academic policies is in your college catalog (on-line), which is published by the Academic Dean. The online catalog is updated monthly during the academic year. Always keep a copy of the student handbook; you are responsible for knowing those college policies that affect you. If you have any questions concerning your academic standing or how you may be impacted by a policy, please see your Academic Advisor or the Registrar. If they cannot help you, make an appointment to see the Academic Dean.

#### Academic Advising

Academic advising is the process by which faculty and staff advisors provide information and advice to assigned student advisees. Advisors assist students in making decisions that will result in the completion of their degree programs in the most effective way. This process is an important part of the college education at Maine Maritime Academy. A successful academic advising program depends upon the shared commitment of students, faculty, staff, and administration.

Students are responsible for scheduling, preparing for, and keeping advising appointments; collecting appropriate information; knowing the basic requirements for their individual degree program and college policies; and making their own decisions along with taking responsibility for the results.

Advisors are responsible for having a thorough knowledge of the degree requirements for their advisees and college policies and procedures that affect their advisees. Advisors should also be aware of the career opportunities for graduates and of the other advising and counseling resources available at the college. Advisors may need to contact advisees to schedule meetings, particularly new advisees and those who are having academic problems. Advisors are expected to be available to students on a regular basis, monitor their advisees’ progress, assist in considering options, and make referrals to other sources of help.

Students at risk are defined as those currently on academic probation. A student at risk is required to: meet with an assigned “special” advisor, called a PFD advisor, on a weekly basis; register for no more than 16 credit hours of course work per semester; retake all required courses he/she failed; and retake all required program “core” courses in which he/she received a grade of “D” or lower. Students are removed from academic probation with approval of the Academic Board once they have a cumulative grade point (GPA) average of 2.0 or above.

#### Academic Board

The Academic Board is chaired by the Academic Dean and is composed of the chairs of the Arts and Sciences, Engineering, International Business and Logistics, Marine Science, Marine Transportation, and Naval Science departments; one faculty member elected by the Faculty Senate; the Dean of Student Services; the V.P. for Enrollment Management/Commandant; the Director of Athletics; and the Director of Admissions. Sitting as advisory members are the Registrar, the Director of Financial Aid and the Director of Residential Life & Student Services. The Board reviews the academic standing of all students at the conclusion of each semester and recommends appropriate administrative action to the Academic Dean. Decisions of the Academic Board may be appealed to the President.

## Academic Honesty

Honesty and integrity are essential to the free exchange of ideas and knowledge at Maine Maritime Academy. All members of this community - - faculty, students and staff - - share in the responsibility to develop and maintain an atmosphere where new ideas can be discussed and presented while recognizing the original work of others. Graduates of the Academy will pursue professional careers in which people's lives and the welfare of the environment are in their trust. Therefore, it is critical that students develop and honor principles of honesty and integrity that they will carry into their future endeavors. Individuals who create original work own the rights to that work, and have the right to be recognized for it. Such work includes: art -- sketches, photographs or graphics; original writing -- poetry, essays or journal articles; music, film, and other original creations.

In the age of the Internet it may appear that the work of others may be freely exchanged; however, this is not the case. Individuals who labor over such creations – whether it be in physical or virtual worlds – have the right to receive compensation and/or recognition for their use under copyright law in the United States. We are all responsible for ensuring that work presented as our own is truly that. When the work of others is presented, it must be properly attributed and cited. This includes information that is in the public domain.

### *What Acts Constitute a Violation of Academic Honesty?*

Plagiarism: Representing the work, words or ideas of another as one's own. Plagiarism includes, but is not limited to:

- copying written material, images, or data from a source without quotation marks and attribution;
- not providing citations of works used;
- paraphrasing material without proper citation for material that is not common knowledge.

Fabrication: Intentional use of material invented with the intent to deceive for academic advantage. Fabrication includes, but is not limited to:

- submission of a paper, lab report or other academic exercise with falsified, invented, or fictitious data;
- citation of information or data not actually in the source indicated;
- listing sources in a bibliography not used in the submission;
- submitting as your own any academic exercises (e.g., written work, computer program, photography etc.) prepared totally or in part by another, including online sources;

Cheating: The attempt to obtain credit for work performed dishonestly or deceptively. Aiding another to obtain credit for work by any dishonest or deceptive means is also considered cheating. Cheating includes, but is not limited to:

- copying from another's test or homework;
- taking or receiving copies of an exam without the permission of the instructor;
- using "cheat sheets," or other information devices inappropriate to the prescribed test conditions;
- allowing someone other than the officially enrolled student to represent the student on a test or an evaluation.

### *Procedures for Cases of Alleged Violations of Academic Honesty*

A case of alleged violation of Academic Honesty may originate with a faculty member, a student reporting him/herself, or a student reporting a peer. If the alleged violation is not resolved informally between the faculty member and the student, the faculty member will so inform the Academic Dean who will inform the Dean of Student Services. The Dean of Student Services will initiate the Honor System process, starting with an investigation to determine if there are sufficient facts to support moving forward with a hearing of the Honor System Board.

- The Honor System Board is described in The Community Honor System, Section V.B.4.c. of this handbook.
- It shall be composed of two student Co-Chairs, five student members from the Honor System Board pool, and one faculty process advisor. On cruise, the Commandant of Midshipmen/Port Captain fulfills the role of Academic Dean and/or Dean of Student Services and will convene a hearing if there is sufficient information that supports going forward with the conduct process. A formal Honor System Board may not be convened as trained Co-Chairs and Honor Board Pool members may not be aboard.

- Witnesses may be invited to a hearing.
- The student will have a staff/faculty member present as their Advisor. The Advisor may not participate in the proceedings.
- If the referral to the Honor System Board has been preceded by an informal meeting between the originating faculty member and the student in question, then the originating faculty member shall send to the Honor System Board a report of that meeting, including penalties recommended by that faculty member.

## Academic Forgiveness Policy

Students with prior poor academic performance may petition, on the advice of the Academic Dean and with the approval of the Academic Board, to have certain courses removed from the calculation of the overall Grade Point Average. This policy is restricted to students who are returning after an absence of several years or have changed majors. The intent is to remove from calculation of the GPA courses that no longer have any bearing on the new degree program being pursued.

## Administrative Academic Sanctions

Students who fail to meet established academic standards may be subject to one of the following administrative actions:

### *Academic Warning*

The mildest form of sanction issued by the Academic Board. Students will be placed in an academic warning status when their academic performance does not meet minimum academic standards, or if their performance warrants official cautioning by the Board.

### *Academic Probation*

The Academic Board may place a student on academic probation because of unsatisfactory academic performance. Students on academic probation are in a conditional status, and their academic standing is evaluated at the conclusion of the semester in which they were placed on probation. While on academic probation, students are encouraged to consult with their faculty advisor and to meet regularly with their "special advisor" to ensure that satisfactory progress is made toward correction of academic deficiencies. Remaining on academic probation for two consecutive semesters without significant improvement will normally result in a recommendation for academic disenrollment. Academic probation will jeopardize the student's financial aid status.

### *Academic Disenrollment*

Students not meeting the established academic criteria for the minimum grade point average and failing to have satisfactory progress toward their degree may be recommended to the Academic Dean for academic disenrollment. Students disenrolled for academic deficiencies may not be eligible for re-admission after disenrollment. Students, who have been disenrolled for academic reasons, may appeal this decision to the President after discussion with the Academic Dean, and if appropriate, with parents.

### *Academic Activity While Academically Dismissed*

Students who are suspended or dismissed from the Academy are not allowed to enroll in courses at the college. However, in unusual circumstances and with approval of the Academic Dean, such a student may be allowed to participate in some academic work at the Academy. Courses taken in this status will usually be allowed in order that a student may demonstrate an ability to academically perform in a particular area(s) that is/are not normally taught in other institutions, or to repeat a course(s) under close scrutiny that may have previously caused particular difficulty. Such students will be matriculated as "Non-Degree Students." Grades earned in such work will count toward a degree only with specific approval of the Academic Dean upon consultation with the Department Chair appropriate to the student's major.

Courses taken at another college or university will be considered for transfer credit by the Academic Board at the time of a student's request to be readmitted. Students who are considering such work should check with the Registrar to ensure compatibility with the Academy curriculum.

## Americans with Disabilities Act (ADA) Compliance

Various public laws (including the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) provide for the elimination of discrimination due to special conditions. A student with questions concerning these matters, or wishing to discuss information about a disability that entitles him or her to a special accommodation, should contact Dr. Joceline Boucher, ADA Coordinator (326-2489/Leavitt Hall 209).

## Appeal of Academic Grades

From time to time differences of opinion may occur regarding the grading by one of your instructors, or other academic matters that you feel have not been satisfactorily handled. While the Academy is committed to fair treatment, it recognizes the instructor's responsibility to assign grades, to set standards and to deal with other academic matters. The steps open to you to resolve judgments that you feel have been inappropriate in your situation are:

1. Make an appointment for a private office visit to discuss the matter with the instructor to be sure both parties fully understand the particulars at issue. It is hoped that appropriate mediation of the matter can be reached during this time. Be sure to bring with you any relevant papers or graded material to clarify the discussion. Often such meetings make it clear that the instructor's judgment was appropriate. Other times it may be clear that a change of grade is warranted. You may be asked to demonstrate your knowledge in the matters under consideration.
2. Should the matter still be unresolved, your advisor or the instructor's department chair should be consulted. Discussion between the instructor and these individuals may lead to further considerations.
3. The Academic Dean is the last avenue for relief. The Dean may conclude there is no reason for further consideration, or, if circumstances warrant, may decide a wider review of the matter should take place. The faculty member; however, has the ultimate responsibility for determination of grades.

## Course Change/Selection/Add/Drop/Withdrawal

The add/drop period is the first week of the fall and spring semesters and the first two days of summer school classes. This no-penalty period is an opportunity for students to add or drop courses. Courses dropped after the add/drop period of any semester are subject to withdrawal procedures. Financial refunds are not provided for course withdrawals. Add/drop arrangements are initiated by completing a form provided by the Registrar, and obtaining approvals as indicated on the form. Withdrawals may be initiated by a student using a form provided by the Registrar, or, in cases of poor academic performance, by an instructor. Withdrawals must be completed no later than one week (seven calendar days) following the midpoint of a course. The deadline to withdraw from full semester courses is on the academic calendar printed in this handbook.

## Final Exams

The schedule for final exams is posted on The Portal during the first week of each semester. Students should consult this schedule and plan travel accordingly. Students will not be excused from a scheduled final exam due to travel arrangements.

Students are not required to take more than two finals per day. Finals in the student's major have priority. A student with three finals in one day should consult with the instructor of the non-majors course to reschedule that final to another day. The make-up period on the last day of finals is available for this purpose.

## Inclement Weather or Other Major Emergencies

In cases of severe weather the President may elect to cancel school. If that happens, it will be announced on:

*Television:* WLBZ TV Channel 2 – Storm Center

<i>Radio:</i>	WQCB (Q106.5)	WEZQ (92.9)	WWMJ (I-95)
	WBZN (107.3)	WBFB (104.7)	WDEA (1370 AM)
	WKSQ (94.5)	WVOM (103.9)	WWBX (B97.1)
	WLKE (99.1)	WABI (910 AM)	

We will also post the cancellation on the MMA Portal at "Weather Cancellations". PLEASE LOOK AT THIS PAGE FOR ANY CLASS CANCELLATIONS – THEY WILL BE POSTED AT LEAST 1 HOUR PRIOR TO THE CLASS TIME.

It is the intent of the President that we will not cancel school unless the weather situation is extremely hazardous. In the past, cancellation of classes has actually led to more students on the road as they left Castine than would be had school been in session.

In severe weather conditions it is our intent that each individual (faculty and student) should use their own judgment and not commute if the conditions are too hazardous. Individual class cancellations will be posted on the MMA Home Page/Weather Cancellations at least one hour prior to the scheduled class times.

The Vice President of Academic Affairs has requested that faculty please make sure that they are lenient when it comes to absences of commuter students during times of hazardous travel conditions. Please check the make-up policy for missed exams and work with your instructors. There will be no official scheduled make-up days for missed classes. If a final exam must be cancelled, then we will schedule the make-up for the next day at 1800 or during the last day of finals.

## Learning Differences Support Services

Maine Maritime Academy provides support services through the Academic Dean's office to students with documented learning differences to help foster academic success and personal growth. The services promote independence and equal access to academic and college-related activities for students with demonstrated learning disabilities.

The Associate Academic Dean (Joceline Boucher; 326-2489) considers requests for accommodation from students with learning disabilities. To receive accommodation you must meet with the Associate Academic Dean and:

1. Document your learning disability with the Academic Dean's office by providing a recent report from a qualified specialist that establishes the nature of the disability, the basis for the diagnosis, and the dates of testing.
2. Provide a recommendation from a qualified specialist of the specific accommodation that will offset the effects of the disability.
3. Sign a release form. The form allows the Academy to notify personnel on an as-needed basis to assist in making appropriate accommodation. By law, only those with a "need to know" may see documentation; an instructor may need to know the accommodation but does not need to see the documentation.

The Academy may conduct independent review of the records submitted and request you to submit to an independent medical examination. The Dean's office will approve specific accommodation in a letter you will receive in person.

In most cases, you will decide to disclose your disability to your instructor(s). To request accommodation, you must meet with an instructor in a timely manner and provide a copy of the accommodation letter. An instructor cannot anticipate special student needs, and is only required to provide accommodation once asked. If you wait until late in the semester to notify an instructor, you will not receive accommodation, such as make-up exams, for earlier material.

Accommodation must be appropriate and reasonable. The qualified specialist who diagnosed the disability usually determines the nature of the accommodation. An accommodation is reasonable if it meets a student's needs and is within the resources of the institution as a whole to provide. If you believe a faculty member has denied you a reasonable accommodation, you may appeal to the Academic Dean's office; if this is unsuccessful, you may appeal to the President's office. You may also file a formal complaint to the Maine Human Rights Commission.

As a student with a learning difference, you are responsible for documentation and notification through the steps outlined above. You do not have to request an accommodation if you do not want to. Accommodation will assist you to meet the standards and requirements of your courses and program.

### **Technology**

All students are required to have a laptop personal computer and printer. Official communication within/from the Academic Division of Maine Maritime Academy is by electronic e-mail. Every faculty and student is required to have an MMA e-mail address and to read messages in a timely manner. Most staff (but not all) also have e-mail.

### **Tutors/Study Skills**

See Dr. Patricia Bixel (326-2343) in 113 Dismukes for listings and location of the various labs and tutoring services available. These usually include help for courses in chemistry, math, physics, computer-assisted drafting, navigation, and writing.

## **STUDENT LIFE POLICIES**

### **Academy Officials**

Students are advised that all Academy staff, including Residential Life (full-time and RAs), Vice President for Enrollment Management and Commandant, Student Services, and Security, are duly appointed officers of the Academy. As such they represent the Board of Trustees and the President. In the normal performance of their assigned tasks, they have the authority to give instructions and/or directives that are appropriate within the Academy rules, regulations and state laws. Such instructions may include a request for your identification or directing a guest to leave campus. If there is a question concerning an official's use of his or her authority, or other performance issues, the student should not make this an issue on the spot, but comply with appropriate requests or directives so the immediate issue can be resolved. The student may then choose to contact that official afterward to discuss any question of procedures, or contact her or his supervisor for a review of the matter.

### **Airport/Bus Transportation**

At the beginning and end of vacation periods and the end of the academic year, Student Services helps coordinate transportation to and from the airport and bus stations in Bangor for students. Due to insurance regulations the Academy does not have vans available for this type of shuttle transportation, but Residential Life can help students arrange for rides using local limo/van transportation businesses. The costs will vary depending on how many students are willing to share the expenses. Students should contact Residential Life for advice and assistance with transportation needs. Also see "Travel Plans" below.

### **Backshore Beach**

The Backshore Beach is located on the Wadsworth Cove Road and is a protected area owned and regulated by the town of Castine. This beautiful, small cove serves as the town's public beach in the summer and fall so it is important for its beauty, and the safety of its users, to keep it clean. The Board of Selectmen and town residents are pleased to allow people access to the beach as long as they respect the rules and take care of the area. A permit is required for any fires. This may be obtained from the Castine Fire Chief or his assistant. There is no overnight camping, and noise must be kept at a minimum. Please note that in Maine it is illegal to possess or consume alcohol in public areas.

### **Bicycles**

Bicycles represent an efficient and environmentally kind way to travel. Many bicycles today are very expensive. One way to protect your bike is to register it at the Security Office and engrave it for identification in case of theft. (See section on Security for details on this service). Due to a concern for pedestrian safety, bicyclists are asked to exercise extreme caution when riding on the inner campus, especially during the academic day. Bike riders are expected to remain on walks and roadways, and at no time are bikes to be ridden across the grass. Such traffic, particularly in wet conditions, causes hard to repair damage to the grounds. Student Senate has placed bike racks in front of the major campus buildings for your convenience. Please do not bring your bike into any building, including the Field House, as such use may damage surfaces. Storage of bicycles in rooms is permitted as long as they do not interfere with passage into and out of the room/suite.

### **Bulletin Boards**

The various bulletin boards around campus are intended to provide students with up-to-date information on a variety of topics such as "items for sale," rides needed, apartments for rent, "students who need work," student activities/entertainment, and so on.

In the Alford Student Center nothing should be taped on walls as it peels the paint - please use the bulletin boards provided. If you wish to post something on these boards it must be cleared through the Office of the Dean of Student Services across from the mailroom.

Items posted on bulletin boards or walls around campus should have the date of posting written in one corner. It is the student's responsibility to, on a regular basis, clear any expired postings from these areas. **The college reserves the right to remove any posting that it deems inappropriate.**

### **Business and Commercial Activity**

Business and commercial activities on campus, or in the residence hall, can be disruptive or raise issues with the local merchant community. The Academy reserves the right to monitor and/or limit this type of activity on the campus. No commercial/business agents of any kind, or for any purpose, shall be permitted on Academy property or on the training vessel to arrange sales or subscriptions to students without the express permission of the Vice President of Administration, Finance and Governmental Relations. Commercial/business agents, who have legitimate business with individual students or groups of students, may be permitted to conduct business with such in accordance with the following provisions:

1. Insurance agents may visit students providing the agent has an appointment with a specific student and has a letter of authorization from the Vice President of Administration, Finance and Governmental Relations. Under no circumstances shall an insurance agent be present at any group meeting of students, regardless of the subject of the meeting, without the express permission of the Dean of Student Services.
2. Duly authorized visits by commercial/business agents normally shall be confined to timeframes, and conducted in such spaces, as the Dean of Student Services may prescribe.
3. Official telephones shall not be used to make appointments or otherwise conduct business.

Students are prohibited from acting as agents for commercial/business or e-commerce enterprises or for soliciting orders of any kind, and from engaging in any business for their personal gain or profit on campus, without express permission of the Dean of Student Services. The provisions of this prohibitive action include the unauthorized disclosures of Academy rosters of students to agents or commercial/business enterprises. Students shall not incur any bills in the name of Maine Maritime Academy, except as authorized by the President or as contracted for legally by the Vice President of Administration, Finance, and Governmental Relations for the execution of official business.

## Firearms

Provision is made for hunters and other authorized students to store weapons in the armory. All such items must be labeled and placed into the armory upon arrival on campus. When transporting such items to, from, or on-campus, a trigger lock MUST be utilized. Contact the Office of Security for access and further information. No weapons (firearms, paintball guns, archery equipment, knives, and martial arts equipment) are allowed in student rooms.

## ID Cards

Academy student identification cards (ID) provide official documentation that you are a member of the MMA student body. Students are expected to carry their cards with them at all times and to produce them upon request to any Academy official or any appropriate external official. Examples of use: to borrow library books, to gain access to the dining facilities, to use your declining balance account at the Main Dining Room or Waypoint. It is also used at the Field House and the Curtis Hall Quarterdeck. A student may also be asked by hall staff or security to show his/her I.D. for either identification or verification of student status.

See the Director of Residential Life and Student Services if you lose or damage your card. A \$10.00 fee is charged for a replacement. Please have your payment (or receipt of payment to the Cashier's Office) with you when requesting a replacement ID.

## Independent Student Body

Students who are not involved in the Regimental program are designated as members of the "independent" student body. This designation is separate from, and not to be confused with, financial "independent status" as determined by the Registrar, Financial Aid Office, and the governmental financial aid programs.

## Insurance of Personal Property and Motor Vehicles

MMA and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residential facilities or anywhere else on MMA grounds due to student misconduct or a failure to abide by Academy policies or guidelines. Insurance coverage for personal property, including motor vehicles, is the sole responsibility of each student. Coverage for personal property may be available under the parents' homeowners or a personal property policy. This should be discussed with their agent. Some insurance companies now offer separate personal property coverage for students. Students are strongly advised not to keep any item of value in their room/suite that cannot be locked up in their closets or drawers. Whenever residents are away over vacation periods, they should remove all valuables from residential facilities or leave them at their own risk.

## Messages

### *Emergency*

Contact Security at 326-2479 (or ext. 479 if dialing from an on-campus phone).

### *Important Personal*

It is best to give family, friends and relatives your own room/suite/cell phone number.

Otherwise, Monday - Friday from 8:00 AM to 4:00 PM they may contact the Division of Student Services (326-2138, 326-2280, 326-2204, or 326-2117). Depending on schedules, these messages may not be delivered until after 7:00 PM. After 4:00 PM M-F and on weekends friends and family may contact the Security Communications Specialists (326-2479).

## Official Communication

It is important that a reliable and rapid means of communicating with all members of the MMA community be available. Maine Maritime Academy has invested heavily in our local area network and computers for staff and faculty. All students are required to have laptop computers with the capability to access our local network and e-mail. Access to MMA e-mail is also available worldwide via the internet and our home page. **In the interest of efficiency and economy, Maine Maritime Academy uses the local area network as our prime communications medium. Students are expected to check their FirstClass email account every day.**

## Roller Blades/Scooters/Skateboards

Rollerblading, the use of a scooter, and skateboarding are not permitted outside or inside any Academy property, including the Field House and Curtis Hall.

## Travel Plans

Travel in and out of Castine can be a challenge. It is important to check school schedules and Curtis Hall opening and closing times - do not assume that early arrivals and late departures are allowed. Students are encouraged to carpool and visit <http://rideshare.mma.edu> for additional travel assistance. Also see "Airport/Bus Transportation" above.

## Vending Machines

Vending machines, for the convenience and use of students, have been installed on the first floor of Curtis Hall, the basement of the Commons Complex, and in various buildings around campus. These machines are not Academy property; they belong to a private vendor. However, a percentage of the revenue from machines within Curtis Hall and the Commons is contributed to the Welfare and Recreation fund for student benefit. Any suggestions for offerings or problems with a machine should be reported to the Director of Residential Life & Student Services. Lost money can be refunded at the Cashier's Office (Leavitt Hall 2nd Floor). Abusive treatment of these machines will be cause for their removal. Physical damage to the machines will be billed to residents.

## Witherle Woods and the Forts

Witherle Woods is a park-like area between Fort George and the "Backshore" side of Castine. It is a protected area owned by a combination of private citizens and the Maine Coast Heritage Trust (Forts George and Madison are state owned and town maintained. Permission from the town is required for use by groups.) There are many trails suitable for walking, jogging, bicycle riding, or X-C skiing throughout the woods.

Please Note: consumption of alcohol is prohibited. As a Watershed Protection Area motor vehicles (including motorcycles, ATVs, snowmobiles) are prohibited. Due to fire danger, camping and camp fires are prohibited. These restrictions apply to both the woods and the forts. The owners and overseer are pleased to allow people access so long as they respect the rules and take care of the area. Intramural coordinators or club sports officers, and other interested people need to apply to the Castine Board of Selectmen for permission to use the forts.

## RESIDENTIAL LIFE POLICIES

Maine Maritime Academy prides itself on both developing and educating the whole person. This is the core concept of all our programs. The Academy offers the means, opportunities, guidance and support for a student to gain an education in every aspect of his or her life. Each student will make choices that determine how much he or she may gain from these opportunities and what the quality of that experience will be.

In accordance with this commitment, the Department of Residential Life is primarily focused on guiding students in their development as individuals, encouraging self-discipline, and fostering respect for the rights and privileges of others. Policies, rules and regulations provide residents with some structure in their choices. Educational and social programs developed by the staff offer students opportunities for honing important life skills in interpersonal relations and life management.

Curtis Hall at MMA is the largest student residential facility in the state of Maine housing approximately 600 students a year. Residents live in double rooms and share either semi-private or larger bathrooms. This close grouping of a large number of people creates a living environment unlike any that most students have previously experienced. It is not quite like living at home, nor should a student expect that it would be. However, it can become a home with a community format.

The success of a residential community such as ours requires a collaborative effort between the residential life staff and residents. It's important for all residents to remember that in choosing the Academy, you have agreed to be a part of this community and to play a part in making it a desirable living environment for all residents. Our concern is to help you learn to live, work and communicate with others and to manage a shared living environment in ways that will provide a safe, healthy, balanced atmosphere (i.e. study, socialize, sleep, play). Residents must learn to appreciate how much they depend on each other in these community living spaces and why it is so important that they respect each other's rights and privileges. They will also see how their personal contributions will have the strongest impact on their residential experience. The residential life staff is here to guide them in these efforts

Some useful principles to guide residents in their efforts to develop a desirable living environment include the practice of "responsible freedom" and recognition of the basic rights, responsibilities and privileges of all resident students.

### **The Concept of "Responsible Freedom"**

Developing your community in the spirit of Responsible Freedom is a continuous educational process, which involves demonstrating self-respect and showing consideration for the rights and needs of others. It means that individual residents may adopt the lifestyle that they wish to have provided that their actions don't infringe upon the rights of others. It is not a license for residents to do anything they please without regard to the wishes, needs, or sensitivities of the other members of their community. The individual's freedom to choose her or his actions must be accompanied by an equal acceptance of responsibility for consequences that may stem from a particular choice. Residents must also be prepared to make and accept compromise where needs overlap. It is by knowing and fulfilling your responsibilities as a resident that you can ensure that each other's rights and privileges are also respected.

Resident students need to seek out the positive characteristics in their peers rather than becoming involved in fault finding or malicious rumors. It's important that they speak directly with their peers and do so with empathy. This approach will be a most successful and positive experience if you remember to practice the four "C's" of human interaction. They are:

- Consideration
- Communication
- Civility
- Compromise

Treating people better, sharing information about yourself so others can know and understand you, and working out solutions through cooperation will contribute greatly to a more positive situation by heading off future problems.

### **Rights and Responsibilities of Residents**

Residents have the right to:

- Be treated by other residents and staff members with the same respect and consideration that you would give to them.
- Study without undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others (especially roommates) will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room/suite and the facilities provided for residents.
- Discuss any concerns with Residential Life staff members who may assist you in addressing your concerns.
- Expect that these rights will be respected.

Responsibilities of residents include:

- Verbally expressing your views in a civil manner to the person(s) involved, should you believe that your rights were violated.
- Treating other residents and staff members with the same respect and consideration that you would expect to receive from them.
- Understanding and abiding by all policies and regulations necessary for the residence hall and campus communities to function.
- Respectfully responding to all reasonable requests from fellow students.
- Willingness to make and accept compromises where individual needs conflict.
- Responding to and cooperating with Residential Life and other Academy staff members.
- Ensuring that your guests or visitors comply with the rules as well as understanding that you are responsible for their actions and that you must escort them while they are in the building.
- Recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

**The Director of Residential Life & Student Services, the Residential Coordinator (RC), Programming Coordinator (PC), and Resident Assistants (RAs)** have a variety of responsibilities to perform. They are charged with facilitating the development of an appropriate environment for living and learning. Within this role, they are involved in working with residents to resolve issues of noise control, cleanliness, vandalism, and when necessary, enforcing Academy rules and policies. **RAs** also provide feedback to the residence hall staff on issues in the hall that need attention, student interests that should be addressed, and the general "state of the student body."

One of the many tasks for **RAs** is programming for and with their residents and other students. These programs usually are developed for a hall section and can be anything from mini-topic presentations, 3-on-3 basketball tournaments, trips to The Maine Center for the Arts, or Monday night football/pizza parties. There are many possibilities and a budget to support these activities. The goal is to provide residents with many activities and varied educational opportunities from which to choose.

Ultimately, the most important Residential Life team member is you. Each and every resident bears responsibility for the creation of a positive living environment that supports your interdependence with all members of the MMA community. The **Director, RC, PC, and RAs** are there to help things along but as a resident you are expected to be aware of and to respect the needs of your neighbors as a whole and to have the initiative to help get things done. We are, after all, part of the larger interdependent community.

### **Staff Duty Hours**

Both the professional and student paraprofessional staff have regular office and/or duty hours.

*Director of Residential Life and Student Services* – M-F: 9:00 AM-5:00 PM (subject to change). Please leave a note at the office or use e-mail if you are having trouble connecting. Duty Supervisor hours: 7:00 PM – 7:00 AM, one night/week and one weekend/month.

*Residential Coordinator* - M-F: Hours posted @ 133 Curtis Hall. Please leave a note at the office or use e-mail if you have trouble connecting. Duty Supervisor hours: 7:00 PM–7:00 AM, two nights/week and two weekends/month.

*Programming Coordinator* - M-F: Hours posted @ 129 Curtis Hall. Please leave a note at the office or use email if you have trouble connecting. Duty Supervisor hours: 7:00 PM – 7:00 AM, one night/week and one weekend/month.

*Resident Assistants* - Duty hours: 7:00 PM - 11:00 PM weeknights, 7:00 PM to 1:00 AM, as necessary on weekends. They are "On-Call" for any problems (excluding lockouts) after those hours until 7:00 AM. The names of the Duty RAs at night are posted at the RA Office adjacent to the Curtis Hall Quarterdeck.

The Residential and Dining Contract that you signed, and the current Student Handbook, explain both the Academy's and your own responsibilities as a student at MMA and as a resident in our student residential facilities. The following general policies apply to students living in student residential facilities on campus and also to students and their guests and MMA guests visiting those facilities.

### **Student Residential Facilities**

There are two student residential facilities on the MMA campus: Curtis Residence Hall and The Commons. Curtis Residence Hall has a total capacity of roughly 600 beds. Rooms are primarily set up as doubles. Bathrooms are either shared by pairs of rooms or by six rooms. Curtis Hall is occupied by undergraduate students. The Commons has a total capacity of 40 residents. It consists of one bedroom apartments (most are furnished for double occupancy) and houses both graduate and older undergraduate students. The regulations and policies for student residential facilities as stated in the catalog, the current Student Handbook and the Residential and Dining Contract apply to all student residential facilities, except as specifically noted in some sections.

### **Amenities & Facilities**

#### Cable TV

All student rooms are cable ready. Students must provide their own television. This service is included in the housing fees. Each room/suite gets the basic cable service as set by agreement between the Castine Selectmen and the area cable provider. Requests for changes or additions must be submitted to the Selectmen. Problems with reception should be reported to Public Works via an email to: [publicworksrequest@mma.edu](mailto:publicworksrequest@mma.edu).

Premium channel services (HBO, Cinemax, etc.) may be arranged directly by the student at their own expense. The use of outside TV or radio aerials or antennas is not permitted in each room/suite.

#### Telephones

Telephones for use with phone cards/credit cards are available on the first floor of Curtis Hall (next to the Security Office) for those students who do not have a phone. These telephones are the property of MMA and may be removed at any time if abused.

All student rooms are wired for telephone service. It is the responsibility of each student to provide their own telephone and to make arrangements directly with FairPoint Communications for service. Arrangements for residential phone service are strictly between the occupants and FairPoint. Call to arrange service (1.866.984.2001). You must provide them with your building name and room/suite number. If the service is to be in Curtis Hall, give them the following reference phone number (207) 326-2290. If the service is to be in The Commons, advise the operator that you are residing in a pre-911 housing facility. Your building and suite number should be given as your house number on Pleasant Street. The institution is not responsible for any relocation costs incurred by any type of room/suite change.

All students, on or off campus, are required to provide the Department of Residential Life with their current phone number. On-campus students must complete and return the form supplied by their RA. Off-campus students must provide the number on their Off Campus Request form. Student telephone numbers will be placed in our database and made available through the Curtis Hall Quarterdeck unless otherwise requested in writing to the Registrar's Office.

### Storage Facilities

The Academy assumes no responsibility for personal belongings placed in storage, and has only limited facilities available to students in each residential facility. Label all items with your name, your room number and storage date. Due to the limited space available and fire regulations, we cannot store furniture. Storage room walkways cannot be blocked. In Curtis Hall, there is one storage room located in each floor section and the RA for that area manages it during the academic year. In the Commons, there is one storage room located in the basement of the C-D building. Commons residents must contact the PC for access. Items stored without authorization (i.e. in a U/A. locker, U/A furniture, incorrectly labeled, etc.) may be removed and disposed of immediately, as will items left and uncalled for in over three months.

### **Appliances/Electronics**

#### Authorized Equipment

Electrical equipment permitted in residential facilities must be certified by "Underwriters Lab, Inc. (UL)" or the equivalent thereof, and includes:

- TV
- VCR/DVD player
- Stereo
- Microwave (snack-size)
- Computer
- Hair Dryer
- Coffee Maker
- Hot Pots with Closed Coils (for heating water and soups)
- Hot-air Popcorn Popper
- Refrigerator (one up to 3 cubic feet per room/suite)
- Extension Cords or multi-plugs with built-in circuit breaker or surge protector

Regimental students should refer to their class privileges list for any restrictions.

#### Unauthorized Equipment

Electrical equipment not permitted in residential facilities includes appliances such as those listed below unless authorized by the Dean of Student Services or the Director of Residential Life & Student Services:

- hot plates (ex. Forman grills)
- toaster ovens
- electric fry pans
- soldering irons
- electrical tools
- electric blankets
- heaters, heating lamps or pads
- torchiere type lamps
- stand-alone or window air conditioners/cooling units

Unauthorized use of cooking equipment or possession or use of proscribed electrical equipment/appliances constitutes a serious fire hazard.

### **Care and Maintenance of Rooms/Suites and Common Areas**

Students are responsible for the condition and cleanliness of their sections of the hall and the common hall areas in general. As residents of the larger community, students will develop section contracts and programs to provide for cleaning in their common areas and to take responsibility for preventing damages and other problems in the hall.

### Facilities Work Orders

Students will not tamper with, remove or attempt to repair any of the equipment installed in their room/suites, such as electrical fixtures, computer/telephone ports, heating, lighting, furniture, etc. Broken and damaged items shall be reported to Facilities Management via your FirstClass email system. Submit an email to “Public Works Request” which states the problem and your specific request.

### Damages

All students shall be responsible for the care of their assigned room/suite (includes the semi-private bath) and the furniture and equipment therein. The full replacement cost for repairs to the room/suite or the repair or replacement of furniture and equipment therein, beyond normal wear and tear, shall be billed to the student. Any damages that students do not step forward and take responsibility for will be billed to all the residents or to those in the section if it is reasonable to expect that it is their responsibility.

### Safety & Health Inspections

All student room/suites will be subject to periodic Safety and Health inspections as posted. In addition, Regimental student room/suites will be inspected for safety and sanitary reasons on a regular basis (as posted in the Regimental Manual/POD).

The following standards for conditions of room/suites will be checked:

- a. Assigned furniture kept in the room/suite.
- b. Carpets kept clean and vacuumed regularly.
- c. Walls, mirrors, shelves, ledges, windowsills, and all articles of furniture and equipment kept clean.
- d. Radiators, light fixtures and inside of windows shall be kept clean.
- e. Semi-private bathrooms: The residents of both rooms sharing a semi-private bath are responsible for keeping it clean. This is an important health concern. Shower stalls and toilets should be scrubbed weekly. Contact your RA for cleaning materials.
- f. Fire and electrical safety needs

A copy of the inspection form will be provided to each room/suite showing any deficiencies. A re-inspection will occur within a reasonable time to allow for correction of any problems.

### Cleaning Gear Lockers

Each Resident Assistant is assigned a cleaning supplies closet and vacuum for use by the residents of their section. Students who borrow the vacuum must sign it out from their RA indicating their room number and time out. They are expected to return it in one hour unless otherwise agreed upon with the RA. Any resident who uses the last cleaning item, roll of toilet paper, or other items are asked to let the RA know that more are needed.

### **Checking into a Room/Suite**

#### Check-In Process

During the check-in process, a room/suite key is issued to each resident. Each student living in The Commons is also issued an outside door/laundry room key. Having their own room/suite key provides residents with the ability to maintain the safety and security of their assigned room/suite. Each resident signs a Key Issue & Responsibility form acknowledging that they accept responsibility for their key, the condition of their assigned room/suite, and any actions taken in their room/suite by them, their visitors or guests (invited or uninvited) that may lead to disciplinary action. Residents are cautioned to carry their room/suite keys at all times and to lock the door when they (residents) are absent from their rooms. Charges will be levied for lost keys, damage to locks, or lock replacement.

### Rooms/Suite Condition and Inventory Report

As a part of the check-in process each resident completes a Room/Suite Condition and Inventory Report. This form has listed the general condition of the room/suite and is for the protection of each resident from unnecessary charges. All discrepancies, damages and replacements must be recorded by a staff member and reviewed and signed by the occupant. This form will be turned in to the Residential Coordinator and kept on file until the occupant moves out. At that time, the room/suite will be inspected and any damage or defacement that is not considered to be normal wear and tear, or was not previously cited on the form will be noted and the report forwarded to Facilities Management for repair and billing at full replacement cost. Students may also be billed collectively for unassigned damage in common/public areas of Curtis Hall or The Commons.

### **Checking out of a Room**

#### Check-Out Process

The check-out process below clarifies any questions about billing and/or refunds and ensures all the other necessary connections for leaving in good order:

1. Begin at the Registrar’s office to receive instructions on which offices you must see for clearance.
2. On-Campus Residents must have all belongings packed and if possible out of the room/suite. The room/suite must be clean and in good order with windows shut, curtains pulled closed, and all trash removed to the dumpster. Where applicable, the semi-private bath must also be cleaned.
3. Contact your RA or the Residential/Programming Coordinator accordingly to check your room/suite (semi-private bath if applicable) and common area. They will collect your key. (Express Check-out, as stated below, is only authorized for End of Year Departures)
4. Off-Campus Residents only need to see the staff as directed in their checklist instructions.
5. All students should also be sure to complete a forwarding address form with the student mailroom.

#### Emergency Withdrawals/Leaves of Absence (LOA)

Sometimes emergencies or changing situations necessitate that students leave (ex. taking a leave of absence) the Academy unexpectedly. In such cases, the student must contact the Registrar’s Office and complete the checkout process in order to ensure proper withdrawal/leave and refunds if applicable.

#### Mid-Year Departures

Each year some students leave the Academy in December – both expected due to graduation or transfer, or unexpected due to academic dismissal.

- Expected students must vacate their room/suites and check out by the end of their semester finals via the above check-out process
- Unexpected students who are notified over the break may vacate prior to the semester’s start or following their appeal

#### End of the Year Departures

At the end of the academic year, Curtis Hall closes and all students must vacate their rooms twenty-four hours after their last exam, but no later than the end of finals. Students going on cruise must move to the ship at their prescribed time. During this time of year, on-campus residents may utilize the Express Check-Out station found in the Curtis Hall Quarterdeck. Students who Express Check-Out waive their right to dispute any damage charges that may be incurred during the summer break Public Works inspection.

### **Cooking & Food**

Only foodstuffs that can be prepared in authorized electric equipment can be cooked or heated in room/suites (this includes coffee/tea or popcorn using a hot air popper). Care must be taken anytime that you use any type of cooking/heating equipment. Do not leave hot pots and such going when no one is present in the room/suite. Any foodstuffs/snacks kept in room/suites must be stored in sealed containers to avoid attracting bugs.

Curtis Hall: The only cooking that is authorized in rooms in Curtis Hall is that which can be done in an approved, closed coil hot pot, popcorn popper or small microwave oven. There is a small microwave and kitchenette outfitted with cooking gear in the BILGE Recreation Area. Small groups can use this facility for special meals. See your RA, the BILGE Manager, or the Director of Residential Life and Student Services for further information.

The Commons: Each suite has its own kitchen facilities so cooking is authorized in The Commons. Residents are cautioned to use care when they cook as we have had problems with false fire alarms due to smoke from cooking. Consider ventilating the area before, during and after cooking. Residents of the Commons should also become familiar with the approved electrical appliances/equipment.

### **Decoration of Room/Suites**

Most students enjoy fixing up their room/suites for a more homelike feeling. They are encouraged to do so provided that they comply with safety and maintenance needs as well as demonstrate consideration for other members of their community.

Room/suites are provided with built-in hanging rods and cork boards for decorative pictures, materials, etc. No decorations will be affixed to the walls by any means that damages the paint or wall surface. No decorations, TV cables, or other wires will be affixed to or hung from the ceiling (including the metal frame strips) in rooms/suites/hallways. No nails, tacks, tape, screws, glue, etc. are to be used on Academy equipment other than tacks/tape on the corkboard provided. Any such damages will be the responsibility of the resident(s).

Safety needs require free, unimpeded movement in and out of room/suites. Residents must maintain a clear path to the door. Vision into the room/suites may not be obstructed by furniture or any form of curtain or screen so room/suites can be checked quickly in the event of an emergency.

Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.

### Holiday Decorations

Any decorations must meet all fire/safety and electrical requirements as stated in other portions of this handbook. Holiday decorations in particular can be problematic. Lights are allowed when used with approved extension cords. Live or cut trees or fir cuttings are not permitted. Use good sense in your holiday spirit and keep the hall safe for all residents.

### Door Decorations

All Regimental students are expected to display nametags on their doors. Such tags are also available to any Independent students who want them. Requests from Independent students can be made through your RA.

Cork or dry-erase boards are permitted on doors as long as their attachment does not damage the door or the paint.

Nothing else shall be placed or written on any door that will cause damage to the door or its paint.

### **Fire Safety**

All residents are expected to familiarize themselves with the fire alarm procedures and to study the escape routes posted on the back of the door in their room/suite. Also please study and observe the safety and health expectations for each room/suite. There will be safety and health inspections of all rooms at least once each semester to check for compliance.

Curtis Hall has an addressable alarm system. It features smoke detectors and evacuation alarm horns/strobe lights in student rooms, heat detectors in bathrooms, and evacuation alarm horns/strobe lights, smoke and heat detectors in all hallways. Any time a detector is activated its location is recorded on the system board at the Quarterdeck. Smoke detectors in rooms ring first only in that room when activated and a trouble alert sounds at the Quarterdeck and in Security. The source can then be checked. If the trouble continues it goes to general alarm. Activation of other detectors immediately sets off the general alarm. Whenever the general alarm is activated it will be sounded through the horns and strobe lights will flash in all rooms and hallways. The Commons has smoke and heat detectors that set off the building alarm when activated.

A sprinkler system also can be found in both Curtis Hall and The Commons.

### Fire Alarms

It is MMA policy that during a fire alarm the building must be evacuated immediately. The alarm will sound until the building is fully evacuated and the fire department arrives. Once the fire department is on the scene, the fire chief or assistant fire chief is in charge of the building and its residents. Curtis Hall residents must go to the Fieldhouse, which a Security Officer will open if closed (alternate site: Ritchie Field). Commons residents should go to the Student Center, which a Security Officer will open if closed (alternate site: Fieldhouse). Do not linger in the courtyard or stand in driveways/roads. Emergency vehicles must have clear access.

The All-Clear signal is given when the red lights next to the primary entrances stop flashing, not when the alarm is silenced. In the event of an alarm, residents cannot re-enter the building until it has been checked for fire safety (usually +/-50 minutes if everyone cooperates) and the fire chief gives the all clear. The Commons: The all-clear signal is given when the horns are turned off.

As the Fire Department checks the building during a fire alarm, all violations of state and Academy laws/rules/regulations regarding fire safety, will be reported to the Office of Security. Administrative certificates of search will be issued following the alarm for the purpose of correcting the reported deficiencies.

### Failure to Comply

Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of community conduct standards. They will be brought to the Quarterdeck by the Residential Life staff member on duty who is overseeing the staff response and crowd control. If deliberate non-compliance is verified, the student will be subject to a \$25.00 fine payable within five class days and may also face additional disciplinary action if warranted.

If alcohol is suspected as a contributing factor to non-compliance, a breathalyzer test will be administered to the student. If alcohol is verified as a factor the student may be referred to the Unified Alcohol Hearings Board for disciplinary action

### False Alarms

Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal or expulsion. Under state law it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/unintentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any persons found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department. Residents and fire department members may become desensitized to alarms and fail to respond in a timely fashion. Residents should be able to rely on the alarm system to function properly and to know that when activated there is truly an emergency. Nationally, more students are hurt responding to false instances of emergencies than in true emergency situations.

### Flammable Materials (i.e. candles, incense)

Possession/use of candles, incense, oil burners, or other flammable materials or other flammable items such as live holiday decorations that can or do produce open flames or burning embers, is not permitted in the residential facilities

### Tobacco (Smoking & Other)

Smoking is prohibited anywhere near or inside Curtis Hall and The Commons. This includes student rooms, inside the Curtis Hall courtyard, and anywhere within the immediate vicinity of Curtis Hall or The Commons. There are three designated areas and people are to go there to smoke: the Commons Courtyard, the hard shelter beside Curtis Hall, and the hard shelter in front of Curtis Hall. Users of other tobacco products (such as chewing tobacco and snuff) are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles and not in building hallways, stairwells, laundry rooms, and/or other such common living spaces.

## **Furniture**

Only furniture authorized by the Academy will be permitted in a student's room/suite. Under no circumstances is a student authorized to detach anything fixed to the walls or to remove, modify or exchange between room/suites any of the assigned Academy furniture without the permission of the Director of Residential Life and Student Services.

**Curtis Hall:** Due to the size of rooms and equipment provided, fire and safety considerations make it necessary to limit extra or different types of furniture. Only one (1) extra piece ("easy" chair, couch, or futon, etc.) is permitted per room/suite. Extra lamps, fans, wastebaskets, etc. will not be included as part of the room/suite furniture. These items must be provided by the room/suite occupants and must meet Academy standards for safety requirements.

**The Commons:** A furniture/equipment package is included with each apartment/suite. These packages vary between graduate and undergraduate students. Students are responsible for the condition of this equipment.

The building of lofts in, or otherwise modifying room/suites, is not allowed for fire/safety and maintenance reasons.

**NOTE:** In all academy residential facilities, additional or different equipment that a resident is interested in having that is not specifically addressed within these regulations must be cleared specifically through the Director of Residential Life and Student Services or the Residential Coordinator, and must meet Academy standards and safety requirements.

## **Housing**

### Assignments

By agreement, students are licensed for the use of space in a room/suite. Students are assigned to rooms/suites at the discretion of the institution. Specific responsibility for housing placements is assigned to the Director of Residential Life and Student Services and the Residential Coordinator.

### Requirements

**MMA has a residency requirement. All students at MMA are required to live on campus.** Only students who meet the requirements for **Off-Campus Living** may obtain an Off-Campus Living Request/Registration form from the Residential Life Staff. These requirements are:

- 22 years of age by the end of the calendar year (in which you intend to live off-campus)
- 2 years of military service with honorable discharge
- Married
- Completed six semesters on campus at MMA

New Students must submit the request/registration form to the Director of Residential Life and Student Services before the end of the first two weeks of an academic semester. Returning students who are eligible for off-campus living, but sign up for rooms in the spring must submit their forms to cancel their reservation by the appropriate deadlines or be subject to a cancellation fee.

### Housing Appeals Board

Students who do not meet the eligibility requirements for living off campus may request an exemption from the residential requirement in order to live off campus. Housing Appeal Request forms are available at the Financial Aid Office. The completed form along with a required request letter must be submitted no later than the deadlines posted.

The Board is composed of three or four staff members, one student (a non-traditional student living off campus) and meets twice a year, in early October and March. Appeal request letters must be typed and state the reason(s) for requesting an exemption. Completed Housing Appeal Request forms with the accompanying letter must be submitted to the Director of Financial Aid and Chair of the Housing Appeals Board. Each applicant will be notified when and where to appear before the board. The board decides whether to grant or deny an appeal.

### Medical Appeals Board

Students who do not meet the eligibility requirements to live off campus, but feel that they have a medical issue that qualifies them to live off-campus, may request a Medical Appeal Review by the Medical Appeals Board. The Medical Appeal Review form can be obtained from the Dean of Student Services Office. The completed form and all additional information (as required in the form's directions) may be submitted to the Dean of Student Services at any time during the year. Medical appeals must be submitted by November 30<sup>th</sup> for a review and determination prior to the start of the spring semester and by March 30<sup>th</sup> for a review and determination prior to the start of the fall semester.

Once a medical appeal is received, the Board will evaluate the appeal and render a decision. The Board may interview the student, but is not required to do so. The Board is composed of the Dean of Student Services, Academy Physician, Director of Health Services, Academy Counselor, and a member from each of the Residential Life and Regimental staffs. The decision of the Medical Appeals Board is final and does not allow for further appeal. Should there be a change in the student's medical status, he/she may apply to the Medical Appeals Board in the following semester.

### Single Rooms

Single rooms in Curtis Hall are primarily assigned through a lottery on a space available basis during the third week of the semester. An additional, non-prorated, single's fee is assessed. When a single room occurs by default (roommate leaves or is moved) the remaining roommate's situation will be evaluated and they will be subject either to a single room charge or consolidation with another resident. This is coordinated by the Residential Coordinator. Under ADA guidelines, there may be exceptions, such as access to the special study room made for students with special needs. Contact the Office of the Academic Dean for further information.

### Vacancies/Vacant Rooms

When a vacancy occurs in a living space, the Academy expressly reserves the options of filling the vacancy with another resident, requiring the remaining occupant to obtain a roommate, requiring the remaining occupant of a double room to occupy another room, or assessing the increased single room fee when the remaining occupant wishes and/or is allowed. Any completely vacant room/suites will be secured and locked by Residential Life or Facilities Management. Unauthorized entry into empty room/suites is considered trespassing.

### **Laundry Facilities/Linens**

Laundry facilities are located in the residential buildings. All the machines are card operated. There are two machines located at the Curtis Hall Quarterdeck for purchasing cards or adding money. In Curtis Hall, there are four laundry facilities on each of the 2nd, 3rd and 4th floors. On the first floor they are located within each living area. There is a laundry room in the basement of each building for residents of the Commons.

Undergraduate residential students in Curtis Hall are required to obtain and maintain their own linen. Graduate students occupying the Commons will be provided with a linen packet. They are responsible to maintain it and return it upon departure.

### **Lights**

Residents are asked to turn off room/suite lights at all times when the room/suite is not occupied.

Residents are allowed to have extra lights/lamps in their room/suites, with the exception of the "torchiere" style lamps (upturned shade with light source on top). These can be a serious fire hazard. Residents are not allowed to mask or color permanent room/suite lights, or exchange the bulbs for anything except white lights.

No cloth, paper or any potentially flammable material should be on or near lights.

### **Lockouts**

Occasionally a person gets locked out of his or her room/suite by mistake. However students who consistently forget their key and get locked out may be subject to a fine or other disciplinary action. A third occurrence may be considered proof of a lost key and the student will be responsible for a lock change at their own expense (\$25.00).

A student who is locked out during the day (between 7 AM & 7 PM) should first see if an RA (a list is available at the Quarterdeck), the Programming Coordinator, Residential Coordinator, or the Director of Residential Life is available to help. If no one is available, see Security. If the lockout is in the evening prior to 11 PM, residents must find a Duty Resident Assistant (check at the Quarterdeck for names and contact info). After 11 PM, see Security. In any case, you may have to be patient and wait a few minutes until someone is free to help you.

### **Musical Instruments**

Students are permitted to play musical instruments in their room/suites only at a time and in such a manner as not to disturb other students. They cannot be played during exam week study hours. It is strongly recommended that electronic instruments be played with earphones.

### **Noise**

In a concrete block building such as Curtis Hall or an apartment style building such as The Commons, noise is something every resident is concerned about at some time. Given the demands of our academic and training programs here it is not uncommon to find students trying to catch up on their rest or their studies, and unnecessary noise levels only add to the stress. Residents are expected to keep the volume of sound from televisions, stereos, electronic games and other devices at a level that can be heard only in their room/suite. This also applies to the social gatherings that often go with these devices. Due consideration must be afforded other students, particularly if you receive a direct request for quiet from another student or an RA.

### Consideration Hours

Consideration hours are to be observed Sunday - Thursday after 7:00 P.M. and after 12:00 A.M. on Friday & Saturday. During these hours there should be no loud noise in the hallways and music/loud noise should not be heard outside the student's room/suite. Headphones are highly recommended. Students are expected to respond in a reasonable and courteous manner to requests for quiet at any time.

### Quiet Section

As the designated quiet area, the quiet hour policies apply as designated by the residents of that area. Residents from other areas who travel through this section are expected to respect the needs of the people living there and keep their conversations at a quiet level so as not to disturb them.

### **Roommates**

#### Assignments

In Curtis Hall, new students are assigned through a roommate matching process and by major. Returning students in general participate in a room lottery in which roommates are self-selected. In The Commons, suites are assigned through a process that includes an application, screening and if interest is high, a lottery.

#### Cohabitation

Academy policy prohibits cohabitation in student housing, and all room/suite assignments are same sex. However, a student may occasionally have a guest of the opposite sex remain overnight in their room/suite, but only if their roommate agrees to the visit. The 72-hour rule applies.

#### Roommate Requests

Requests for roommates will be considered but the institution reserves the right to assign rooms as it deems necessary. In Curtis Hall, all double rooms and all rooms sharing semi-private baths will only be assigned to students of the same sex. Academy policy does not permit cohabitation. In The Commons, married couples are permitted to occupy suites.

#### Room and/or Roommate Changes

In both Curtis Hall and The Commons, housing assignments will not be changed or exchanged between students without the express permission of the Residential Coordinator, Programming Coordinator, or Director of Residential Life and Student Services. Nor, in the Commons, will subletting be authorized. If a room/suite change or exchange is requested, it must be approved in writing by the appropriate Coordinator and the Director of Residential Life and Student Services no later than the end of the announced process.

## **Security**

### Security of Rooms

No student shall enter the room/suite of another student uninvited unless there is an emergency or valid perception of an emergency, which warrants an immediate response. A student entering a room/suite uninvited is trespassing. Under this regulation any student present in another student's room/suite with permission is considered a "visitor" of at least one of the assigned residents of that room/suite.

Designated Academy officials are permitted to enter student room/suites at reasonable hours, designated by notice, for the purpose of carrying out their assigned tasks and functions (such as Safety and Health Inspections, Regimental Inspections, repair or maintenance). Except for some Regimental Inspections, it is a courtesy but not required that the student be present. Regimental Rates, Midshipman Training Officers (MTO), and Resident Assistants are authorized to participate in inspections when deemed acceptable by a professional staff supervisor.

Designated officials (members of Students Services Division, Security officers, Regimental Staff officers) may also perform authorized searches of room/suites as defined in the Community Conduct Code: General Regulations.

All other officers and Academy personnel may enter a room/suite only by invitation and with the student present.

### Security of Belongings

Residents are solely responsible for any personal belongings in their rooms/suites. MMA assumes no responsibility for the loss or damage of personal belongings due to student misconduct or a failure to abide by Academy policies or guidelines.

In addition to their room/suite key, each resident has one closet/locker and one desk drawer capable of being padlocked (padlock not included). It is recommended that residents lock their valuables in these spaces at all times when they are out of the room/suite. Closets and drawers will not be entered outside of normal inspections for any reason unless authorized by the Dean of Student Services, the Director of Residential Life and Student Services, the Director of Security or the President, and only with probable cause.

### Security of the Building

A Communications Specialist is located at the Curtis Hall Quarterdeck so Security can be reached in the event of an emergency. Officers perform regular rounds in and around the building throughout a 24 hour period, year round. During the academic year, a regular employee staffs the desk located on the Quarterdeck 24 hours a day, under the supervision of the Director of Security.

For the safety and security of all residents, the outer doors of Curtis Hall are locked 24 hours a day. Entrance is solely through the Quarterdeck or via Hand Scanners placed at other entrances. Students must be prepared to show their MMA student I.D. card. Guests must show their guest pass and also be accompanied by their host or hostess.

### Surveillance Camera and Audio Recording Policy

Maine Maritime Academy Security utilizes several conspicuously placed surveillance cameras and audio recording devices in common or public areas on the Maine Maritime Academy campus to augment the safety and security of the Maine Maritime Academy community. Inconspicuously placed surveillance cameras and audio recording devices may also be used when necessitated for investigatory purposes at the recommendation and supervision of the Director of Security with the approval of the Vice President of Administration.

Students who see suspicious or unknown persons in the buildings should contact Security or Residential Life staff immediately. Remember to never let anyone into the building you do not recognize as a person you know to have Curtis Hall authorization.

### Visitors & Guests

MMA students are only permitted to have visitors (other MMA residential students) and guests (non-residential MMA students or other non-MMA people) in their room/suites. Student hosts are responsible for the safety and well being of their guests and visitors as well as ensuring that their guests and visitors comply with all Academy rules and regulations, particularly those involving alcohol. Hosts are expected to accompany their guests any time that they are away from the host's room/suite.

Non-Resident (Curtis Hall) students may sign in as guests of the BILGE or Computer Lab if they are utilizing only those areas during the days or times that Non-Residents are normally given access via the hand scanner system.

All guests of students must be 18 years of age or over unless he or she is a member of the host's immediate family. Exceptions to this rule must be requested in writing and approved by the Dean of Student Services no less than one week prior to the visit. The Dean of Student Services or designated Residential Life Staff Member will require information from the host in order to complete an emergency contact form for the underage visitor.

Residents of Curtis Hall are required to have all guests (any non-residential MMA students or other non-MMA people) register and receive a Guest Pass on the Quarterdeck. MMA students who live off campus but wish to visit friends overnight must also be registered with a host. The guest must present a picture I.D. that shows his or her age. MMA students are required to show their MMA I.D. card to register as a guest.

Residents of the Commons must register guests with the Programming Coordinator and in his/her absence, with the Student Services Duty Supervisor who can be reached via the Quarterdeck. Guests who are not staying overnight must leave Curtis Hall by midnight. Overnight guests and off campus visitor stays are limited to 72 hours (i.e. up to three days in a row).

Students who fail to register their guests or to escort them within the building are subject to disciplinary action and their guests may be requested to depart Academy property immediately. Students who introduce unauthorized visitors or guests into their room/suites or other restricted areas will be cited under the Academy Rules and Regulations governing conduct and discipline.

#### Visitation of Opposite Gender

Residents may, on occasion, host a visitor or guest of the opposite sex overnight in their room/suite provided the overnight stays by guests or visitors do not violate the rights of roommates to use their room/suite. Guests/visitors must comply with the regulations specified above. Students hosting visitors (other MMA students) must not violate the same sex housing policy.

#### **Pets**

No pets may be kept at the Academy, or brought into any Academy building, by a student or his/her guests with the exception of non-flesh eating fish or turtles kept in an approved aquarium.

#### **Vacation Breaks**

During the academic year, when vacation breaks occur that are a week or longer in duration, the Academy closes the Curtis Hall residential facility. The Commons remain open. Refer to the academic year calendar in this handbook and information published by Residential Life for specific closing and opening times.

#### Procedures

Residents must close windows and curtains, and unplug all electrical appliances with the exception of telephone answering machines, and fish tank heaters. Also, be sure to lock your door on the way out. Hall staff will check room/suites at closing time.

#### Temporary Housing

Students who are absolutely unable to leave during a break when Curtis is closed or have delayed departures and/or early arrivals must see the Residential Coordinator to make arrangements for temporary single-occupancy housing in Leavitt Hall for \$65.00/night if space is available or with residents in the Castine area.

#### **Windows**

Window screens where they are in place must not be removed or tampered with. Broken or cracked windows must be reported immediately to an RA or Security. The cost for repairs will be charged against the assigned room/suite occupants where negligence is apparent.

Each window is fitted with an approved set of curtains. It is not permitted to change these curtains, nor to display or hang anything else in, on, or out of the window. It is not permitted to throw anything out of windows.

Help conserve energy. During cold or inclement weather, keep windows closed at all times, except for ventilation needs when occupied. During severely cold temperatures, windows that are left open can damage the room heating systems causing pipes to burst and damage to student and MMA property. Any damage to a room's heating system caused by the residents will result in the assessment of damage charges.

## CO-CURRICULAR OPPORTUNITIES

As a student at MMA, there are many avenues of experience open to you. Take the lead in making a difference in our community! Get involved and add to your learning through experience by making things happen.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

<b>President:</b>	Jenna King
<b>Vice President of Administration:</b>	Emma Damon
<b>Vice President of Activities:</b>	Melissa Theriault
<b>Treasurer:</b>	Kevin Lees
<b>Secretary:</b>	Kurt Gillespie
<b>Student Trustee:</b>	Lance Meadows
<b>Speaker of the Senate:</b>	Katrina Morrison (Fall 2011) Liam Fisher (Spring 2012)

**Office:** Curtis Hall 1st Floor

**Web:** <http://studentgov.mma.edu>

The Student Government Association at MMA is an elected body that represents the students according to the Student Government Constitution. The purpose of the Student Government Association is to promote the educational and general welfare of the students of Maine Maritime Academy; to anticipate and stimulate the interests of students through a self-governing structure; to speak on behalf of students; to present students' opinions and to formulate with the faculty and administration policies and procedures concerning college life. All parts of the Student Government Association shall serve all students equally regardless of sex, age, color or creed.

All full-time students at MMA are encouraged to attend their Student Government Association meetings and to participate fully in the proceedings. The Student Government Association is comprised of an Executive Board, a Senate, Class Officers, and Clubs & Organizations.

### REGIMENT

<b>Regimental Commander (RC)</b>	Christopher Shannon
<b>Regimental Executive Officer (RXO)</b>	Kevin Kavanagh
<b>Regimental Operations Officer (ROO)</b>	Bryce Lynn
<b>Regimental Adjutant (RADJ)</b>	Charlene Hipsky
<b>Regimental Master at Arms (RMAA)</b>	Daniel Burt
<b>Regimental Auditor (RAUD)</b>	Patrick Walker
<b>Regimental Public Relations Officer (RPRO)</b>	Patrick Lindsey
<b>Regimental Morale Officer</b>	Kelly Hinkle
<b>Regimental Senior Mentor</b>	Andrew McHenry
<b>Alpha Company Commander (ACC)</b>	Nicklaus Lund
<b>Bravo Company Commander (BCC)</b>	Brian Corain
<b>Charlie Company Commander (CCC)</b>	Mitchell Fader
<b>Delta Company Commander (DCC)</b>	Dylan Burr
<b>Drill Team Company Commander (DTCC)</b>	Andrew Slater
<b>Band Master</b>	Thomas Stenquist
<b>Cadet Master</b>	Tyler McSwain
<b>Cadet Chief Mate</b>	Zachary Vickers
<b>Cadet Chief Engineer</b>	Michael McMahan
<b>Cadet Relieving Engineer</b>	Daniel Redmond
<b>Office:</b>	Curtis Hall 1st Floor
<b>Web:</b>	<a href="http://regiment.mma.edu">http://regiment.mma.edu</a>

Those students who participate in the Regiment of Midshipmen have additional opportunities to become involved and to develop their management and leadership skills. Regimental, Company and Ship Rate positions offer management and professional development opportunities to those who attain them. These and other Regimental opportunities are delineated in the Regimental Manual.

## CLASS OFFICERS

<b>Senior Class Officers:</b>	Blair Fontaine + 3 TBA
<b>Junior Class Officers:</b>	Oscar Adams, Autumn Jones, Kevin Lees, and Matthew McNair
<b>Sophomore Class Officers:</b>	Ryan Armstrong, Nicholas Cabral, Benjamin Dolloff + 1 TBA
<b>First-Year Class Officers:</b>	Election held Mid-March

Class Officers are a component of the Student Government Association and represent their class in that capacity. They will be elected by a majority vote of their class on dates set by the SGA and approved by the Dean of Student Services. Results of the elections shall be submitted to the Dean of Student Services for certification and publication. Contact any Student Government Association Officer and also refer to the Student Body Constitution for additional information.

## COMMITTEES

An assortment of committees and task forces allow students to help shape their experiences at MMA. If you are interested in serving on a committee, please contact the Student Government President or Director of Residential Life and Student Services.

Curriculum Committee	Judicial Board
Bookstore Advisory Committee	Library Committee
Residential Hearings Board	All-College Committee
Dining Services Committee	Security Advisory Committee

## CLUBS AND ORGANIZATIONS

Student clubs provide a way to meet new people, participate in co-curricular experiences, and learn more about yourself as a leader and manager. The full listing of approved student clubs and organizations can be found at <http://studentgov.mma.edu/clubs/index.html>.

If you are interested in an activity not currently listed, form a club! Contact a Student Government Officer or the Department of Residential Life for guidance on starting one – or – review the Club & Organization Handbook found at the above site.

## COMMUNITY SERVICE OPPORTUNITIES

Maine Maritime Academy encourages and supports volunteerism among its students and employees. Volunteerism, especially within our community, is a vital and important element of good citizenship. As an integral part of their education, all students at MMA are encouraged to help by volunteering in our community.

There are several service organizations where students can be involved in providing needed help to the college and local communities, such as:

Alpha Phi Omega National Service Fraternity	Bagaduce Ambulance Corps
Castine Volunteer Fire Department	Big Brothers, Big Sisters

In a rural community such as Castine, emergency services are comprised entirely of volunteers, so participation by MMA students is essential to our community's health and safety. Chances of loss of life and property increase exponentially for Castine residents and MMA if students and employees are not allowed to perform their volunteer duties with the ambulance corps and fire department. Thus, faculty and staff establish procedures for their classes/labs or maintenance sessions that allow students to respond to community emergencies without worrying about adversely affecting grades or losing credit. These procedures should be discussed when class begins. It is the individual student's responsibility to ensure that his or her instructor/supervisor knows in advance that they are a part of the community emergency response services. When requested in advance by their instructor/supervisor, students must find a replacement when on call. When necessary (i.e. during an exam), instructor/supervisors may request in advance that a student turn off their pagers in class/session. The student is then responsible to notify their service point of contact of any changes.

In addition, many of our students are already involved in service programs outside the Castine area. These students are encouraged to let Student Services know about their involvement so it can be noted in their files and recognized as appropriate.

## ACTIVITIES & BANDS COMMITTEE (ABC)

**Chair/VP of Activities:** Melissa Theriault

This committee is responsible for planning various student activities for the campus at large. As such, the ABC works closely with Residential Life & SGA to select and schedule entertainers, film series and speakers, as well as formals and holiday activities.

### Prohibition of Facility Use Where Discrimination is Practiced

As it is college practice not to discriminate in any way on the basis of age, sex, race, creed, handicap, veteran status or national origin, this policy covers official activities sponsored, financed, and controlled by college personnel and campus organizations, whether these activities are held on or off-campus.

If events are held off-campus, they must not utilize facilities where discrimination is practiced. Naturally, the college will not attempt to dictate to individual students, faculty members, or private groups how they should conduct their personal affairs. However, the above policy applies to all social functions sponsored by undergraduate campus organizations. The failure of student groups to comply with this policy may result in suspension of their social privileges. Repeated offenses by campus organizations could result in the revocation of their charters.

## COMMUNITY HONOR SYSTEM

### Introduction

The Honor System consists of an Honor and Conduct Code. All societies place restraints both formal and informal upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. The purpose of our Honor System is to provide and apply a unified consistent standard of student self-governance and to give the student body ownership of the behavior of its members. Within it are the guidelines students must meet in order to be successful here. Community life and a successful experience here depend upon a commitment to be responsible for oneself and for other people. Members of our community are expected to act with honesty and integrity, and treat others and their property with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within this handbook, the Regimental Manual and the MMA Catalogue, are designed to support our community values of respect, self-discipline, accountability and responsibility to the college, local and state communities. Every member of the MMA student body shall be called upon to uphold the codes of honor and conduct as set forth in this Student Handbook and by the principals below:

- I. Be no part of lying, cheating, or stealing
- II. Make all possible efforts to preserve property on campus and report any damage to or loss of such property

- III. Respect the privacy and rights of others
- IV. Ensure that violations of the Honor and Conduct Code be reported
- V. Answer all summonses of the administration and faculty

All students enrolled at Maine Maritime Academy will declare their support of the Honor System through the public pledge that follows. This may be a signed statement submitted during the application process or as part of an exam or submittal, or as a publicly stated pledge made within the first two weeks of arriving at Maine Maritime Academy. A signed statement to the same effect shall be collected by the Honor System Co-Chairs and maintained in the permanent records of the Honor System.

“I, (Full Name), do pledge to abide by the code of honorable conduct and personal accountability at Maine Maritime Academy, and to see that others do likewise. I accept this responsibility in order to foster an environment beneficial to myself and my fellow community members, and understand that it is an important part of my professional development.”

There are additional college rules and regulations published separately. Residence hall regulations and the traffic rules are examples of such information not published within the General Regulations. The Honor System does, however, provide the framework within which violations of such rules and regulations may be handled. In addition, no statement or lack of provision in these regulations affects the responsibility of every person to respect local, state, or federal ordinances, regulations or laws.

Maine Maritime Academy expects all members of its community to act reasonably, maturely, and appropriately at all times both on and off campus. **MMA claims off-campus jurisdiction when enforcing its disciplinary policy.** Students may be held accountable to both civil authorities and to the college for acts which constitute violations of the law or of the rules and policies outlined in this handbook when such conduct is judged to be detrimental and contrary to the college community and its standards, whether or not the offense requires action by a criminal/civil court. Whenever such actions do justify action by a criminal/civil court, disciplinary action at the college will normally proceed during the pending period of legal proceedings and will not be subject to challenge on grounds that criminal charges/civil complaints involving the same incident have been dismissed or reduced.

### Part I: General Regulations

*I. A. Academic Plagiarism or Academic Dishonesty.* At the heart of an academic community is the need for academic integrity. Individual academic development necessitates a serious approach to learning and an honest appraisal of one’s performance to determine one’s most effective and efficient scholarly effort. There must be an accurate evaluation of past efforts to ensure successful future study. Purposeful, fraudulent representation in scholarship is not only harmful to the individual involved, but detrimental to the efforts and wellbeing of an academic community. Academic dishonesty is defined as any willful attempt to submit or represent scholarship that is not the result of your own honest effort. Individual members of the faculty using sanctions, such as course failure or the assignment of extra work, adjudicate many incidents of plagiarism and cheating. However, these actions do not prohibit a charge of academic dishonesty from also being brought to the Honor System Board when warranted.

#### *I. B. Administrative Interventions*

I. B. 1. Administrative Dismissal: Sometimes a student fails to comply with an administrative requirement of the Academy. Such requirements include, but are not limited to, financial obligations, required documentation for medical needs or necessary immigration documentation. Persistent failure to comply with such administrative requirements may be cause for dismissal by the VP for Administration, Finance, and Governmental Relations, or their designee. A student so dismissed may appeal that dismissal to the President’s office. Such an appeal must be made in accordance with the appeals procedures as stated in this community code.

I. B. 2. Involuntary Withdrawal Policy: Maine Maritime Academy cares about the physical and mental health of its students, and provides health and counseling services to support students. However, some students may experience such serious medical or psychological conditions such that their ability to function successfully in their role as a student is significantly impaired.

A student may be subject to involuntary withdrawal or their presence on campus restricted because of a mental, physical or psychological condition. If their continued presence in an activity or program of study, residence hall or their presence at MMA poses a significant risk of substantial harm to themselves or others, an involuntary withdrawal may be warranted. A significant risk is one that is based upon any evidence, assessment or pattern of behavior that constitutes a high probability of substantial harm that cannot be mitigated by other reasonable means. Evidence can be provided by any Academy official. Assessment activities will be provided by MMA’s Counselor, Nurse or Doctor. Patterns of behavior can be established by an Academy official.

Examples of behaviors upon which MMA may take action include, but are not limited to, the following:

- Acute decline in physical health
- Non-compliance of medical advice that places the student themselves at risk
- Suicidal threat, intent and / or behavior
- Self-harming behavior
- Destructive, threatening or disruptive behavior
- Drug or alcohol abuse, including overdose, or recreational use of over-the-counter or prescription drugs
- Eating disorders which are not responding to treatment or posing safety concerns
- Any mental health problem that points to possible imminent or foreseeable danger to the student or any other member of the campus community
- Any mental health problem that requires intensive monitoring to prevent such danger.

I. B. 2. a. Emergency Withdrawal/Interim Withdrawal. The Vice President for Enrollment Management or his/her designee may immediately withdraw a student on an interim basis when the student’s condition or conduct poses an imminent or significant risk to the individual or others. Prior to the emergency withdrawal, the student must be notified in writing of the proposed interim action. He or she must be given the opportunity to address the basis for the emergency withdrawal with the Vice President for Enrollment Management or his/her designee, and he or she must be informed that a formal hearing on the involuntary withdrawal will occur as expeditiously as possible. Such emergency withdrawal or restricted access may remain in effect until a formal decision has been made or the reasons for imposing the interim action no longer exist. If a formal hearing is to occur, the student shall be afforded a formal hearing within 5 working days of an emergency removal.

As part of the emergency withdrawal process, the VP for Enrollment Management, or his/her designee, may contact the student’s parents to inform them of the existence of a health and safety emergency.

- I. B. 2. b. Involuntary Withdrawal Procedures (following the Emergency/ Interim Withdrawal). The involuntary withdrawal of a student or a decision affecting their presence on campus must be preceded by a hearing. The hearing shall be convened by the Vice President of Enrollment Management or his/her designee, and the student must be informed in writing of the time and place of the hearing, the nature of the reasons for the proposed action and the right to challenge the proposed decision. The hearing is not judicial in nature and the rules of evidence do not apply. The student has the right to be accompanied by an advisor (who must be a member of the MMA faculty or staff), to present information relevant to the student's behavior, including testimony or written reports by healthcare providers, whether affiliated with the Academy or not, and to review and comment on all documents, information and statements considered regarding the proposed decision.

The Hearing shall be conducted by the Evaluation Committee which may include, but is not limited to, the Dean of Student Services, the Assistant Commandant, the Director of Health Services, the Director of Security, the Director of Residential Life and Student Services, the Counselor, and the Associate Dean of Academics. In the case of absence or a conflict of one of these, the hearing may be conducted by the remaining members or a designee may be placed on the Committee by the Vice President for Enrollment Management. The Chair shall be the Dean of Student Services or a designee of the Vice President for Enrollment Management. Other than questions asked by the Committee, all questions of a witness shall be made through the Chair, who shall make all determinations regarding the relevancy or admission of testimony, information, or written materials. A recording shall be made of the proceedings. The hearing may be recessed to gather further information if necessary. The deliberation of the Committee shall be private and is not recorded. The decision to involuntarily withdraw or place other restrictions upon a student's participation or presence at MMA shall be made by a majority of those present based upon fundamental fairness, the information presented, and the individualized objective assessment of the student's particular circumstances. The student shall be informed in writing.

This assessment must include:

- Reasonable medical judgment relying on the most current medical knowledge, or the best available objective evidence (such as the student's conduct, actions and statements);
- The nature, duration and severity of the risk;
- The probability that the behavior will actually occur; and
- Whether there are reasonable alternatives to sufficiently mitigate the risk, such as modifications of policies, practices or procedures.

- I. B. 2. c. Right to Review. Within 5 business days from the delivery of the decision of the Committee, the student may request, in writing, that the Vice President for Enrollment Management or his/her designee review the Committee's decision. The review shall be limited to whether the proper procedures were followed and whether the decision is supported by the record. The student shall state in writing the specific issues the student wishes the

Vice President for Enrollment Management or designee to consider. The Vice President or designee may 1) affirm the decision, 2) modify the decision, 3) remand the matter back to the Committee for further proceedings or consideration, or 4) reject the decision. The decision of the Vice President or designee is final.

- I. B. 2. d. Readmission or Removal of Restriction. A student who is involuntarily withdrawn or has been the subject of a decision restricting their activities may not re-enroll, be readmitted, or have their restriction lifted, without the approval of the Committee. Approval may be granted only if the Committee determines by simple majority vote that in its judgment, the conditions that caused the significant risk and resulting involuntary withdrawal or restriction, are no longer present, or that they have been or can be safely mitigated or managed. The Committee may request any information, documentation, or evaluation it deems necessary. The student may appeal the decision to the Vice President for Enrollment Management or designee, whose review shall be limited to whether the decision is supported by the record. The decision of the Vice President or designee is final.

- I. B. 2. e. Deviations from Established Procedure. Reasonable deviations from the procedures will not invalidate a decision unless significant prejudice to the student results.

- I. B. 2. f. Fees and Refunds. The normal policies and procedures for the entry of grades or fee refunds for students who withdraw during the academic term, as described in the on-line College Catalog, will apply to students who are withdrawn pursuant to this policy.

- I. B. 2. g. Conduct Which Does Not Present a Risk To Self Or Others. If the conduct of the student does not present a high probability of imminent or significant risk to themselves or others, but directly or substantially impedes the activities of other members of the campus community; the educational process, or the proper activities or functions of MMA or its personnel; or presents a danger to the individual or MMA property; the institution has the right to proceed with an alleged violation of law and/or the Community Honor System.

- I. C. *Assault and/or Battery.* The safety from harm of every individual in a college society is a necessity. Assault is defined as an attempt, or willful offer to attempt to do harm to another, without the actual doing of the hurt threatened (such as lifting a fist or stick in a threatening manner), or verbally stating the intent of such attempts. Battery is defined as the actual unwanted contact with another. This definition of harm includes every willful, angry, and violent or negligent touching of another's person or clothes, or anything attached to his person or held by him or her.

- I. D. *Certificate of Search—Administrative.* This is the written authorization that must be provided to residents of a room/suite or vehicle owners in the event that their room/suite/vehicle has been or is to be searched for disciplinary reasons. If the search is generated by a "plain view" or a verbal authorization circumstance then the completed form will be supplied within 72 hours of the search. Certificates of search can be authorized by the President, Vice President of Enrollment Management, Dean of Student Services, Director of Residential Life and Student Services, Director of Security or their designees. It must specify the reasons for believing such a search is necessary, the objects sought and the area to be searched. An effort will be made to conduct the search in the presence of one or both of the residents. However, inability to locate the residents will not be cause for a delay in the search.

*I. E. Complicity.* When in the presence of a violation of the Community Honor System, a student has the responsibility to leave the area where the violation is occurring, intervene, or confront the violation so that the behavior stops or to contact the appropriate staff to address the violation. A student who willingly remains in the presence of any violation without taking one or more of the above steps to disassociate him or herself from the violation will be held jointly responsible for the violation.

*I. F. Conduct Unacceptable.* Conduct Unacceptable occurs when a student exhibits conduct or a pattern of conduct, on or off campus, that involves either a major breach of honor or discipline or constitutes a failure of the individual to live up to his or her community obligations and responsibilities, when their actions are unfavorable to the well-being and character of the Maine Maritime Academy community. Such conduct includes, but is not limited to, off campus violations of the federal, state or local laws; any serious breach of conduct regarding personal integrity; blatant disregard or disrespect for authority, the rights of others, or the safety of self or others; obstruction of any administrative investigation; or actions deemed as retribution towards persons who report community code violations. It also includes any pattern of lesser conduct that collectively constitutes a major breach. The Academy acknowledges that, as society develops, the definition of what is considered a major breach of conduct as defined under this regulation may also evolve. Therefore, decisions as to what constitutes “Conduct Unacceptable” will be open to constant interpretation by the college and the Honor System Board. Such decisions will not be attempts to limit individual rights except where those acts are unfavorable to the well-being and character of Maine Maritime Academy.

*I. G. Disciplinary Outcomes:* No disciplinary outcome or action shall be imposed upon a student by or in the name of the college except in accordance with this Honor System, which consists of the Honor and Conduct Code, and where applicable, with the Regimental Manual.

**I. G. 1. Individual Offenses**

**I. G. 1. a.** Expulsion or suspension from the Academy, or any lesser sanction, may result after being found responsible for any of the following offenses:

- i. Academic dishonesty
- ii. Theft/Stealing
- iii. Assault and battery
- iv. Vandalism
- v. Fraud/Lying/Attempting to Deceive
- vi. Lewd or indecent conduct that interferes with the goals of the Academy or is detrimental to the welfare of the Academy community
- vii. Illegal use/possession of drugs or related paraphernalia
- viii. Unauthorized entry
- ix. Harassment or hazing
- x. Two or more (or the repetition of) offenses listed in Part b below
- xi. Firearms, Ammunition, Weapons, and/or Explosives
- xii. Sexual Assault
- xiii. Sexual Harassment
- xiv. Unauthorized or illegal use of alcohol
- xv. The inappropriate use or abuse of Academy computer services
- xvi. Arson or other serious fire safety violations

**I. G. 1. b.** Disciplinary probation or any lesser sanction may result after being found responsible for any of the following offenses:

- i. Disorderly conduct, including that resulting from drunkenness, not considered lewd or indecent
- ii. Violations of residence hall regulations
- iii. Repeated violations of traffic rules
- iv. Gambling
- v. Failure to abide by a lawful order of a college official acting within the realm of his/her authority

**I. G. 2. Group Offenses.** Living organizations, societies, clubs and similar organized groups are responsible for compliance with Academy regulations. Upon satisfactory proof that a group has encouraged, or did not take reasonable steps as a group to prevent violations of Academy regulations, that group may be subjected to permanent or temporary suspension of charter, social probation, denial of use of college facilities or other similar sanctions.

*I. H. Disorderly Conduct.* Disorderly conduct is that conduct which is offensive to good morals or public decency, safety, peace or order. Such conduct includes, but is not limited to, public drunkenness, unruly or turbulent actions, the use of abusive language, lewd and obscene acts or gestures, or repeated violations of other regulations of the Academy (such as traffic rules or residence hall regulations). It is recognized that as society develops, the definition of what is considered good for public peace, morals, and safety may also evolve. Accordingly, the decision as to what constitutes disorderly conduct will be open to constant interpretation by the college and the Honor System Board. Such decisions will not be attempts to limit individual rights except where those acts are unfavorable to the well-being and character of the Maine Maritime Academy.

*I. I. Discrimination.* Maine Maritime Academy shall not discriminate and shall comply with all applicable laws prohibiting discrimination on the grounds of age, race, color, religion, gender, sexual orientation, national origin or citizenship status, age, disability, or veteran status in employment, education, and all other areas of the Academy. The Academy does not discriminate on the basis of handicap in admission or access to, treatment or employment in its programs and activities, in compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations. In addition, the Academy does not discriminate on the basis of gender in its educational programs or activities, in compliance with Title IX of the Education Amendments of 1972 and the implementing regulations. Persons or organizations that violate this policy will be subject to disciplinary action that may include expulsion from the college.

*I. J. Firearms, Ammunition, Weapons, and Explosives.* The Academy strictly prohibits the possession and/or use of firearms, any other device designed to propel projectiles (such as paintball guns, spear guns, slingshots, bows, fireworks or explosives) and other potentially deadly weapons anywhere on Academy property except as specified herein. Students are not permitted to bring to campus or store on the campus any weapon, including any gun, rifle, pistol, explosive, switchblade knife, dagger or other martial arts weapons except as allowed for training or competition purposes, or as allowed under separate institutional policy orders or memos. Provision is made for hunters and other authorized students to store weapons in the armory. Contact the Office of Security for further information. When being transported, weapons shall have a trigger lock engaged, and such items must be labeled and placed in the armory immediately upon arrival to campus. Contact the Office of Security for access.

*I. K. Fraud/Lying.* Responsibility for one’s own actions is a cornerstone principle in the sound structure of a living, learning society, and a necessity in the development of personal character. Possession of instruments which contain or constitute false identification information or furnishing such instruments or false information to Academy officials

or others with intent to deceive is a personal abrogation of such responsibility and is contrary to the well being of a college community. Such fraud includes, but is not limited to, the forging, alteration, or misuse of college property, including library material, private property on the campus, Security-issued auto decals, identification cards, grade reports or other personal identification instruments requested by an Academy or other official. This includes giving another student your ID card or using another student's ID card to gain access to the Dining Hall, Curtis Hall, or other areas of campus.

*I. L. Gambling.* Gambling for money or stakes representing money is prohibited at the Academy and on board any training vessel at any time.

*I. M. Harassment.* Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that is made with the intention of causing fear, intimidation or damage to property and that does result in fear, intimidation or damage to property constitutes harassment and is strictly prohibited by the Academy. This may be an overt action or covert act such as obscene or offensive graffiti written where the victim(s) may view it.

*I. M. 1. Harassment by Telephone/Computer:* Using a telephone/computer or allowing a phone/computer to be used to make offensive, obscene, or otherwise harassing statements to a person or persons (see Harassment - above) or repeatedly calling and hanging up or text messaging, or e-mailing with intent to harass constitutes harassment in violation of Academy policy.

*I. M. 2. Discriminatory Harassment:* Any behavior/action or written/verbal statement(s) that meets three criteria: 1) that it targets a protected class (such as gender, race, religion, sexual orientation); 2) that it is unwelcome and repetitive (persistent); and 3) that it results in the deprivation of a person's access, opportunities, rights or peaceful enjoyment.

*I. N. Hazing.* In accordance with Maine state law and Academy policy, injurious hazing of any student is prohibited. Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public institution. Accordingly, no person or organization at MMA shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a student. Any person associated with the college who violates this policy shall be subject to disciplinary action that may include expulsion or other sanctions. Any organization that violates this policy shall lose all right to conduct activities on campus or to receive any benefits/support from the college, including any right to claim an affiliation with the institution. Any non-Academy personnel who violate this policy will be removed from and thereafter banned from the campus or any Academy property or function. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal proceedings and penalties.

*I. O. Protests, Pickets and Demonstrations.* MMA respects the right of all members of the campus community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. It is the policy of the college to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers and to protect the exercise of these rights from disruption or interference. The Academy also respects the right of each member of the campus community to be free from coercion and harassment. It recognizes that academic freedom is no less dependent on ordered liberty than any other freedom and it understands that the harassment of others is especially reprehensible in a community of scholars. The substitution of noise for speech and force for reason is a rejection and not an application of academic freedom. A determination to discourage conduct that is disruptive and disorderly does not threaten academic freedom; it is rather, a necessary condition of its very existence. Therefore, MMA will not allow disruptive or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive action or disorderly conduct shall be subject to disciplinary action, including expulsion or separation, and to charges based on violations of state law.

*I. O. 1. Rule.* Disruptive picketing, protesting, or demonstrating on MMA property or at any place in use for an authorized Academy purpose is prohibited.

*I. O. 2. Definition.* Disruptive picketing, protesting, or demonstrating consists of any conduct that directly interferes with the orderly operation of the college or with the lawful pursuits of any member of the college community or any person otherwise on Academy premises with the express or implied permission of the Academy. Without in any way limiting the scope of the foregoing definition, the following actions are specifically prohibited:

*I. O. 2. a.* Unauthorized occupancy of college facilities or buildings.

*I. O. 2. b.* Interference with the rights of students, faculty, staff or persons who are guests of the college to gain access to any college facility for the purpose of attending classes, participating in interviews, conferences, or any other proper purpose.

*I. O. 2. c.* Interference with the orderly operations of the Academy by other forms of disturbance.

*I. O. 2. d.* Interference with Academy traffic - pedestrian or vehicular.

*I. O. 3. Implementation.* Violation of the rule stated above shall lead to appropriate disciplinary action. The President or his delegated representatives may bring charges for such violations. Lack of a prompt response to a cease and desist order from the President or his representative will constitute an aggravation of the offense.

*I. O. 4. Amendments.* These regulations on pickets, protests and demonstrations may be changed or amended by the Academy at any time, but any such change or amendment shall be effective only after due notice or publication.

*I. P. Search & Seizure.* Students who reside in Academy residential facilities are assured the privacy of their rooms and freedom from unauthorized entrance into, or search of, their rooms. However, the Academy is obligated to maintain reasonable supervision of the residential areas and associated common areas to promote an environment consistent with the aims of a living community. Therefore, all student residential rooms, living spaces and common areas (semi-private and large common baths, lobby and lounge areas, passageways, ladder-ways, and storage/cleaning lockers) are subject to search by authorized Academy officials when circumstances show that there is probable cause to do so.

*I. P. 1. Safety, Health, Regimental Inspections, Maintenance and Repair.* Residential Life staff, Security, Regimental, maintenance and custodial personnel may enter assigned rooms at reasonable hours on days designated by notice, for the purpose of carrying out their assigned tasks and functions. This notification, when feasible, shall be posted on the residential facilities bulletin boards or other prominent spaces, stating the range of dates, and for what purpose, rooms will be entered. Employees in the above categories may report on the condition of Academy facilities and equipment or on the overall health and safety condition of the room/suite. Following safety and health inspections, residents shall receive written notice citing those items reported as a result of such inspections. Residents who are notified of an irregularity are given at least twenty-four (24) hours to remedy the situation before undergoing a second inspection. An unsuccessful re-inspection will be referred to the Residential Hearings Board. (The written notices must, as well, advise the occupant that subsequent investigation or repair related to damage may occur at any time during the normal work week.). In accordance with the existing residential regulations, the Director of Residential Life and Student Services and/or his/her designee will handle inspection reports related to physical facilities or furnishings.

- I. P. 2. Student Rooms. No person, with the exception of those listed in the section above, shall enter rooms that are assigned to students living in Academy residential facilities, except under the conditions listed below.
- I. P. 3. Common Areas. Defined as the semi-private bathrooms, common bathrooms (in the horseshoe areas of Curtis Hall), lobby areas, passageways (hallways), ladder ways (stairwells), storage/cleaning lockers, laundry rooms and lounges located within student residential facilities. They are subject to search by authorized Academy officials when circumstances provide probable cause to do so. The conditions are listed below.
- I. P. 4. Any student owned or operated motor vehicle parked on Academy property may be subject to search by authorized Academy officials when circumstances provide probable cause that creates a reasonable belief of illegal use of the vehicle (violation of Academy policy/regulations or state or federal laws) and when deemed necessary to protect the best interests of the Academy. The applicable conditions are listed below.
- I. P. 5. Conditions under which a student room/suite, common area or vehicle may be entered and/or searched. Any one or more may apply depending on the circumstance.
  - I. P. 5. a. Consent of the occupant(s)/owner/operator. Not applicable to readily accessible spaces in common areas.
  - I. P. 5. b. Presentation of a properly drawn, court ordered, search warrant served by an officer of the court.
  - I. P. 5. c. Presentation of a written authorization form or administrative certificate of search signed by the President, the Dean of Student Services, the Director of Residential Life and Student Services, the Director of Security, or persons publicly designated to act as their representatives (or when immediate action is warranted, either by the physical presence of, or by verbal consent granted via telephone). Not required for readily accessible spaces in common areas.
  - I. P. 5. d. In the event of an emergency situation of immediate threat either to the safety of the occupant(s) or the preservation of the building.
  - I. P. 5. e. Plain view searches: If a contraband or prohibited item is present in a student room/suite, common area or vehicle and it is in plain view of an Academy official, that official has sufficient cause to immediately enter the room/suite/common area/vehicle to seize that item and to search that space.
  - I. P. 5. f. All packages, bags, boxes, or suitcases in or brought into any student residential facility or any training vessel are subject to full inspection upon the request of any Academy official/staff. And upon order of the President, entry into any building or vessel may require a full inspection as well.
  - I. P. 5. g. In the event of either a verbal consent, emergency or plain view search of an assigned student space, written authorization will be provided to the resident(s) within three working days following the search.
- I. P. 6. Administrative Certificate of Search. The written authorization form must specify the reasons for believing such a search is necessary, the objects sought and the area to be searched. When the search involves a student room/suite or vehicle, an effort will be made to conduct the search in the presence of one or both of the residents or owner. However, inability to locate the residents will not be cause for a delay in the search.

- I. P. 7. Record of Search. The request for a search, if approved by the designated authorities, shall be kept in records with the authorization until the time of the student's graduation and shall be available to the student for examination. These records will be kept separate from the student's permanent record. Should the search result in a hearing within the Academy, the authorization shall be attached to the hearing record; if no action is taken following an authorized search, notation of this fact shall be filed with the authorization. Note: All security reports are by law open to other law enforcement agencies.

- I. Q. Tobacco Policy. Maine State Law prohibits smoking in any public buildings with an exception made for residential spaces. However, out of concern for fire safety and the possible effects of secondary smoke on residents' health, smoking is prohibited in and within 50 ft. around any student residential facility. The MMA policy, as stated in President's order 4-96, states that smoking is not permitted in ANY facility of MMA except for the following specifically designated areas: The T/S State of Maine: at the pier - outside, on deck; at sea - at the discretion of the Master. For purposes of this policy, "smoking" is defined as carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke. Smokers are expected to respect any designated areas and to keep them clean. This policy will be incorporated into the MMA Health and Safety Policy manual (section 16, 7) and the Student Handbook. All Academy employees and students are required to comply with this policy. Violations will be subject to the appropriate actions as defined in their respective handbooks/manuals and contracts. Students who use other tobacco products (such as chewing tobacco or snuff) are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles, which will be available for disposal, and not on/ across campus walkways, lawns, building hallways, or other such spaces. The use of other tobacco products in the academic classroom, campus dining facilities, athletic/recreational areas, and other public campus spaces is prohibited and violations are subject to disciplinary action.
- I. R. Theft/Stealing. Theft within a campus community cannot be tolerated. By the nature of a campus, the community depends upon the principles and goodwill of individuals to be free from the worry of theft. A thief is a serious threat to the well-being and mutual trust among individuals living in a college society. Theft is defined to be the unauthorized appropriation or possession of any article or service.
- I. S. Unauthorized Entry. There are often certain areas of the Academy that are "off limits" to certain individuals. Persons entering Academy spaces plainly marked as such, or any locked or unlocked space that is not their assigned room, without the express permission of an Academy official duly authorized to give such permission shall be accountable for unauthorized entry. Academy spaces include, but are not limited to, classrooms, residence hall rooms, storage rooms, office spaces, maintenance spaces, dining commons, gym, student government spaces, library, and the TSSOM.
- I. T. Vandalism. The willful or ignorant destruction, damage or defacement of property belonging to others, including the Academy, constitutes vandalism. Vandalism that occurs in student housing spaces that is unattributable to specific individuals will be charged to either to the residents of that section or the entire residential population or building.

**Part II: Academy Alcohol and Drug Policies**

- II. A. Philosophy. The Maine Maritime Academy Alcohol and Drug policies are designed to enhance and protect the mission of the institution and the quality of the learning environment. The abuse or illegal use of alcohol or drugs by members of the Academy community is contrary to the intellectual and educational purpose for which the Academy exists.

Students, faculty, staff, administrators and guests are expected to adhere to Federal Regulations and Maine state laws, as well as the Academy regulations regarding the use of alcohol and drugs.

Any member of the Academy community, who through their use or abuse of alcohol or drugs, creates a public disturbance, damages property, presents a danger to themselves or others, or otherwise interferes with the mission or reputation of the Academy will be held accountable for their actions. Any disciplinary action taken will be according to the procedures outlined in these policies and the Honor System.

In addition, those persons involved in Coast Guard license programs are also accountable to the US Coast Guard concerning the use or abuse of alcohol or drugs. The following is a partial list of Federal Regulations and Maine state laws, as well as Academy regulations concerning alcohol and drug use.

## II. B. Implementation

- II. B. 1. The implementation and enforcement of the alcohol and drug policies is the responsibility of all members of this learning community. In particular, individual members are expected to be responsive to the needs of this institution, to obey state law, and to keep alcohol and drug use from jeopardizing the primary learning mission of the Academy. Therefore, all persons in this community should be concerned when these policies are breached and should take appropriate action when this happens. We all have a stake in the safety and welfare of our colleagues and in the reputation of the institution.
- II. B. 2. Violations of the alcohol and drug policies should be reported to supervisors, Campus Security or Residential Life staff. While on cruise a member of the supervising staff should be notified. Such reports shall be handled in accordance with the procedures published in the various student, regimental, staff, and faculty handbooks, according to the seriousness of the offense.

## II. C. Alcohol Policy

- II. C. 1. Federal. Coast Guard statutes are currently enforced “by the prosecution of those individuals operating a vessel negligently or while intoxicated, and through administrative remedies such as civil penalty actions and suspensions and revocation proceedings.” (FR Vol. 53, No. 224, pg. 47064)

General operating rules for vessels inspected, or subject to inspection under Chapter 33 of Title 46 United States Code.

While on board a vessel inspected, or subject to inspection, under Chapter 33 of Title 46 United States Code, a crew member (including a licensed individual), pilot, or watch stander not a regular member of the crew:

- II. C. 1. a Shall not perform or attempt to perform any scheduled duties within four hours of consuming any alcohol
- II. C. 1. b. Shall not be intoxicated at any time
- II. C. 1. c. Shall not consume any intoxicant while on watch or duty
- II. C. 1. d. May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated (33 CFR ch. 1, 95.045 (7-1-90 Edition).

Students as well as staff come under the purview of these statutes. It is the Academy’s policy that any person involved with the training ships/boats of the Academy, except as authorized by the President of the Academy or his/her designee, cannot permit alcohol and/or other drugs on board.

- II. C. 2. State (See <http://www.state.me.us>, Judicial, Maine State law for complete listings)
  - II. C. 2. a. It is illegal for any person under the age of 21 to possess liquor or imitation liquor except in their home in the presence of their parents. (MSRA 28A, chapt. 81: 2051) The Academy is not considered “home” to any persons except faculty/staff residing on Academy property.

- II. C. 2. b. It is illegal for any person to present false identification, either written or oral, in order to obtain alcoholic beverages. (MSRA 28a, chapt. 83:2087)
- II. C. 2. c. It is illegal for any person (regardless of age) to furnish liquor or imitation liquor to a minor, or to allow a minor under that person’s control, or in any place under that person’s control, to possess or consume liquor or imitation liquor. (MSRA 28a, chapter 83:2081)
- II. C. 2. d. It is illegal for any person to sell liquor without a license issued by the state. (MSRA 28a; Chapter 83: 2078) A State of Maine liquor license is required to sell alcohol. (This law makes it illegal for students or other Academy organizations to finance events that include alcohol.) The law does not allow the selling of tickets for alcohol, donations, or raffles, nor for the profits from an event to be used to pay for alcohol served there.
- II. C. 2. e. Any non-licensed social host (a person who does not have a Maine Liquor License) can be sued for negligent or reckless conduct. (MSRA 28a, Chapter 100: 8, Maine Liquor Liability Act)
  - i. Negligent conduct: Serving liquor to a minor or an intoxicated person, if the server knows or a reasonable and prudent person should have known the person being served was a minor or is visibly intoxicated.
  - ii. Reckless conduct: The intentional serving of liquor to a person when the server knows the person being served is a minor or visibly intoxicated and the server consciously disregards an obvious and substantial risk that serving liquor to that person will cause physical harm to the drinker or others.
  - iii. Note: Since employees and organizations at MMA are part of the college, it is possible that the Academy would also be named in any suit arising from the actions of those persons. Accordingly, there are guidelines established by the Academy to minimize and manage the risk of such lawsuits. Employees and organizations (including those who use our facilities) who wish to host functions wherein alcohol is served must do so under the established Academy regulations, and assume responsibility for managing the event. Employees and organization officers who approve the event may also be held responsible.
- II. C. 2. f. It is illegal for any person to possess open liquor containers or consume liquor in any public place after being forbidden to do so by a law enforcement officer or within 200 feet of a conspicuously posted sign. (MSRA 17; 2003-A)
- II. C. 3. Academy Alcohol Regulations
  - II. C. 3. a. Persons 21 years of age and over may possess and/or consume alcohol on campus only in locations and/or at functions where the serving of alcohol has been approved by the appropriate Academy Officials (generally, the Dean of Student Services). The only authorized locations are the Waypoint and Commons rooms/suites (for personal consumption by residents only).

- II. C. 3. b. It is prohibited by Academy policy and regulations for residents to possess, consume or transport alcohol anywhere within Curtis Hall (regardless of the person's age). It is illegal to possess, consume or transport alcohol in public places on campus except as exempted below. "Public" places at the Academy include all outside property and inside all public buildings (such as Leavitt Hall, Dismukes Hall, the Athletic Complex, T/S State of Maine, Payson Hall, etc.)
  - i. It will be assumed that possession or display of open or empty alcohol containers in rooms, baths, passageways or other public spaces implies consumption.
  - ii. In incidents of possession or consumption, a Security Officer may offer a breathalyzer test to each student present. Refusal or the inability to take this test may be construed as an admission of guilt.
  - iii. Any student present in a room/suite/space in Curtis Hall where there is proof that alcohol is present may be charged as an accomplice whether or not they have consumed alcohol.
  - iv. A Security Officer may immediately escort off campus any student's guest who violates the Academy's alcohol policy. The Academy also reserves the right to issue a trespass notice and to notify the county or state authorities for their consideration and the possible issuance of a court summons.
  - v. Residents of the Commons (who are at least 21 years of age) and their guests of legal age may possess and consume alcohol only within their room/suite. This is a privilege granted to Commons residents as responsible adults. They are expected to handle the use of alcohol in the Commons as responsible adults and limit their use to their personal consumption. Hosting parties of more than eight individuals in units/suites or common areas will not be tolerated. If you have questions, contact the Commons Manager or Director of Residential Life and Student Services.
  - vi. Residents of the Commons are permitted to transport unopened alcohol containers (in limited quantities appropriate for personal consumption only) to their own rooms/suite.
  - vii. All students residing in campus residential facilities are prohibited from providing a place for minors to possess/consume alcohol as per Maine state law (See section/paragraph I.B.3. of this policy for specifics)
  - viii. Consumption/possession of alcohol by students at least 21 years of age may be permitted at designated locations on campus according to strict Academy guidelines and with the permission of the Academy authorities.
- II. C. 3. c. Violations of the alcohol policy that involve the production and/or use of false identification instruments are serious offenses (felonies in Maine) and may be referred to state or local authorities for their consideration.
- II. C. 3. d. "Acting under the Influence" is defined as impaired function. This will not be accepted as a defense or an excuse for breaching any Academy rules or regulations. When a student exhibits one or all of the following behaviors, he or she may be charged with "Acting under the Influence":

- i. He or she is belligerent or non-responsive to directions from public or Academy officials
- ii. His or her actions may jeopardize his or her own safety/welfare, or the safety/welfare of others
- iii. His or her actions are disruptive to the good order of the residential facility.

If alcohol is suspected as the cause, a security officer may offer a breathalyzer test to any student who is being charged with acting under the influence. Refusal or inability to take the breathalyzer test implies that the student is intoxicated. If drug use is suspected as the cause, the officer will make an evaluation based on his or her observations of behavior, physical signs, other physical indications, or statements made by that individual.

- II. C. 3. e. If Academy funds are used to sponsor any activity or event, on or off campus, the Academy Alcohol Policy remains in effect. Alcohol will not be the primary focus of any event and, where served, there will be sufficient quantities of alternate non-alcoholic beverages and food available. Sponsors of events where alcohol is served are responsible for the following:
  - i. Managing the event, including the monitoring of the use of alcohol.
  - ii. Clearing with appropriate officials in Student Services and/or Security and scheduling the event at least 48 hours ahead of time.
  - iii. Not mentioning alcohol in event publicity.
  - iv. Keeping the number of guests to the approved level.
  - v. Cleaning up after the event and paying for any damages. Sponsors will be billed for costs plus a fine if Academy personnel are required to perform additional cleaning.
  - vi. Sponsors may not advertise the event, sell tickets, purchase alcohol, sign entertainment contracts, or formalize any other facet of the event prior to meeting with the Director of Residential Life & Student Service for approval.
- II. C. 3. f. Alcohol is prohibited at any event designed primarily (as determined by the Director of Residential Life & Student Services) for new students or sophomores.
- II. C. 3. g. The consumption of alcohol is forbidden at campus athletic events.

#### II. D. Academy Drug Policy

Maine Maritime Academy has a "Zero Tolerance" drug policy and therefore prohibits its students and employees from possession, use, or distribution of drugs or drug paraphernalia. Drugs are considered to be any mind-altering substances, regardless of legality, including, but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, "designer drugs," and illegal steroids, except for legally authorized doses for medical purposes. Both federal and Maine laws forbid unauthorized possession and distribution of drugs in the classes specified. Drug paraphernalia is any item which could be used in the possession, use, or distribution of such aforementioned drugs. In addition, the presence and use of any of these substances and items within the Academy community is contrary to the intellectual and educational purposes for which the Academy exists.

The Academy considers any violation of the drug policy a serious matter and reserves the right to take action appropriate to the circumstances of each case. Action taken by the college in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the Academy.

- II. D. 1. Adjudication of alleged violations of the MMA Drug Policy as stated in the first paragraph above will be determined by the Dean of Student Services, in accordance with the procedures outlined under the Community Honor System Part V, Judicial Process. In the case of non-students, adjudication of alleged violations will be handled by comparable authorities and their appointed delegates. It is expected that authorities will exercise professional judgment in referring indicated cases to Academy health and counseling services.
- II. D. 2. The grounds that may constitute occasion for referral to a hearing officer/board and subsequent assessment of penalties are:
- II. D. 2. a. Information that indicates possession, use, or distribution of drugs or drug paraphernalia (as stated above), or the illegal distribution or misuse of any prescription drug.
  - II. D. 2. b. Conviction of an employee or student of the Academy on a drug charge by a court of law.
  - II. D. 2. c. Failure to pass a drug test (constitutes proof of use).
  - II. D. 2. d. Observations that a student is “Acting Under the Influence” which is defined as impaired functioning.
  - II. D. 2. e. A finding by the appropriate Academy Hearings board/officer, in conformity with the principle of due process and supported by sufficient information, that a member of the college has violated the drug policy.
- II. D. 3. The maximum penalty to be imposed within the Academy upon a student for the possession, use, or distribution of illegal drugs or drug paraphernalia, or the illegal distribution or misuse of any prescription drug, is expulsion. Other members of the Academy shall be liable to appropriate, comparable penalties.

#### II. E. *Alcohol & Drug Abuse: General Information*

The Academy recognizes that ignorance or innocence concerning the serious risks associated with the abuse of alcohol and illicit drugs threatens the safety of members of its community. The institution therefore seeks to provide as much information as it can to its community about the consequences of substance abuse. The Academy recognizes also that the use and/or abuse of alcohol and/or drugs may reflect emotional problems, and is prepared to assist its members with counseling services.

- II. E. 1. Alcohol. Moderate use of alcohol (0-2 drinks a day, no more than 3 drinks if not drinking daily (binge drinking), not more than 1 drink per hour, never drinking to cope with stress, and never drinking and driving) presents very little risk for health or impairment problems. However, excessive use of alcohol greatly increases the risk for lifestyle related problems. Binge drinking increases the risk of high blood pressure. Women who drink two or more drinks per day during pregnancy increase the risk of delivering a baby with birth defects. On the average, heavy drinkers shorten their life span by 10 years.
- II. E. 2. Marijuana. Short term effects of smoking marijuana include: short term memory impairment, altered sense of time and space, reduced ability to perform tasks requiring concentration, swift reactions and co-ordination. Young people who use marijuana regularly may not develop at the same level, emotionally and intellectually, as their peers. Marijuana smoke contains more cancer-causing agents than tobacco smoke and because marijuana users typically hold the smoke in their lungs as long as possible, lung problems can develop in less time.
- II. E. 3. Stimulants: Cocaine and amphetamines. Stimulants are highly addictive. The cycle of stimulant use happens when users continue to use to avoid the depressed mood that follows the high. This is extremely hard on the body, particularly the heart. Depression and cross-addiction to depressants is not uncommon. Loss of appetite can lead to malnutrition. Sudden Death Syndrome (SDS) associated with cocaine use, can occur even to first time or infrequent users.

- II. E. 4. Hallucinogens: LSD, Peyote, Psilocybin mushrooms, PCP. Because all of these drugs are created illegally, it is difficult to regulate the quantity of the chemical consumed. For instance, street doses of Peyote, Psilocybin mushrooms, and LSD often contain amphetamines, STP, PCP, and other contaminants. Impaired perceptions with hallucinogen use may lead to self-inflicted injuries, accidents and violence.

#### Part III: Drug Testing Policy and Procedures

Maine Maritime Academy complies with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for **all** students and employees whose positions require this testing. All students and employees who act as part of the crew of any Academy vessel, both documented and undocumented, and in addition, when transporting students in Academy vehicles shall be subject to this policy. Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license are automatically subject to random drug testing without notice. Additionally, since drug testing and “zero-tolerance” drug policies have become standard in the industries in which most of our students will be working, as co-op students and as employees, it is the Academy’s policy that any student pursuing an Academy Cooperative Education Experience (co-op) must participate in the random and pre-employment drug testing program. Additionally, any students who are in a disciplinary status for any violation of our drug or drug testing policies may be subject to increased random drug testing.

III. A. *Medical Review Officer (MRO).* In accordance with Title 46 Code of Federal Regulations 16.370, Maine Maritime Academy’s contract physician shall act as Medical Review Officer (afterwards referred to as the “MRO.”).

III. B. *Employee and Student Assistance Program.* The Director of Security and the Director of Human Resources shall be responsible for Title 46 Code of Federal Regulations subpart D 16.401 as it applies to Academy employees. The Academy Counselor shall be responsible for its implementation with students. Training will be conducted as required annually. Documentation of training will be held in the Office of Security.

#### III. C. *Protocol - Disclosure*

##### III. C. 1. Employees

- III. C. 1. a. The prospective employee whose position requires random testing will be notified of the Drug Testing Policies and Protocols by the Human Resources (HR) office.
- III. C. 1. b. The prospective employee will be required to sign an Information and Consent Form regarding random drug testing.

##### III. C. 2. Students

- III. C. 2. a. Information about the applicability of drug testing for students is contained in the Undergraduate Catalog under Admissions: Drug Testing.
- III. C. 2. b. The Drug Testing Policies and Protocols are stated in this section of the Student Handbook.
- III. C. 2. c. All students will sign an Information and Consent Form regarding the MMA drug testing program. This form will be signed at matriculation and placed in the students’ file in Health Services.

#### III. D. *Protocol – Random Testing*

- III. D. 1. According to Title 46 Code of Federal Regulations, an approved laboratory must be used. MMA complies with this regulation.
- III. D. 2. A comprehensive list of all employees and students required to be tested (the “pool”), will be compiled and updated throughout the year. This compilation will be done either by the Human Resources Assistant or the Administrative Coordinator in the Vice President of Enrollment Management and Commandant’s Office.

- III. D. 3. This list will contain only the names and social security numbers (SSN) of those people in the “pool.” This information will be given to the Administrative Coordinator in the Vice President of Enrollment Management and Commandant’s Office and entered into the designated database.
- III. D. 4. All students and employees in the Random Drug Testing Pool will be subject to reasonable suspicion/cause testing at all times during matriculation and employment at Maine Maritime Academy. This includes a reasonable and articulate belief that the individual has used a drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use; as well as finding material proof (drug or paraphernalia) on their person, in their assigned dorm room/suite, assigned place of business or assigned state room/suite on the TSSOM during a legitimate search authorized by the appropriate supervisor.

*III. E. Procedures – Random Testing*

- III. E. 1. On designated days during the academic year, during the training cruise and the summer months, the Administrative Coordinator in the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Office or a designee will utilize a randomized program to select names and SSN’s for testing from the “pool” database. The Dean of Student Services and/or Director of Residential Life and Student Services in consultation with the Director of Health Services/RN will determine the testing dates for those students who have been placed in an increased random testing status.
- III. E. 2. A copy of the list will be given to the Director of Health Services/RN, or Ship’s Nurse (during cruise).
- III. E. 3. Responsibility for notification of designated personnel is as follows:
  - III. E. 3. a. A member of the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Staff will notify Regimental students.
  - III. E. 3. b. The Director of Residential Life and Student Services, Residential Coordinator, a member of the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Staff, or the faculty will notify Independent students.
  - III. E. 3. c. The Human Resources Administrative Assistant will notify members of the faculty.
  - III. E. 3. d. The Marine Operations Manager or his/her assistant will notify Waterfront employees.
  - III. E. 3. e. The Vice President for Enrollment Management and Commandant during the academic year, and the appropriate ship’s Captain during the training Cruise will notify the vessel crew.
  - III. E. 3. f. During the months of May, June, July and August, the MMA Human Resources Department will administer the random drug test program. The HR Administrative Assistant will notify randomly selected employees to report to the MMA Health Services Office to be tested.
- III. E. 4. Testing
  - III. E. 4. a. All persons selected on the designated day must upon notification, report directly to Health Services with their Academy I.D. card or equivalent and remain until the test is complete.
  - III. E. 4. b. Health Services personnel will perform the test when the employee/student reports to Health Services.

- III. E. 4. c. This test will be administered in compliance with the Title 46 Code of Federal Regulations 16.230 and all applicable Maine Maritime Academy policies as stated in this handbook.

III. E. 5. Results

- III. E. 5. a. Circumstances under which a student/employee is considered to have failed to pass their drug test are as follows:
  - i. The student/employee refuses to be tested.
  - ii. The student/employee fails to immediately report as directed to be tested or leaves the testing area before being tested.
  - iii. The student/employee has a positive test. This determination is made by the Medical Review Officer (MRO) after an interview with the student/employee and his subsequent review and interpretation of a positive test result from the laboratory findings in accordance with 49 CFR 40133. Claims of exposure to “second hand smoke” will not be accepted as a reasonable explanation for a positive test. No clinical evidence supports this type of claim.
  - iv. The student/employee consumes any substance, other than legally prescribed medications, that alter or attempt to alter the test result. (Example: Hemp seed oil)
  - v. A student/employee attempting to alter or altering his/her specimen during a test. This conduct will result in severe disciplinary action.
- III. E. 5. b. In the case of an employee who fails to pass, the MRO shall report the positive test result to the Director of Human Resources.
- III. E. 5. c. In the case of a student who fails to pass:
  - i. The MRO will notify the Dean of Student Services in writing. In his/her absence or if unavailable, notification will be given to the Vice President of Enrollment Management.
  - ii. The MRO will recommend increased random drug testing evaluation and treatment according to the Coast Guard Protocol. This drug testing must be done at Maine Maritime Academy unless waived by the MRO.
  - iii. The Dean of Student Services or Vice President of Enrollment Management, upon notification by the MRO will impose those safe guards necessary to ensure that the student will not participate in those activities or perform those duties that will affect the safety of personnel or safe operation of any Academy vessel, vehicle or machinery. Further, the student will not be allowed to participate in the Academy Cruise, Cadet Shipping and Co-Op programs. This positive test will also result in disciplinary action.
  - iv. The Dean of Student Services or Vice President of Enrollment Management will send a letter to the following personnel on campus informing them of this failure to pass result: Vice President of Academic Affairs, Registrar, Vice President of Enrollment Management and Commandant of Midshipmen, Director of Residential Life & Student Services, Academic Advisor, Director of Facilities Management, Marine Operations Manager, Director of Security, Director of Career Services, Coordinator of Cooperative Education (reference above).

- v. In accordance with the MMA Drug Policy, failure to pass a drug test will be considered as proof of use and therefore a violation of the Honor System. Such an offense typically results in dismissal from the Academy. The Dean of Student Services and the Vice President of Enrollment Management and Commandant of Midshipmen will determine the appropriate hearing process in accordance with the MMA Honor System, Pt. V and the current Regimental Manual.
- vi. If the student has been issued a Merchant Marine Document, the Registrar will inform the United States Coast Guard of the test result.
- vii. The student will sign a form acknowledging that he/she understands the restrictions imposed on him/her.
- viii. All required watches, classes and other activities denied by this action must be made up prior to graduation.
- ix. When a student is dismissed due to unauthorized drug use, he or she may be required to complete a program of increased random drug testing, evaluation, and treatment as accorded in the U.S. Coast Guard protocols before he or she can apply for re-admission to the Academy.
- x. Any student who has completed a program as required above and who has subsequently been readmitted to the Academy may be subject to increased random drug testing as determined by the Dean of Student Services.
- xi. The student is responsible for all costs incurred as a result of the required testing, treatments or increased random testing as specified above.

### III. F. Procedure – Pre-Employment Testing

#### III. F. 1. Employees

- III. F. 1. A. Maine Maritime Academy will accept drug test results from previous employers when the tests generating the results are in compliance with the U.S.C.G. regulations on Random Testing.
- III. F. 1. b. Pre-employment requirements:
  - i. Human Resources will notify Health Services that a potential new employee has been requested to have the drug test administered.
  - ii. A drug test will be administered in Health Services.
  - iii. Health Services will notify Human Resources of the result. This result will be placed in the employee’s medical record.
  - iv. If the result is positive this person is not employable at Maine Maritime Academy.
  - v. The signed consent form will be placed in their personnel file.
- III. F. 1. c. Notification of employment will be given to the Administrative Coordinator in the Vice President of Enrollment Management and Commandant’s office by copy of the consent form so that the name can be added to the pool.
- III. F. 1. d. Employees may also request to be tested when the need arises for renewal of Coast Guard licenses, new employment, or other reasons. A fee will be charged.

#### III. F. 2. Students

- III. F. 2. a. Any student may request to be tested prior to an employment situation. A fee will be charged.
- III. F. 2. b. This test will be done in Health Services at a time mutually agreed upon between the student and Health Services personnel.
- III. F. 2. c. Qualifying for drug free certification is a pre-requisite for all students in the random test program who plan to participate in a Co-operative Education course (Cadet shipping or co-op) in the spring or summer of the current academic year.
  - i. The drug test must be administered through the MMA Health Services program, an approved USCG site.
  - ii. This test must be completed between January 1 and March 25 in order to qualify for a co-op in the spring or summer of the current academic year.
  - iii. Tests completed during the allotted timeframe will be administered at no cost. Any tests completed following the deadline (traditionally around April 1) may be assessed a processing fee.
  - iv. Any student who has been tested and certified drug free through the MMA random drug testing program between Jan. 1 and March 25 of that academic year and who also has a co-op in the spring or summer of the same year will not need to re-test for their co-op.
  - v. Once a student has been tested and certified drug free it is the student’s responsibility to collect their certificate from Health Services and bring it to the Co-op Office or Career Services Office to be placed in the student’s file.
  - vi. Most companies hiring co-op students will also require that the student pass a pre-employment physical and demonstrate they are drug-free immediately prior to starting work.

## Part IV: Policies on Sexual Harassment and Sexual Assault

### IV. A. Sexual Harassment

#### IV. A. 1. Policy

- IV. A. 1. a. Sexual harassment is a form of sexual discrimination in violation of Title IX of the Civil Rights Act. Such conduct is inappropriate and will not be condoned at Maine Maritime Academy. Anyone who engages in sexual harassment subjects himself or herself to disciplinary action up to and including expulsion.
- IV. A. 1. b. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - i. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or participation in an Academy sponsored education program or activity
  - ii. Submission to or rejection of such conduct, by an individual, is used as the basis for academic or employment decisions affecting that individual

- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working or educational environment, particularly in the residence hall.

This institution reaffirms the principle that its students and employees have a right to be free from sexual discrimination through sexual harassment by any member of the academic community.

- IV. A. 1. c. Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty or professional staff. When the authority and power inherent in faculty/staff relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and not consented to in order to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions of mutual consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.
- IV. A. 1. d. Individuals who believe that they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.
- IV. A. 1. e. Formal procedures will not be initiated without a written, signed complaint. An individual found to be responsible for sexual harassment is subject to disciplinary action for violations of this policy, consistent with the existing procedures applicable to that individual (student, faculty, or staff).

#### IV. A. 2. Discussion of Academy Policy on Sexual Harassment for Students

Maine Maritime Academy is committed to maintaining an environment free of inappropriate and disrespectful conduct and communication of a sexual nature, especially when such conduct, imposed on another person, adversely affects a student's relationship with a faculty member, member of the staff, or another student. Sexual harassment is a form of misconduct that violates the integrity of human relationships. Essentially its occurrence is marked by inappropriate personal and sexually-oriented attention by anyone and may include, but is not limited to:

- IV. A. 2. a. Generalized sexist remarks or behavior, including but not limited to:
  - i. Sex-oriented teasing or abuse, verbal or written
  - ii. Disparaging remarks about one's gender, anatomy or sexual preference
  - iii. Sex-stereotyping jokes, references or examples
  - iv. Wolf' whistling or other offensive sounds
  - v. Obscene gestures

- vi. Unwelcome suggestive looks or gestures
- vii. Unwelcome leaning over or cornering
- viii. Unwelcome pressure for dates

- IV. A. 2. b. Inappropriate and offensive sexual advances, including but not limited to:

- i. Pressure, subtle or overt, for sexual activity, including unwelcome knocking or banging on a door
- ii. Unwelcome physical contact, such as patting, pinching, or deliberately brushing up against a person.
- iii. Coercive or implied solicitation of sexual activity or display of sexual behaviors as prerequisite to implied or overt promises of preferential treatment relevant to faculty, staff or student performance.
- iv. Physical assault (See Sexual Assault Policy)

#### IV. A. 3. Procedures

In the event a student believes that she or he has been subjected to sexual harassment that student has several different options available to them in seeking help, advice, and/or informal or formal action. These are not mutually exclusive steps, nor do they have to be done in any particular order. The student may choose to approach the problem one way, or to follow a progression of steps. The procedures involved in each option and who they can talk with for clarification or advice are explained below.

##### IV. A. 3. a. Informal Complaint Procedures

- i. In circumstances where personal safety is not in danger, a student who believes that he or she has been subjected to sexual harassment should make a reasonable effort to resolve the matter on a personal basis, clearly communicating to the offending party that the behavior involved is unwelcome. If such an interaction is too threatening to the person being harassed they may want to consult first with Paul Ferreira, Counselor (326-2419); Professor Sue Loomis, Humanities (326-2345); or Deidra Davis, Dean of Student Services (326-2138) for clarification, advice, and help. They have been designated as initial contacts or student advocates in these circumstances. Other resources may be any number of appropriate Academy personnel (counselor, other members of the Student Services staff, advisor, or Human Resource Officer are some examples).
- ii. If, after the above informal discussions have occurred the offended student feels that the situation is unresolved, or if he or she wants the behavior noted, they may choose to make an informal complaint of the incident to the Dean of Student Services. This should be done as soon as possible.
- iii. The Dean of Student Services, or the Human Resources Officer, will then attempt to ascertain the relevant facts, inform the alleged offender of the nature of the complaint and attempt to resolve the complaint through an informal process of mediation, including discussions with the parties involved. The complainant and the alleged offender each have the right to choose and be accompanied by a supporting member of the Academy community during discussions. Lawyers, however, are not permitted at any such hearings.

- iv. If the offender is not a student, the complaint will be forwarded to the Director of Security or to the Human Resources Officer if that person is a member of the administration or staff.
- IV. A. 3. b. Formal Complaint Procedures
  - i. If the informal procedures have not achieved a resolution satisfactory to the complainant, he or she may continue the complaint into formal procedures. That choice must be expressed in writing to the Dean of Student Services (or the Director of Human Resources in the case of administration or staff). No further action will be taken without such a written statement.
  - ii. If the information suggests that there has been a serious or persistent act of sexual harassment, the Dean of Student Services, or the Human Resources Officer will, within 30 days after the written complaint was filed, complete appropriate procedures for redress under the judicial/grievance/complaint procedures relevant to the alleged offender. (Student Handbook, Presidential Order 1-88, as amended.)
  - iii. If the complainant or alleged offender disagrees with the decision of the above, they may appeal the decision to the President of the Academy in writing within 10 days of the decision. The decision of the President will be final.
- IV. A. 3. c. General Provisions. The Academy encourages students and employees to resolve sexual harassment problems through the procedures set forth herein before taking them to outside agencies or the court. In the event outside redress is sought the Academy may, at its discretion, withhold further action on the complaint pending the results of such agencies. Confidentiality by all parties is necessary to protect the rights of individuals and the Academy. Retaliatory action against any complainant is expressly forbidden and will be treated as a separate and distinct cause for complaint. However, this prohibition of retaliation does not impair the rights of alleged offenders to seek legal redress. In cases of unusually serious conduct or when retaliation is a distinct possibility the Academy may take whatever precautions it deems necessary to protect all parties. This may include temporary or permanent transfers of class assignments or employment positions, or suspension of the party or parties involved.

#### *IV. B. Sexual Assault*

##### IV. B. 1. Overview.

The sexual assault policy aims to prevent sexual assault on the Maine Maritime Academy campus through comprehensive educational programs, rigorous enforcement of campus standards, and cooperation with the criminal justice system. The policy and procedures seek to provide any survivor of sexual assault with immediate and long-term services. A survivor of sexual assault has the right to report the offense to the Maine State Police.

##### IV. B. 2. Policy

- IV. B. 2. a. The safety from harm of every individual in a college society is a necessity. Sexual assault is any physical sexual contact, as defined by Maine law, to which one has not given consent. Such conduct will not be condoned at Maine Maritime Academy. This means the individuals involved must state clearly what they do and do not want to occur between them. (Consent is defined as willingly and verbally agreeing to specific sexual contact or conduct by both parties.)

- IV. B. 2. b. Maine Maritime Academy is a residential, educational community committed to providing a safe atmosphere. In doing so, we are obligated to protect the dignity, safety, and self-respect of all members of the college community. The Academy will not tolerate any known acts that interfere with this commitment including any form of sexual intimidation, abuse or assault, which includes all incidents of criminal sexual conduct as defined by Maine Law.

- IV. B. 2. c. In accordance with Maine Maritime's assumption of a sense of responsibility for the welfare of the community and an obligation on the part of each individual to respect the rights of others, a student who violates the college standards for sexual conduct could be subjected to sanctions under the Honor System which encompasses the Honor and Conduct Code, even though he or she may not be prosecuted in the criminal justice system for the conduct. Violators of this policy will be subject to disciplinary measures up to and including expulsion. Maine Maritime Academy is committed to referring members of the college community who are survivors of sexual assault to trained Sexual Assault Counselors. Currently we are affiliated with Downeast Sexual Assault Services as our primary referral agency.

- IV. B. 2. d. The Dean of Student Services shall ensure that campus-wide educational programs are conducted annually. They take various forms such as in-class presentations, public display of information, campus lectures, residence hall programming, and staff training.

##### IV. B. 3. Definitions

###### IV. B. 3. a. Sexual Assault

Sexual assault refers to any sexual act which occurs without the explicit consent of the recipient of the behavior. In many cases, this may involve force. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring an individual or any attempt to take advantage of an individual under duress or incapable of making a decision on her or his own is a direct violation of the policy. This includes situations in which an individual is under the influence of alcohol, drugs or prescribed medications. Force may include, but is not limited to, the use of or display of a weapon, physical battering, intimidation, or immobilization of the other person.

- i. Rape: Rape is the most serious form of sexual assault and it is also the most extreme form of behavior prohibited by this policy. Rape refers to penetration, however slight, accomplished through force and against the wishes of the other person. Maine Law has replaced the charge of rape with the charge of gross sexual assault.
- ii. Acquaintance Rape: Sexual assault by a date, boyfriend, girlfriend, spouse, casual friend or an acquaintance constitutes acquaintance rape. Regardless of the relationship between the perpetrator and the survivor, the same criminal law, campus regulations and penalties apply.
- iii. Sexual Contact: Sexual Contact includes touching intimate parts of the body, including thighs, genitals, buttocks, the pubic region or the breast/chest area or the clothing covering those parts and/or using intimate parts of the body to touch another individual.

#### IV. B. 4. Protocol

- IV. B. 4. a. If you are sexually assaulted:
- i. Get to a safe place. Put your safety first. If you cannot get to a phone yourself, do whatever you can to attract someone's attention to get to a safe place.
  - ii. As soon as you can get to a phone, either you or a friend should call one of the following:

##### **MMA Campus Security - 326-2479**

<b>Campus Advocates:</b>	Office	Home
Professor Sue Loomis	326-2345	326-4706
Dean Deidra Davis	326-2138	469-7043
Counselor Paul Ferreira	326-2419	460-1788

##### **Or Downeast Sexual Assault Services - 1-800-228-2470**

Other resources are an RA, the Director of Residential Life & Student Services @ 326-2280; the Residential Coordinator @ 326-2204; or Campus Health Services @ 326-2295.

- iii. Do not shower, bathe or change clothes. It is possible to obtain information through a forensic exam within 72 hours of an assault, but it will be necessary to avoid showering or changing clothes until after the exam.
- IV. B. 4. b. If a friend is sexually assaulted:
- i. Listen. Believe him/her. Be gentle, patient, sensitive and supportive.
  - ii. Get the survivor to a safe place.
  - iii. Assess any physical injuries. Determine if they need emergency medical care and if your friend is coherent enough to make decisions regarding treatment. If they are not, get the survivor to the closest medical facility. If they are, support the survivor in their decision regarding treatment.
  - iv. Contact MMA Campus Security.
  - v. Contact Downeast Sexual Assault Services. To receive accurate and important information regarding talking to the police, what to expect at the hospital and follow-up services, speak to a counselor at Downeast Sexual Assault Services.
  - vi. Remind the survivor not to shower, bathe, douche, or change clothes if they have any thought of reporting this crime. Any of these actions would destroy information that may be important to the case.
  - vii. Know your limits. Recognize what you can and cannot handle. Get help if you feel you are in over your head. Most of us are not trained to handle these situations beyond rendering personal support.
  - viii. Don't question or judge the survivor's actions or reactions. Do not tell the survivor what they should or should not do, or what they should or should not be feeling. Do not pry for details if the survivor is unwilling to give them.

IF YOU FEEL THAT ANY PERSONS PRESENT AN ONGOING RISK OR DANGER TO THE SURVIVOR OR TO THE CAMPUS COMMUNITY, YOU MUST NOTIFY CAMPUS SECURITY. DO NOT RELEASE THE SURVIVOR'S NAME UNLESS HE OR SHE IS IN DANGER. THE SURVIVOR NEEDS TO REGAIN CONTROL OF HIS OR HER SAFETY AND WELL BEING.

#### IV. B. 5. Discussion

- IV. B. 5. a. Students who have been raped or sexually assaulted in any way have been victimized. The survivor is not to be blamed. Their assailants are at fault and this behavior is not acceptable. In order to stop this type of criminal activity, we encourage survivors to report what has happened to them. This reporting will ensure help for the victim and remediation for the perpetrator. Reporting to Maine Maritime Academy's Campus Security simply means that trained professionals are handling the investigation and attempting to preserve the scene. The survivor maintains control of the decision to follow through with proceedings through the criminal justice system. Recognizing the different needs of survivors, there is a range of ways to report the perpetrator's behavior. A student may pursue any or all of these options.
- IV. B. 5. b. If the survivor desires criminal prosecution through the courts, the matter should be reported to the police. The County Prosecutor's Office provides a survivor witness advocate to help and inform survivors of sexual violence in moving through the prosecution process. Campus Security can assist you with this procedure. A police report does not require a survivor to prosecute. It is the survivor's decision, hers or his alone, whether charges will be brought forth, even if one has spoken to the police or Campus Security.
- IV. B. 5. c. If the offender is a Maine Maritime student and the survivor does not want to take action through the courts, but does want the Academy to take formal action against the offender, the matter should be reported to the Dean of Student Services. The Dean of Student Services will remove from Campus any student who is viewed by the Academy as a threat to another's safety and well-being. The Dean of Student Services may also authorize changes in academic or living arrangements of the survivor if requested and if reasonably possible. At this time the Dean of Student Services will examine the compiled information regarding a case and will decide proper on-campus procedures for adjudication. If it is decided that adjudication is warranted, the established Academy Honor System procedures will apply.

### **Part V: The Judicial Process**

#### *V. A. Introduction*

- V. A. 1. The campus judicial system is imbedded in the Honor System and therefore the Honor and Conduct Code as described here and in the Regimental Manual, and applies to all students at Maine Maritime Academy. It is designed to provide and apply a unified, consistent standard of student self governance and to give the student body ownership of the behavior of its members. It should also encourage students to make mature decisions and develop appropriate behaviors and positive community involvement within an academic environment. There is a fundamental difference between the nature of student discipline and that of criminal law. The latter is concerned primarily with punishment, the former, in accordance with the educational mission of the college is concerned with preparing students to function effectively in their community. The intent is to reinforce the values of self-discipline, accountability and responsibility to the college community.

V. A. 2. As these are administrative hearings, the policies and procedures used differ from those of the criminal process. Therefore each student should familiarize himself or herself with the following explanation of our judicial process. Regimental students should also become familiar with the judicial process presented in their Regimental Manual, which is the process for handling Regimental-oriented issues. Parts I-IV of the Honor System address expectations for student behavior. Student conduct that violates the Academy regulations shall be considered an offense under the Honor System, which encompasses the Honor and Conduct Code. Such conduct occurring within the bounds of the college is of primary significance. However, when such conduct occurs outside the college, it shall also be considered an offense under the Honor System if it is judged to be detrimental and contrary to the college community and its standards, whether or not the offense occasions action by a criminal/civil court. (See I. General Procedures, Jurisdiction below). Occasionally, students exhibit behaviors that unintentionally violate or create the impression that they intend to violate the Academy regulations. When the investigation indicates that this may be the case, the behavior will be evaluated for either disciplinary or administrative action. Behaviors that are in violation of the Honor System shall be subject to the sanctions listed under “Disciplinary Outcomes.”

V. A. 3. The Honor System applies equally to both the Academy’s independent and regimental lifestyle. Therefore there are no differences with how the Honor System is applied to each lifestyle. However, students who are members of the Regiment are also subject to the regulations, procedures, and policies published in the Regimental Manual. The regulations, procedures, and policies in the Manual are specific to activities associated with the Regiment, the training ship, or activities while Midshipmen are on the training cruise. The Regimental Manual specifies the Discipline System and sanctions for the handling of violations of the regimental regulations, procedures, and policies. Additionally, while on cruise, the Regimental Discipline System and sanctions may apply to the Honor System as the appropriate Honor System Board members may not be aboard the training cruise.

V. B. *General Procedures*

V. B. 1. Jurisdiction

V. B. 1. a. Individual Offenses:

- i. On-campus violations: When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/law/regulation within the college environment, other than the minor rules and regulations concerning the residential facilities or motor vehicle policies, the Dean of Student Services, or his or her designated representatives, and the Co-Chairs of the Honor System will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be notified, and investigators assigned. Based on the results of the investigation, the Dean of Student Services or his/her designees and the Co-Chairs will refer the situation to the appropriate channel for disciplinary action.
- ii. Off-campus violations: When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/law/regulation outside of the immediate college environment, the Dean of Student Services, or his or her designated representatives, and the Co-Chairs of the Honor System will evaluate that information. This may be the receipt of a citation from a law enforcement officer, and/

or conviction by a court of law. If such conduct is judged to be detrimental and contrary to the college community and its students, or otherwise interferes with the mission or reputation of the Academy, the student(s) involved will be notified, and investigators assigned. Based on the results of the investigation, the Dean of Student Services or his/her designees and the Co-Chairs will refer the situation to the appropriate channel for disciplinary action.

- iii. Alcohol violations: Whenever information is presented indicating a student may be responsible for violating a state, federal or college rule/law/regulation pertaining to alcohol use/abuse, the Dean of Student Services, or his or her designated representatives, and the Co-Chairs of the Honor System will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be referred to the appropriate channel for investigation and adjudication by the Unified Alcohol Hearings Board.
- iv. False I.D. cards: The falsification of documents, particularly drivers’ licenses is a felony. Therefore, when information indicating that a student may have violated the Academy’s Alcohol Policy through the production and/or presentation of false identification is present, the Dean of Student Services, or his or her designated representative, and the Co-Chairs of the Honor System will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be notified, and investigators assigned. Based on the results of the investigation, the Dean of Student Services or his/her designees and the Co-Chairs will refer the situation to the appropriate channel for disciplinary action.
- v. Violations other than those stated above, will be adjudicated by the appropriate Hearing Board/Officer as stated below:
  01. Minor Violations: Complaints comprising minor violations (i.e. minor misdemeanors, misdemeanors) of Academy residential regulations will be heard by the Residential Hearing board or they may request an administrative hearing with the Residential Coordinator. The Residential Coordinator may refuse to adjudicate a case if in his or her opinion the incident warrants the broader evaluation of the hearings board. (See section I.F. Offense Classifications, A., B.).
  02. Major Violations: Complaints comprising major violations, (i.e. violations where serious probationary conditions, suspension, dismissal, or expulsion are likely actions if the information is substantiated), will be reviewed by the Dean of Student Services, or his or her designated representatives, and the Co-Chairs of the Honor System. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be notified, and investigators assigned. Based on the results of the investigation, the Dean of Student Services or his/her designee and the Co-Chairs will refer the situation to an Administrative Hearing with the Dean of Student Services or an Honor System Hearing Board for disciplinary action.

- 03. Parking and Traffic Violations: The Vice President for Administration is responsible for adjudicating violations of campus traffic regulations. When deemed necessary, the Dean of Student Services will adjudicate off-campus traffic regulations violations.
- 04. Too Many Demerits? When a student accumulates a high number of demerits, or there is an intervention with a student demonstrating a pattern of social actions that could potentially lead to suspension, dismissal, or expulsion, the Dean of Student Services may convene an Administrative Review Board.

V. B. 1. b. Group Offenses

- i. Living organizations, societies, clubs, and similar organized groups are responsible for compliance with Academy regulations. Upon satisfactory proof that the group has encouraged, or did not take reasonable steps as a group, to prevent violations of Academy regulations, the group may be subjected to permanent or temporary suspension of charter, social probation, denial of use of college facilities, or other similar sanctions.
- ii. The determination that a group is liable for disciplinary outcomes under the foregoing paragraph 1, and decisions regarding the sanction to be imposed, shall be made by the Honor System Board at a hearing, for that purpose. The President or principal officer of the group must be given reasonable notice of the time and place of said hearing and the nature of the charges. That person, and/or any other member of the group, is entitled to attend and be heard at the hearing.
- iii. Nothing herein authorizes the imposition of individual disciplinary outcomes on any person except in accordance with the section on individual offenses.

V. B. 2. Determining Charges

The following factors are considered in determining the type and classification of a charge and whom to charge.

- V. B. 2. a. Offenses not specifically listed shall be regarded as falling under the classification of the most similar offense.
- V. B. 2. b. Complicity: A student who is present when an offense is being committed, but does not attempt to stop the offense from being committed or leave the scene, may be subject to the same charges as the principal offender(s).

V. B. 3. Due Process:

- V. B. 3. a. As these are administrative hearings, the law has no requirement that due process procedures for student disciplinary cases provide for legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, application of principles of former or double jeopardy, compulsory production of witnesses, or any of the remaining features of federal or state criminal jurisprudence. Those are legal procedural issues for criminal courts and college hearings are administrative in nature. Rare and exceptional circumstances, such as when criminal charges are pending, may require provision of one or more of these features in a particular case to guarantee the fundamental concept of fair play.

- V. B. 3. b. In all cases, a student will receive at least three working days advance notice of the date of a hearing, will be clearly informed of the nature of the complaint being brought against them, the grounds upon which the hearing is being held, will be informed of the nature of the information to be presented, and shall be given an opportunity to present his or her response to the complaint, grounds, and information (see a. below). His or her case and appropriate outcome will be based only on grounds that are reasonably supported by the information presented.

- V. B. 3. c. Response vs. Non Response: A respondent may choose not to make a statement or to answer questions in their hearing for their own reasons (i.e. advice of counsel if an external court action is pending). As this is a choice the respondent makes, it will not cause the Hearing Officer or Chair of the Hearing Board to defer the hearing if they deem there is enough information presented to proceed with the hearing. Hearings Officers and Hearing Board members are cautioned not to draw any inferences, positive or negative from a respondent's choice not to make a statement or answer questions. They are to base their conclusions only on grounds that are reasonably supported by the information presented.

- V. B. 3. d. Any student who has been accused of having committed a Level I Major Infraction or a Level II Misdemeanor, and who is appearing before the Honor System Board, will be expected to select a member of the faculty or staff to serve as an advisor to guide them through the process. (depending on which board and the level of offense, see section II. Definitions: "Advisor") In the event the student is unable to obtain an advisor, one will be appointed for them. A student who does not want an advisor may also choose to waive his or her right to have an advisor but this action is not recommended.

- V. B. 3. e. Advisor vs. Legal Counsel: As these are administrative hearings, no legal counsel will be permitted to participate in the hearing. An exception to this rule may be made when criminal charges are pending. Then, in order to protect the respondent's rights within the external legal process, legal counsel may attend and observe the hearing and counsel the respondent regarding his/her participation but may not actively participate in the hearing.

V. B. 4. Hearings Boards

- V. B. 4. a. The Unified Alcohol Hearings Board: refer to Part V, Section D. Unified Alcohol Hearings Board

- V. B. 4. b. The Residential Hearings Board. The Residential Hearings Board shall consist of the Residential Coordinator, who serves as the non-voting chair (in conflicts of interest, the Director of Residential Life and Student Services will chair the board), and four students (generally not first year students; one representative serving as alternate) who are current residents of Curtis Hall or the Commons Complex. The Student Government Executive Board nominates three student members for confirmation by the Director of Residential Life and Student Services. Their appointment is for one academic year. The Regimental Operations Officer (ROO) will serve as the fourth student member. The Board will hear information as presented to it according to the rules of due process as described in paragraph "C" of this section. The Board, after hearing the information, will deliber-

ate in private to determine responsibility/non-responsibility of the respondent(s) and the appropriate action to take. The Chair will only vote or make recommendations when board members cannot come to a mutual decision. The final decision will be communicated to the respondent verbally at the end of the hearing and in writing within twenty-four (24) hours of the hearing. Proceeding results will be recorded in the respondent's personal file at Residential Life. Appeals of these decisions are to the Dean of Student Services for a final determination

V.B. 4.c. Honor System Board: The Honor System Board shall consist of two student Co-Chairs, five students from the Hearing Board Pool, at least one of which should be from the same class year as the accused, and a faculty/staff process advisor. If the case involves academic honesty, the process advisor should be a faculty member appointed by the Faculty Senate, as per the Faculty Constitution and By-laws. In all cases, the process advisor's role is to ensure that proper due process is being followed by the Board. The students from the Hearing Board Pool should represent both the Independent and Regimental lifestyles with three of the same lifestyle of the accused and two from the other. The Hearing Board Pool will be made up of students who have applied to be members of the pool and selected by the Dean of Student Services and Student Co-Chairs. The members of the pool are appointed for one year and automatically renewed for subsequent year(s) at their request. The Board will hear information as presented to it according to the rules of due process as described in paragraph "C" of this section. After hearing all the information presented, the Board will deliberate in private to determine responsibility or non-responsibility of the respondent(s). If the respondent(s) is found to be responsible, then sanctions will be assigned in accordance with paragraph "B.6.b." Discussion and a vote, with each of the five Hearing Board Pool members having one vote, and the Co-Chairs and process advisor having no vote, will determine the level of responsibility and sanctions. The respondent will be immediately informed of the decision at the Hearing, and receive a letter from the Co-Chairs within 24 hours of the Board's adjournment. Level III and II sanctions will be effective immediately; however, the respondent has three days in which to submit a written request for a review of the case by the Honor System Review Board. A Level I sanction, which is dismissal or expulsion, automatically goes to the Honor System Review Board. The Honor System Review Board consists of a student Co-Chair of the same lifestyle as the accused not involved in the hearing not involved in the hearing, the Dean of Student Services, and a faculty/staff representative.

V. B. 4. d. Administrative Hearing. An Administrative Hearing is a disciplinary procedure involving a meeting with an administrative hearing officer (either the Dean of Student Services or their designee, the Director of Residential Life and Student Services, or the Residential Coordinator). The hearings officer will hear the information as presented according to the rules of due process described in paragraph "C" of this section. After hearing the information presented the hearings officer will deliberate in private to decide both responsibility and the appropriate action. Notification of outcomes and appeals follow the same

procedures as the board hearings. Administrative hearings may be assigned in some cases or respondents may request to have an administrative hearing as an alternative to a board hearing. The appropriate hearings officer may deny the request if he/she feels that the case should go before a board. Appeals of Administrative Hearing decisions are to the person's immediate supervisor.

V. B. 4. e. Administrative Review Board. An Administrative Review Board is a disciplinary procedure involving a meeting with the Dean of Student Services and any other staff or faculty that he or she deems appropriate. The Administrative Review Board is convened in cases of high accumulation of demerits, reviews of probationary status, as an intervention with a student who is demonstrating a pattern of social actions that could potentially lead to suspension, dismissal, or expulsion, or by a student's request for a merit review. The board will review a student's personal and academic record, current social behaviors, relevant information according to the rules of due process described in paragraph A of this section, and the student's goals and/or statements. After hearing the relevant information and statements, the review board will deliberate in private to decide both responsibility and the appropriate action. The final decision is rendered by the Dean of Student Services and will be communicated to the student verbally at the end of the hearing and in writing within twenty-four (24) hours of the hearing. Proceedings will be recorded in the Student's personal file at Residential Life. Appeals of the decisions of the Dean of Student Services are to the Vice President for Enrollment Management and Commandant.

V. B. 4. f. Honesty. Any statement or information given by respondents or witnesses appearing before any hearings board is made on each individual's personal honor and the board members expect honesty in all statements. Any person who lies during a hearing will be subject to immediate dismissal or expulsion from the Academy regardless of the determination made regarding the original charge(s).

V. B. 4. g. Confidentiality of Proceedings. The Chairperson will remind the Board members and all participants in the hearing of the confidentiality of the proceedings and of all information and statements presented; and will direct that they comply with Academy regulations/policy governing implementation of the Family Educational Records Privacy Act of 1974 as amended.

#### V. B. 5. Disciplinary Outcomes

V. B. 5. a. Disciplinary outcomes as a result of all judicial hearings will be one or a combination of the following:

- i. He or she is not responsible for the complaint, no formal action necessary.
- ii. He or she has a limited responsibility that warrants a Letter of Reprimand or Warning.
- iii. He or she is responsible for the complaint and is subject to one of the following sanction levels:

- Level III (Academic –first offense): Up to
  - Zero on assignment
  - Probation for a period of time
  - Letter(s) of apology
- Level III (Non-academic): Up to
  - 25 demerits
  - Community Service (A guide is one hour for every 5 demerits)
  - Probation for a period of time
  - Letter(s) of apology
- Level II (Academic –second offense): Up to
  - Course failure
  - Probation for a period of time
  - Letter(s) of apology
- Level II (Non-academic): Up to
  - 50 demerits
  - Community Service
  - Research topic and paper
  - Probation for a period of time
- Level I (Academic- third offense and Non-academic): Up to dismissal or expulsion

V. B. 5. b. An outcome shall be awarded as is judged to be appropriate to the severity of the behavior evaluated. As our students progress in their college career they are expected to develop maturity in their decision-making and therefore be held more accountable for their actions. In support of this concept, the person’s age, the length of time s/he has been enrolled at the college, overall previous record, and repetition of an offense may be factors considered in determining sanctions.

V. B. 5. c. Demerit System:

- i. The conduct year will commence on admission to the Academy and will terminate and begin anew at the end of the second term of each academic year.
- ii. Demerit limits for each class per conduct year and for total enrollment are as follows (See below):

Class	Independent	Regimental
Senior	75	125
Junior	75	125
Sophomore	100	150
First-Year	100	150
Maximum Limit	(4/5 yr) 350; (2 yr) 200	400

- iii. Cumulative demerits will provide a reference for the determination of a student’s suitability to remain at the Academy. Any student who exceeds his/her yearly or total enrollment demerits limit may be subject to summary dismissal or expulsion and therefore shall be referred to an administrative hearing with the Dean of Student Services.

- iv. Students who have been found responsible for misdemeanor or major offenses or a pattern of minor misdemeanor offenses, or who are in jeopardy of exceeding their academic and/or total enrollment demerit limits, may be placed on a probationary status by the appropriate hearing board or officer. Students placed on this probationary status will have their minor offenses adjudicated by the Director of Residential Life and Student Services. They may be subject to loss of privileges such as having a private vehicle on campus, television/cable, refrigerators, use of waterfront or athletic recreational facilities, participation in extracurricular student activities, being allowed to live in or to enter the residential buildings, and involvement in varsity or intramural sports

V. B. 6. Offense Classification and Outcomes Table

In the table that follows, the examples of violations and outcomes given are intended to be illustrative, they are not all-inclusive. The intention is to provide students with an understanding of the types of violations covered and the range of outcomes that may be applied. Disciplinary outcomes are sometimes not the same in all cases. Each case is evaluated on its own information (see E., Disciplinary Outcomes).

V. B. 6. a. Class III: Minor Misdemeanor: This classification consists of minor violations of the regulations, of conduct reflecting an unintentional breach of discipline or inappropriate conduct that has limited impact on good order, safety, personal integrity or honor. These offenses are typically referred to the Residential Coordinator or the Residential Hearings Board. However, if alcohol is involved, then these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not an all-inclusive list):

- General: Noise; pranks; missing required meetings (RA section, Personal Development, assigned work time, etc); posting or introducing pornography/obscenities (not involving disrespect).
- Visitation: Guest doesn’t carry their pass; unescorted guest.
- Safety/Health/Security: Violation of the no smoking and other tobacco product policies (first time); unauthorized (U/A) electric equipment; U/A appliances; U/A pets/ animals; habitual lockouts (3 or more); failure to carry/ produce I.D. upon request (first time); room/suite or semi-private bath excessively dirty (health issue).
- Range of Outcomes for Class III: Minor Misdemeanor Infractions may include but are not be limited to the following:
  - i. Letter of Reprimand up to Disciplinary Probation.
  - ii. Demerits: 5 through 25
  - iii. Community work project(s):

	Minimum	Maximum
First time:	1 hr	2 hrs
Second time:	2 hrs	6 hrs
Third time:	6 hrs	10+ hrs

V. B. 6. b. Class II: Misdemeanor: This classification consists of offenses which involve a serious failure on the part of the student to accept and uphold his/her responsibilities to the Academy, to those in a position of authority or to his/her fellow students. The degree of seriousness that differentiates “Misdemeanors” from “Major Infractions” is determined by the level of intent and degree of culpability of the offender. These offenses may be referred to the Residential Hearings Board, or the Honor System Board depending on the circumstances. However, if alcohol is involved, these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not an all-inclusive list):

- General: Minor vandalism; disorderly conduct; repeated noise violations; disruptive behaviors; failure to comply with the requests of college officials (includes RA staff & Security officers); failure to carry/produce I.D. upon request (repeat offense); abusive behavior towards staff or others; pornography or obscenity (a more serious nature, intent of disrespect); repetition of minor violations.
- Theft: Minor incidents of theft such as minor theft of services (example: stealing food from the mess deck); U/A use of personal property (example: CDs, tapes, computer).
- Visitation: Repetition of minor violations; hosting either unregistered guests/visitors or guests/visitors who violate the Community Honor System; violation of cohabitation policy.
- Safety, Health (violations that place people at risk): U/A opening of secured doors; propping secured doors open; trespassing (U/A entry into Academy buildings, spaces or student rooms); failure to vacate the building during a fire alarm; violations of the no smoking and tobacco-related policies (2nd and subsequent times).
- Range of Outcomes for Class II: Misdemeanor Infractions may include but are not limited to the following:
  - i. Demerits: 25 to 50
  - ii. Disciplinary Probation for one semester to one year with specific conditions which can be one or any combination of the following:
    01. Community work project(s):
 

	Minimum	Maximum
First time	5 hrs	7 hrs
2nd time	7 hrs	10 hrs
3rd time	10 hrs	12+ hrs
    02. Counseling assessment to determine assignment to Alcohol.edu Sanctions course, evaluation, or treatment programs.
    03. Restriction of campus activities or privileges.

V. B. 6. c. Class I: Major Infraction: This classification consists of offenses that reflect a serious breach of conduct regarding personal integrity, a blatant disregard for authority or the rights and/or safety of self or others. These actions potentially involve suspension, dismissal, or expulsion and typically would be referred to the Dean of Student Services or the Honor System Board. However, if alcohol is involved, these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not an all-inclusive list):

- General: Academic dishonesty; intentional actions that obstruct any facilities within the college such as buildings and passageways or hosting a U/A underage guest.
- Assault: Personal actions that result in or intend to threaten physical harm to person(s); sexual assault.
- Drug Policy: Possession, use, sale, or distribution of drugs that jeopardizes or endangers the welfare of oneself or others, or which contributes to other irresponsible or offensive student actions or behaviors, such as possession, use, sale or distribution of drug paraphernalia.
- Conduct Unacceptable: Conduct or pattern of conduct which involves a major breach of honor, discipline, or an individual’s failure to live up to his or her community obligations and responsibilities. When those acts violate the law and/or are unfavorable to the well-being and character of the Maine Maritime Academy community they may be considered a violation of the MMA community conduct code. This applies to activities that may occur on or off campus.
- Harassment: Sexual harassment; actions of individuals or a group that result in disturbance or distress to others.
- Theft: Stealing college property or property belonging to others; major theft of services (examples: eating at dining services without a meal plan or paying the fee, stealing from vending machines); repeating any misdemeanor theft offense.
- Vandalism: Significant damage or destruction of college property or property belonging to others.
- Safety/Health (violations which may result in illness or injury to others): false alarms; arson; tampering with fire or safety equipment; possession of and/or burning of candles/incense/oils; continuous violations of the no smoking regulations; possession or use of weapons (includes martial arts equipment), firearms, fireworks, incendiary devices, or explosives.
- Visitation: Hosting guests who violate the Community Conduct Code at this level.
- Range of Outcomes for Class I: Major Infractions may include but are not be limited to Suspension, Dismissal, or Expulsion.

V. B. 7. The Appeals Process

V. B. 7. a. Paths of Appeal:

- i. In general, for administrative decisions, the final appeal is to a person's supervisor
- ii. Honor System Board decisions involving Level I and Level II sanctions may be appealed to the Honor System Review Board that consists of one of the student Co-Chairs not involved in the hearing, the Dean of Student Services, and a faculty/staff representative. The Honor System Review Board decision is final with no further appeal.
- iii. Honor System Board decisions involving Level I sanctions will automatically be reviewed by the Honor System Review Board. These decisions may be appealed to the President.
- iv. Appeals of decisions by the Unified Alcohol Hearings Board must be directed to the Dean of Student Services who renders the final decision.
- v. The Housing Appeals Board is the final decision on off-campus housing requests with no further appeal being permitted.
- vi. The President hears all appeals of academic disenrollment decisions. Refer to the section on academic policies here and in your college catalog for full details.

V. B. 7. b. The administrative procedures for all reviews conducted by the Honor System Review Board and appeals are as follows:

- i. The Honor System Review Board consists of one of the student Co-Chairs of the same lifestyle as the accused not involved in the hearing, the Dean of Student Services, and a faculty/staff representative.
- ii. An appeal must be in writing and must cite the circumstances of the case and the basis for the appeal. An appeal focuses responsibility on the student or group. It is not a re-hearing of the case. You may only appeal based on one of the four reasons listed below:
  01. Alleged procedural error that substantially affects the rights of the respondent.
  02. Introduction of new information of a character that would directly affect the finding of the hearing.
  03. Incompatibility of the finding of the hearing with the information presented.
  04. Excessive penalty
- iii. The appeal must be submitted to the relevant Appeals Officer within three (3) class days following receipt of a written notice of a disciplinary/administrative outcome or action. The Appeals Officer may choose not to consider the appeal, to hear the appeal with the student present, or to grant the appeal outright.
- iv. The Appeals Officer will notify the appellant within ten (10) working days of the receipt of the appeal letter that their appeal has been denied or that a hearing has been scheduled. Any days that the Appeals Officer is away from campus are not included in the notification count.

- v. The Appeals Officer may elect to review the case with the other relevant academy faculty or staff without the student present and without a formal hearing.

V. B. 8. Merit Reviews for Demerit Reductions

The goal of this system is to promote mature decision making and develop appropriate behaviors and positive involvement within the MMA Community. This review is designed to encourage students to become more involved at the Academy and community-at-large in positive activities and to be an active service volunteer. It also recognizes those who make these positive contributions.

V. B. 8. a. Students who have accumulated demerits on their disciplinary record, but who have had no violations for two semesters and can demonstrate good citizenship and positive involvement, may apply to the Dean of Student Services for a merit review for the purpose of having their demerits removed or reduced. A merit review will consider any or all of the following: the student's disciplinary record; active and continuous involvement in campus activities; service to the Academy and to the community at large; and recommendations (faculty, staff, residence staff, and other supervisors). It is the student's responsibility to make sure their file is updated regularly and to present his or her case for a reduction. The student may choose to have an advisor in this process.

V. B. 8. b. When the accumulated demerits are due only to Level III (minor misdemeanor) offenses, the Dean of Student Services or his/her designee may conduct a merit review. If the accumulated demerits include Level II or Level I offenses, an Administrative Review Board will perform the merit review.

V. B. 8. c. If a reduction in demerits is warranted then the student will have his/her yearly and total records reduced as stated below. The original record of the incident and demerits assigned will remain in the student's record.

V. B. 8. d. As a result of a merit review, demerits derived from Level III offenses can be removed from the totals. In general, demerits derived from Level II offenses can be reduced by two thirds (2/3). Demerits derived from Level I offenses can be reduced by one third (1/3). In certain cases as determined by the review board, all demerits may be removed from the student's totals.

V. B. 9. Revocation of Probation

In the event that a student has been placed on disciplinary probation and subsequently is found responsible for a violation of a regulation by any other college hearings board/officer, his/her probationary status may be revoked and the student may be subject to suspension, dismissal, expulsion, or other appropriate sanctions. The revocation of probation will not automatically occur. In such a case he/she shall be entitled to a hearing, and an Administrative Review Board will be convened to determine whether his/her probation as a result of his/her original action should be revoked, based on the conduct which gave rise to the second incident. Once the board has made its determination, the Dean of Student Services will then decide the appropriate sanctions if any. Notification to the student will be according to our procedures.

V. B. 10. Amendment and Construction

The Dean of Student Services or his/her designee upon consultation with the President and Executive Committee of the Academy may amend the Judicial Procedures and Regulations of MMA at any time. All questions not covered by the foregoing articles may be resolved by using existing alternate Academy student publications or by amendment.

V. C. Definitions (in alphabetical order)

V. C. 1. Advisor: Any student charged with an offense under the Academy regulations may be required to have an advisor to help guide them through the judicial process. This requirement depends on the hearings board and the nature and level of the offense charged. It is generally the student's responsibility to select their advisor, but he/she may have one appointed for them if they are unwilling or unable to find one. Any member of the faculty or staff (with the exception of any Student Services staff, the Vice President of Enrollment Management's staff, or the Commandant's staff who may be connected to the hearing) may serve as an advisor. The advisor is expected to appear at the hearing with the respondent. They will assist the respondent with his or her defense prior to and during the hearing, and if necessary, assist them in their responses to questions during the hearing. The advisor's role is not that of a lawyer, but of a guide to ensure that the rights of the student involved are protected. It is the student's responsibility to address the hearings officer(s) in any hearing and to question any witnesses as appropriate, but they may consult with their advisor at any time.

V. C. 2. AlcoholEDU Sanctions/Evaluation & Treatment programs: In cases involving violation of the alcohol policies or the use/abuse of alcohol or other drugs, a student may be assigned to one or a combination of these programs. AlcoholEDU Sanctions is required of all first time alcohol offenders. It is an on-line interactive self-assessment and education computer program that is available from the Dean of Student Services office. The evaluation program is generally assigned to second time offenders and involves meeting with the Counselor & Prevention Education Coordinator to evaluate further their behavior and their involvement with alcohol or drugs. This may involve more than one meeting. Students who are repeat offenders, or their usage is of such a nature as to require help, are assigned to set up a treatment program. This involves working with the person mentioned above to develop and fulfill a treatment program, and may possibly involve a referral to an agency away from campus.

V. C. 3. Community Work Projects: Students found in violation of Academy policies may be required to complete work projects cleaning in or around the residence hall or other appropriate areas of campus. They may also be directed to perform a service task such as developing a program with an RA or helping with a town project, and will be assigned an advisor to work with. The hearing board or hearing officer will determine the number of hours deemed appropriate in each case. Generally the projects occur at 4:00 PM on weekdays and are scheduled in two hour blocks. These assignments take priority over **any** other student activity other than regularly scheduled classes. Failure to complete the required hours as prescribed will result in suspension from the Academy. The Dean of Student Services or her or his designee must approve exceptions to this rule.

V. C. 4. Complainant: Person(s) responsible for filing the initial complaint.

V. C. 5. Demerits and Merit Review: These disciplinary outcomes are applicable to all students and consist of demerits placed on a student's personal record at the Student Services office and at the Commandant's office for Regimental students, following determination of responsibility for a violation of Academy regulations. The goal of the demerits and merit review system is to promote and recognize mature decision-making, appropriate behaviors and positive involvement. It also provides the student with a measure of his/her standing with regard to social violations. Accumulation of demerits beyond limits stated in the Honor System policy may lead to administrative review and additional disciplinary actions. The Student handbook defines how this applies to all enrolled students.

V. C. 6. Dismissal/Expulsion: Dismissal is a formal separation of a student from the college. It is a termination of "student" status at the institution and, therefore, a cessation of any arrangement or agreement, implied or otherwise, between that person and the college. Dismissed persons must apply for re-admission to the college through the Admissions Office. Expulsion occurs when the student's violation(s) is of such a serious nature that once he or she has been dismissed, they will not be eligible to apply for re-admission at any time.

V. C. 7. Disciplinary Probation: A student is placed in this status when he or she is allowed to remain at the college under specific conditions or "terms" as a result of a violation of the MMA Honor and Conduct Code. Violation of disciplinary probation may lead to suspension, dismissal, or expulsion of the student. Failure to adhere to the conditions of probation or a further violation of the conduct code constitutes violation of disciplinary probation. This will result in the student being subjected to an administrative review, which will determine the appropriate disciplinary action. The time span of the probation, the probationary terms, and the recommended disciplinary outcomes to be levied if those terms are broken will be indicated in writing to the student when they are placed under this status.

V. C. 8. Reprimand, Letter of: Indicates that the student has a limited responsibility for the charge. Further violations of the Honor System or other regulations may result in more serious action. The board or hearings officer may choose to include specific educational sanctions that the student must fulfill.

V. C. 9. Respondent: Student(s) responding to the "complaint" of a violation.

V. C. 10. Restriction of Campus Activity or Privilege: A student's campus activities or privileges can be limited or restricted. Examples: Having a private motor vehicle on campus, being allowed to live in or to enter the residential buildings, the ability to use any Academy facilities other than those necessary for academic work (i.e. Alford Student Center, Athletic Complex, Waterfront, etc), involvement in extracurricular student activities, varsity or intramural sports, or having certain appliances [stereo, T.V. or refrigerator].

V. C. 11. Suspension: Suspension is a temporary informal separation of the student from the college that may be short term (pending a hearing) or long term (one semester or more). Specific dates and any required conditions are stated to indicate the terms and period of suspension. Students under short-term suspension are responsible for all academic work that occurs while away from the Academy in a suspended status. A student under a long-term suspension must notify the Registrar's Office in advance of their intent to return to campus but, since they retain student status, no formal application to return is needed if the student returns within the stated time limits/conditions of their suspension. Students asking to return outside of the stated time limits must follow the readmission policy as published in the Undergraduate Catalog.

- V. C. 12. Undergraduate: A person will be considered an “undergraduate” if he/she is currently enrolled in the undergraduate college in any classification (see catalog). This includes those who are also employees, as well as former students or prospective students, to the extent of being able to place provisional holds on admission or readmission.

*V. D. The Unified Alcohol Hearings Board*

- V. D. 1. Composition: The Unified Alcohol Hearings Board shall consist of the following members: one Regimental staff member (Assistant Commandant or a Company Officer); one staff member who is not on the Vice President of Enrollment Management and Commandant’s staff (appointed by the Dean of Student Services) to represent the Independent students; one Regimental student (Regimental Executive Officer, or in his/her absence, the Regimental Commander); three Independent students (to be chosen from a pool of independent students, two serve as alternates); and one faculty member (appointed by the Faculty Senate as per the Faculty Constitution and By-laws.) The Board will choose a chairperson from the faculty or lifestyle representatives. The appointments will be for one academic year.

- V. D. 2. Procedures: The Board will hear information as presented to it according to the rules of due process as described in paragraph A of this section. The Board, after hearing the information will deliberate in private to determine the responsibility or non-responsibility of the student(s) and the appropriate disciplinary outcome(s) to impose. The Chair will only vote or make recommendations whenever board members fail to come to a mutual decision. The Board’s decision or recommendation will be communicated to the student verbally at the end of the hearing and in writing within forty-eight (48) hours of the close of the hearing.

- V. D. 3. Appeals: Appeal of Unified Hearings Board decisions must be made to the Dean of Student Services. In cases where the Dean of Student Services suspends or dismisses a student the appeal is to the President (see section I. General Procedures, G. Appeals process).

- V. D. 4. Jurisdiction: When information indicates that the Academy’s Alcohol Policy has been violated as defined both herein and under the MMA Community Code, Part V. The Judicial Process, the incident will in most cases be assigned to the Unified Alcohol Hearings Board\* for adjudication.

- V. D. 4. a. When a student “introduced” or was in possession of alcohol on (and in some instances, off) campus. (This applies to any empty alcohol containers. No display/storage of alcohol empties will be allowed in Curtis Hall.)

- V. D. 4. b. A student “provided alcohol to minors and/or furnished a place for minors to drink.”

- V. D. 4. c. A student appeared to be “acting under the influence” (impaired functioning) and was in violation of Academy regulations or at personal risk.

- V. D. 4. d. \*Exception: When Regimental students are participating in the annual training cruise they will also be subject to the Cruise Alcohol Policy as stated in the relevant cruise manual.

V. D. 5. Disciplinary Outcomes for Alcohol-Related Violations

- V. D. 5. a. Any student who is found to be “providing” (i.e. furnishing alcohol or a place to consume alcohol to minors (persons under 21 years of age)) may be referred to local authorities for a court summons as well as the following outcomes:

- i. First Offense:
1. Disciplinary probation until graduation.
  2. Notification of the violation by letter to parents/guardians of underage or “of age” and financially dependent students.\*
  3. Students will receive up to 100 demerits and the associated community service hours.
  4. The student will be subject to a \$200 fine to be paid at the Dean of Student Services Office, Alford Student Center (across from the mailboxes) within five class days of the decision. Failure to pay a fine may result in suspension from classes
  5. Counseling assessment to determine assignment to either evaluation or a treatment program. Direct contact must be made with the counselor within five class days

- ii. Second Offense: The board will recommend to the Dean of Student Services that the student(s) be dismissed from the Academy.

- V. D. 5. b. Any student who is found to be in violation of the Academy’s Alcohol Policy regarding illegal possession or consumption of alcohol or who is judged to be acting under the influence (impaired functioning) to the extent that he or she is disruptive and/or may jeopardize his/her own safety/welfare, or the safety/welfare of others will be subject to the following sanctions:

- i. First Offense:
1. Assignment to the Alcohol.edu Sanctions program.  
In addition they will be assigned one or all of the following:
  2. Disciplinary probation for a period of up to one year.
  3. Notification of the violation by letter to parents/guardians of underage or “of age” and financially dependent students\*
  4. Students will receive up to 50 demerits and the associated community service.
  5. The student will be subject to a \$100 fine to be paid at the Student Services Office, Alford Student Center (across from the mailboxes) within five class days of the decision. Failure to pay a fine may result in suspension from classes.

- ii. Second Offense:
1. Disciplinary probation until graduation.
  2. Notification of the violation by letter to parents/guardians of underage or “of age” and financially dependent students.\*
  3. Students will receive up to 100 demerits and the associated community service.
  4. Counseling and assessment to determine assignment to a treatment program. The student must make direct contact with the counselor within five class days.

5. In addition they may be assigned a \$200 fine to be paid at the Dean of Student Services Office, Alford Student Center (across from the mailboxes) within five class days of the decision when the board judges it to be appropriate. Failure to pay a fine may result in suspension from classes.

\*Note: Those students who are financially independent are required to sign a waiver during registration if they do not want a letter forwarded.

- iii. Third Offense: Recommendation from the board to the Dean of Student Services that the student be dismissed from the Academy effective immediately, for a minimum of one semester.

V. D. 5. c. Students who have been dismissed from the Academy as a result of a recommendation from the Unified Alcohol Hearings Board must apply for re-admission through the Admissions office.

- i. In order to be eligible to apply, they must prove to the Dean of Student Services that they have successfully completed an approved alcohol program (counseling, rehab, etc).
- ii. The Dean of Student Services will also review evaluations from the Vice President for Enrollment Management and Commandant (for regimental students) or the Director of Residential Life and Student Services (for independent students).
- iii. The student's case will then be decided at the next meeting of the Academic Board.

V. D. 5. d. In the event that a student who has been reinstated is again found to be in violation of the Academy's Alcohol Policy, the recommendation will be made to the Dean of Student Services that the student be expelled from the Academy.