



**Student Handbook
2017 - 2018**

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**All information in this handbook is current at the time of original print / publication.*

This College reserves the right, at any time, without notice, to change, modify, cancel / delete any course offerings, requirements governing registration, admission, progression and graduation, tuition fees, calendar, policies and any other regulations related to its student body.

WELCOME TO MAINE COLLEGE OF HEALTH PROFESSIONS

As a student attending this college, you must be prepared to accept the challenge of succeeding in the rapidly changing arenas of education and/or healthcare.

The established curricula will provide you with the necessary tools for success. Your role as a student is to be an active participant in your own learning i.e. attends all scheduled classes and clinical experiences, complete all required learning activities prior to class and / or campus laboratory and to ask questions.

In this college, the faculty serve as facilitators of students' learning and encourage students to be creative, think critically, incorporate previously acquired knowledge and to maximize each individual's potential.

You are now a very important part of healthcare's future as you discuss health promotion, disease prevention, and acquire knowledge and skills. Remember as you envision success, your commitment to your personal objectives is very important. Good luck!

The purpose of the Maine College of Health Professions Student Handbook is to compile information needed by the members of the student body. This handbook is intended to be one way of conveying information to students and should be viewed as a principle written reference concerning rules, regulations, residence policies, and communication channels.

Mission

The Maine College of Health Professions enriches lives through offering outstanding education in the health professions, inspiring student success and lifelong learning. We emphasize interpersonal, inter-professional, and community collaboration, and we prioritize excellence in patient care, student learning, and scholarship.

Vision

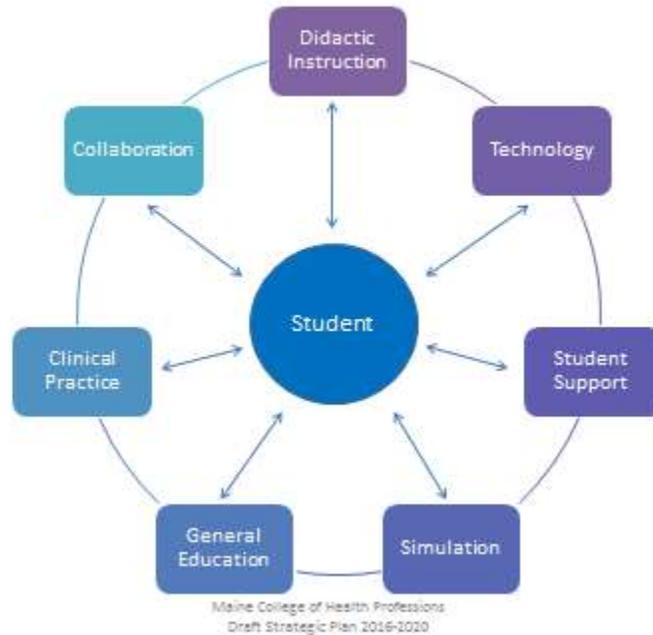
MCHP will provide a supportive, engaging, and effective health professions education for every student, every day. The Maine College of Health Professions will be the college of choice in providing exceptional health professions education in the State of Maine and beyond. We will be known for our individualized educational approach that prioritizes student support and success. Our graduates will be recognized as leaders in their profession, improving the health and well-being of our communities.

An MCHP Graduate

- Is a thoroughly competent practitioner
- Communicates effectively and with confidence
- Demonstrates exceptional compassion
- Thinks critically
- Values and seeks collaboration
- Exhibits best practices in patient safety
- Prioritizes respect in all interactions
- Models superior ethical decision making
- Welcomes and appreciates diversity
- Pursues lifelong learning

PURPOSE AND EDUCATIONAL MODEL

The primary purpose of the Maine College of Health Professions is to graduate educated individuals in the healthcare sciences to serve the people of Maine. At the Maine College of Health Professions, clinical education is an integrated approach that provides students with context-based learning that is gained through actual professional healthcare interactions and through an opportunity to experience actual work in the clinical practice setting.



General Education is course work designed to enrich a student’s life, to broaden their intellectual outlook, and to develop critical thinking skills.

Didactic Instruction is theory and content information learning specific to a major.

Simulated Learning provides a bridge between theory and practice enabling students to apply concepts in a hands-on laboratory environment.

Clinical Practice is course work in which the learner is a participant in the actual health care environment involving work with patients, clients, or administration.

HISTORY OF THE COLLEGE OF HEALTH PROFESSIONS

The school was established in 1891 as a diploma granting institution, and named the Central Maine General Hospital Training School. The first student was admitted on July 9, 1891 and on March 24, 1893, the first student was graduated. A total of five students were graduated from the school during 1893.

A Cadet Program was started at the school in 1943 and remained in existence until 1946.

Until 1953, when an academic year calendar was established, admissions to the school occurred at any time during the year. Since then, students have been admitted annually.

The process of shortening this nursing curriculum from three years (thirty-six months), to its current four academic semesters, began in 1968. The school granted diplomas to its graduates until 1977, when Governor James B. Longley signed into law, L.D. 446, granting the school the authority to award the Associate in Applied Science in Nursing Degree to its graduates.

In 1976, the name of this school was changed from Central Maine General Hospital School of Nursing to Central Maine Medical Center School of Nursing.

In 1978, the Central Maine Medical Center School of Nursing became the first single entity post-secondary nursing educational institution to become accredited by the Commission on Vocational, Technical, Career Institutions of the New England Association of Schools and Colleges, Inc.

The Class of 1994 was the last class to wear the blue and white striped student uniform. Beginning with the Class of 1995, the student uniform is white with the College insignia on the left chest.

In 1995, all of the school offices and classrooms were moved to Metcalfe Building.

In May 2001, the school moved out of Metcalfe Building to temporary quarters at 288 Main Street and then moved into the school building located at 70 Middle Street in August 2001.

In 2002, the school began offering its Associate in Applied Science Degree in Nursing Program via videoconferencing to its Rumford site and in 2003 to its Farmington site.

In September 2006, the school began to offer courses that fulfill the General Education component of the curriculum.

In June 2007, the school was renamed the Central Maine Medical Center College of Nursing and Health Professions (CMMC CONHP) and the Bylaws were updated.

In December 2008, the College was granted initial accreditation by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, effective November 6, 2007.

In September 2009, the college began offering its Associate in Applied Science Degree in Nursing via videoconferencing to the Bridgton site.

In January 2010, the college offered the first evening presentation of the Nursing Curriculum.

In 2010, the College added an Associate of Applied Science Degree in Radiologic Technology. The Clark F. Miller School of Radiologic Technology was established at Central Maine General Hospital in 1949 as the first Radiologic Technology program in Maine. The School of Radiologic Technology classroom and offices moved to the second floor of the College in 2009 and the students began taking the general education courses with the nursing students in the fall 2010.

Coinciding with the addition of the Associate of Applied Science Degree in Radiologic Technology, the Mercy Hospital School of Radiologic Technology in Portland transitioned its 2-year certificate program into the College. This increased the student capacity of the Radiologic Technology program from 26 students to 46 students in both classes. Radiologic Technology students from southern Maine take their classes in Lewiston and complete their clinical rotations at Mercy Hospital and its affiliates.

The Medical Imaging Division of the College includes the Associate of Applied Science Degree in Radiologic Technology, two semester certificate program of advanced studies in Computed Tomography (CT) and the Nuclear Medicine Technology Program. The CT program admitted its first students in January 2010. It is designed for the Radiologic Technologist, Nuclear Medicine Technologist, or Radiation Therapist who wishes to continue their education in CT.

In 2011 the College received approval to offer an Associate of Applied Science Degree in Nuclear Medicine Technology. This six semester program includes two semesters of general education courses prior to completion of four semesters of Nuclear Medicine Technology courses and clinical practicum. The School of

Nuclear Medicine Technology was established at Central Maine Medical Center in 1996 as the only program of its type in Maine or New Hampshire. In 2009 the program was expanded to include courses and clinical rotations in CT to meet the expanding needs of Nuclear Medicine Technology; the CT component continues to be an important part of the program curriculum.

On July 1, 2014, the Central Maine Medical Center College of Nursing and Health Professions changed its name to the Maine College of Health Professions to better reflect the mission and direction of the College in developing programs in the health professions.

EDUCATED PERSON

Maine College of Health Professions is committed to graduating a person whose educational program is balanced in the three primary domains of knowledge, arts and humanities, and sciences including mathematics and the social sciences.

The Maine College of Health Professions believes that being an educated person means a commitment to lifelong learning, finding joy in expanding ideas, creativity and critical thinking.

An educated person is one who has acquired knowledge, skills and abilities which will allow them to be successful in a variety of roles. All members of the Maine College of Health Professions community commit to the following criteria, which we feel define an educated person.

An educated person:

- thinks critically and analytically
- integrates and synthesizes knowledge
- demonstrates, by moral and ethical behavior, the values of integrity, responsibility, perseverance, tolerance of ambiguity, and appreciation of diversity
- demonstrates self-confidence, strives for emotional maturity, and values personal competence
- appreciates the importance of the fine and performing arts
- communicates and collaborates on a level that will facilitate the ability to work in the local community and globally
- participates in service activities which result in a positive impact on the community
- values lifelong learning and influences others to pursue education.

COLLEGE-WIDE LEARNING OUTCOMES

All students completing the requirements for the Associate Degree will demonstrate the following learning outcomes.

1. Communication

- a) Outcome: Students will communicate effectively in various situations and on a variety of levels.

2. Critical Thinking

- a) Outcome: Students will think critically and analytically and be able to integrate and synthesize knowledge.

3. Competence in the Field of Study.

- a) Outcome: Students will demonstrate competence in the field or area of study.

4. Professionalism

- a) Outcome: Students demonstrate, by moral and ethical behavior, the values of integrity, responsibility, perseverance, tolerance of ambiguity, and appreciation of diversity.
- b) Outcome: Students participate in both community service projects and professional societies as appropriate to their field of study and as valued members of local and professional communities.

INTEGRITY

The College expects that members of the Board of Trustees, Administration, Faculty, Staff, and Students will act responsibly, with professional ethics and integrity. These expectations are delineated in the By-laws of the Board of Trustees, position descriptions of administrators, faculty, and staff, and in the Student Code of Conduct Policy included in the College Student Handbook.

DEFINITION OF CRITICAL THINKING

Critical thinking is a reflective reasoning process. It encompasses use of knowledge, experience, caring, skills and values. The critical thinker gathers and assesses all pertinent and essential evidence, that both support and oppose a claim. It is a process that is enhanced and clarified by multiple points of view. The critical thinker possesses intellectual integrity, humility, autonomy, curiosity, empathy, perseverance, courage, confidence in reason and fair-mindedness.

ACADEMIC FREEDOM STATEMENT

Academic freedom is that ideal which enables educators, students and academic institutions to inquire, discover, teach, debate and publish. The MCHP, as a private, non-sectarian educational institution, believes that the collective freedom of inquiry must not be motivated or dominated by political or ideological mandates regarding social responsibility and institutional policy. This academic institution is committed to upholding these beliefs.

Students in this College have the right to investigate, learn, and express their individual ideas free from faculty and institutional influence. These rights are upheld for individual students as well as the collective student body. These rights carry with them the understanding that individual student members, when expressing personal views, are doing so not as a representative of the academic institution.

As educators, the faculty have the right to inquire, teach, debate, discover, and publish unburdened by internal or external influence. Further, the faculty as citizens are entitled to the rights and responsibilities of citizenship. These rights carry with them the understanding that individual faculty members, when expressing personal views, are doing so not as a representative of the academic institution.

Academic freedom allows one the independence, in the classroom setting, to present and discuss material that is relevant to the course content and learning objectives.

CODE OF STUDENT CONDUCT

Some actions cannot be tolerated because they seriously interfere with the basic purpose and processes of an academic community. By formulating a general code of ethics, rights and responsibilities, the College reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action.

Students are not only members of the academic community, but members of the larger society. Thus they retain the rights, protection, guarantees and responsibilities which are held by all citizens.

A student is not immune to prosecution by local, state or federal enforcement agencies, whether or not the College takes action on the violation.

The Code of Conduct, the “Code” applies principally to conduct that occurs on College premises, or at College-related activities or facilities. College premises means all land, buildings, facilities and other property owned by Maine College of Health Professions / Central Maine Healthcare Corporation.

Off-campus conduct may also subject a student to disciplinary or other appropriate administrative action when it is perceived to pose an imminent threat of harm or safety of the student or others or reflects on a student’s fitness to continue in the nursing or health professions program.

Rights, Responsibilities and Code of Conduct

Definitions in the Code of Conduct

- The term “student” refers to any person taking or auditing any courses at the College. Any course registration, whether in a non-degree or degree seeking program characterizes the person as a “student” from the point of registration to the completion of course of study. Examples include, but are not limited to, students who are enrolled, but not taking classes due to an academic break or students taking a medical or other personal leave.
- The term “behavior” means conduct and expression.
- The term “member of the College community”, means Maine College of Health Professions system trustees, academic, nonacademic and administrative staff, students and other persons while such other persons are on College property or at a College function.

Students who are believed to have assisted in violating any provision of the Code of Conduct may be charged with a violation to the same extent as those persons committing a violation.

Attempts to violate this Code, including unsuccessful attempts, are prohibited and are subject to the same response under this Code as are actual violations.

The College considers the following behavior, or attempts at the behavior, by any student or student organization, whether acting alone or with others, to violate the code of student conduct.

Prohibited Acts Against A Person

- Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to, hazing, personal injury, alcohol or other drug abuse, physical restraint, holding or transporting an individual against her or his will.
- Threatening or causing nonphysical abuse of or abusive behavior towards another person, including, but not limited to verbal or written statements which constitute a form of expression unprotected by law, such as obscenity, fighting words and defamation. Nonphysical abuse means psychological abuse or abusive behavior through verbal or written statements that intend to or could reasonably be foreseen to cause embarrassment, humiliation, shame, fright, grief or intimidation.
- Any actual or threatened nonconsensual sexual act.
- Stalking, which is willfully, maliciously and repeatedly following, contacting or harassing another person in a manner which would cause a reasonable person to feel frightened, intimidated, threatened or harassed.
- Conduct that threatens the mental or physical health and safety of others. This includes but is not limited to hazing, alcohol or other drug abuse, and other forms of destructive behavior.

Property Offenses

- Destroying or vandalizing property, or intent to destroy or vandalize property, including, but not limited to, College owned property, fire alarms, extinguishers and other safety devices.

- Trespassing upon, forcibly entering or otherwise proceeding into unauthorized areas of College owned buildings or facilities, their roofs or the residential space of another person that are locked, closed or otherwise restricted to use.
- Unauthorized and/or inappropriate use of property.
- Unauthorized or inappropriate use, duplication or possession of keys, computer access codes, long distance caller identity codes or other security mechanisms.
- Stealing or unauthorized possession of property.
- Embezzling, defrauding or using false pretenses to procure money, property or services.
- Knowingly purchasing or possessing stolen or embezzled property, money or services.
- Intentional disruption or obstruction of the lawful activities of the College or its members, including their exercise of the right to assembly and peaceful protest.

College Offenses

- Illegal purchase, use, possession or distribution of alcohol, other drugs or controlled substances.
- Academic dishonesty, including, but not limited to plagiarism, cheating and other forms of academic misconduct, misuse of academic resources or facilities, the misuse of computer software and hardware, data, equipment or networks.
- Possessing or using weapons, explosives, flammable substances or other dangerous devices.
- A weapon is any object or substance designed and/or used to inflict a wound, to cause injury, or to incapacitate, and includes, but is not limited to all firearms, pellet guns, air pistols, air rifles, all knives, black jacks, metal knuckles, fireworks, explosives, biological agents and chemicals such as *Mace* and/or tear gas. Replicas and facsimiles of weapons are also prohibited.
- Creating a fire, safety or health hazard.
- Falsely reporting a fire or other emergency situation, including, but not limited to, activating a fire alarm when there is no reasonably perceived emergency.
- Intentional disruption or obstruction of the lawful activities of the College or its members, including their exercise of the right to assembly and peaceful protest.
- Having an animal on campus, except as permitted by College policy.
- Causing any object to be ejected from windows, roofs or balconies of College owned buildings.
- Conveying information which the student knows or should know to be false, including, but not limited to forging, altering or causing any false information to be entered into College record or to be presented at a College proceeding, or to a member of the College community.
- Impersonating a member of the College community.
- Elimination of bodily fluids or waste, including but not without limitation, urine, feces, vomit or blood in receptacles not designed for receipt of such substances.
- Indecent exposure, such as but not limited to, flashing and all exposure prohibited by State statute.
- Violations of College policies, rules or regulations that are published in the Student Handbook or any other official College publication or agreement.
- Responsibility is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs or while improperly using controlled substances.
- Disorderly conduct, including but not limited to public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
- Violation of any state, federal, or local law, especially when the violation has a negative impact on the well-being of the College or its individual members.

Consequences

Failure to observe these policies may result in disciplinary action up to and including termination from the College and may result in a report to law enforcement.

Every effort has been made to assure the accuracy of the information in the Student Handbook, students and others who use the Student Handbook should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this policy.

Changes may come in the form of statutes enacted by rules and policies adopted by the Board of Trustees of the Maine College of Health Professions, Legislature, by the President of the College, or by the Chairman of the Board of Trustees or designee of the College.

Students shall have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President.

PLAGIARISM

The College views plagiarism as a serious offense. Should it occur, this could affect the student's academic progress. If the student has questions about plagiarism, the student is directed to consult an instructor.

The following Plagiarism Resources have been identified for student information.

- Simple effective video:
 - <http://sigma.sjcme.edu/library%20tutorials/plagiarism.htm>
- Explanations and examples:
 - <http://plagiarism.org/index.html>
 - <http://owl.english.purdue.edu/owl/resource/589/01/>

An online plagiarism service will be available for use by students and faculty.

COPYRIGHT POLICY

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

MCHP prohibits unauthorized distribution of copyrighted material and unauthorized peer-to-peer sharing.

Copyright provides legal protection of an author's or creator's original work. Copyrighted material may not be copied, distributed, or modified without consent of the author, unless it falls under the "Fair Use" exception. Fair Use allows students, researchers, and instructors to use copyrighted material "Fairly" without permission. If the use of the copyrighted material does not fall under "Fair Use", permission from the copyright holder is required.

Copyright violations may be subject to civil and criminal liabilities. Federal penalties may include paying damages, fines, and/or imprisonment.

Students who abuse the Copyright Law are in direct violation of the "Code of Student Conduct" policy and are subject to disciplinary action up to and including termination from the college and may result in a report to law enforcement.

More detailed information is available at www.copyright.gov

AMERICAN DISABILITIES ACT

Maine College of Health Professions is an equal opportunity/affirmative action institution and employer.

If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by Maine College of Health Professions, you must register with the Disability Services Coordinator. Call (207) 795-2270 (TTD 207-741-5667) to make an appointment to meet with the Disability Services Coordinator Office # 101.

Further information about services for students with disabilities (physical or intellectual) and the accommodation process is available upon request from the Disability Services Coordinator. Policies regarding accommodation may be found on the "Consumer Disclosures" page of the College website:

<http://www.mchp.edu/ada-statement>

STUDENT SERVICES

The primary mission of student services is to create an environment for students to grow and develop outside the classroom. Students are invited to participate in leadership and decision making roles. Active participation as a class officer or a class representative on one of the College administrative committees enables a student to become involved in leadership activities. A range of services are available to meet the special needs of each student including career advisement, Gerrish-True Health Sciences Library, student housing, computer lab access, financial aid, pastoral services, etc.

STUDENT EMPLOYMENT

Opportunities for employment shall be posted on the student bulletin board.

Job openings within the Central Maine Medical Center are posted on the CMMC web site.

Students must not represent themselves as students or qualified healthcare providers with the College logo while not assigned in the student role by this faculty.

MEALS

A cafeteria, located at the Central Maine Medical Center is open daily from 6:30 AM – 6:30 PM. A coffee shop, located at the Central Maine Medical Center is open Monday through Friday from 6:30 AM – 4 PM.

A dining room is located at the Medical Center (next to cafeteria) and is open for use at all times. A vending area is open 24 hours daily.

Students may bring their own food to the student lounge. There is a microwave oven, refrigerator, soda and snack machines available for student use.

LIBRARIES

The Gerrish-True Health Sciences Library is located on the first floor of the Center Building of the Central Maine Medical Center and is staffed by librarians during the following hours:

Monday - Friday 8:00 AM - 4:00 PM

Phone: 795-2560

Students have access to the library collection twenty-four hours per day. Between 4:30 PM - 8:00 AM weekdays, and on weekends and holidays when the library is unstaffed, students may use their identification badge for access.

Library services are aimed at helping the student at every stage, from the formulation of the request to the retrieval of the document needed. Included in these services are reference assistance, computer searches, end-user computer searching, and interlibrary loan and photocopying of relevant articles.

A photocopy machine is available in the Library for self-service use by students. There is no cost to copy school related articles but the cost is 10 cents per copy for copying handouts and other personal material. An honor system is utilized. For each student search prepared by the Library, up to ten photocopies of articles are included without charge. Access to more information than what the Library owns is also available. As a result of participation in cooperative networks of public, academic, and other health science libraries, books or photocopies of articles on inter-library loan may be obtained.

Students may access the following local libraries for available resources.

Lewiston Public Library	http://lplonline.org
Auburn Public Library	http://www.auburn.lib.me.us
Ladd Library, Bates College, Lewiston	http://abacus.bates.edu/Library
Lewiston-Auburn College	http://library.usm.maine.edu/about/lac/index.php

All public and university libraries require that student I.D. cards are presented when using their services.

COMPUTER LABORATORY ACCESS

The Computer Laboratory with associated equipment is maintained by the College.

When using facility and equipment:

- Food and drinks are not allowed in the Computer Laboratory at any time.
- Computer and printer settings may not be changed, moved, or re-configured.
- Personal programs may not be downloaded without permission of a Coordinator or Director.
- **After use, be sure to log off the computer. Never leave the computer unattended when you are logged in.**

Respect all software licenses

- Users may not copy any copyrighted software provided by Maine College of Health Professions.

Respect the integrity of computer programs

- Users may not copy any files from computers (other than personal files) without permission of faculty.
- Users may not delete, alter or rearrange computer programs.

Respect other users

- Most students use computers for instructional reasons; be respectful when others require a quiet environment for concentration.
- Priority for academic use will take precedence over non-academic use.

Personal documents

- All student documents should be saved on the student's "p" drive or emailed to themselves.
- Documents should not be saved to the desk top.

COUNSELING SERVICES

The following is a list of counseling services available to students:

- 2-1-1 Maine is a comprehensive statewide directory of over 8,000 health and human services available in Maine. The toll free 2-1-1 hotline connects callers to trained call specialists who can help 24 hours a day, 7 days a week. Finding the answers to health and human services questions and locating resources is as quick and easy as dialing 2-1-1 or visiting www.211maine.org.
- Reverend Jay Turner, Director of Pastoral Care
Central Maine Medical Center
300 Main Street, Lewiston, Maine 04240
PHONE: 795-2290

Reverend Turner will meet with any student regarding a personal problem one time for evaluation and referral. No fee is charged.

- Central Maine Counseling Services, Inc.
276 Main Street
Lewiston, ME 04240
PHONE: 782-3386
- Tri-County Mental Health
1155 Lisbon Street, Lewiston, ME 04240
PHONE: 783-9141

Individuals may also request information from the Director.

SUBSTANCE ABUSE TREATMENT CENTERS

- St. Mary's Regional Medical Center
Campus Avenue, Lewiston, ME 04240
PHONE: 777-8700

Additional listings may be found in the telephone directory or via the Internet.

COMMUNICATION CHANNELS

The administration, faculty, and staff encourage open communication between students and faculty regarding course work, teaching methods, student concerns, etc.

- Should a problem arise within the class or clinical setting, the student should first speak to the faculty member involved.
- The Academic Advisor may be used as a resource at any step within the problem solving process.
- If the problem is not satisfactorily resolved at this point, the student should then speak to their Program Director.
- If the problem remains unresolved, the student fair treatment procedure may be initiated.
- If the problem is related to the College facility, the College Secretary should be contacted.

COMMUNICATION COUNCIL

The College Communication Council's chief function is to enhance communication between students as well as between students and the College's administration and faculty.

Meetings will be scheduled and posted in the student lounge during the fall and spring semesters.

STUDENT GOVERNMENT

Each class will elect officers to coordinate fund-raising, volunteer activities, and graduation planning.

Class officers will present their class questions, concerns and fundraising proposals to the Director.

TRANSCRIPT REQUESTS

Upon receipt of a signed written request from a student, the Registrar will send an official copy of the student's transcript to any college or agency named.

The amount of transfer credit granted for courses completed at this College is determined entirely by the institution to which the student is requesting credit by transfer. Knowledge of the transfer policy of the institution to which the student is applying for transfer credit is helpful.

Transcripts may be:

- Given directly to the individual.
- Mailed directly to the person or institution for which the transcript is requested.

Persons with outstanding financial obligations to the College will not be provided transcripts until such obligations are met.

RECOMMENDATION REQUESTS

Upon receipt of a signed "Recommendation Request Form" from a student, Faculty and/or Administration may provide a written or verbal recommendation for the student. The request must contain the student's original signature. Students may obtain the "Recommendation Request Form" from any faculty member or director.

STUDENT SUCCESS CENTER

The Student Success Center is located in Room 119 on the first floor at the College. The Center is open during regular business hours M-F. The room may be used for student study and access to reference materials. Students may also access references on the Resources Page in Canvas.

Students are encouraged to seek extra help from their course instructor or advisor by appointment as needed. Students at off-site campuses may utilize Skype to meet with their instructor or advisor by appointment for assistance.

LEARNING ASSISTANCE PROGRAM

A Learning Assistance Program is available to all students enrolled at the College. This program is primarily concerned with the learning of all students with a special emphasis on health professions. Services will include the following:

- Tutoring.
- Individual assistance in time management.
- Resource materials.
- Study skills.
- Computer and video assisted instruction.
- Self-directed study.
- Additional campus laboratory practice.

Assistance is offered on an individual basis to enhance the success of the learner. Students seeking assistance should contact their course instructor, advisor, or Director.

REMEDICATION AND TUTORING

MCHP provides avenues of remediation and tutoring to all students enrolled. Remediation services are provided for students through assigned academic advisors. In addition to the remediation support offered through the academic advisors, tutors are available on-site and may be available through other institutions of higher education.

SCHEDULING CLASS MEETINGS

The Secretary of either class will schedule a meeting date and time two (2) weeks in advance with the Director. The location for the meeting must be cleared and scheduled through the College Secretary.

Once the meeting has been approved by the Director, the Class Secretary shall post the meeting time and place on the students' official bulletin board.

Should a meeting be canceled, the Secretary of each class shall notify the individuals listed above.

FUND RAISING

Students wishing to raise funds for their class must obtain permission from the Director.

TELEPHONES – For Student Use

Students may use the phones located in the student lounge and hallways for local calls only.

Toll calls are never to be charged to the College.

The caller must call collect or use a credit card.

Telephone in Dorm Room

Students may have telephones installed in on-campus housing at their own expense.

Permission for the use of any rooms in the College for any meetings and / or non-class activities must be obtained from the College Secretary. The individual requesting use of the room is responsible for clean-up of the area. Any damage is the responsibility of the individual requesting use of the area.

BEREAVEMENT LEAVE

A student will receive Bereavement Leave as indicated below:

Relationship	Yes/No	# days
Aunt	Yes	1
Aunt of Domestic partner	No	0
Aunt-in-law	No	0
Brother/Sister	Yes	5
Brother/Sister of Domestic partner	Yes	1
Brother/Sister-in-law	Yes	1
Child	Yes	5
Child of Domestic partner	Yes	3
Daughter/Son-in-law	Yes	1
Daughter/Son-in-law of Domestic partner	Yes	1
Cousin	No	0
Domestic partner	Yes	5
Ex-domestic partner	No	0
Ex-spouse	No	0
Grandchild	Yes	3
Grandparent	Yes	3
Grandparent of Domestic partner	No	0
Grandparent-in-law	No	0
Guardian	Yes	5
Nephew/Niece	Yes	1
Nephew/Niece of Domestic partner	Yes	1
Parent	Yes	5
Parent of Domestic partner	Yes	3
Parent-in-law	Yes	3
Spouse	Yes	5
Step-child	Yes	3
Step-parent	Yes	3
Uncle	Yes	1
Uncle of Domestic partner	No	0
Uncle-in-law	No	0

These days do not have to be made up.

INCLEMENT WEATHER

In the event of inclement weather where travel is, or is anticipated to be, unsafe, the President or designees will determine the need to delay classes or close the College.

Should it ever become necessary to delay classes or close the College, the following notifications will be made:

WCSH6 – Channel 6 TV	http://www.wcsh6.com
College Website	www.mchp.edu
College Facebook Page	www.facebook.com/Maine-College-of-Health-Professions
Text Notification	Sonis Text Messaging

College activities may be delayed or may be completely cancelled. If the College is closed, students will not attend classes or clinical rotations. Except in extenuating circumstances, classes that are cancelled will **NOT** be rescheduled; however, the involved faculty will offer class material in an alternate format. The College may reschedule clinical as deemed necessary. The decision to delay classes or close the College will be available by 5:30 AM for daytime scheduled events and 11:00 AM for afternoon and evening scheduled events.

ADD-DROP, WITHDRAWAL AND REFUND POLICY

Official Withdrawal from College

Withdrawal is defined as a student who gives official notification of their withdrawal to the Registrar after a semester begins. (The student is withdrawing from all courses and leaving the College).

Students wishing to withdraw from the College:

1. **Must** contact the Registrar
2. Should contact their Director and/or Coordinator
3. Should submit the Student Status Change Form to the Registrar
4. Withdrawal is not considered official until the student has notified the Registrar. Until such notification, the student remains enrolled in the College and/or course and is responsible for fulfilling its academic and financial requirements.

Unofficial withdrawal from College/course

1. Students **must** notify the Registrar when withdrawing from a course. If a student stops attending College or a course without notification, this will result in an unofficial withdrawal and a grade of “F” for the course.
2. If a student receives a grade of “F” in a course, the College will determine if the student should be treated as an unofficial withdrawal or not and follow the procedure below.
3. If Federal financial aid is affected, the Financial Aid Office may need to make adjustments to the student’s financial aid. Without official notification the student will be considered unofficially withdrawn and a R2T4 calculation will be completed using a 50% mark in the semester to determine how much aid the student has earned and if any is to be returned to the Government.

Adding & dropping or withdrawing from a course

The “add/drop” period is the timeframe a student may adjust their schedule without any academic or financial penalties. The following schedule represents the timeline for the academic year.

Semester	Registration Period	Billing Period	Add/Drop Period – Full Semester	Add/Drop period –Non Standard Term
Summer	Begins: At least 4 weeks prior to the bill date Ends: 2 week prior to the bill date	April 1 st or first Monday in April	Begins: One week prior to the start of course Ends: Midnight on Saturday of the first week of the semester	Begins: One week prior to the start of course Ends: Midnight of the 1 st day of course
Fall		July 1 st or the first Monday in July		
Spring		December 1 st or the first Monday in December		

1. *Adding a course:* Student may add courses during the add/drop period, provided that there is space available in the course and the student has satisfied all requirements. Student charges will be adjusted and a revised bill will be generated. Payment in full is expected as of the date of enrollment, unless prior arrangements have been confirmed with the Bursar.
2. *Dropping a course:* Dropping a course is defined as a reduction in course load while remaining enrolled at the College within the add/drop period. (The student drops one or more courses but not all courses). All requests to drop a course within the add/drop period, must be coordinated through the Registrar.
3. *Withdrawal from a course:* Withdrawing from courses is a reduction in a student's course load after the add/drop period while remaining enrolled at the College.
 - 1.

Academic impact of withdrawing from a course or the college

1. A student may withdraw from a course at any time. If the student withdraws after 60% of the semester, the student will receive a grade of "F" in the course which is calculated into the GPA. Before the 60% mark, the student will receive a grade of "WP" withdraw pass or "WF" withdraw fail. These grades will not be calculated into the GPA; however they will be reflected on the official transcript.
2. At the end of every semester, the Registrar will notify the Financial Aid Office of any students who have received a grade of "F" in a course. A determination will be made within 30 days of the end of the payment period (semester) on whether or not the grade was earned or if the student dropped without notification.
3. The Registrar will notify all appropriate staff of any student status change.

Financial aid impact of adding/dropping/withdrawing from a course or College

In accordance with Federal regulations, financial assistance may be adjusted for any aid recipient whose status changes during the semester. A portion of her/his financial aid may be returned to the Title IV programs as required by using the U.S. Department of Education's methodology.

Pell recalculation policy:

Federal PELL Grant award amounts will be based upon enrollment status at the end of the add/drop period. At that time, if the number of credits enrolled is different from the student's initial enrollment, the Federal PELL Grant will be adjusted from the original PELL grant award. No further adjustments to the Federal PELL Grant will be made after that point.

Federal PELL Grants awarded initially after the add/drop period will be based upon enrollment at the time the award is determined. No further adjustments to the Federal PELL Grant will be made after that point.

Enrollment status

Academic Year: Enrollment status for fall/spring/summer semesters is determined according to the following table.

CREDITS	STATUS
12 or more	Full-Time
9-11	$\frac{3}{4}$ Time
6-8	Half-time
1-5	Less than half-time

Tuition balances & refunds

Tuition and fees are reduced in accordance with the following schedule when courses are dropped. Withdrawal in first three weeks may result in a refund to the student. MCHP Scholarships will follow the same percentage chart for funds earned and eligible to keep by the student. Direct Subsidized and Unsubsidized loans and other Title IV funds may be returned as required by the Return of Title IV Funds calculation.

The Bursar's Office will send the student a detailed statement indicating any amounts due the College or amounts due the student as a refund. The statement will include the expected due date for any amount due back to the College for return to the Federal Programs (if applicable).

WITHDRAWAL FROM COURSE/COLLEGE –STANDARD 15 Weeks/On Campus or On-line/Hybrid		WITHDRAWAL FROM COURSE/COLLEGE – NON-STANDARD On Campus courses (Less than 15 weeks)	
On or before the first week of courses	100%	On or before the first day of courses	100%
On or before the second week of courses	65%	On or before the second day of courses	65%
On or before the third week of courses	35%	On or before the third day of courses	35%
Thereafter	0%	Thereafter	0%

For purposes of calculating *standard* tuition adjustments, the attendance period begins on the opening day of scheduled campus courses per the official academic calendar, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

For purposes of calculating *non-standard* tuition adjustments, the attendance period begins on the start date of the course as specified on the course schedule, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

LEAVE OF ABSENCE

Students wishing to take a leave of absence must contact their Program Director. A request for a leave of absence must be submitted in writing, to the Registrar, and the request must be signed and dated by the student making the request. The LOA request/application must clearly explain the reason(s) for the LOA, and if known, how long the LOA is expected to last. The LOA must be requested in advance, unless the circumstances surrounding the LOA prevent it. For example, an accident, that renders the student unable to continue his/her studies for a period of time, would not be predictable and the LOA could not be requested in advance. Other circumstances could be predictable, although the timing might not always be the same. In other words, a scheduled event could be known three months in advance, but a family illness that is progressive might not be of an emergency nature until a turn takes it into such a stage.

A leave of absence may be granted for up to one hundred eighty calendar days within a 12-month period. The student must submit a completed Student Status Change Form for the LOA to be considered. The student will be notified of the decision in writing, within five (5) school days. For NSLDS enrollment reporting, an LOA should be reported as an "A".

The College's refund policy will apply to students who are granted a leave of absence.

Approved Leave of Absence -- A leave of absence (LOA), for Return of Title IV (R2T4) funds purposes is a temporary interruption in a student's program of study at MCHP. LOA refers to the specific time period during a program when a student is not in attendance at MCHP, but is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA at MCHP must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring MCHP to perform an R2T4 calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an R2T4 calculation.

For an LOA to qualify as an approved MCHP LOA:

- MCHP must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing, signed, dated, and include the reason for the student's request;
- The student must follow MCHP's policy in requesting the LOA;
- There must be a reasonable expectation that the student will return from the LOA;
- MCHP must approve the student's request for an LOA in accordance with the college's policy;
- MCHP may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student will not be eligible for any additional federal student aid;
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- A MCHP student returning from an LOA must resume their educational program at the same point in the academic program that he or she began the LOA, and
- MCHP will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Maximum Time Frame (MTF) – MCHP's MTF accounts for all periods of non- attendance (including weekends and scheduled breaks), and will not exceed 180 days. MCHP will reduce the length of an LOA, if the 180th day falls on a day the school would be closed.

RE-ADMISSION TO A PROGRAM

Applicants meeting the criteria for admission are accepted regardless of religion, race, gender, sexual orientation, marital or parental status, age, color, national or ethnic origin and are accorded all the rights, privileges, programs and activities available to students at the College.

Persons who previously attended the College and who withdrew from a program are eligible to apply for readmission by submitting an application to the Admissions Office.

Applications from former students requesting to re-enter the program will be reviewed by the Admissions Committee according to its selective admission procedure.

Applications from individuals, who were suspended or dismissed from the College for academic or disciplinary reasons, will be reviewed by the Program Director.

Individuals may be readmitted to a program one time. Individual exceptions due to extenuating circumstances will be considered by the Program Director.

Individuals must apply for re-entry as soon as feasible as space in the program is limited.

Upon successful readmission to the program, the student may be required to take any achievement exams completed in the preceding semester by the class in which they are enrolled. In addition, the student may be required to be clinically evaluated.

USE OF PHONES AND PERSONAL ELECTRONIC DEVICES

1. Use of mobile devices during exams or quizzes is prohibited.
2. Personal electronic devices must not cause a disruption to any class.
3. Students shall not receive personal telephone calls (this includes cell phone calls and personal pager use) during assigned clinical experiences in any clinical area / facility except for emergencies.
4. Personal use of cell phones or clinical site telephones is not permitted.
5. Students should follow the cell phone policy of the clinical facility they are assigned to.
6. Absolutely no patient information shall be accessed by or stored in a personal electronic device.

SOCIAL NETWORKING

The College recognizes the open nature of social media which is used for both personal and professional purposes. Social media can create a sense of role ambiguity. It may not always be clear when one is speaking on behalf of the College, sharing facts, or sharing personal/professional opinions. This policy is designed to help students navigate through this ambiguity and clarify certain responsibilities when posting material online. It is important to remember that we are subject to the same laws, professional expectations, and guidelines when interacting online as we would in-person with students, parents, alumni, donors, patients, and the media.

The College recognizes that people in the role of student may wish to create and maintain personal Web logs or “blogs” or participate in electronic social networks; such as Facebook and Twitter. We respect the rights of these individuals to personal expression and individual views through these and any other media.

Depending on the material shared on these sites, individuals will be held accountable for their entries.

- Activities or statements which are determined to be harassment of others will not be tolerated. Students are expected to be respectful of others when posting to a blog or network site, and should assume that because of public access, other people are reading such entries.
- Use of proprietary logos, other branding, and identities is prohibited. Only individuals officially designated to do so have the authority to speak on behalf of the organization.

Students are expected to exercise freedom of speech with responsibility and common sense. If activity on a social networking site is reported as violating College policy as outlined in the Student Code of Conduct in the student handbook, it will be investigated and handled according to the College disciplinary process.

Students are expected to follow these guidelines when participating in social networking and blogging activities:

- **Protect confidential and proprietary information:**
Do not post confidential or proprietary information about students, employees, patients, or alumni of the College. All persons must follow the applicable federal requirements such as Family Educational Rights and Privacy Act and Healthcare Information Portability and Accountability Act regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.

Students will not post or discuss any clinical experience or information regarding experiences with the clinical agency staff, clients, and patients on any internet social media (Facebook, Twitter, emails, MySpace), and any others not mentioned.

- **Respect copyright and fair use:**
When posting, be mindful of the copyright and intellectual property rights of others and of the College.
- **Use College intellectual properties only with permission:**
No user may establish social networking sites that use the College logo or other intellectual properties such as photography, video, artwork, classroom presentations and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.
- **Personal Use:**
Personal use is use that is not coursework related. In general, incidental and occasional personal use of CMH's Internet access or electronic communication systems is permitted; however, personal use is prohibited if it:
 - Adversely affects the efficient operation of the computer system which includes the PC, network or internet performance.
 - Violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law.
 - Streaming of audio and/or video content for personal use. For example: internet radio.
 - Accessing, downloading, printing or storing information with sexually explicit content as prohibited by law.
 - Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or other-wise unlawful messages or images.
 - Uploading or downloading copyrighted materials or proprietary agency information contrary to policy.
 - Personal commercial purposes.
- **Disseminating official information:**
The College is responsible for posting and publishing online official information on its own behalf. Students doing so will be in violation of this policy.
- **Monitoring:**
The College reserves the right, whenever it deems it necessary and appropriate, to monitor Internet access use, with or without student permission. The Information Services Department uses tools such as internet blocking and spyware to ensure performance integrity of the Network.
- **Consequences:**
Failure to adhere to this policy may result in disciplinary action up to and including dismissal from any and all College programs.

PAYMENT OF COLLEGE FEES

All College tuition and fees must be paid in full or have established payment arrangements with the college on or prior to the **first day of class**.

1. **Billing**
 - a. Students are sent a statement of accounts which includes all semester tuition and associated fees prior to the beginning of each semester.
 - b. Payment in full is expected by the due date indicated on the statement.
 - c. If payment is not received by the first day of class, students will be given written notification that they must contact the Bursar's office that day to discuss payment options and arrangements.

- d. If within 7 days payment has not been received or arrangements finalized, students will be scheduled to meet with the Program Director or designee to discuss future steps necessary for continued enrollment in the program.

Please Note: Failure to fulfill all payment expectations and/or payment arrangements will result in a hold being placed on the student's account. Having a hold will prevent the student from being able to access the following college services: class registration, viewing grades, obtaining transcripts, and/or receiving a diploma.

2. Payment Methods

The Bursar's Office is responsible for the billing and collections of tuition and fees

Accepted payments

- a. Cash:

Please do not mail cash. Students may pay in person at the Bursar's Office

- b. Personal Checks:

Please make the check payable to the Maine College of Health Professions. Include student name & student ID # on the front of the check.

- c. Credit/Debit Cards:

MasterCard & Visa can be processed either in person or via phone @ 795-2649 or 795-2840.

- d. Certified Funds:

Make cashier's checks, money orders, or other certified funds payable to the Maine College of Health Professions. Please include the student name, student ID #, and phone number on the front of the check.

Payments may be delivered in person or mailed to the following address:

Maine College of Health Professions
Attn: Bursar's Office
70 Middle Street
Lewiston Maine 04240

Bursar's Office Hours: Monday – Thursday 8:00 a.m. to 4:30 p.m.

3. Payment plans

- a. The College offers the option of an interest-free monthly payment plan. All matriculated students are eligible to spread the cost of tuition and fees into a maximum of four equal installments each semester.
- b. Payment arrangements are coordinated through the Bursar's office. All payment plans require a signed agreement. Students are encouraged to set up payment arrangements as soon as possible.
- c. Payments are due in monthly increments, based on the signed agreement.
 1. Fall semester installments must be paid in full by Nov 15th
 2. Spring semester installments must be paid in full by March 15th
 3. Summer semester installments must be paid in full by June 15th
- d. If the student is a minor, a parent must co-sign the agreement. Students must sign a FERPA form authorizing discussion of payment arrangements and/or account balances.

4. Payment of Student Account by 3rd Party or Government Entity

The College recognizes payments by governmental organizations such as the Career Center, Trade Assistance Programs, Aspire Programs, Department of Veterans Affairs, or other 3rd party.

Billing activities will occur as follows:

- a. The student completes the "Responsible Party Form", which states that the ultimate responsibility for payment resides with the student. The student shall provide the Bursar with written authorization from the agency, that they are approved for payment for school-related expenses.
- b. The Bursar's Office will provide the agency with a detailed statement of account, including all anticipated aid, with a copy to the student.
- c. If payment is not received within 45 days after the semester begins, the College will bill the student and expect immediate payment or payment arrangements made with the College.

5. Tuition Reimbursement from Employers/Outside Scholarships

- a. Financial responsibility of all Tuition and Fees are the student's. Individual scholarships and employer sponsored tuition reimbursement agreements are between the student and the outside resource.
- b. Outside scholarships are expected to be received within 45 days after the semester begins. If not, the "anticipated scholarship" will be removed from the account. The College will bill the student and expect immediate payment or payment arrangements made with the College.

Please Note: It is the student's responsibility to notify the Financial Aid Office of any outside scholarships and employee tuition reimbursement agreements. Relative to financial aid regulations, the Financial Aid Office may adjust the financial aid award to the extent that it is impacted by the outside resources. A student must not receive any financial aid over and above their cost of attendance. If the outside resource increases the aid so that it exceeds their total cost of attendance, the student's aid will be adjusted to prevent an over-award.

6. Returned Check Policy

- a. Returned checks, either electronic or paper, that are issued to the Maine College of Health Professions will result in a \$25.00 returned check fee. This fee will be added to the account of the student for whom the check was presented. This fee will be added for each returned check, regardless of the reason for the return. Stop payments are considered returned checks and are subject to fees.
- b. The student receiving the benefit from the returned check is responsible for repayment.
- c. The student must make other payment arrangements with the Bursar's Office. If collection procedures are unsuccessful, the account will be referred to a credit reporting collection agency.
- d. Each account will be allowed two returned checks, after which payment by personal check will no longer be accepted. This includes returned electronic payments. Communication regarding how to resolve the returned check will be sent to the student whose account is affected.

Further information about payments and financial aid is available upon request from the Bursar and Financial Aid Offices and may be found on the "Consumer Disclosures" page of the College website:

<http://www.mchp.edu/consumer-disclosures>

FINANCIAL AID

Financial FAFSA School Code: 006305

Any student enrolled in MCHP, who qualifies for financial assistance, will receive aid to the extent funds are available. The amount of actual aid awarded depends upon the financial need of the individual student, and, therefore, will reflect the student and/or family's financial circumstances. All such information is strictly

confidential.

Financial need is the difference between costs (tuition and fees, room, board, student uniforms, books, supplies, travel and personal expenses) and the amount of money the student and/or the student's family can afford to pay, as determined by a standard formula, established by Congress, and approved by the Secretary of Education. The amount is referred to as the Federal Methodology and the calculation is:

- Cost of Attendance – Estimated Family Contribution = Need.

The basis for figuring the Expected Family Contribution is completion of the "Free Application for Federal Student Aid" (FAFSA). The information provided on the FAFSA determines the expected family contribution and these results, in conjunction with MCHP's Financial Aid Information Form, are used to determine a student's financial need. A Financial Aid Professional Judgment will be done only in a most unusual situation.

Students that wish to apply for financial aid should submit the FAFSA to the Federal Processor of the U.S. Department of Education by May 1st to meet State scholarship and grant deadlines. Students are required to apply on-line at www.FAFSA.ed.gov. Students are required to reapply for financial aid for each academic year they wish to be considered for.

Financial Aid Eligibility

A student is eligible for financial assistance at the MCHP if he or she:

- is a citizen of the United States or is an eligible non-citizen;
- is not in default on a previous loan;
- does not owe a refund on a previous grant or scholarship;
- has not previously earned a baccalaureate degree [only applies to Pell and Supplemental Educational Opportunity Grant (SEOG)];
- is a matriculated student;
- is enrolled in at least 3 credit hours each semester;
- is making satisfactory academic progress; and demonstrates financial need.

Additional information regarding financial aid may be obtained from Maine College of Health Professions' Financial Aid Office. Phone (207) 795-2270.

Willful falsification or omission of information on the application is a criminal offense punishable under Maine and federal laws.

INDEPENDENT STUDENT STATUS

To qualify for independent status, students must be financially independent of their parents, and meet the Department of Education's criteria of independence. A student is considered to be automatically independent if he or she:

- is at least 24 years old;
- is a veteran or member of the United States Armed Forces;
- is an orphan or ward of the court;
- has legal dependents other than a spouse;
- is married; or
- an emancipated minor or someone who is homeless or at risk of becoming homeless.

TYPES OF FINANCIAL AID

- **Financial aid awards are grants, scholarships and loans**
- Grants and scholarships are given without any expectations of repayment. Loans carry appropriate obligations. The aid combination, or package, is revised each year for each student, depending upon the student's needs, and upon the availability of program funding.

The student is considered for financial aid on a basis of financial need and the amount of monies available for funding. The resulting determination, or award, is communicated to the student in the form of a financial aid "offer", which the student is free to refuse in whole or in part. However, refusal will not result in the reconsideration of the manner in which a student's aid has been proportioned between grant aid and loan aid.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

To comply with Federal Title IV Regulations §668.34, Maine College of Health Professions (MCHP) is required to establish and implement policies and procedures surrounding Satisfactory Academic Progress (SAP) for students who use Federal student aid to help pay for college. The SAP policies must be at least as strict as the school's policies for non-Title IV recipients, and in the case of MCHP, the policies are the same for both groups of students. The SAP policies are published in the MCHP Catalog and on its Web Site at <http://www.mchp.edu>

SAP Policies

It is MCHP's policy to enforce the Federal rules surrounding SAP as defined by the following rules and procedures.

Consistent Application of Policy – MCHP's SAP policy provides for consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate, and educational programs established by the school.

MCHP's Registrar is instrumental in working with the Financial Aid Office to ensure that consistent standards are applied to all students within the categories noted above by identifying the students by category upon request by the aid office.

Frequency of SAP Review – MCHP reviews SAP after each payment period based on pace and grade point average for each student. All students receiving financial aid must complete a given number of credits in comparison to those attempted, as noted under Pace. The scale varies depending on the status of student - full-time, part-time or three-quarter time - and the educational program in which the student is enrolled. The scales are shown as **Appendix A**.

Each semester, the MCHP's Registrar provides a report to the Financial Aid Office that verifies that students listed on the official roster have achieved satisfactory progress as defined in the components of that policy listed below.

Reinstatement of Eligibility: Financial aid eligibility may be regained by eliminating all SAP deficiencies (at the student's expense) until the requirements of the SAP policy are met, or by the student successfully appealing their SAP status. Students who do not enroll for a semester, or pay for school at their own expense, do not automatically qualify to receive financial aid in a subsequent semester.

Timeframe -- The maximum allowable timeframe for receiving financial aid is equal to 150% of the published length of the academic program.

Example: If the program requires 70 credit hours for graduation, a student would reach the maximum timeframe at three years of enrollment.

Pace – A student must complete 67% of credit hours attempted each semester to remain compliant with the SAP policy. The pace is calculated by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours the student has attempted. MCHP does not include remedial courses in the Pace calculation. Transfer credit hours from another institution that are accepted toward a student’s educational program are counted as both attempted and completed hours. Course incompletes and withdrawals are included in both the Pace and GPA calculations; students do receive Title IV student aid for repeating a course.

Example: Successfully completed credit hours (12) are divided by the attempted credit hours (16) to calculate pace (75%). The pace must be at least 67% in order to meet eligibility requirements.

$$\text{Completed Hours} \div \text{Attempted Hours} = \text{Pace}$$

Completed Credit Hours = All credit hours with a passing grade on a student’s academic record, according to the Registrar (A, A-, B+, B, B-, C+, C, P, TR) and all transfer credit hours.

Attempted Credit Hours = All completed credit hours listed above, and all credit hours with a non-passing grade (C-, D+, D, D-, F, WF, WP) on a student's academic record, according to the Registrar.

	Enrollment In Program		
	Full-time= 12+ Credits	¾ Time = 9-11 Credits	½ Time = 6 Credits
Maximum # Academic Years to Complete Program	3 Years	4.5 Years	6 Years

GPA – Title IV aid recipients at MCHP must maintain at least a C Grade Point Average (GPA) to remain eligible to receive Federal student aid.

If a student is enrolled at MCHP more than 2 academic years, the student must have a "C" or its equivalent, or have academic standing consistent with the college’s requirements for graduation. The Office of the Registrar calculates the student's grade point average using MCHP's academic standards. Students with insufficient grade point averages are notified of their status by the Financial Aid Office. Upon notification of the academic action, the Financial Aid Office will take the appropriate action.

Financial Aid Warning and Probation -- A financial aid committee oversees the warning, probation, dismissal, and restatement policies and procedures of the college. MCHP’s policy provides that if a student drops below the required GPA, he or she will be automatically placed on “SAP Warning” status for the following semester. If, after one additional semester, the GPA does not reach the required levels, the student will be placed on “SAP Probation” status for one semester. While on “SAP Probation” status, the student can continue to receive financial aid as the result of a successful appeal and MCHP determining that the student should be able to

meet the school's SAP standards by the end of the subsequent payment period, or the school develops an academic plan for the student that if followed, will ensure that the student is able to meet the MCHP's SAP standards by a specific point in time.

Students who wish to request an appeal due to death of a relative, injury or illness of the student or other extenuating circumstances must submit the request to the Financial Aid Specialist. As a part of the appeal, the student must detail the circumstances that impacted his/her performance, as well as what has changed to make rectification possible at the next point of evaluation.

If, at the end of the probation period, the GPA does not reach the required level, the student will be ineligible for all financial aid.

Students not maintaining SAP will receive a letter from the Financial Aid Office indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving such letter should see an academic counselor as soon as possible.

A student who has received a Financial Aid Warning remains eligible to receive financial aid under the Title IV Higher Education Act for the upcoming probationary semester. At the end of the probationary semester, the student must successfully complete the designated number of credits. If the student has not completed the designated number of credits by the end of the probationary semester, the student will be suspended from receiving further financial aid.

The Financial Aid Office will review the appeal and notify the student in writing of the decision, within 10 business days of the date the appeal is received. The student may then appeal that decision in writing to the Director of their program or President of the College. A response will be given to the student within 10 business days from the date that the appeal is received.

To remain eligible for financial aid, the student must complete the appropriate number of credits at the conclusion of the probationary semester. The student is then required to notify the Financial Aid Office in writing that the conditions of eligibility have been met. The student will be required to observe all normal application procedures and deadlines for financial aid consideration. The Financial Aid Office will verify eligibility with the Registrar and will notify the student, in writing, that the student is eligible for Title IV financial aid.

SCHOLARSHIPS

There are several scholarships available through the College. Contact the Financial Aid Specialist (795-2270) for more information.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

All students must keep the Registrar informed of their current name, address and/or telephone number. This is essential in the event it is necessary for faculty to contact a student or if an emergency should arise.

Students should obtain the form titled "Name / Address / Status Change" from the Registrar. This form must be returned to the Registrar **PRIOR** to the change or immediately following the change.

If any student cannot return the Form on the same day as the change, the student must notify the Registrar by telephone and then return the Form on the first school day following the change.

Students must also keep their current name, address, email address, and telephone number current in Sonis.

STUDENT DRESS CODE IN THE CLASSROOM

All students enrolled at Maine College of Health Professions are required to display their identification name badge worn above the waist at all times while on campus. Students will refer to their program specific handbook for the clinical dress code.

TITLE IX STATEMENT

The MCHP is committed to providing a learning environment which is free of violence and harassment based on sex or gender. If you are having problems with sexual harassment, stalking, domestic/dating abuse or sexual misconduct/assault, please speak up. Please contact the Title IX Coordinator, Judy Ripley, at 795-5974 or speak with any MCHP faculty or staff to assist you.

SEXUAL HARASSMENT

Federal law requires that all educational programs annually provide their students with certain information concerning sexual harassment. The following contains that information.

Sexual harassment is illegal. It is defined as “unwelcome” sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic standing;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or:
- such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or demeaning employment or educational environment.

It is important to remember that even if behavior is not intended to be offensive or harassing, if it is perceived as such, it may be considered sexual harassment.

If you believe you have been subjected to sexual harassment, you should notify the Program Director at once. If the Program Director is not available, or if the complaint involves the Program Director, contact the President of the College.

Your complaint will be treated seriously and held in confidence. The individual investigating your complaint will speak only with those individuals who must be contacted in order to conduct a fair and thorough investigation.

Your complaint will be heard via the “Fair Treatment Policy & Procedure”. If any individual who has a role in any step of the Fair Treatment Policy & Procedure is the subject of the complaint, that step will be eliminated from the process for purposes of hearing the complaint. (See Student Fair Treatment Policy & Procedure.)

The Maine Human Rights Commission has a procedure for investigating and responding to complaints including charges of sexual harassment. The Maine Human Rights Commission can be contacted by calling 624-6050 or in writing at: State House, Station 51, Augusta, Maine 04333.

Any individual, who files a complaint of sexual harassment via the Maine Human Rights Commission, or through the Fair Treatment Policy & Procedure, will be protected from retaliation.

TITLE IX – ANTI-VIOLENCE, DISCRIMINATION, & HARASSMENT POLICY

The Maine College of Health Professions (MCHP) takes a firm stand against violence, discrimination, and harassment of any member of our college community. This policy is wide in scope. It covers any acts that fall under the commission of violence, discrimination, and harassment; and includes provisions covered under Title IX.

MCHP recognizes the importance of, and adheres to the tenets, and requirements set forth in the Violence Against Women Reauthorization Act (VAWRA) and Title IX. As such, MCHP provides for members of this college community the following which can be reviewed in detail in the college's Annual Campus Safety, Security and Fire Report (pages of report noted after each provision below).

- Adherence to required policies and procedures named in the VAWRA. (pp. 12- 58)
- Adherence to required procedures for addressing complaints that fall under the VAWRA and Title IX, and provision of resources for reporting as stated in Title IX. (p.14)
- Adherence to the Non-Discrimination Policy of the college.
- Resources for individuals who experience any form of violence, discrimination and harassment.
- Reporting procedures for individuals who must report an incident of violence, discrimination or harassment, and options for *methods* of reporting such incidents.
- Interim Measures, remedies, and accommodations pertaining to such incidents.
- Adherence to following Title IX guidelines with respect to investigation and resolution of any reports of violence, discrimination and harassment.
- Risk reduction information.

This policy is supported by and supports all information contained under the Violence Against Women Reauthorization Act section in the annual Security and Fire Report of the Maine College of Health Professions.

REPORTING PROCESS FOLLOWING OCCURRENCE OF ON-CAMPUS SEXUAL ASSAULT

Effective August 1, 1992, under the Student Right-To-Know and Campus Security Act, mandated collection and statistics disclosure of campus rape has been extended to include collection of statistics concerning the occurrence of forcible or non-forcible sex offenses on campus. THE ALLEGED VICTIM IS STRONGLY ENCOURAGED TO REPORT ANY SEXUAL ASSAULT IMMEDIATELY. All matters involved in the reporting process will be confidential to the extent that mandatory reporting procedure allows.

The alleged victim should:

1. Proceed immediately to the nearest emergency department for necessary medical care.
2. Notify the Security Department at the facility as soon as possible.
3. Notify the Program Director as soon as possible following the incident.

MAKING A REPORT

Any employee or student knowingly making a false report, or complaint, or knowingly providing false or intentionally misleading information during an investigation regarding a charge of sexual harassment, sexual violence, stalking, or intimate partner violence, may be the recipient of disciplinary action up to and including dismissal from the college or termination of employment.

A good faith complaint that results in a determination that the evidence is not sufficient to support a formal charge or to constitute a violation of this policy is not considered to be a false report.

NON-DISCRIMINATION POLICY

The Maine College of Health Professions is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, genetic information, or veteran status and other legally protected statuses in the recruitment and admission of its students, in the administration of its education policies and programs, or in the recruitment and terms and conditions of employment of its faculty and staff. The Maine College of Health Professions adheres to all applicable state and federal equal opportunity laws and regulations. The college is dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation. The Maine College of Health Professions maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of college operations.

This policy addresses all forms of sexual and gender discrimination, including sexual harassment, sexual violence, stalking, and intimate partner violence. The Maine College of Health Professions does not discriminate on the basis of gender in its educational, extracurricular, or other programs or in the context of employment. Gender discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX is enforced by the Office for Civil Rights within the U.S. Department of Education, which has promulgated regulations explaining and implementing Title IX. Gender discrimination and sexual harassment are also prohibited under Title VII of the Civil Rights Act of 1964, and the Maine Human Rights Act, the regulations of both the Equal Employment Opportunity Commission and the Maine Human Rights Commission, and other applicable statutes.

This policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against the MCHP community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. The college also recognizes that harassment related to an individual's gender, gender identity or expression, or sexual orientation can occur in conjunction with misconduct related to an individual's race, color, national or ethnic origin, religion, age, disability or other statuses. Targeting individuals on the basis of these characteristics violates college policy and community principles. Under these circumstances, the college will coordinate the investigation and resolution efforts to address such harassment.

The Maine College of Health Professions, as an educational community, will respond promptly and equitably to reports of sexual harassment, sexual violence, stalking, intimate partner violence, and any other discriminatory actions in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

POLICY PROHIBITING RELATIONSHIPS BY PERSONS IN AUTHORITY

It is the policy of the Maine College of Health Professions that sexual, romantic or other intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are prohibited. In general, this includes all sexual or other intimate relationships between students and their employers, supervisors, professors, advisors or other college employees. Similarly, college employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

Therefore, persons with direct supervisory or evaluative responsibilities who contemplate beginning or are involved in such relationships are required to promptly:

- 1) discontinue any supervisory or evaluative role with the other person; **AND**
- 2) report the circumstances to their own supervisor.

Examples of evaluative responsibilities include, but are not limited to, performance evaluations, salary decisions, decisions regarding promotion, or decisions on continuation of employment for a person with whom they have a consensual relationship. Failure to fully or timely comply with these requirements is a violation of this policy, and the person in authority could be subject to disciplinary action, up to and including dismissal from employment by the college.

All violations, complaints, or concerns regarding this policy should be reported to the Title IX Coordinator.

POLICY PROHIBITING RETALIATION

Any act of retaliation is prohibited. The college will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate.

Retaliation in any way against an individual because they raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence is prohibited. The college recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a complainant, respondent, or third party may commit or be the subject of retaliation.

An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the reported allegation is later not deemed to be a violation.

PREVENTION OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

The Maine College of Health Professions prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined in the Code of Federal Regulations (34 CFR 668.46(a)), specifically:

Dating violence Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic violence. A felony or misdemeanor crime of violence committed—

- (A) By a current or former spouse or intimate partner of the victim;
- (B) By a person with whom the victim shares a child in common;
- (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) Fear for the person's safety or the safety of others; or
- (B) Suffer substantial emotional distress.

Education and Resources

- A. All incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing education on an annual basis. Education focused on sexual misconduct includes:
 - a. An overview of College policies and procedures including a review of resources and reporting options available for students, faculty and staff.
 - b. Relevant definitions including prohibited conduct, discussion of the impact of alcohol and illegal drug use, effective consent, safe and positive options for bystander intervention and information about risk reduction.
- B. MCHP encourages all community members to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual violence. Faculty and staff will escort any MCHP community member to a safe place, provide transportation to the hospital, assist in coordination with law enforcement, and notify the Title IX Coordinator.
- C. Assistance is available by contacting Campus Security and local law enforcement 24 hours/day, year-round.
- D. Medical Resources are available at local hospital emergency departments. Victims may also contact an advocate from the Sexual Assault Prevention Response Services or Safe Voices to accompany them to access off-campus resources.
- E. Confidential Resources and Support are available for individuals who are not prepared to make a report but are seeking information and support. These resources include local hospital emergency departments, Central Maine Medical Center Pastoral Care, Safe Voices, Maine Coalition Against Sexual Assault, and Tri-County Mental Health Services Crisis Center among others.

PRIVACY AND CONFIDENTIALITY POLICY – REPORTING SEXUAL MISCONDUCT

The Maine College of Health Professions is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct, including sexual harassment, sexual violence, stalking, or intimate partner violence. Throughout the reporting, investigation and sanction process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Privacy and confidentiality have distinct meanings under this policy.

Privacy generally means that information related to a report of misconduct will only be shared with a limited group of individuals. The use of this information is limited to those college employees who “need to know” in order to assist in the active review, investigation or resolution of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

REPORTING STUDENT DISCIPLINARY RECORDS

Student disciplinary records are defined as educational records by the Family Educational Rights and Privacy Act (FERPA). As educational records, disciplinary records are not subject to release without written authorization by the student. However, under certain circumstances, FERPA permits the college to release disciplinary records without written authorization by the student (34 CFR §§ 99.31(a)(13) and (14)). These circumstances include without limitation, but are not limited to, the following:

1. A parent or guardian may request access to a student's disciplinary records if the parent or guardian claims the student as a dependent according to the IRS tax code;
2. Victims of an alleged perpetrator of a crime of violence or a non-forcible sex offense may access the final results* of the disciplinary proceeding conducted by the college with respect to that alleged crime or offense regardless of whether or not the college concludes that a violation was committed;
3. Anyone may access the final results of a disciplinary proceeding in which a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and, with respect to the allegation made against him or her, that student is found to have committed a violation of the Student Code of Conduct.
4. Education records will be released in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of all such orders or subpoenas in advance of compliance (so that the student can take protective action) unless, the court or issuing agency has ordered that the existence or the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed. In addition, if a student initiates legal action against the college, the college may, without a subpoena or court order, disclose to the court the student's education records that are relevant for the college to defend itself.
5. Records or information from records containing personally identifiable information may be made available, upon request, to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student, upon request, receives a copy of the records and be given an opportunity for a hearing to challenge the content of the record.
6. College officials demonstrating a legitimate educational interest may have access to student education records protected by FERPA. A college official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person or company with whom the college has contracted to perform a service on behalf of the college; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

*For purposes of this section, "final results" means the name of the student who committed the violation, the violation committed, and any sanction imposed by the college against the student. The college will not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. Student disciplinary records are retained on file by the Registrar for seven years past the date of the last incident.

Violations specifically of the Anti-Violence, Discrimination, Harassment and Title IX Policy:

The investigative report, including all documents, information, and other evidence, and the documentation regarding any finding, sanction, and appeal will serve as the formal record of the proceedings and will be maintained by the Title IX Coordinator as part of the Respondent's conduct record. If a student has been found responsible for a violation of this policy, such records may be used in reviewing any further conduct issues consistent with this policy and the Code of Student Conduct.

STUDENT FAIR TREATMENT POLICY AND PROCEDURE

The administration, faculty, and staff encourage open communication between students and faculty regarding course work, teaching methods, student concerns, etc.

- Should a problem arise within the class or clinical setting, the student should first speak to the faculty member involved.
- The Academic Advisor may be used as a resource at any step within the problem solving process.
- If the problem is not satisfactorily resolved at this point, the student should then speak to their Program Director.
- If the problem remains unresolved, the student fair treatment procedure may be initiated.
- If the problem is related to the College facility, the College Secretary should be contacted.

All matters involved in this procedure will be confidential. When concerns, problems and complaints cannot be alleviated by the normal communication channels in place within the College, the following formal steps are to be followed:

- 1) The dispute will be submitted in writing to the Program Director.
- 2) A written response will be made within five (5) business days from the receipt of the written dispute.
- 3) If the dispute is not resolved to the satisfaction of the involved student, an appeal may be made to the President of the College. This written appeal must be submitted within five (5) business days following the written response from the Program Director.
- 4) The President of the College will respond in writing to the appeal within five (5) business days.
- 5) If the dispute is not resolved, it is the student's responsibility to submit a written request to the President of the College within five (5) business days for activation of the Student AD-HOC Fair Treatment Committee.
- 6) The President of the College activates and refers the dispute to the Student AD-HOC Fair Treatment Committee.

- 7) The Student AD-HOC Fair Treatment Committee will convene and hear the dispute within five (5) business days. The Committee will consist of:
- a) Program Director;
 - b) One uninvolved student appointed by the Program Director;*
 - c) One uninvolved student selected by the involved student;*
 - d) Academic Advisor;
 - e) Uninvolved faculty member appointed by the Program Director;
 - f) Uninvolved faculty member selected by the involved student;
- * Uninvolved students will not be on the committee when the committee is activated for an academic issue.
- Each complainant will have a private and separate meeting with the Committee. The Committee will receive all documents and evidence and compile minutes of their proceedings.
- 8) The Student AD-HOC Fair Treatment Committee will submit a written report, including findings, documents, and recommendations within five (5) business days, to the President of the College, the Program Director, and the involved student.
- 9) Should the recommendations of the Student AD-HOC Fair Treatment Committee not be acceptable to either the student or the President of the College, the dispute will be presented in writing to the Chairman of the Board of Trustees of the College by either party, within five (5) business days.
- 10) The Chairman of the Board of Trustees or designee will investigate the dispute and render a decision within (10) business days. This decision is final and binding upon all parties involved.

Each involved party in this fair treatment process may be accompanied by an individual of their own choosing during any step of the procedure.

INCIDENT REPORTING

Definition: An incident is *any* occurrence or event which is not consistent with the routine operation of the College or the routine service delivery to any of its customers.

Clinical Practicum: Any incident occurring in the clinical setting requires the student and faculty/supervisor to follow institutional policy regarding incident reporting.

Injury on Campus: Any incident occurring on the College campus involving injury of students, visitors, or customers shall be documented via the CMMC incident reporting system.

Where there is a possible injury or harm to a student or visitor:

- a) Emergency services (call 9-911) should be encouraged for all parties involved. If a visitor refuses to access emergency services, this refusal should be documented on the CMMC incident reporting system.
- b) The faculty/staff will ensure the CMMC Incident Report is completed as soon as possible after the incident.

Theft or Property Damage: Any event involving property damage or theft of personal items shall be documented and reported immediately, using the College Incident Report Form. (Attached)

Contact CMMC Security immediately for any security concerns, 795-2299.

When there is theft, fire, property damage, etc.:

- a. Contact CMMC Security
- b. Contact the Lewiston Police Department
- c. The faculty / staff will complete the College Incident Report Form within 24 hours of the occurrence.
- d. The faculty/staff will provide copies of the completed form to:
 - Director of Security
 - Campus Safety Officer who will forward to the Administrative Council
 - Student's File as appropriate
- e. If there is physical harm to anyone involved, follow the procedure for Injury on Campus as described above.

****NOTE – In no instance should any statement relating to the College's liability be made by an employee of the College, except as authorized by the President of the College.***

PARKING POLICY

All students have permission to use certain designated parking facilities owned by the Central Maine Medical Center.

Any student wishing to use these parking facilities must obtain a parking application from the Registrar's Office.

There is no parking fee.

- Please do not park in patient/visitor lots.
- Please park within parking space lines, avoid blocking cars, and use care when opening doors.
- Student parking is designated in Lot S on Holland Street. Students must park in lot S on weekdays between 8 AM and 4 PM. Students may park in any employee lot on weekends and after 4 PM on weekdays.
- Students who reside on-campus may park in Lot J on Middle Street at any time except during snowstorms at which time they are to park in the parking garage between the hours of 4 PM and 7 AM to allow for snow removal.
- Students as patients or visitors at Central Maine Medical Center: All students off duty are asked to avoid using patient/visitor parking spaces unless absolutely necessary. Off duty students who are visiting CMHC/CMMC for their own or their families' medical needs and who feel it necessary to park in a patient space are asked to inform Security at ext. 2299, upon entering the building. This will avoid mistaken issuance of a violation.
- Special Parking: If a student requires special parking due to medical problems, they will need to speak with the Program Director stating the special needs and the time frame. Security will assist the student in finding an appropriate parking spot during this interim period.
- Role of Security: In order to insure orderly and efficient parking for everyone, the Security Department is responsible for monitoring compliance and to coordinate enforcement of this policy.
- Please do not park in the Department of Health and Human Services lot.

Parking Enforcement Policy

- 1ST Violation in any 12-month period: written notification, copy to the Program Director.
- 2nd Violation in any 12-month period: Written counseling, copy to College, (student's personal file) and the Director.
- 3rd Violation in any 12-month period: **VEHICLE WILL BE TOWED AT STUDENT'S EXPENSE** and notification sent to College (student's personal file).

- 4th Violation in any 12-month period: **VEHICLE WILL BE TOWED AT STUDENT'S EXPENSE** and notification sent to College (student's personal file).
NOTE: The student will **NOT** be notified prior to towing on 3rd or 4th violation.
- 5th Violation in any 12-month period: Student will lose parking privileges on campus for the remainder of the time they are attending the College.

Note: All violations will be sent to the Program Director for appropriate counseling of the student. If the student disagrees with the issuance of a violation, it is the student's responsibility to discuss the issue with Security. This must be done within five (5) calendar days of receipt of the violation, unless serious extenuating circumstances exist. If any additional violations occur, disciplinary action may be taken up to and including dismissal from the program.

TRANSPORTATION

Students are responsible for providing their own transportation to and from the College as well as to and from off-campus assigned clinical agencies and / or other educational institutions.

Some clinical agencies utilized by the College are located outside the Lewiston-Auburn area. Generally, car pools can be arranged among the students.

SECURITY AT THE COLLEGE

The on-campus Security personnel actively assist the College in maintaining a safe and orderly campus environment.

Students have access to the College Building between the hours of 6:00 AM –10:00 PM, Monday through Friday. The College identification badge must be worn at all times while on-campus.

Any suspicious activity noted or actual breach of security should be reported to the security office (795-2299) immediately.

SAFETY

Safety policies including emergency preparedness and fire safety are found in the Safety Manual. All faculty, staff, and students of the College must be familiar with the Safety Manual found on the CMMC portal. CMMC thoroughly reviews the Safety Manual on an ongoing basis.

Each resident in on-campus housing is also responsible for knowing the information contained in the Fire Instruction sheet posted in the individual's room on the inside of the door, (these are to be visible at all times).

All students must know the location of alarm switches, fire extinguishers, and fire exits. It is important that individuals know how to properly use fire extinguishers.

In case of fire in the college building, please evacuate the building and report to the person taking roll call in parking Lot J.

EMERGENCY PREPAREDNESS PLAN

Function:

To provide additional healthcare staff / personnel as needed.

Person in Charge:

College President or designee

Responsibilities:

Once the College has been notified that Level II of the Emergency Preparedness Plan has been activated, personnel will perform the following:

1. All Faculty will report immediately, in person to the Registrar's Office unless Faculty are supervising students in a clinical area. Then, Faculty are to call the Registrar's Office (extension 2858) and remain in the clinical area.

Students will remain with their Faculty in the clinical area.
2. Faculty who are not supervising students in a clinical area are to report to the Registrar's Office and be available for staffing assistance as deemed necessary.
3. The College Registrar will remain in the Registrar's Office.

FIRE / INTERNAL DISASTER PLAN

In the event of a fire / disaster in the College Building, the following procedures will be followed:

1. Remove anyone in immediate danger and turn in the alarm.
 - a) Alarms are located at each of the exits.
 - b) Call switchboard (DIAL "O") and state your name and location of fire. Repeat this information.
2. Close all doors and windows. This will help contain the fire until help arrives. Turn on the lights.
3. Attempt to fight fire by use of available equipment, i.e. extinguishers, blankets but only if you are comfortable doing so. Injury could occur if fighting a fire is done incorrectly.
4. Return to normal duties only after all clear is given.

Should evacuation become necessary, the following procedure will be followed:

1. Remain calm.
2. Always evacuate laterally or down. Never travel upward unless all other routes are cut off by fire. Partial or complete evacuation procedures are listed in the fire and disaster manual located in the secretary's office.
3. Procedures are as follows:
 - a) Report to muster area (Lot J). Report to person taking roll call.
 - b) Never return to an evacuated area until the all clear is given.

EMERGENCY ACTION PLAN

DISASTER: CODE TRIAGE

DEPARTMENTAL ROLE AND RESPONSIBILITIES:

CODE TRIAGE CONDITION 1: Limited Impact to Hospital operations

- Continue to perform regularly scheduled assignments and listen for further instruction.
- President and Directors will report to the Emergency Department Conference Room for details and instructions.

CODE TRIAGE CONDITION 2 AND 3: Large/Significant Impact on Hospital Operations

- Activate Department Emergency Preparedness Plan
- In the event of a declared emergency, the role of the College will be to continue normal operations and assist with the influx of patients by potentially providing faculty, staff, and student support as needed.
- The College building could be used for clinic level care if additional supplies and equipment were obtained

President of the College of Health Professions

1. Report to Command Center
2. Notify Program Directors

Program Directors

1. Notify faculty and staff.
2. Attend Leadership Briefing to learn situation, estimated number of victims, report on availabilities, and receive further direction.
3. Activate Call tree as directed in Leadership Briefing.
4. Complete Disaster Recall List Survey (Attached). List all department staff members and responses received: Forward this list to the Incident Command Center (Board Room) who will forward to Labor Pool.

General Staff

1. Upon announcement of Code Triage, all staff are to return to their home units from personal breaks as soon as possible.

CODE TRIAGE PLAN D: Activation of Decontamination Team**LEADERSHIP BRIEFING**

- Meeting called by Incident Commander to apprise hospital leadership of circumstances surrounding Code Triage.
- Continue Assigned Duties.

Call Back Procedure:

- Every department employee should be aware that they may be called back to work if there is an activation of the Disaster Plan. If called back, report to the College for further instruction.
- All staff called in must wear their College identification badge.

EMERGENCY LOCKDOWN CODE SILVER

Emergency lockdown will be initiated in the event of:

- An individual presents themselves in a threatening manner with or without a weapon,
 - Hostages are taken within the College campus or upon its properties.
 - A known threat or imminent danger outside the building.
1. **RUN/ Evacuate:** Stay calm and alert. Evacuate the area specified if possible.
 - a. Evacuate regardless of whether others agree to follow. Leave personal belongings behind.
 - b. Help others escape if possible. Prevent individuals from entering the area where the active threat may be.

- c. Do not attempt to move wounded people.
 - d. Individuals in hallways or open areas should seek shelter in the nearest room or evacuate the building if it can be done safely.
 - e. Push the panic button (both buttons must be pushed at the same time) as you exit the building. (See Attached for Panic Buttons location).
 - f. When a panic alarm is activated, a lockdown of the College doors is automatically activated via the CCure access control system. The alarm will notify Security and the Lewiston Police Department (LPD) of the situation.
 - g. An individual should call the LPD (#911) to inform them of the details.
 - h. When you exit the building remain out of sight and make your way up the hill and assemble in the **CMC cafeteria** and take attendance.
 - i. Identify a liaison. Remain in the cafeteria until the situation has been cleared.
2. **HIDE:** Classrooms/Offices – In the event of a PANIC alarm on campus
- a. Doors will be locked during classes and attendance kept each day.
 - b. Faculty and students will secure the room by locking and barricading the door.
 - c. Close windows and window treatments.
 - d. Turn off the lights.
 - e. Remain quiet. Do not enter the hallways or open areas. Silence your cell phone.
 - f. Crouch in areas that are out of sight from doors and windows.
 - g. Quietly call 911 as soon as possible.
 - i. Give the location,
 - ii. number and description of the suspects,
 - iii. number and type of weapon involved
 - iv. number of potential victims at the location
 - h. Await direction from security and/or the Lewiston Police Department
3. **FIGHT:** As a last resort defend yourself.
- a. Yell, throw items, and use improvised weapons.
 - b. Commit to your course of action.
4. **Communication:**
- a. Notification Process – The Directors and/or Coordinators will send an electronic message through Sonis to inform the student population that the building is in lockdown and that no one will be able to enter the building.
 - b. Security will not respond directly to the scene to avoid jeopardizing the situation or putting themselves at risk.
 - c. The Lewiston Police Department will respond to the scene. Once on the scene, the senior officer from the Lewiston Police Department would assume command of the situation. Security will cooperate with the Lewiston Police Department to provide any assistance necessary.
5. **Surveillance:**
- a. The College has security cameras located in the front lobby and entrance area.
 - b. All visitors are required to sign in at the front desk.
 - c. All classrooms will be locked while class is in session.
 - d. Students, faculty, and staff will be notified of any existing or potential campus security issues through the Sonis system.
6. **Preparedness**
- a. Education on policy and procedure annually for all students, staff, faculty, and administration.
 - b. Post evacuation routes in hallways and classrooms.
 - c. Phones will be located in classrooms.
 - d. Conduct drills twice a year.

DRUG-FREE CAMPUS POLICY

The Maine College of Health Professions works to provide a drug-free environment for all employees and students.

On the College premises or at College-sponsored activities, the following acts are prohibited:

- distribution, possession, use of, or attempt to purchase any illegal drug or controlled substance without legal authorization
- providing alcoholic beverages to individuals under 21, or possession of alcoholic beverages by individuals less than 21
- possession of an open container of an alcoholic beverage in a public place without the express permission of the owner, public intoxication, driving while intoxicated, and drinking alcoholic beverages in an unlicensed public place

Marijuana Use

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on campus and clinical settings illegal, even in states with medical or recreational marijuana laws, including Maine. Thus, the College does not permit the use of medical or recreational marijuana anywhere on campus or in the clinical setting.

Disciplinary Sanctions

As an employee/student of the College, you are hereby informed that the unlawful manufacture, distribution, dispensing, possession, use of, or attempt to purchase any illegal drug or controlled substance will result in dismissal from the College or termination of employment with the College. A controlled substance includes opiates, cocaine and its derivatives, hallucinogenic substances, marijuana, amphetamines, barbiturates, and other narcotic drugs, a complete list of which is found in Schedules I-V of Section 812 in Title 21 of the United States Code. In accordance with Maine Law, the College will proceed to appropriately involve police officials to enforce this policy, and thus individuals may be subject to prosecution.

The sanctions here also pertain to the prohibited acts listed above related to alcoholic beverages possession and use.

To continue to work for or attend the College, you must agree to abide by this drug-free campus policy

Annual Notification

The College will provide to employees and students on an annual basis information on the following:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities.
- Description of applicable legal sanctions under state, local and federal law.
- Description of health risks.
- Description of available counseling, treatment rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions.

WEAPONS

Possessing or using weapons, explosives, flammable substances or other dangerous devices are not allowed on any part of the Maine College of Health Professions campus at any time.

A weapon is any object or substance designed and/or used to inflict a wound, to cause injury, or to incapacitate, and includes, but is not limited to all firearms, pellet guns, air pistols, air rifles, all knives, black jacks, metal knuckles, fireworks, explosives, biological agents and chemicals such as Mace and/or tear gas. Replicas and facsimiles of weapons are also prohibited.

Possession of a weapon may result in expulsion from the College and eviction from the College residence hall if applicable.

In accordance with Maine Law, the College will proceed to appropriately involve police officials to enforce this policy, and thus individuals may be subject to prosecution.

SCHOLASTIC STANDARDS

1. Numerical and Grade Point Equivalence.

	<u>LETTER GRADE</u>	<u>NUMERICAL GRADE</u>	<u>GRADE POINT AVERAGE</u>
	A	95 - 100	4.0
	A-	90 - 94	3.7
	B+	87 - 89	3.3
	B	84 - 86	3.0
	B-	80 - 83	2.7
	C+	77 - 79	2.3
	C	74 - 76	2.0
	C-	70 - 73	1.7
	D+	67 - 69	1.3
	D	64 - 66	1.0
	D-	60 - 63	.7
	F	Below 60	.0

2. A student must achieve a cumulative grade point average of 2.0 and complete all program requirements for the program in which the student is enrolled to be awarded their degree.
3. A student must achieve a grade of C or higher in all required courses.
4. In the event that a student receives a grade of C- or lower, the student will be placed on academic probation. (Please refer to the Academic Probation Policy for more information.)
5. A summary of academic progress (a grade report) is available to students at the end of each semester through the student information system.
6. In addition to scholastics, students are expected to meet the College standards as defined in the student handbooks.

Nursing:

7. When a student's course grade is below 2.0 (letter grade C) at mid-semester, or when a student's progress in the clinical/learning laboratory fails to meet the expected performance criteria, the student will be placed on academic warning. The academic warning will be provided in writing to the student with a copy to the advisor, director, and a copy will be placed in the student's file.
8. A student receiving a final grade below 2.0 (letter grade C) in any required course will not receive credit for the major.
9. A nursing student will receive a grade of "Pass or Fail" for the clinical laboratory component in all nursing courses. Criteria for grading the clinical component are defined on the Clinical Performance Assessment.
10. For selected nursing courses as identified on the syllabi, students must pass both clinical and didactic portions in order to receive credit for the major.

Medical Imaging:

11. When a student's course grade is below 2.0 (letter grade C) at mid-semester, or when a student's progress in the clinical/learning laboratory fails to meet the expected performance criteria, the student will be placed on academic warning. The academic warning will be provided in writing to the student with a copy to the advisor, director, and a copy will be placed in the student's file.
12. A student receiving a final grade below 2.0 (letter grade C) in any medical imaging course will not receive credit for the major.

General Education:

13. When a student's course grade is below 2.0 (letter grade C) at mid-semester, or when a student's progress in the clinical/learning laboratory fails to meet the expected performance criteria, the student will be placed on academic warning. The academic warning will be provided in writing to the student with a copy to the advisor, program director, and a copy will be placed in the student's file.
14. A student must achieve a minimum grade of C in each general education course to receive credit for the major.
15. All required general education courses must be taken prior to or during the semester indicated on the curriculum plan in which the student is matriculated. Any deviation from the curriculum plan will require written permission of the program director in advance of the semester in which it is required.

CURRICULUM PLAN

Each student must follow the Program Curriculum Plan for the class in which the student is currently enrolled. Courses must be taken prior to or during the semester indicated on the Curriculum Plan. Deviation from the Curriculum Plan requires written permission from the Program Director.

Courses taken at a regionally accredited college or university will be considered for transfer credit at the time of student admission to the College. Once matriculated, all courses must be taken at MCHP. See the transfer credit policy for more details.

DISTANCE LEARNING

Distance learning is an educational process that occurs when a teacher and student are not in the same physical location. The learning process is facilitated by one or more technological media.

Faculty adhere to the policies of the College and the distance learning guidelines when developing and delivering a distance learning course.

Distance education students will be afforded the same benefits and opportunities as on-campus students.

AUDITING COURSES

Persons wishing to attend credit courses, but not earn credit for such course / campus laboratory experience, may enroll as auditors with the permission of the involved Director or General Education Coordinator and faculty member.

Any course taken as an audit course may not be changed to a course for academic credit.

Tuition charges for audited courses are the same as for courses taken for credit.

Students entering at other than the beginning of the semester to audit a course will be charged the regular fee on a prorated schedule:

2 – 4 classes	$\frac{1}{4}$ regular tuition charge.
5 – 8 classes	$\frac{1}{2}$ regular tuition charge.
9 – 12 classes	$\frac{3}{4}$ regular tuition charge.
13 – 16 classes	full tuition charge.

Auditors are not counted as students in the enrollment census, do not have the course recorded on a transcript, and are not required to complete the assignments or take examinations.

Students, when auditing a course, are not required to submit the required written assignment(s) or take the examination(s).

Once approval has been granted by the involved Director or General Education Coordinator and faculty member, the interested person will contact the registrar.

MIDTERM GRADES

Midterm grades are advisory grades indicating a student's progress through the first half of a semester. Midterm grades are not official and are not included into the grade point average and they do not appear on transcripts. The grade is entered into Sonis (MCHP student information system) by the faculty.

For all matriculated students, an advisor-hold will be placed on the student's account and the student must meet with their advisor to remove the hold prior to registering for the following semester. An advisor-hold may be maintained until the end of the semester, at the discretion of the advisor.

A midterm grade report and degree audit will be used for student advising to help students identify areas of weakness and strength, and aid in goal setting. Any matriculated student who earns a midterm grade of lower than a C in any course will be placed on academic warning.

Note: The criteria for academic warning are outlined in the academic warning policy.

ACADEMIC ADVISING

The College Faculty are dedicated to guiding students along the paths of their educational development toward becoming healthcare professionals. As Academic Advisors, the Faculty are committed to helping students follow the curriculum plan, taking into consideration the student's life goals, aspirations, career path desires, interests, strengths, challenges, priorities, obligations, and backgrounds. The degree of success to which students achieve their goals is based on establishing an educational partnership with their academic advisors.

The Academic Advisors monitor students' progress through the program curriculum and general education courses. The Academic Advisor may connect them to learning resources needed for achievement of an Associate Degree in the health professions. In addition, Academic Advisors assist students in identifying areas of challenge, offering assistance and information for conquering these obstacles. A student's advisor will be their partner, mentor, and guide throughout their academic experience at the College.

What a student can expect from their individual Academic Advisor:

- Concern for the student's welfare as an individual.
- Assistance and guidance with career choices and decisions.
- Information about college and program policies and program requirements.
- Support and assistance with study skills, test taking tips and class preparation.
- Referral for any personal/private matters.
- Information about general education courses.

Students must meet with their advisor at least once/semester at midterm. Once the student and advisor have met, the advisor will remove the advisor-hold from the student's account allowing the student to register for courses for the next semester.

FACULTY OFFICE HOURS

Faculty shall post scheduled office hours on the course syllabi and/or outside their offices. Students are welcome to stop in to speak with faculty members when they are available. In order to ensure faculty availability, students may make an appointment when possible.

CLOCK/CREDIT HOURS

Lecture

Fifteen clock hours of lecture instruction equals one credit hour. The expected student workload associated for one credit hour is a minimum of thirty hours of out of class work.

The same formula is used for distance learning with lecture instruction giving way to achieving learning outcomes within a forty-five hour experience (one credit hour).

Science Lab

Approximately forty-five clock hours of lab instruction equals one credit hour. The expected student workload associated for one credit hour is a minimum of thirty hours of out of class work.

Nursing Clinical

Approximately forty-five clock hours of clinical instruction equals one credit hour. The ratio of lecture hours to clinical hours is 1:3. The expected student workload associated for one credit hour is a minimum of thirty hours of out of class work.

Radiologic Technology & Computed Tomography Clinical

Approximately sixty clock hours of clinical practicum (which includes out of class work) equals one credit. (Effective for the class to enter the College in 2017.)

Nuclear Medicine Technology Clinical

Approximately ninety clock hours of clinical practicum (which includes out of class work) equals one credit.

REQUIREMENTS FOR GRADUATION**Associate in Applied Science Degree**

Degrees are conferred by the Board of Trustees of the College to students who have successfully completed all requirements of the Associate in Applied Science Degree.

All Associate Degree programs will contain a core general education curriculum to consist of a minimum of 20 credit hours which must include the following:

- ENG 101, College Writing 3 credits
- Social Sciences (elective or program specific) 3 credits
- Arts and Humanities (elective or program specific) 3 credits
- Mathematics or Science (elective or program specific) 6 credits
- General Education Courses (elective or program specific) 5 or more credits

These are the minimum requirements for the general education coursework. Specific program requirements are listed in the curriculum plan of the designated program.

All Associate Degree programs require completion of a minimum of 60 credit hours.

All Associate Degree programs require that a minimum of fifty percent (50%) of degree credit coursework be completed at the Maine College of Health Professions. Specific degree programs will require additional credits.

Students will not be issued a degree if they have not met all their financial and library obligations toward the College of Health Professions.

Nuclear Medicine Technology

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of "C" in each required course. The student must complete a minimum of 81 credits for the degree as listed in the curriculum plan for the class in which the student is enrolled. A minimum of one year of credits in the nuclear medicine technology major must be sponsored by and taken on the Maine College of Health Professions campus.

Students will successfully complete all competency and time requirements of the clinical practicum portion of the curriculum. Students must satisfactorily complete mandatory and elective clinical competency evaluations. Students will satisfactorily complete final competency evaluations to ensure professional entry-level competency.

Nursing

Students must earn a minimum cumulative nursing grade point average of 2.0 and a minimum grade of "C" in each required general education course. Students must complete a minimum of 70 credit hours for the degree as listed in the curriculum plan for the class in which the student is enrolled. A minimum of one year of credits in the nursing major must be sponsored by and taken on the Maine College of Health Professions campus.

Each senior student must take an exit examination selected by the nursing program faculty. Students who do not meet the national passing score for the examination as established by the nursing program and identified in the syllabus, are required to complete remediation as assigned by nursing program leadership and identified on the syllabus. After completing required remediation activities as assigned by nursing program leadership, students must then retake the examination once. Students may participate in graduation prior to the examination retake, but will not be awarded the associate degree until they have completed the required remediation and have retaken the examination. Students who do not meet the national passing score are strongly encouraged to seek additional remediation, tutoring, or support, to promote their success on the NCLEX-RN examination.

Radiologic Technology

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of “C” in each required course. Students must complete a minimum of 73 credits for the degree as listed in the curriculum plan for the class in which the student is enrolled. A minimum of one year of credits in the radiologic technology major must be sponsored by and taken on the Maine College of Health Professions campus.

Students will successfully complete all competency and time requirements of the clinical practicum portion of the curriculum. The students must satisfactorily complete mandatory and elective clinical competency evaluations. Students will satisfactorily complete challenge competency and final competency evaluations to ensure continuing clinical competency and professional entry-level competency.

HONORS

Graduating students will receive the following designations based on their GPA:

- Honors 3.3 – 3.49
- High Honors 3.5 – 3.74
- Highest Honors 3.75 – 4.0

In order to qualify for the President’s Award, the highest scholastic average (clinical and theory), a student must attend the College two (2) complete academic years.

LEARNING EXPERIENCE (UNUSUAL INCIDENTS)

Failure to follow policies and procedures, professional conduct, scope of practice, etc. of the College will require making out a “Learning Experience Form” with a faculty member.

A “Learning Experience Form” is due within twenty-four (24) hours and should be submitted to the involved faculty member.

EVALUATION PROCESS FOR ACADEMIC/CLINICAL CONCERNS

Faculty members having a concern regarding a student’s academic/clinical performance shall:

- Communicate and document meeting with student regarding academic/clinical concerns.
- Submit a detailed written report to the Advisor or Director within one (1) school day outlining the academic/clinical concern if the concern is not resolved.

The Advisor or Director will respond to the faculty within one (1) school day.

In the event the Advisor or Director is the concerned faculty, the written report will be submitted to the Dean. The Dean will respond in writing to the involved member within three (3) school days.

If the clinical performance remains a concern, the Advisor or Director will present the concern to the Dean who will then meet with the involved student and faculty member within five (5) days following notification of the unresolved concern. Students may bring a support person to the meeting.

A copy of all written data, which may be viewed by the faculty member and the student, is then placed in the student's file.

ACADEMIC WARNING

Criteria For Warning

DIDACTIC:

A matriculated student whose grade is below 2.0 (letter grade C) at mid-semester, in any course, will be placed on academic warning.

CLINICAL:

A matriculated student who is not meeting clinical objectives at mid-semester will be placed on academic warning.

At midterm, the student will receive notice of being placed on academic warning. Notification of academic warning will be given to the student's academic advisor and the director. A copy of the academic warning will be placed in the student's file.

Criteria for Warning Removal

At the end of the semester, the student's performance will be evaluated:

DIDACTIC:

If the student's grade is 2.0 or above in the course, the warning status will be removed.

CLINICAL:

If the student's clinical performance meets the clinical objectives, the warning status will be removed.

Failure to meet these objectives and receive a grade of C or higher in any class will result in the student's being placed on academic probation.

A student may receive an academic warning more than once.

Note: The criteria for academic probation and student dismissal are outlined in the academic probation and student dismissal policies.

Procedure for Academic Warning

Faculty members having a concern regarding a student's academic/clinical performance shall:

- Communicate and document meeting with student regarding academic/clinical concerns.
- Submit documentation to Academic Advisor/Director outlining the academic/clinical concern.
- If the academic/clinical performance remains a concern, the student could be placed on Academic Warning.

- In some cases, a student may immediately be placed on Academic Warning or be dismissed from the College without previous communication.
- A copy of all documentation will be placed in the student's file.

ACADEMIC PROBATION

In the event that a student receives a grade of C- or lower in any course(s) within one semester, the student will be placed on Academic Probation and must repeat the course(s). A student may be placed on Academic Probation once during the program. The student will be placed on academic probationary status as described below:

- A minimum grade of C (74) must be attained in any course required for the major.
- Students who fail to obtain a grade of C (74) in a course required for the major will not be permitted to enroll in any course for which that course is a pre-requisite, until the C (74) grade requirement for the pre-requisite course has been met.
- Students are permitted to repeat a failed course (grade below 74) required for the major only once. Failure to successfully complete the course on the second attempt will result in dismissal from the College.
- The program will extend beyond the published program length since most technical courses are only taught once per year.
- The student must enroll in the semester approved by the Registrar and stated in the Academic Probation Plan.
- Enrollment will be based on space availability in the class.
- If space is not available in the class, the student will work with the program director to establish next steps.

Academic Probation is designed to allow the individual to resolve barriers to success and improve academic skills and program knowledge. Academic Probation requires completion of an approved Academic Probation Plan. **Failure to comply with this requirement will result in immediate student dismissal from the College.**

Academic Probation Plan – The student must:

- Meet with the Advisor to discuss learning needs, barriers to success, strengths, and recommendations to develop and submit a complete Academic Probation Plan prior to the end of the Add/Drop Period for the upcoming semester.
- Meet with the Registrar, Financial Aid Specialist, and Bursar to review their status with each.
- Submit the completed Academic Probation Plan in person to a College representative who will stamp the date and time on the sealed envelope.
- Refer to the Academic Probation Plan Guidelines and the College Academic Calendar for the Add/Drop period.

STUDENT DISMISSAL

The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been placed on Academic Probation or have been warned by the Director or Advisor.

Dismissal from the College for other than academic reasons may occur without prior warning. The decision to dismiss a student for other than academic reasons is made by the appropriate Director or designee, after consultation with referring faculty.

Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Concealment of errors made during clinical assignments.
- c. Performing skills outside of their current role.
- d. Illicit use, possession or distribution of drugs or alcohol on campus.
- e. Possession of weapons on campus.
- f. Failure to follow College policies and procedures

Students who are dismissed from the College will be withdrawn from all registered courses. They will be responsible for any financial obligations according to the Add/Drop/Withdrawal and Refund Policy.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure.

STUDENT RECEIVING AN INCOMPLETE IN A COURSE

The grade of “incomplete” may be given to a student when extenuating circumstances exist. Such circumstances may include extended illness of the student and/or immediate family, or other emergent situations which demand a student’s absence from class or which affect the student’s academic performance.

The instructor and student will collaborate to develop a written plan for completion of the unfinished work. Should the student fail to complete the course within the time frame stated in the completion plan, a grade of “F” will be assigned for the course. In addition, an incomplete that is not removed within 8 weeks of being posted becomes an “F”.

The student will agree to this policy by completing and signing the written plan for completion of the unfinished work. Once submitted, the instructor will forward a copy of the completion plan to the student's advisor and the Registrar’s office for the student’s file.

GRADE REPORTS

At the end of each semester, a student may access a summary of academic progress (a grade report) through Sonis. Included in this report is a summary of semester grades which includes a semester grade point average and quality points. Transfer credits are not computed into the semester grade point average.

CHALLENGE EXAMS FOR GENERAL EDUCATION COURSES

Applicants who wish to receive academic credit for knowledge and skills acquired prior to attending the College have the opportunity to do so through the College Level Examination Program (CLEP) challenge examinations. Transfer credits for challenge exams must be completed and submitted to the Registrar prior to the first day of registration for the semester in which the course is listed on the curriculum plan.

- Students who transfer credits for challenge exams prior to matriculation will not incur a fee.
- Students who transfer credits for challenge exams after matriculation will incur a fee according to the fee schedule.

The CLEP examinations for courses that are required by this College's curriculum may be taken at an authorized testing center of the student's choice.

CLEP

- College Composition
- College Algebra
- Introductory Psychology
- Introductory Sociology
- English Literature
- Analyzing and Interpreting Literature
- Human Growth and Development
- Humanities
- Elective

The scores achieved on the above challenge examinations must meet the score required by the College. Passing scores may be obtained from the Registrar's Office.

Students who wish to challenge general education credits should contact the Registrar's Office.

ADVANCED PLACEMENT PROGRAM OF THE COLLEGE BOARD

The College participates in the *Advanced Placement Program of the College Board* to provide academic credit for exceptionally well prepared students. Students who are interested should take the College Board Advanced Placement Tests and have the results submitted to the College for evaluation. Student scoring 3, 4 or 5 on these examinations for general education courses required by the College typically receive credit.

TRANSFER OF EDUCATION CREDITS

Credits earned at regionally accredited colleges or universities will be considered for transfer to the Maine College of Health Professions at the time of student admission to the College. A student cannot transfer additional credits from other colleges or universities after admission and matriculation to the College. Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

Only those courses determined to be equivalent to the courses included in a specific program curriculum plan will be considered for transfer of credits. The grade received for an approved transfer course will be listed as "TR" on the College transcript and the grade will not be calculated into the student's cumulative grade point average.

To transfer credits to the College, the student must:

- Request an official transcript be mailed directly from the institution where the credits were earned to the Registrar's Office.
- Provide an official course description from the year the credits were earned. Check with the Registrar to determine the necessity of the course description.
- Receive a minimum grade of C in the course.

Associate of Applied Science Degree:

- Science courses for transfer credit must have been successfully completed within 10 years of matriculating into a program of study at the College.
- Degree specific courses for transfer credits must have been successfully completed within 2 years of matriculating into a program of study at the College.
- A minimum of fifty percent (50%) of degree credit coursework must be completed through the College. Specific programs will require additional credits from the College.
- Exceptions will be reviewed on an individual basis by the Program Director. These courses must be congruent with the course descriptions published in the College catalog.

Bachelor's Degree:

- A minimum of twenty-five percent (25%) of degree credit coursework must be completed through the College. Specific programs may require additional credits from the College.
- Some courses have changed substantially over time. There may be situations in which courses taken more than 10 years ago may not transfer into the College.
- Exceptions will be reviewed on an individual basis by the Program Director. These courses must be congruent with the course descriptions published in the College catalog.

COURSE WAIVER REQUEST

A course waiver means that the student does not have to take a required course in the curriculum because the College has determined that the student already possesses the knowledge and skills taught in the course and will be granted the appropriate course credit. Documentation of how the student has met the content and spirit of the requirement must be provided by the student to the registrar's office.

Students who wish to have a course waived must complete the application for course waiver and submit it to the registrar's office with required documentation prior to the first day of registration for the semester in which the course is listed on the curriculum plan. A determination will be made as to whether the course will be waived and the student will be notified of the decision 2 weeks prior to the start of the course.

In considering the waiver, the College takes into account the course syllabi of the course being waived and whether the previous experience would include the information necessary to provide an equivalent education. Considerations could include:

- Educational background
- Type and years of experience
- Certifications and/or licenses held
- Time lapse since education and/or experience

Any course that has been waived will be listed on the transcript as a prior learning experience with the number of credits. Students must meet the minimum on-campus requirements required for graduation regardless of waived and transferred courses.

FERPA - STUDENT EDUCATION RECORDS

A student may read the data contained in his/her personal record/file.

A student may request to review their file at any time. Reading of the data contained in the file will be done with supervision. No notes or copies of the data contained in the file may be taken by the student. All student records are maintained in locked fireproof files.

The Family Educational Rights and Privacy Act (FERPA) regulations for Post-Secondary Institutions are followed. The regulations include:

- The student's right to inspect and review his/her education record within 45 school days *after* the College received a written request for access.
- The student's right to request the amendment of his/her education records that the student believes are inaccurate or misleading.
- The student's right to consent to disclosures of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent.
- The student's right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

STUDENT FINAL RECORD

Upon completion of the program, the student's original final record is kept in a locked fireproof file in the Registrar's Office.

Final records of students who do not complete the program are kept in a locked fireproof file in the Registrar's Office.

An enrollment statistics folder showing the total class by name, date entered, date of withdrawal and date of completion are kept in a locked fireproof file in the Registrar's Office

STUDENT INFORMATION FALSIFICATION

Any student who knowingly falsifies any application, health record information, transcripts, clinical paperwork, test scores, or who fails to indicate all previously attended institutions, is subject to rejection or dismissal.

PUBLICITY – STUDENT PHOTOS

Photographs are taken of students attending the Maine College of Health Professions on an ongoing basis. These photos may be used in College publications, included on the College Website or College Facebook Page, released to newspapers for inclusion with College articles, etc.

Any student who does not want photos taken for publication must provide written notification to the Director of the program in which the student is enrolled or the General Education Coordinator to inform the College of the student request.

PETS

No animals except for service animals or emotional support animals are allowed on college premises including the on-campus housing.

SMOKING POLICY

The College is a smoke-free facility. The College does not permit smoking in any part of the facility under any circumstances.

The Department of Human Services, across Middle Street, is also a smoke-free facility, so students and employees may not smoke on their property.

BULLETIN BOARDS AND PAMPHLET RACKS

The College of Health Professions' bulletin boards and/or pamphlet racks are furnished and maintained by the College for the information and education of personnel and/or students.

Permission to display material on bulletin boards or in pamphlet racks must be obtained from the Program Director. In general, permission will not be granted to display advertising matter, solicitation for support and/or funds for non-College or non-medical groups, or notices of meetings and other activities of non-College or non-medical groups.

All data posted on bulletin boards is to be signed and indicate the date posted and date to be removed.

In screening material for bulletin boards, it is intended that high standards of good taste and propriety be maintained.

STUDENT HEALTH

Matriculated students shall be required to maintain adequate health in the interest of client welfare, including but not limited to, routine physical examinations and appropriate immunizations.

- Immunization Record:
 - (1) 2 MMR's or positive titers of Measles, Mumps and Rubella (lab report required).
 - (2) Positive Hepatitis B surface antibody titer (lab report required).
 - (3) 2 Varicella immunizations or positive titer (lab report required).
 - (4) Tuberculin Skin Test - Written documentation of a negative PPD within 2 months of semester start, or negative blood test, or if positive result written documentation of a clear chest x-ray.
 - (5) Tdap (tetanus/diphtheria/pertussis) – Written documentation of immunization within 10 years.

Matriculated students are required to have an annual negative TB test. Positive TB test results will require appropriate medical follow up.

Matriculated students are required to have an annual seasonal flu immunization or sign a declination waiver and follow precautions as directed. The annual seasonal flu immunization will be provided by the College.

Matriculated students must be able to perform the physical activities inherent in the role of a student in an Associate Degree Health Professions Educational Program.

Matriculated students are required to purchase accident insurance through the College. The cost will be billed to the students on an annual basis. Details of the plan are available from the Registrar.

In an effort to protect the students, clients, and employees of the College and clinical sites, exposure to any communicable disease must be reported to prevent further spread of the disease. Students will report any exposure to communicable disease to the director for consideration of possible change of clinical assignment. The director will document the exposure with follow up action taken which will be filed in the student's record.

All student health information will be held in the strictest confidence.

STUDENT EXPOSURE TO BLOOD AND BODY FLUIDS

Purpose

1. To provide guidelines for students exposed to blood or body fluids.
2. To define the term exposure as it applies to this policy as “a person’s contact with any body substances from another human being.”

Procedure For The Exposed Student To Follow IMMEDIATELY

If you experience: An exposure to blood or body fluids such as; a needle stick, splash of blood or body fluid onto/into mucous membranes (eyes, mouth, etc.) or open skin, or other blood or body fluid exposure, you must:

1. Wash the affected area with soap and water ***immediately.***
2. Flush mucous membranes with water ***immediately.***
3. Notify your supervisor/instructor ***immediately after washing and flushing.***
4. Have your supervisor/instructor ***immediately notify*** the Nursing Supervisor so that the source information can be collected in a timely fashion.
5. Report ***immediately*** to your healthcare provider or to the Emergency Department. The student’s accident insurance may be used to defray expenses related to this incident.
6. The supervisor/instructor must fill out an Incident Report ***immediately*** according to the clinical site policy. **Make sure the brand of needle/sharp is identified on that report. OSHA requires it.**

By following these steps, you will receive appropriate treatment at the appropriate time.

Early intervention is imperative.

For your safety and well-being, ***do not wait to report an exposure...*** Interventions will begin as soon as you report it!

REPORT IMMEDIATELY!

PHYSICIAN’S VERBAL AND TELEPHONE ORDERS

In the event that students encounter physicians who attempt to give them a verbal order and / or an order over the telephone, the student **in any circumstance** is to refer the physician to a licensed person.

STUDENT ELECTRONIC ACCESS TO HIPAA PROTECTED PATIENT INFORMATION

Students may electronically access patient records on their assigned clinical unit during their normally scheduled clinical hours. An exception to this policy will be made for students assigned to CMMC units only when the student’s clinical hours are conducted in simulation or other clinically-related activities on campus within the Maine College of Health Professions building.

At no time may students access patient records on any computer other than a network computer associated with the hospital/clinical site to which the student is assigned. The use of personal computers or other electronic devices for accessing patient records is forbidden.

Students reported to have accessed patient records outside their normally scheduled clinical hours or from a computer other than a clinically-assigned hospital/clinical site network computer will be dismissed from the Maine College of Health Professions.

STUDENT ADMINISTRATION OF MEDICATIONS

Students may administer medications in the clinical area only with qualified supervision.

Students in the Student Nurse Intern Program may give medications only with their assigned preceptor.

CPR

Each student who participates in clinical practice is responsible for continuous CPR certification (for the Healthcare Provider) while the student is enrolled. The student must upload documentation of CPR status to the College document tracker program. If CPR certification expires, the student will not be permitted to attend clinical practice until certification is active again.

CLINICAL PERFORMANCE ASSESSMENT

Nursing:

A midterm and final evaluation using the Clinical Performance Assessment Form will be completed by the involved faculty member(s) within five (5) College days following completion of the clinical experience. Students and Faculty will schedule the evaluations as a component of the clinical rotation.

After the student has read the evaluation, responded to it and signed it, the faculty member will provide the student with a copy. The faculty member submits the signed evaluation to the Registrar.

Medical Imaging: Nuclear Medicine Technology and Radiologic Technology

Students are evaluated in the clinical practicum component of the curriculum on an ongoing basis. Supervising Technologists complete clinical evaluations on the students' performance on a weekly basis which comprises one-third of the clinical practicum grade. Supervising Technologists complete student clinical competency evaluations each semester as outlined in the program-specific Student Handbook. The clinical competency evaluations comprise two-thirds of the clinical practicum grade.

A midterm and final grade report is available to students via the student information system. In order to progress in the clinical area, students must complete all competency evaluations and make up clinical time lost during each semester. Students must also maintain a 2.0 GPA in the clinical practicum portion of the curriculum. At midterm and/or at the end of the semester, a faculty member will meet with any student whose GPA falls below 2.0 or if the faculty is concerned with student progress, to formulate a plan for improvement. A copy of the conference record will be given to the student and the original placed in the student's file. Any student not completing the requirements for the clinical practicum by the end of the semester will receive an incomplete. See the "Students Receiving an Incomplete in a Course" policy.

Medical Imaging: Computed Tomography:

Students receive feedback in the clinical practicum component of the curriculum on an ongoing basis. Supervising Technologists provide feedback on the weekly student journal and complete student clinical competency evaluations as outlined in the CT Student Handbook. Guidelines have been set for the number of verified clinical evaluations students must complete at various points throughout the program in order to stay on track for program completion.

Students must maintain a clinical portfolio throughout clinical practicum which includes clinical competency evaluations, the student weekly journals with technologist comments, procedures performed, and attendance

records. These portfolios are reviewed by the medical imaging faculty throughout the clinical practicum. Written feedback from the faculty is provided to the student and a copy maintained in the student's file. At any point during the clinical practicum, if the faculty is concerned with the student's progress, the faculty will meet with the student to formulate a plan of improvement. A copy of the conference record will be given to the student and the original placed in the student's file. Any student not completing the requirements for the clinical practicum by the end of the semester will receive an incomplete. See the "Students Receiving an Incomplete in a Course" policy.

Non-compliance with the policies set forth in this Student Handbook will be handled on an individual basis by College Administration and may result in disciplinary action including dismissal from the College.