Maine College of Health Professions

Education that Enriches Lives

Student Handbook- College Wide

2025-2026

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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 their degree will demonstrate the following learning outcomes.

Effective Communication

A. Graduates will develop effective communication skills for use in a healthcare setting.

Professionalism

A. Graduates will construct humanistic and evidence-based approaches in healthcare delivery.
B. Graduates will demonstrate ethical behavior and professional demeanor.
C. Graduates will evaluate their personal responsibility within their scope of practice.

Interprofessionalism in Healthcare

A. Graduates will formulate strategies that maximize the roles and responsibilities of the healthcare team to enhance quality of care.
B. Graduates will evaluate communication to enhance team function.
C. Graduates will consider values and ethics of the healthcare team to optimize outcomes.

Community, Cultural, Global Awareness & Responsibility

A. Graduates will reflect on emerging and contemporary issues in diversity, equity, inclusion, and belonging and the impact on healthcare.

B. Graduates will evaluate their biases and mitigate the potential negative effects on individuals, communities, and cultures.

Critical Reasoning & Metacognition

A. Graduates will continually assess their thought processes and patterns of thinking.
B. Graduates will reflect on how thinking shapes decision-making.

Professional Competence

A. Graduates will seize opportunities to apply professional knowledge and skills.

Vision

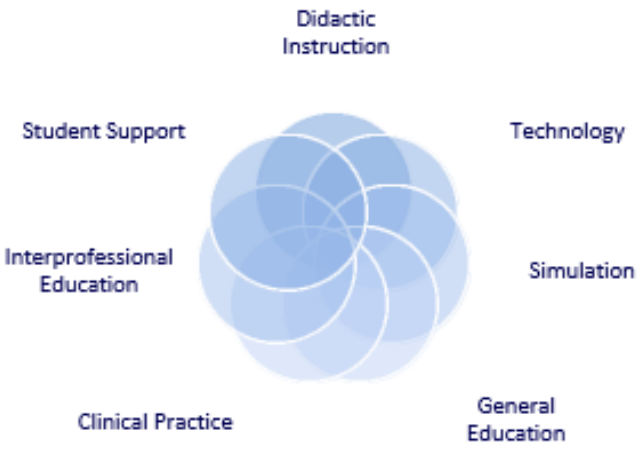
Maine College of Health Professions will be the college of choice in providing exceptional health professions education in the State of Maine and beyond. We will be known for our supportive and effective educational approach that focuses exclusively on healthcare professions and provides multiple access points to professional advancement. Our graduates will be recognized as leaders in their fields, improving the health and well-being of their communities.

Mission

The Maine College of Health Professions enriches lives through providing outstanding education in the health professions, supporting student success, and inspiring lifelong learning. We emphasize interpersonal, interprofessional, 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 coursework designed to enrich a student's life, to broaden their intellectual outlook, to provide a foundation for program-specific coursework, and to develop critical thinking skills.

Didactic Instruction is theory and content information learning specific to a major, usually delivered in the classroom setting – both face-to-face and online.

Technology refers to the use of cutting-edge support in the classroom and in organizational operations.

Simulation 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 healthcare environment. It involves working with patients, clients, other healthcare professionals, and administration.

Interprofessional Education is the prioritization of a multidisciplinary team approach throughout the MCHP experience, both in and out of class.

Academic

Academic Probation Policy for Undergraduate Degree Programs

Academic probation allows students to resolve barriers to success and improve academic skills and program knowledge.

A student must attain a minimum grade of C (74) in any course required for the major and/or a passing grade for the co-curriculum requirements. Refer to the Academic Probation Policy for Clinically Based Programs and the Academic Probation

Policy for Non-Clinically Based Programs for more information including the criteria for being placed on Academic Probation, the student's responsibilities while on Academic Probation, criteria for coming off of Academic Probation, and consequences for not resolving an Academic Probation status.

Academic Warning for Undergraduate Degree Programs

A student can be placed on Academic Warning at any time during a semester when there is a concern regarding a student's academic/clinical performance. Criteria for placement on academic warning are when a matriculated student r's grade is below C at the midpoint in any course/co-curricular requirement, when a student is not meeting clinical objectives at the midpoint of the course/co-curricular requirement, or at any point in the semester when a student's performance indicates they are in jeopardy of not being successful. See the Academic Warning policy for Clinically Based Programs and Academic Warning Policy for Non-Clinically Based Programs for more information about these criteria and criteria for the removal of academic warning status.

Failure to meet clinical objectives or failure to receive a grade of C or higher in any course/co-curricular requirement by the end of the semester will result in the student being placed on academic probation, provided they meet the criteria outlined in the academic probation policy. A student may receive an academic warning more than once.

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 Program Dean
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 – Courses longer than 4 weeks	Add/Drop period – Courses 4 weeks or shorter
Summer	Begins: At least 4 weeks prior to the bill date Ends: 2 weeks prior to the bill date	April 1st or first Monday in April	Begins: One week prior to the start of the course Ends: End of business on Friday of the first week of the course	Begins: One week prior to the start of the course Ends: End of business on the 1st day of the course
Fall		July 1st or the first Monday in July		
Spring		December 1st 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 course, 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.

Challenge exams must be completed and submitted to the Registrar by the end of the second semester in their current 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 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.

Change of Major

A student who would like to change their program major must meet their advisor. If the advisor approves of the change, the student must complete the Student Major Change Form (see Change of Major Policy). The student will bring the form to the Program Dean or Coordinator of their current program major then to the Program Dean or Coordinator of the program major they wish to transfer into. Once these signatures have been obtained, the student will meet with the Registrar, Financial Aid Specialist, and Bursar to complete the Student Major Change Form.

If the program major that the student wishes to transfer into involves a competitive admissions process, the student will be required to follow the current admissions process.

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: Dress Code Policy

Students who engage in the clinical learning environment including assigned clinical, preceptorship, and clinical lab experiences must adhere to the College's Clinical Dress Code Policy. This policy includes information about appropriate clothing, jewelry, fragrances, shoes, tattoos and more. Please review the Clinical Dress Code Policy to ensure you do not violate these important requirements.

Clinical: Electronic Access to HIPAA Protected Patient Information

Students in the clinical setting will have access to patient records. The College has very strict rules regarding the proper access and use of patient medical record information. Students are required to follow the Clinical Electronic Access to HIPAA Protected Patient Information Policy at all times. Please refer to this policy for additional **vital** information regarding use and access to patient records, and the consequences of violating this policy.

Clinical: Exposure to Blood and Body Fluids

It is important for students in the clinical setting to be aware of the risk of becoming exposed to blood and other bodily fluids. The College takes this very seriously and has created policy and guidance to ensure students know exactly what to do in the case of accidental exposure. Please take a few minutes to carefully review this policy the associated guidelines.

By following the steps outlined in this policy, 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.

Credit Hour Policy

The credit hour policy outlines out the number of hours of instruction time a student will receive per credit in a course/clinical experience. This policy also explains the expected student workload (defined as hours per semester of out-of-class work) per semester for every credit hour of a course.

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 takes this seriously. Students, faculty, and staff are required to adhere to the Federal Copyright Law and are responsible for familiarizing themselves with the college's Copyright Policy.

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. Please refer to the Course Waiver Policy for more information as to how you can seek a waiver.

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 found in the distance learning policy when developing and delivering a distance learning course.

Dual Degree Policy

Students enrolled in a baccalaureate degree program may pursue a dual degree. To earn a dual degree, students must fulfill certain requirements as outlined in the college's Dual Degree Policy.

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)). MCHP recognizes the complexity and delicate nature of these situations and will comply with all requests for release of student disciplinary records on a case-by-case basis in consultation with proper authorities and council.

FERPA: Student Education Records

A student has the right to read the data contained in his/her personal record/file and may request to do so at any time. Reading the data contained in the file will be done with supervision, and 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. Please refer to the FERPA: Student Education Records Policy for a summary of the regulations under the Family Educational Rights and Privacy Act (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 student learning management system. 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 may receive honors designations based on their GPA and may qualify for special awards given by the college. Please refer to the Honors Policy for more information.

Human Subjects for Clinical Practice

The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. MCHP has instituted certain safeguards outlined in the Human Subjects for Clinical Practice Policy to ensure this practice.

Incomplete Grade

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. Students needing more information can refer to the Incomplete Grade Policy

Learning Experience (Unusual Incident) Policy

Failure to follow policies and procedures, professional conduct, scope of practice, etc. of the College will require completing a "Learning Experience Form" with a faculty member. For more information about the deadline to submit this form, please see the Learning Experience (Unusual Incident) Policy

Mid-Term Grades

Mid-term grades are advisory grades indicating a student's progress through the first half of a semester. Mid-term grades are not official, are not included in the grade point average, and they do not appear on transcripts. The grade is entered into the student information system) by the faculty. To learn more about mid-term grades, how these relate to a student's academic progress, and how they can impact registering for future courses, see the Mid-Term Grade Policy

Participation in Commencement Ceremonies

The College recognizes the privilege, honor, and distinction that participating in commencement ceremonies bestows upon its graduates. Given this, the College is committed to honoring graduates at an annual graduation ceremony. Please refer to the Participation in Commencement Ceremonies Policy to review the criteria for participating in graduation commencement.

Requirements for Graduation/Program Completion

Associate Degrees, Bachelor Degrees, and Certificate Programs

Degrees are conferred by the Board of Trustees of the College to students who have successfully completed all Associate in Applied Science Degree requirements. Associate degree programs, Bachelor's degree programs and Certification programs each have specific requirements that must be fulfilled in order to graduate from or complete the programs. For more information about these requirements please refer to the Requirements for Graduation/Program Completion Policy.

Scholastic Standards

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	.70
F	Below 60	

To learn more about the MCHP Scholastic Standards such as the minimum grade point average students need to complete program requirements, grade reports, and more please review the Scholastic Standards Policy.

Student Dress Code on Campus

The College encourages students to dress in accordance with the profession to which they aspire. Please see the Student Dress Code on Campus Policy for more information.

Student Academic Leave of Absence

MCHP recognizes that there are situations that can arise which warrant taking a leave from the student's program. In this case the student may need to file an academic leave of absence. Please refer to the Student Academic Leave of Absence Policy to learn more about the stipulations around taking a leave and requirements for returning from leave.

Transcript Requests

Students needing a copy of their transcript can review important information about this process in the Transcript Requests Policy.

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. The student wishing to transfer credits is encouraged to review important information about this topic in the Transfer of Credit Policy.

Transfer of Credits to Another Institution

Students who have attended MCHP may be able to transfer credits to other institutions. Please see the Transfer of Credits to Another Institution to learn more.

Use of Phones and Personal Electronic Devices

There are certain restrictions on the use of phones and personal electronics while in class and in the clinical setting. Please review the Use of Phones and Personal Electronic Devices Policy for more information.

College-Wide

Acceptable Use of Electronic Resources

Students are expected to follow the policy of MCHP regarding the use of electronic resources, including by not limited to, computer facilities and services, computers, networks, electronic mail services, and electronic information and data, and video and voice services. Students are strongly encouraged to review the Acceptable Use of Electronic Resources for more information about its purpose, scope, rules, and consequences of violating the contents of this policy.

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. MCHP has established guidelines for use of these resources which can be found in the Bulletin Boards and Pamphlet Racks Policy

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 the student information system.

Decorations

During different holidays, events, and recognition days/weeks certain types of decorations are allowed but there are stipulations as to what, how, where decorations may be used. For more information about please refer to the Decorations Policy.

Integrity

The College expects that members of the Board of Trustees, Administration, Faculty, Staff, and Students will act responsibly, with professional ethics and integrity. Please refer to the Integrity Policy for more information on this and where integrity expectations can be found.

Pets on Campus

Please review the college’s Policy regarding pets on campus. Also, please refer to the ADA Service Animals Policy

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.

Requirements for Enrolled Students

Students at MCHP must meet and maintain certain requirements to stay enrolled in their program. Please refer to the Requirements of Enrolled Students Policy to learn more about requirements of matriculated students in clinical and non-clinical programs, as well as requirements for non-matriculated students.

Scheduling of Rooms

From time to time students may wish to schedule use of a room at the college. Please refer to the Scheduling of Rooms Policy for more information about this process.

Solicitation

Solicitation requests shall be approved on an individual basis by the College Administration (see Solicitation Policy).

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.

Book Vouchers

Students receiving financial aid may be eligible for book vouchers to aid in the acquisition of books for their courses. For more information on the eligibility requirements, the process of obtaining a book voucher, and the students responsibilities in this process, please see the MCHP Book Voucher Policy

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. **Students receiving Federal Financial Aid should review the Financial Aid: Satisfactory Academic Progress Policy.** Students who do not maintain satisfactory academic progress based on this policy, in ***certain circumstances***, may request an appeal for reconsideration of determination by completing the Financial Aid Appeal Form.

Financial Aid Student Leave of Absence

Federal Financial Aid law requires colleges to follow strict criteria and complete required activities when a student is granted an approved leave of absence. A leave of Absence (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. Please review the Financial Aid Student Leave of Absence Policy for important information on this topic.

Financial Status for Students of Active Duty Status in the Reserves or Military

Any reservists or active military status student who is unable to complete the current semester due to unexpected military services or is called to duty will meet with the Vice President of Finance, Chief Academic Officer, and their

program Dean to make an initial plan for the student to re-join the college upon release from their duty. Military Tuition Assistance Funds may be returned to the Department of Defense according to the Return Unearned Military Tuition Assistance Funds Policy which will not result in student debt for the returned funds.

The student must present a copy of their official military orders to the Registrar. A copy of the orders will be maintained in the Student file.

The student would notify the Admissions Office of their intent to return and return would be based on available space.

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

It is important that students understand the billing process, payment plans/methods of payment, and their responsibilities related to payment of tuition and fees. To this end, please take time to review the MCHP Payment of College Fees Policy.

Return of Unearned Military Tuition Assistance Funds

Any reservist or active military status student who is unable to complete the current semester due to unexpected military services or is called to duty will meet with the Vice President of Finance, Vice President of Academic and Student Affairs, and their program Dean to make an initial plan for the student to re-join the college upon release from their duty. Military Tuition Assistance Funds may be returned to the Department of Defense according to the Return Unearned Military Tuition Assistance Funds Policy, which will not result in student debt for the returned funds.

The student must present a copy of their official military orders to the Registrar. A copy of the orders will be maintained in the student file.

The student would notify the Admissions Office of their intent to return, and the return would be based on available space.

Scholarships

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

Tuition and Fee Schedule

Please view the Tuition and Fee Schedule for the current year for information on the cost of attending MCHP.

Tuition Benefit and/or Outside Scholarships

It is the student's obligation to notify MCHP of any tuition benefits from employers and or outside scholarships if receiving federal financial aid. To learn important information regarding this topic please review the Tuition Benefit and/or Outside Scholarship Policy.

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. For more information regarding the expectations for maintaining a drug-free campus and the consequences for not adhering to MCHP's policy, please refer to the Drug-Free Campus Policy.

Education and Prevention of Alcohol and Substance Abuse

MCHP provides annual education to the campus community about the prevention of alcohol and substance abuse. Important information about this topic can be found in the Education and Prevention of Alcohol and Substance Abuse Policy

False Report Policy

A false report occurs when any employee or student knowingly makes a false report or complaint or knowingly provides false or intentionally misleading information during an investigation regarding a charge of sexual harassment, sexual violence, stalking, or intimate partner violence. Please see the False Report Policy for additional information regarding how this might impact you

Fire Plan

In case of a fire, Faculty, Staff, and Students all have responsibilities to minimize harm to self and others.

FIRE – Faculty must always take sign-in sheets during an evacuation. Follow RACE (remove, alert/alarm, confine/contain, and extinguish) principles.

Faculty & Staff Responsibilities

1. Activate the fire alarm as soon as notification is received. Call 911 (9-911 if calling from a college phone)- do not hang up. Do not wait to verify a fire. Close but do not lock doors and windows.
2. Take a class roster with you (if in a class or other college event).

3. Provide or obtain assistance for individuals with special needs in moving to an appropriate refuge area.
4. Do not take the elevator.
5. Staff Safety designee will walk the floor to check that all personnel have evacuated.
6. If you encounter fire or any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
7. Evacuate to the CMMC Parking Lower 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. Faculty are to review the class roster/take attendance, and report to administration once at the evacuation site. The senior MCHP staff member present will account for staff/faculty.
10. Report any missing persons to the senior MCHP official on-site.
11. MCHP Official report to CMMC security and Lewiston Fire if available.
12. Do not leave the evacuation area unless released by the senior MCHP official or CMMC security.
13. Return to the building only after CMMC security gives the "All Clear" signal.

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

Student Responsibilities

1. Activate the fire alarm as soon as notification is received. Call 911, do not hang up. Do not wait to verify a fire.
2. Close but do not lock doors. Close windows.
3. Provide or obtain assistance for individuals with special needs in moving to an appropriate refuge area.
4. Do not take the elevator.
5. If you encounter fire or any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
6. Evacuate to the CMMC Parking Lower 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 course faculty if in class or to a senior MCHP official if not in class for accountability.
9. Report any missing individuals you do not see at the 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 the building only after the MCHP official gives the "All Clear" signal.

Hostile Threat in Building

Faculty in a class session: Take the class roster during an evacuation if possible.

Run, Hide, Fight

Faculty, Staff, & Students Responsibilities

1. Conduct a brief but complete scan of your area, looking for suspicious items or packages. If any are noted, report your observation as quickly as possible to senior MCHP officials or CMMC security.
2. Run: Evacuate, if possible, assembling in the CMMC cafeteria.
3. Provide or obtain assistance for individuals moving to the CMMC cafeteria if possible.
4. 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.
5. Faculty will account for students in their class. The senior MCHP staff member present will account for staff/faculty.
6. Report any missing persons to the senior MCHP staff member, who will notify CMMC security.
7. The first MCHP staff member in the cafeteria will send an e-mail alert to all users that the campus is closed until further notice.
8. Do not leave the cafeteria or re-enter MCHP property until authorized by CMMC security or a senior MCHP staff member present.
9. Hide: If evacuation is impossible, find a safe hiding place.
10. Lock the door, turn off the ringer/vibration on a cell phone, turn off lights, and block the door if possible.
11. Remain hidden until law enforcement or a senior MCHP staff member unlocks your door.
12. Fight: If a threatening person is attacking and running or hiding is impossible, commit to your actions of fighting and improvising weapons until the threat is subdued.

Electronic 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. Please review the Electronic Social Networking Policy for important information on this topic.

Incident Reporting

An incident is *any* adverse occurrence or event inconsistent with the College's routine operation. Adverse events can occur on the college campus and at clinical sites. Please refer to the Incident Reporting Policy for more information about what is considered an incident and the procedure for reporting should an incident occur.

Inclement Weather

The Inclement Weather Policy outlines the process for students to access information about college delays and closings due to inclement weather. Please ensure you are familiar with this policy.

Infection Control

Standard Precautions are the primary strategy for the prevention of infectious agents among students and faculty; they include practices to be applied to the care of ALL simulated patients in ALL college laboratory settings, regardless of the suspected or confirmed presence of an infectious agent. It is important for all students to review the Infection Control Policy

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. Please refer to the Non-Discrimination Policy for more information.

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. Please refer to the Policy Prohibiting Relationships by Persons in Authority for more information.

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. Please see additional information about this in the Policy Prohibiting Retaliation.

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)). Please familiarize yourself with this important Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking policy and to learn about education and resources available.

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. Please review this Privacy and Confidentiality Policy, Reporting of Sexual Misconduct Policy for more information and to learn the difference between privacy and confidentiality in these processes.

Radiation Safety

Radiation safety is important for patients, students, and the general public. It is particularly important for Medical Imaging students to understand the Radiation Safety Policy of MCHP due to the clinical experience of their program.

Safety

Both Central Maine Medical Center and the College believe the safety of all members of the MCHP community is of utmost importance. For more information regarding safety policies, protocols, and education, see the MCHP Safety

and Security Policy.

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. Please refer to the Sexual Assault Reporting Policy for more information.

Sexual Harassment

Federal law requires that all educational programs annually provide their students with certain information concerning sexual harassment. Please review the Sexual Harassment Policy – Students for important information about this topic.

Smoking

In keeping with our mission as a leading provider of health professions education, The Maine College of Health Professions is a smoke-free facility. Please refer to the Smoking Policy for additional information.

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

Shelter-In-Place

In the event that there is an external threat that requires individuals to be sheltered in the building it is important for students, faculty, and staff to know what to do:

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.

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. MCHPs Title IX, Anti-Violence, Discrimination & Harassment policy is wide in scope, covering any acts that fall under the commission of violence, discrimination, and harassment; and includes provisions covered under Title IX. Please be sure you are familiar with the contents of this important policy.

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. Please refer to the Weapons Policy to learn what is considered a weapon and for additional information.

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

Attendance is an essential component of post-secondary education. Students are expected to comply with the class attendance related requirements of the course in which they are enrolled. MCHP recognizes that there may be times when attendance is not possible due to disability-related reasons. Students who wish to learn a more about adjustments that may be made, and to learn more about the process are encouraged to review the ADA: Adjustment of Attendance Policy

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. To learn more about this and the procedure involved, please review the ADA: Course Substitution Request Policy.

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. Please refer to the ADA: Eligibility for Accommodation Policy for further information.

Students wishing to discuss ADA accommodations should contact the ADA Coordinator:

Melissa Wetherby
Telephone 207.330.7878
Office 110

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. Students interested in learning more about utilizing service animals are encouraged to review the ADA: Service Animals Policy.

ADA: Temporary Disability

If a student requires accommodation for a temporary disability (one lasting less than six months), the student must follow a prescribed process to receive accommodations. Please refer to the ADA: Temporary Disability Policy for more information.

Bereavement Leave

Bereavement leave of one day is available to students, with the potential for additional time upon the Dean's approval. To review additional information and the student's responsibilities for completing missed work and clinical time, please see the Bereavement Policy.

Code of Student Conduct

The College's Code of Student Conduct Policy is a general code of ethics, rights, and responsibilities expected of MCHP students. The College reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action. The Code of Conduct, the "Code" applies principally to conduct that occurs on College premises, or at College-related activities or facilities, however off-campus conduct may also subject a student to disciplinary or other appropriate administrative action. Please refer to this important policy.

Communication Channels

The administration, faculty, and staff encourage open communication between students and faculty regarding course work, teaching methods, student concerns, etc. Steps students should take to resolve a problem occurring in the learning environment:

- 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 Grievance procedure may be initiated.
- If the problem is related to the College facility, the College Secretary should be contacted.

Counseling Services

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

BetterMynd is a free online mental health service offered to all students at MCHP. Students are provided a limited number of sessions and can choose a from a wide variety of credentialed counselors. To access the BetterMynd App visit the MCHP Student Portal, click on the waffle to find Applications, and choose More Apps. Students who have not accessed BetterMynd previously will need to go to Other Apps on the Application page, and look for BetterMynd.

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.

Grievance Policy and Procedure Policy

The administration, faculty, and staff encourage open communication between themselves and students. It is our belief that minor differences can be resolved without recourse to the Grievance process. However, when differences are not resolved in a manner that the student feels is unsatisfactory, students can initiate a grievance. Please refer to the Grievance Policy and Procedure for additional information.

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 via 24/7 tutor.com within Canvas LMS
- 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 Up-to-date, 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://lplonline.org
- 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.

Non-Academic Student Dismissal from the College

Dismissal from the College for other than academic reasons. Examples include but are not limited to: breach of patient confidentiality; performing skills outside of their current role; illicit use, possession or distribution of drugs or alcohol on campus; possession of weapons on campus; not following MCHP policies. Please review the Non-Academic Student Dismissal from the College Policy for additional important information.

Parking

Students have permission to use specified 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. Please refer to the MCHP Parking Policy for important information about where students may park and the consequences of violating the Parking Policy

Plagiarism

Definition of plagiarism: The American Psychological Association (2022) describes plagiarism as "the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (para. 1). American Psychological Association. (2022). *Plagiarism*. APA Style. https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism#:~:text=Plagiarism

Artificial Intelligence

The college recognizes the utility of Artificial Intelligence (AI) in assisting with the creative and development process but cautions students that plagiarism also applies to certain uses of AI. To learn more about the rules related to plagiarism and AI, see the college's Plagiarism with Special Consideration for Artificial Intelligence Policy

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.

- Explanations and examples:
    - https://plagiarism.org
    - http://owl.english.purdue.edu/owl/resource/589/01/
- Submit a paper for review:
    - Tutor.com (accessed via your courses in Canvas)

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. Tutor.com is a free 24/7 tutoring service available within Canvas LMS.

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. Students may access the computer laboratory but are expected to follow the Student Computer Lab Access Policy requirements at all times.

Student Employment

Students employed in any affiliated healthcare setting must clearly distinguish between their role as a student and an employee. Students may not represent themselves as an MCHP student while functioning as an employee, or as an employee of the affiliated healthcare institution while participating in assigned MCHP educational activities, unless officially authorized to do so.

Student Government

Each class will elect officers to coordinate volunteer activities and graduation planning. Class officers will present their class questions and concerns to Chief Academic Officer

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, 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 Teams 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.

Title IX Statement

MCHP is committed to providing a learning environment that 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, Melissa Wetherby, at 330-7878 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.

Waiver of Student Dismissal from a Program

The culture at the Maine College of Health Professions ensures that students have access to a fair and impartial process where they feel safe initiating a petition to challenge a policy. Students who have been dismissed from a program and who wish to challenge the decision must follow the procedures outlined in the Waiver of Student Dismissal from a Program Policy.

Additional MCHP Policies

Additional policies that pertain to students are available for review. Students may access all MCHP Public Policies by visiting the MCHP Policy Portal