

Maine College of Health Professions

Education that Enriches Lives

Student
Handbook -
College Wide
2018-2019

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Introduction

Welcome

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 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.

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.

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.

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.

Learning Outcomes

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

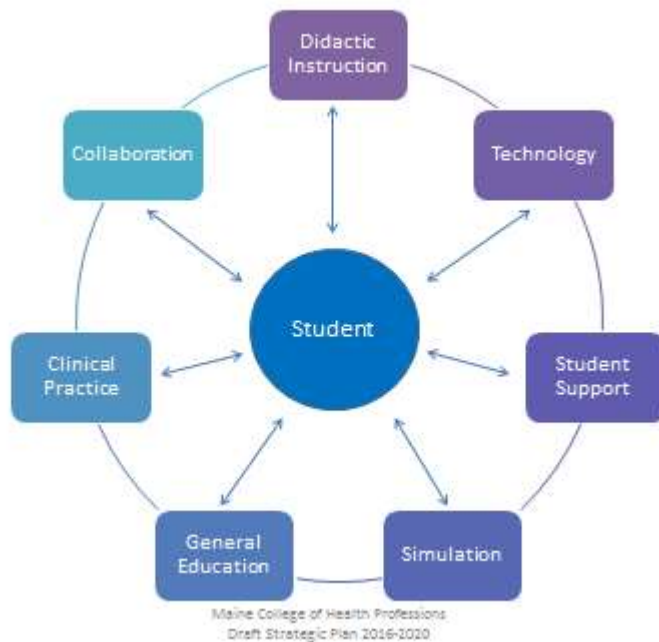
1. Communication
 - a. Outcome: Students will communicate effectively in various situations and on a variety of levels.
2. Critical Thinking
 - a. Outcome: Students will think critically and analytically and be able to integrate and synthesize knowledge.
3. Competence in the Field of Study.
 - a. Outcome: 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.

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.

Purpose & 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.

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

Academic

Academic Probation Policy

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 dean 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.

Academic Warning for Clinical Based Programs

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 mid-term, 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 dean. 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.

Academic Warning for Non-Clinical Based Programs

Criteria for Warning

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

At mid-term, 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 dean. 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.

If the student's cumulative grade point average is 2.0 or higher, the warning status will be removed.

Failure to earn a cumulative grade point average of 2.0 or higher will result in the student 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.

Add-Drop, Withdrawal, and Refunds

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 Dean 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.

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 two weeks after 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 Pell recalculation date 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	¾ 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 (Courses longer than 4 weeks)		WITHDRAWAL FROM COURSE/COLLEGE – NON-STANDARD (Courses 4 weeks or shorter)	
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.

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 have taken the College Board Advanced Placement Tests should have the results submitted to the Registrar’s Office for evaluation. Student scoring 3, 4, or 5 on these examinations for general education courses required by the College typically receive credit.

Auditing Courses

- Persons wishing to attend credit courses, but not earn credit, may enroll as auditors with the permission of the involved Dean or General Education Coordinator and involved faculty member.
- 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.
- Tuition charges for audited courses are the same as for courses taken for credit.

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

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. For Associates in Radiologic Technology and Associates in Nursing programs, transfer credits for challenge exams must be completed and submitted to the Registrar prior to the close of registration for the semester in which the course is listed on the curriculum plan. For all other programs, challenge exams must be completed and submitted to the Registrar before the student has 12 credits remaining in their degree program.

- 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.

Refer to the college website for a listing of accepted CLEP exams. 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. If you have any questions about challenge exams and acceptable scores, please see the Registrar.

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

Clinical: Care of Relatives by Students

No student shall assume responsibility for the care of a relative hospitalized or being cared for as an outpatient in any facility utilized for clinical experience.

Clinical: CPR

Each student who participates in clinical practice is responsible for continuous CPR certification while the student is enrolled. CPR certification must be a Basic Life Support Provider Course for the Healthcare Professional through the American Heart Association or the American Red Cross. 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: 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.

Clinical: 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!

Clinical: 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.

Clinical: Student Administration of Medications

Students may only administer medications in the clinical area as indicated by the course syllabi. 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.

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

Medical Imaging Clinical

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

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

Course Waiver Policy

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.

For Associates in Radiologic Technology and Associates in Nursing programs, course waivers must be completed and submitted to the Registrar prior to the close of registration for the semester in which the course is listed on the curriculum plan. For all other programs, course waivers must be completed and submitted to the Registrar before the student has 12 credits remaining in their degree program. 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.

Distance Learning Policy

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 (attached) when developing and delivering a distance learning course.

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

FERPA: 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:

- 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;
- 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;
- 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.
- 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.
- 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.
- 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.

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.

School officials, employees and legal agents, with a legitimate educational interest have access to education records in order to perform their official, educationally-related duties.

For access to the student's record by anyone other than a school official, written permission must be given by the involved student. The only exception(s) would be those defined in the FERPA, 20 US Code~1232g.

Grade Reports

At the end of each semester, a student may access a summary of academic progress (a grade report) through the learning management system, 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.

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 Exposure (Unusual Incident) Policy

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.

Mid-Term 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.

Requirements for Graduation

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. Students must earn a minimum cumulative grade point average of 2.0

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

Students will not be issued a degree if they have not met all their financial obligations toward the College.

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 76 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.

Bachelor of Science Degree

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

All Bachelor's Degree programs require a core general education curriculum which consists of a minimum of 41 credit hours that must include the following:

Category	Course	Course Name	Minimum Level	Credits
Arts & Humanities	ENG	College Writing	100	3
	ENG	English Literature	200	3
	AH	Arts & Humanities Elective	100	3
	COM	Communication	100	3
Social Sciences	PSY	Intro to Psychology	100	3
	SS Elective	Elective	200	3
Math	MAT	General Math	100	3
Sciences	BIO	Anatomy & Physiology I and Lab	100	4
	BIO	Anatomy & Physiology II and Lab	100	4
Philosophy/Religion	ETH	Ethics Elective	200	3
Electives		General Education	100	3
Electives		General Education	200	3
Electives		General Education	200	3
Total				41

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

All Bachelor's Degree programs require completion of a minimum of 120 credit hours.

All Bachelor's Degree programs require that a minimum of 25% of credits be completed at the Maine College of Health Professions. Specific degree programs will require additional credits.

Students have a maximum of eight (8) years to complete the BS degree.

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

BS Nursing

Students must earn a minimum cumulative nursing grade point average of 2.7 and a minimum grade of "C" in each required general education course.

Scholastic Standards Associate Degrees

1. Numerical and Grade Point Equivalence.

LETTER GRADE	NUMERICAL GRADE	GRADE POINT AVERAGE
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, dean, 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, dean, 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 dean, 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 dean in advance of the semester in which it is required.

Scholastic Standards Bachelor's Degree Nursing

1. Numerical and Grade Point Equivalence.

LETTER GRADE	NUMERICAL GRADE	GRADE POINT AVERAGE
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 2.7 for graduation.

3. A summary of academic progress (a grade report) is available to students at the end of each semester through the student information system.

4. Each student must follow the Curriculum Plan for the program in which the student is currently enrolled.

5. Deviation from the Curriculum Plan requires written permission from the Dean.

6. In the event that a student receives a grade of 2.7 or lower and is dismissed from a program, the individual may appeal to re-enter the program. The re-entry appeal process may be used only one time during the duration of the program. (Please refer to the Re-Entry Appeal Policy for more information.)

7. Faculty reserve the right to recommend to the Dean that a student withdraw, or be dismissed from the College if the student's performance, clinical attendance and / or conduct does not meet the standards of the College. (*)

BS Nursing:

8. When a student's course grade is below 2.7 at mid-semester, or when a student's progress in the clinical/learning laboratory fails to meet the expected performance criteria, the involved faculty member shall notify the

Dean and student's Academic Advisor. The faculty member shall give a written academic warning to the student, with a copy to the student's Academic Advisor and the Dean. A copy of this academic warning will be placed in the student's file.

9. A student receiving a final grade below 2.7 in any nursing course will not receive credit for the major.

10. Criteria For Warning

DIDACTIC: A matriculated student whose grade is below 2.7 at mid-semester will be placed on academic warning.

CLINICAL: A matriculated student who is not meeting Clinical Performance Criteria will be placed on academic warning.

11. Criteria for Warning Removal: At the end of the semester, the student's performance will be evaluated:

DIDACTIC: If the student's grade is 2.7 or above, the warning status will be removed.

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

12. A student may receive an academic warning more than once.

General Education:

13. General education faculty will request a meeting with a student when that student achieves a grade below a "C" on an exam.

14. A student must achieve a minimum grade of C in each general education course.

Student Dress Code on Campus

The College encourages students to dress in accordance with the profession to which they aspire.

- 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.
- No strong scented personal care items should be used.
- See the student clinical dress code policy for clinical student dress requirements.

*Students may be asked to wear clinical uniforms while on campus, and should follow the clinical dress code.

Student Leave of Absence

LOA Policy: MCHP's LOA Policy is made available to students via its web site at www.mchp.edu, and in MCHP's catalogue.

Students wishing to take a leave of absence must contact their Program Dean. 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 re-turn from the LOA;
- MCHP must approve the student's request for an LOA in accordance with the school'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.

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.

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:

1. Given directly to the individual.
2. 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.

Transfer 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 Dean. 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 Dean. These courses must be congruent with the course descriptions published in the College catalog.

Transfer of Credits to Another Institution

Upon receipt of a written request signed and dated by the student, the Registrar's Office will send an official transcript to any college, university, or agency named.

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

Use of Phones and Personal Electronic Devices

- Use of mobile devices during exams or quizzes is allowed based on the discretion of the instructor.
- Personal electronic devices must not cause a disruption to any class.
- Students shall not use personal electronic devices in the clinical setting.
- Absolutely no patient information, including photos, shall be accessed by or stored in a personal electronic device.

College-Wide

Bulletin Boards and Pamphlet Racks

The College 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 Student Advocate. The College reserves the right to approve or deny any posting.

All non-college related data posted on bulletin boards are to be signed by the Student Advocate and include date to be removed.

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

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.

Decorations

It is the intent of this policy to discourage usage of decorations, which may be considered offensive and/or a safety hazard.

- No potentially damaging decorations are to be attached directly to walls, floors or ceilings.*
- Decoration **must be** fire proof / flame resistant.
- No electric lights may be placed on a live plant/tree or strung over doors, windows, walls, ceilings, etc.
- Decorations may be hung from bulletin boards or curtain rods.
- Decorations **must never** in any way block an entrance, exit or window.
- No candles or incense are to be lit anywhere on campus.

* All costs to fix damage caused by decorations will be paid by the involved person.

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.

Pets

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

Note: Refer to Service Animals and Emotional Support Animals Policies

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 Registrar to inform the College of the student request.

Scheduling of Rooms

Faculty and staff must reserve meeting rooms ahead of time by using the Microsoft Outlook Scheduling System. Students must obtain permission and schedule rooms in the College through the College Secretary.

Room assignments will be scheduled through the College Secretary at least one month in advance of the semester start. Deans will submit room requirements at least two months in advance of the semester start to the College Secretary.

Solicitation

Solicitation requests shall be approved on an individual basis by the College Administration.

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.

Financial Services

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.

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.

Completed Hours ÷ Attempted Hours = 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 Dean 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.

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

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

- Students are sent a statement of accounts which includes all semester tuition and associated fees prior to the beginning of each semester.
- Payment in full is expected by the due date indicated on the statement.
- 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.
- If within 7 days payment has not been received or arrangements finalized, students will be scheduled to meet with the Dean 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

- Cash
 - Please do not mail cash. Students may pay in person at the Bursar's Office
- 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.
- Credit/Debit Cards
 - MasterCard & Visa can be processed either in person or via phone @ 795-2649 or 795-2840.
- 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

- The College offers the option of an interest-free monthly payment plan. All students are eligible to spread the cost of tuition and fees into a maximum of four installments each semester. A \$10 payment plan fee will be assessed per month based on length of the agreement.
- 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.
- Payments are due in monthly increments.
 - Fall semester installments must be paid in full by Nov 1st
 - Spring semester installments must be paid in full by March 1st
 - Summer semester installments must be paid in full by June 1st
- 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:

- 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.
- The Bursar's Office will provide the agency with a detailed statement of account, including all anticipated aid, with a copy to the student.
- 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

- 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.
- 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

- 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.
- The student receiving the benefit from the returned check is responsible for repayment.
- 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.
- 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.

Scholarships

There are several scholarships available through the College. Contact the Bursar (795-2649) for more information.

Tuition Benefit and/or Outside Scholarships

PURPOSE: It is the student's obligation to notify MCHP of any tuition benefits from employers and or outside scholarships if receiving federal financial aid.

1. Students that receive federal financial aid must notify the financial aid office that they are:
 - a. eligible to receive tuition benefits from their employer
 - b. recipients of any outside scholarships or grants
2. Students must submit annually the estimated financial assistance form to the financial aid office. The estimated financial assistance form is available in the financial aid office and on-line.
3. Relative to financial aid regulations, the Financial Aid Office may adjust the student's financial aid to the extent that it is impacted by the outside resources.
 - a. A student must not receive any financial aid over and above their cost of attendance which results in an over-award of aid.
 - b. The Financial Aid Office retains the right to track any estimated financial assistance and to make adjustments as necessary to meet federal regulations.

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.

Safety and Security

Drug-Free Campus

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.

Education and Prevention of Alcohol and Substance Abuse

The following are components of the program aimed at education and prevention of alcohol and substance abuse implemented on an annual basis for the staff and students of the College.

The program includes:

- Education about alcohol and substance abuse and related health risks.
- Education about treatment of alcohol and substance abuse, including a list of referrals and resources for counseling and treatment.
- A description of the College policies which prohibit the use, possession, or distribution of alcohol or illicit substances.
- A description of legal sanctions that may apply to an individual who violates the laws pertaining to the use of alcohol or drugs.

Description of Components of the Program

1. Education about alcohol and substance abuse and related health risks

Education will be provided to faculty, staff and students of the College. Education may include the following:

- A presentation and discussion directed by a professional health care provider who is currently active in the field of alcohol and substance abuse.
- Distribution of written materials (pamphlets, handouts) which address the health risks of alcohol and substance abuse.
- Use of a video which provides education about aspects of substance abuse and its prevention and treatment.
- Supplemental education is provided to the students of the College on an annual basis.

2. Treatment of alcohol and substance abuse

Current treatment options will be discussed/presented during the annual educational session. A list of treatment and counseling resources will to be distributed to faculty, staff, and students in the College. Anyone requesting assistance with the evaluation or treatment of an alcohol or drug related problem will be referred through the Employee Health Office, or to the individual's own health care provider.

3. College policies related to alcohol and substance use, possession, or distribution

The College prohibits the consuming, keeping, or distribution of any alcoholic beverage or illicit drug or substance on the College campus. Violating this policy shall result in the individuals or residents immediately being dismissed from the College, and/or immediately moving out of their dorm room.

4. Legal sanctions in instances of alcohol or substance related use, possession or distribution

Some situations involving the use of alcohol are illegal. The use, possession and distribution of illicit drugs or substances are a civil and/or criminal offense under Maine law. In accordance with Maine law, the College will proceed to appropriately involve police officials to enforce their policies, which prevent the illicit use, possession or distribution of alcohol and/or drugs. Individuals involved may be subject to prosecution under the full extent of the law.

5. Biennial review of the program

The Vice President of Academic and Student Affairs will conduct biennial review of the effectiveness of the alcohol and substance abuse program.

*This policy is in compliance with the Drug-Free Colleges & Communities Act Amendments of 1989 (P. L. 101-226), section 1213 of the HEA.

False Report Policy

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.

Fire Plan

FIRE – Always take sign-in sheets during an evacuation. Follow RACE principles.

Faculty & Staff Responsibilities

1. Activate fire alarm as soon as notification is received. Call 911-do not hang up. Do not wait to verify fire.
2. Close but do not lock doors.
3. Take sign-in sheets with you (if in a class).
4. Provide or obtain assistance for individuals with special needs in moving to an appropriate area of refuge.
5. Do not take the elevator.
6. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the

situation and seek an alternate route.

7. Evacuate to the far side of CMMC Parking lot J. Do not leave.
8. During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals, or other situations.
9. Review sign-in sheet and organizational structure once at evacuation site.
10. Report any missing persons to the senior MCHP official on-site and CMMC security.
11. Do not leave the evacuation area unless released by the senior MCHP official or CMMC security.
12. Return to building only after CMMC security gives the "All Clear" signal.

Note: External facility users are responsible for exiting the building and their own accountability.

Student Responsibilities

1. Activate fire alarm as soon as notification is received. Call 911 do not hang up. Do not wait to verify fire.
2. Close but do not lock doors.
3. Provide or obtain assistance for individuals with special needs in moving to an appropriate area of refuge.
4. Do not take the elevator.
5. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
6. Evacuate to the far side of CMMC Parking lot J. Do not leave.
7. During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals, or other situations.
8. Report to faculty member or senior MCHP official for accountability.
9. Report any missing individuals that you do not see at evacuation area to a faculty member or MCHP official.
10. Do not leave the evacuation area unless released by the senior MCHP official or CMMC security.
11. Return to building only after CMMC security gives the "All Clear" signal.

Hostile Threat in Building

Faculty in a class session: Take sign-in sheets during an evacuation if possible.

Run, Hide, Fight

Faculty, Staff, & Students Responsibilities

1. Call 911- do not hang up
2. Conduct a brief but complete scan of your area looking for any suspicious items or packages. If any are noted, report your observation as quickly as possible to senior MCHP official or CMMC security.
3. Run: Evacuate if possible, assembling in the CMMC cafeteria.
 - a. Provide or obtain assistance for individuals moving to the CMMC cafeteria if possible.
 - b. Be alert to people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation and alter the evacuation route accordingly.
 - c. Faculty will account for students in their class. The senior MCHP staff member present will account for staff/faculty.
 - d. Report any missing persons to the senior MCHP staff member who will notify CMMC security.
 - e. The first MCHP staff member in the cafeteria with SONIS access will send a text/e-mail alert to all SONIS users that campus is closed until further notice.
 - f. Do not leave the cafeteria or re-enter MCHP property until authorized by CMMC security or senior MCHP staff member present.
4. Hide: If evacuation is not possible, find a safe place to hide.
 - a. Lock the door, turn off ringer/vibration on cell phone, turn off lights, and block door if possible.
 - b. Remain hidden until law enforcement and a senior MCHP staff member gives the "All Clear" signal. Remain hidden until you recognize the voice of the person giving the "All Clear" signal.
5. Fight: If a threatening person is attacking and running/hiding are not possible, commit to your actions of fighting and improvising weapons until the threat is subdued.

Incident Reporting

Definition: An incident is any adverse occurrence or event which is not consistent with the routine operation of the College.

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 shall be documented via the CMMC incident reporting system.

Where there is a possible injury:

- 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.
- 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.:

- Contact CMMC Security
- Contact the Lewiston Police Department
- The faculty / staff will complete the College Incident Report Form within 24 hours of the occurrence.
- 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
- 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

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 and Email Notification
 - Sonis Text Messaging and Email

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.

Non-discrimination Policy

The College is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, 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 College 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 College 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 College 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 College 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, 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 College, 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:

- discontinue any supervisory or evaluative role with the other person; AND
- 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 by Administration, Faculty, Staff, or Students. The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. 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.

Retaliation in any way against an individual because they raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence is prohibited. 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.

- 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:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- 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:

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

Education and Resources

- 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:
 - An overview of College policies and procedures including a review of resources and reporting options available for students, faculty and staff.
 - 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.
- 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.
- Assistance is available by contacting Campus Security and local law enforcement 24 hours/day, year-round.
- 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.
- 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 of 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.

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 parking Lot J

Security at the College

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

The entrances at the College are locked. 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.

Sexual Assault Reporting

Effective August 1st, 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 mandating reporting procedure allows the alleged victim:

- To proceed immediately to the Emergency Department at the Central Maine Medical Center for necessary medical care.
- Notify the Security Department at Central Maine Medical Center as soon as possible following the incident.
- Notify the Vice President of Academic and Student Affairs as soon as possible following the incident.

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 Title IX Coordinator at once. If the Title IX Coordinator is not available, or if the complaint involves the Title IX Coordinator, 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 624-6290 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.

Smoking

The Maine College of Health Professions is a smoke-free facility. In accordance with Maine statute and in keeping with our mission as a leading provider of health care services 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.

Shelter-In-Place

(External threats that require individuals to be sheltered in the building)

Overall Procedures

1. Individuals who are outdoors should go inside the facility immediately.
2. Instruct everyone to move to an interior area without windows if required. Seek guidance from the senior MCHP staff member present.
3. Close all windows and doors in your area.
4. If possible, report your status to faculty or senior MCHP staff member present.
5. Await instructions and be prepared to implement other protocols if directed to do so.

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 students may wish to 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 are 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:

1. Protect confidential and proprietary information:

Do not post confidential or proprietary information about the College, students, employees, patients, or alumni. 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.

2. Respect copyright and fair use:

When posting, be mindful of the copyright and intellectual property rights of others and of the College.

3. 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.

4. Personal Use:

Personal use is use that is not coursework related. Internet access 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 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

5. 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.

6. 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.

7. Consequences:

Failure to adhere to this policy may result in disciplinary action up to and including dismissal from the College.

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.

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

Student Services

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.

ADA: Adjustment of Attendance

1. Attendance is an essential component of post-secondary education and students are expected to comply with the class attendance related requirements of the course for which they are enrolled. The College realizes, however, that there may be times when a student cannot attend a class due to disability related reasons.
2. Students who wish to request an adjustment of attendance for a course or courses must register with the Americans with Disabilities Act (ADA) Coordinator and provide documentation of a disabling condition from a licensed or certified professional which substantiates their need for an adjustment of attendance related requirements.
3. An adjustment of the attendance related requirements does not mean a relaxation of course requirements. Students will be responsible for fulfilling all course requirements and evaluation standards for a given course.
4. In order to determine the reasonableness of an accommodation concerning an adjustment of attendance, the ADA Coordinator will contact the instructor(s) to determine whether and to what extent class attendance is an essential feature of a given course. For example, the following questions will be considered:
 - a. Is there interaction between the instructor and students and among the students themselves as an ongoing feature of the class?
 - b. Do students' contributions in class constitute a significant component of the learning process?
 - c. Does the course rely upon student participation in discussion or related activities as an essential method for learning?
 - d. To what extent does a student's absence from the class constitute a significant loss to the educational experience of other students in the class?
 - e. What do the course description and syllabus say regarding attendance related requirements?
 - f. Are attendance related requirements an essential factor by which the final course grade is calculated?
5. If, following discussion and analysis with the instructor, an adjustment of attendance related requirements is determined to be a reasonable accommodation, an accommodation letter will be generated by the ADA Coordinator to complete the accommodation process. The student provides this letter to the appropriate instructors. Students will be required to contact instructors in advance of anticipated absences. In the case of

emergency or unexpected absences, students should contact their instructors as soon as possible to verify the reason for the absence and arrange for any approved make-up work.

6. Instructors are encouraged to contact the ADA Coordinator if they believe that disability related absences have become excessive and/or when students have failed to provide reasonable notification of absences. The ADA Coordinator will contact students when so notified to discuss their class attendance.
7. Students should make every effort to maintain regular attendance and particular effort should be made to attend class for scheduled tests. Deadlines for submission of assignments or projects will not be affected due to any adjustments of attendance.
8. The College reserves the right to maintain the academic integrity of its courses. An accommodation agreement may be terminated if, in the opinion of the instructor and in consultation with the ADA Coordinator and the appropriate Program Dean, absences are found to have compromised the academic integrity of the course (the accommodated student's learning outcomes cannot be achieved) or constitute a fundamental alteration of the course as it is offered. Such findings will be documented and the student informed of such action in writing.
9. Students who are approved for adjustment of attendance related requirements as a disability related accommodation will be provided a copy of this procedure. Their signature on the accommodation letter will signify their agreement to abide by the stipulations therein.

ADA: Course Substitution Request

Student requests for a course substitution as an accommodation will be individually reviewed by the College Committee on Curriculum Substitution for Students with Disabilities. The Committee will be composed of the Coordinator of General Education (who will be the chairperson), the appropriate Program Dean, the Americans with Disabilities Act (ADA) Coordinator, the appropriate involved Faculty, the Registrar, and any other ad hoc members as deemed necessary.

In general, academic requirements that the College reasonably determines are essential to the student's program of instruction or to pertinent career licensing requirements will not be substituted because such substitutions can significantly diminish the integrity of the degree sought. For example, the College regards written communication as an integral and essential component of every program offered. Any modification of that requirement would substantially alter the nature of the educational preparation. Consequently, the College regards ENG 101 College Writing to contain core requirements that cannot be substituted.

Each request will be evaluated on an individual, case by case basis.

Procedure

A student seeking a course substitution must complete the following steps:

1. Meet with and present to the ADA Coordinator documentation of the reasonable attempt to complete the course as outlined in the student's program curriculum.
2. Complete the College's documentation process for eligibility for accommodation. The documentation provided must clearly establish the impact of the disability on the course required.
3. Provide the Disability Coordinator written request of the need for substitution of a required course in the degree program and why the student believes this request should be granted.
4. Sign a release of information so that the provided documentation can be shared with the Committee members, who understand the confidential nature of this information.

The ADA Coordinator will:

1. Make the initial assessment of the relationship between the requested substitution and the disability.
2. Forward all documentation and the written request to the Committee chairperson.

The Committee chairperson within 10 working days of receiving the request information will:

1. Meet with the Committee and engage in a deliberate process to review the program requirements and why the College has the requirement at issue.
2. Once the purpose of the requirement has been established, the Committee will consider other courses or courses in other disciplines where the requirements and goals may approximate those of the course in question.

3. After the alternatives have been examined, the Committee will determine, consistent with any legal advice, whether another course(s) would be an acceptable substitution for the program requirement. The Committee will have 15 working days from its first meeting to carefully review all information and come to a reasoned decision.

Outcomes

1. There is no reasonable substitute for the required course as the elimination of the course would result in a fundamental alteration of the program of study; the request is denied.
2. Reasonable substitutes do exist; the request is granted.

The Committee chairperson will notify the student and the Committee members within 10 days in writing of the Committee's decision, and indicate what, if any, actions are necessary to take. If the substitution is granted, the written communication will include the following information:

1. What course or courses are acceptable for substitution?
2. That this substitution will be indicated on the student's transcript.
3. That all other degree requirements, such as the total number of degree credits, must be met.

This process will be well documented so that others who were not involved can follow the deliberate, reasoned process completed, the alternatives considered, and the reasons for the final decision.

If the student does not agree with the decision of the Committee, the student may file a grievance, according to the Student Fair Treatment Policy and Procedure.

ADA: Eligibility for Accommodation

In accordance with federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2008), the College is committed to providing the means to enable students with disabilities equal access to education. Individuals with disabilities (those defined as having a "physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment") who are otherwise qualified, may be eligible to receive academic support and/or accommodations(s). Eligibility of services is based on appropriate and current documentation that establishes that an individual has a disability and the current functional impact of that disability as it pertains to our school environment and programs. Reasonable accommodation(s) are provided on an individual, case by case basis to an admitted or enrolled student.

Essential components of any course of study may not be eliminated or circumvented. Accommodation(s) are intended to provide equal access, not special privilege. Disabled students, like all students, are responsible for maintaining the established acceptable level of conduct and academic achievement.

Procedure

It is the responsibility of the student to make the College Americans with Disabilities Act (ADA) Coordinator aware of her/his disability and need for possible accommodation(s) in a timely manner. This may be prior to or during the admissions process, prior to course registration or any time during the semester.

Students who believe they have a current and essential need for disability accommodation(s) are responsible for requesting accommodation(s) and providing appropriate and current documentation to verify disability and the functional impact of the disability in the College educational environment to the ADA Coordinator. This documentation is required to verify the need for accommodation(s) that provides equal access to programs and services at the College. This process takes time; the sooner the student begins the procedure, the sooner appropriate accommodation(s) can be considered and determined. Once the ADA Coordinator has the complete, appropriate and current documentation, a determination and meeting will take place within fifteen school days.

This process is as follows:

1. A student must contact the ADA Coordinator to make known the possible need for accommodation;
2. The student must provide a copy of required, complete, appropriate and current documentation to the ADA Coordinator;

3. The ADA Coordinator will review the provided documentation and then contact the student to set up an appointment to discuss possible accommodation(s);
4. At the appointment, an accommodation letter will be generated as appropriate;
5. The student's sharing of the accommodation letter and discussing its contents with an instructor activates the accommodation(s) in that particular class.

Accommodation letters must be updated each semester.

If a student feels that the accommodation(s) outlined in the letter are not being provided, the student needs to make the ADA Coordinator aware of this situation.

ADA Coordinator contact information:

Melissa Wetherby
Office 205
207.330.7878

ADA: Emotional Support Animals

In accordance with the Americans with Disabilities Amendment Act, the Maine Human Rights Act, and the Fair Housing Act, students with documented disabilities for whom it has been deemed necessary to mitigate the effects of a physical or mental disability will be permitted to live with an emotional support animal. A student who has an ESA on campus must keep the animal under control at all times and not permit the animal to interfere with the campus living, learning or work environment of others. An ESA must be contained within the owner's privately assigned individual living accommodation (e.g. Room) except to the extent the individual is taking the animal out for natural relief. A request mid-semester may have to wait until the beginning of the next term to allow an ESA to take up residence, even if approved. Emotional support animals that pose a direct threat to the health or safety of others, cannot be effectively controlled by the owner, or are not housebroken will not be allowed as an accommodation.

Students must make the request to have an ESA to the Americans with Disabilities Act (ADA) Coordinator when he/she is making a request for student housing through the College registrar and must meet the housing guidelines. Students must also follow the Eligibility for Accommodation(s) policy and procedure when requesting accommodations. Determination of the need for the ESA may be made by a physician, psychologist, physician's assistant, nurse practitioner, or licensed social worker. The ESA must meet the licensing requirements of Lewiston, display such tag, and be vaccinated against diseases common in the animal as determined by a licensed Maine veterinarian. Appropriate documentation must be provided to the ADA Coordinator, including annual documentation of the animal's clean bill of health.

The student bears all financial responsibility for any property damage caused by his/her ESA including but not limited to the cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the ESA. If a student leaves campus overnight, the student must take the animal with him/her. Students must provide contact information for an alternative caregiver in case of emergency.

Animals must be housebroken, or provided an appropriate "place" for natural relief. Owners are responsible for having animals toilet in an appropriate area and clean up after their animals. If being taken outside for natural relief, the animal must be in control by the student, generally by leash or harness. Animals must not pose a direct threat to the health or safety of others.

Potential roommates will be notified that a request for an animal has been made to determine that there is not a conflict (disability information will not be shared). Students should not bring an ESA to campus until they have been expressly notified of approval by the registrar.

ADA. Service Animals

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its' amendments and the Maine Human Rights Act provide that any dog, and on a very limited basis a miniature horse, that is individually trained to do work or performs tasks for the benefit of an individual with a disability is a service animal. The work or tasks performed by the service animal must be directly related to the handler's disability. This can include a physical, sensory, psychiatric, intellectual, or mental disability. Service animals are permitted in areas of public accommodation. Service animals that pose a direct threat to the health or safety of others, cannot be effectively controlled by the owner, or are not housebroken will not be allowed as an accommodation.

Owners are responsible for having animals toilet in an appropriate area and clean up after their service animals. Service animals in training are not allowed on campus as an accommodation, unless accompanied by a specially trained handler. Damages created by a service animal are the financial responsibility of the owner. If a service animal is accompanying a student to campus, it must meet the licensing requirements of the town the student resides in and display such tag. All dogs must wear a rabies vaccination tag as required by law, and be vaccinated against diseases common in dogs as determined by a licensed Maine veterinarian. Generally, it is advisable that a service animal wear some identifying feature that it is a working animal and should not be interfered with by others.

To determine if an animal qualifies as a service animal, the College may ask the following questions:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

If a student is requesting to live in campus housing with a service animal, the request for housing must meet the usual housing guidelines. The request is made of the Registrar. MCHP may require documentation of the disability, including why the student needs the service animal and what assistance it provides. This information would be provided to the Americans with Disabilities Act (ADA) Coordinator. The service animal must meet the licensing guidelines of the city of Lewiston and the State of Maine. If a student leaves campus overnight, the service animal must accompany the student.

The owner must provide to the ADA Coordinator proof of vaccinations that are current against common diseases in this type of animal (dog) as determined by a licensed Maine veterinarian. The owner must also provide an annual clean bill of health, including vaccinations, from a licensed Maine veterinarian. The student must provide contact information for an alternative caregiver in case of emergency.

The student assumes all financial responsibility related to the campus facility and bodily or personal injury caused by the service animal.

ADA: Temporary Disability

If a student requires accommodation for a temporary disability (one lasting less than six months), the student must complete the following process to receive accommodations:

1. The student must make the American with Disabilities Act (ADA) Coordinator aware of the nature of the temporary disability and the need for accommodation.
2. The student must provide appropriate documentation to the ADA Coordinator that outlines the nature of the temporary disability and what the needs, restrictions, and the duration of the need for accommodation.
3. If the accommodation(s) is/are for academic classes, the process of accommodation proceeds as defined in the regular procedure for accommodation (see Disabilities Eligibility for Accommodation).
4. If the accommodation(s) is/are for the clinical setting, the following steps will take place:
 - a. The ADA Coordinator will contact the appropriate Program Dean and discuss the student's request. The Program Dean will contact the Clinical Supervisor/Faculty to discuss the request. The provided documentation may be shared with the Program Dean and the Clinical Supervisor/Faculty to help determine the appropriateness of the request in the clinical setting.
 - b. The Program Dean will get back to the ADA Coordinator. If the request for accommodation is approved entirely, the ADA Coordinator will contact the student, meet and generate the accommodation letter. Student will share the accommodation letter with Program Dean, Clinical Supervisor and any appropriate healthcare professionals in the healthcare setting, to initiate the accommodation(s) in the clinical setting.
 - c. If there are concerns or suggested alternatives around any requested accommodations, the ADA Coordinator will have a meeting with the Program Dean and Clinical Supervisor, (Triad), to come to agreement/investigate possible alternative ways to provide accommodation(s) for the clinical setting. It is possible that requested accommodation (s) in the clinical setting may be determined to be inappropriate or unreasonable. After this meeting and discussion, the ADA Coordinator will contact the student to set up a meeting to discuss the results of the Triad meeting and complete the accommodation process.

Bereavement Leave

Bereavement leave of one day will be granted. Additional bereavement leave will be granted upon approval of the Dean. The student is responsible for the content missed due to the leave. Clinical make-up will be determined by the Dean.

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 at the College.

Rights, Responsibilities and Code of Conduct

Definitions in the Code of Conduct

- The term "student" refers to:
 - Any person who has been accepted and submitted their deposit or
- Any person registered for a course, whether in a non-degree or degree seeking program, 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, 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.

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 Dean.
- 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.

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.
- 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 Dean.

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.

Fair Treatment Policy and Procedure

POLICY

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 Dean.
- 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.

PROCEDURE

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 Vice President of Academic and Student Affairs.
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 Vice President of Academic and Student Affairs.
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. Dean;
- b. One uninvolved student appointed by the Vice President of Academic and Student Affairs;*
- c. One uninvolved student selected by the involved student;*
- d. Academic Advisor;
- e. Uninvolved faculty member appointed by the Vice President of Academic and Student Affairs;
- f. Uninvolved faculty member selected by the involved student;

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 Vice President of Academic and Student Affairs, 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 her or his own choosing during any step of the procedure.

* Uninvolved students will not be on the committee when the committee is activated for an academic issue.

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 Dean.

Libraries

The Gerrish-True Health Sciences Library is located on the first floor of the Center Building of the Central Maine Medical Center and open to students with a valid identification badge 24/7, nights, weekends and holidays. A Librarian is available for research assistance Monday - Thursday 8am-4pm or you can schedule a one-on-one appointment. To contact the library email library@cmhc.org or call (207) 795-5956.

The Library provides services for students at every stage of his/her education; whether you want help starting a research project, tracking down a specific article or need to gather more information on a general topic. The print collection includes medical textbooks and journals. The Library subscribes to online databases including ClinicalKey, Nursing Reference Center and UpToDate, as well as hundreds of e-book titles, available anytime, anywhere from a mobile device.

There are public computers and a public copier available on-site for self-service use by students. There is no cost to print or copy school-related materials but a cost of 10 cents per copy is charged for printing handouts and other personal materials. The honor system is utilized.

The Library participates in local and national library networks of other medical, academic and public libraries, and can obtain books and copies via Interlibrary loan for those materials not located in the Gerrish-True collection.

Students may also access the following local libraries with presentation of a current student ID.

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

Meals

A cafeteria, located at the Central Maine Medical Center is open daily. A coffee shop, located at the Central Maine Medical Center is open Monday through Friday.

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 are microwave ovens, refrigerators, soda, and snack machines available for student use.

Parking

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.
- A student requesting accommodation for parking must meet with the College ADA Coordinator.
- Role of Security: In order to insure orderly and efficient parking for everyone, the Security Department is responsible for monitoring compliance and coordinating enforcement of this policy.

Parking Enforcement Policy

- 1ST Violation in any 12-month period: written notification, copy to the VPAA.
- 2nd Violation in any 12-month period: Written counseling, copy to College, (student's personal file) and the VPAA.
- 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 VPAA. 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.

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.

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 Dean.

Remediation 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 the class will schedule a meeting date and time two (2) weeks in advance with the Dean. The location for the meeting must be cleared and scheduled through the Registrar.

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

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

Student Computer Lab Access

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

When using facility and equipment:

- Food is not allowed in the Computer Laboratory at any time. Drinks are allowed in a covered container.
- Computer and printer settings may not be changed, moved, or re-configured.
- Personal programs may not be downloaded.
- 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 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.
- External drives may not be used; files may be emailed
- Documents should not be saved to the desk top

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 Dean 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 Dean or designee, after consultation with referring faculty.

Dismissals for other than academic reasons may include:

- Breach of patient confidentiality.
- Concealment of errors made during clinical assignments.
- Performing skills outside of their current role.
- Illicit use, possession or distribution of drugs or alcohol on campus.

- Possession of weapons on campus.
- 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 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.

Student Government

Each class will elect officers to coordinate volunteer activities and graduation planning.

Class officers will present their class questions and concerns to the Vice President of Academic and Student Affairs

Student Health

Matriculated students shall be required to maintain adequate health in the interest of patient welfare and others, including but not limited to appropriate immunizations as outlined in the Admissions Policies. A student will not be allowed to participate in clinical experiences, including lab, or progress in the program unless the student is compliant at all times.

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 Bursar.

In an effort to protect the College community 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 dean for consideration of possible change of clinical assignment. The dean 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 Housing

Students must sign and adhere to all requirements outlined in the resident agreement. The signed original contract will be maintained on file with the College; a copy will be given to the resident.

Room Assignments:

The College reserves the right to:

- Make room assignments.
- Reassign rooms for the benefit of the individual student(s) and/or the College.
- Inspect rooms. Inspection of rooms shall be made by no fewer than two (2) people on an as needed basis.
- Regulate the use of the premises in accordance with College policies and regulations.

Resident Keys

- All individuals living on the College campus will be issued a key to their room and granted badge access to the front door and 2nd floor fire exit.
- The keys issued become the Resident's personal responsibility. The keys are never to be duplicated or given to another individual for use.
- Should a key or badge be lost, the resident must immediately notify the Bursar (in her absence, notify the College's Secretary) and Central Maine Medical Center Security Department at 795-2299. In addition, the student must provide a written notification to the Bursar within twenty-four (24) hours of discovery of loss.
- In case of a lost room key, a fee of \$75 will be assessed. Should a second room key be lost, there will be a charge

for the total cost for replacement of the lock and required replacement keys.

- The key must be returned to the Bursar when the building is vacated.
- A hold will be placed on the student's account (i.e. transcript & registration) until any charges relating to housing are paid in full.

Residency Room Requests:

Daily

- If available, students may contact the Bursar to request a room for an overnight stay once per semester.
 - (Exception: Inclement weather)
- If a student requests more than one overnight stay request in one week, students will be assessed the weekly fee.
 - (Exception: Inclement weather)
- Any additional requests, students will be assessed the full semester fee.
- Overnight stay requests require immediate payment.

Weekly

- If available, students may contact the Bursar to request a room for a weekly stay once per semester. (Two or more nights in one week). Students will be assessed a weekly fee.
- If a student's requests an additional week in the same semester, students will be assessed the full semester fee.

Semester

- Students must contact the Bursar to request a room assignment prior to the start of the semester.
- Room availability is on a first-come, first serve basis.
- Students will be assessed a fee based on single occupancy; or double occupancy
- Refunds will be issued following the Add/Drop, Withdrawal and Refund Policy for students moving out during the semester.

Note: Exceptions to this policy will be considered by College Administration on a case by case basis.

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 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.

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.

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, Dr. Alexander Clifford, at 795-2858 or speak with any MCHP faculty or staff to assist you.

Please Note

*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.