



1 College Circle • Bangor, ME 04401-2999

Updated: July 2, 2018

WELCOME FROM THE OFFICE OF STUDENT LIFE

Fall 2018/Spring 2019

Welcome to the 2018-2019 academic year at Husson University!

On behalf of the Husson University community, it is our pleasure to welcome you to a new and exciting year at the University. Since 1898, Husson has been educating Maine's leaders. Originally preparing students for commerce, teaching and telegraphy, Husson came of age in 1953, when the State enacted legislation authorizing Husson to grant Bachelor of Science degrees. In 1981, the College established the Husson College/Eastern Maine Medical Center Baccalaureate School of Nursing. Today, Husson offers numerous undergraduate degrees and many innovative advanced degree programs, as well as a diverse selection of core science and humanities courses. On October 11, 2008, Husson became a University, but it still continues to maintain its small college feel.

Today, Husson graduates hold leadership positions all over the country and the world.

Pursuing an education at Husson University is an exciting undertaking and a sound opportunity to prepare for the future. The academic classes and experiential learning opportunities are exciting as they beckon you into the intricacies of your chosen field or help you to explore other possible fields of study.

Husson also offers you both enriching and supporting opportunities that extend your education beyond the classroom. Residence life, athletics and intramurals, student employment, student government, student activities, and clubs and organizations are important university life programs that create experiences for leadership, service and personal growth.

You are making an investment in your future by attending Husson University. It is a sound investment as Husson offers excellence in teaching and a personalized collegiate experience. Our hope is that you will strive to attain your goals and take full advantage of every opportunity.

Years from now, we want you to remember your experiences at Husson as some of the best times of your life. We hope that you have a successful and meaningful collegiate experience.

The information in this Student Handbook provides you with a detailed guide to campus life. In it you will find important reference and resource information you may need. It is our expectation that you will use this Handbook to become more informed about our community standards and the expectations for all students at the University as well as the numerous opportunities available to you here at Husson University.

We wish you the very best in the upcoming academic year and welcome you as part of the Husson University community.

Sincerely,

The Division of Student Life

- *Student Life*
- *Campus Chaplain*
- *Community and Student Engagement*
- *Residence Life*
- *Student Activities*
- *Wellness Center: Counseling Services and Student Health Services*

Updated: July 2, 2018

VISION

Husson will be a University of choice for premier professional programs where students succeed, experiential learning is championed and global engagement is emphasized.

MISSION STATEMENT

Husson University inspires and prepares students for professional careers in current and emerging fields within the context of an education informed by the sciences and humanities.

We achieve this career preparation by supporting and emphasizing

- Outstanding teaching.
- Scholarly contributions to one's discipline or field of expertise.
- An undergraduate and graduate curriculum that is challenging, relevant, and promotes critical thinking skills, self-confidence and strong communication skills.
- Commitment to ethical behavior and social responsibility through involvement in the world by faculty and students, administrators and staff, board members, and involved citizenship as a university.
- Lifelong learning to prepare students professionally and personally for the challenges of a constantly changing world.
- A diverse cultural and global perspective achieved through student development and experiential learning opportunities that reinforces our commitment to a strong academic community.
- Careful management and stewardship of University resources.

Husson University reserves the right to revise, amend, or change items set forth in the Husson University Student Handbook from time to time. Accordingly, readers of the Husson University Student Handbook should inquire as to whether any such revisions, amendments, or changes have been made since the date of publication. Additionally, as specific, detailed information is often updated first on Husson's website, please refer to that resource as well.

Concerns or questions regarding the student handbook and policies and procedures contained herein, may be directed to:

*Office of Student Life
Husson University
One College Circle
Bangor, ME 04401
207.941.7107*

TABLE OF CONTENTS

STATEMENTS OF IMPORTANCE

Official Communication 1
 Identification Cards 1
 Instant Communication Related to Emergencies 1
 Non-Discrimination Policy 2

ACADEMIC CALENDAR

Calendar 3

CAMPUS TELEPHONE DIRECTORY

Safety & Security 4
 Administration 4
 Schools & Colleges 4

UNIVERSITY OFFICES

Student Life 5
 Athletics 6
 Bookstore 7
 Campus Chaplain 7
 Community & Student Engagement 8
 Dining Services 8
 Financial Aid 9
 IT: *Information Technology Department* 9
 Mail Services 9
 Student Success Center 10
 Residence Life 10
 Safety & Security 11
 Sawyer Library 11
 Student Accounts 11
 Student Activities 12
 Student Employment 12
 Student ID Office 12
 Study Abroad 12
 Wellness Center 13
 Counseling Services 13
 Student Health Services 14
 Veterans Affairs 14

UNIVERSITY POLICIES

Introduction to University Policies 15
 Drug Free Schools & Community Act 15
 Alcohol Policy 15

Drug Policy 16
 Sanctions for Violations of the Alcohol and Drug Polices 17
 Health Risks of Psychoactive Substance Use/Abuse 17
 Substance Abuse Evaluation & Treatment 18
 ADA/504 Grievance Procedure 18
 Animals on Campus- comfort animals 18
 Campus Parking & Traffic Rules & Regulations 19
 Classroom Use Policy 20
 Digital Environment Policy 21
 Directory Information Policy 25
 Firearms/Weapons 25
 Fire Safety & Regulations 25
 Greek Life Policies 26
 Hate Crime Policy 26
 Hazing Policy 26
 Missing Student Notification Policy & Procedure 27
 Parental Notification Policy 28
 Smoke Free, Tobacco Free Campus 28
 Solicitation, Sales, Raffles, Etc. Policy 28
 Student Health Insurance Requirement 29
 Tailgate Rules & Regulations 29

COMMUNITY STANDARDS FOR STUDENT BEHAVIOR

Student Conduct Code 30

TITLE IX & SEXUAL MISCONDUCT

Sexual Misconduct & Gender Based Violence Policy 37

RESIDENCE LIFE POLICIES & PROCEDURES

Room & Board Agreement 46
 Refund Policy of Room & Board Agreement 46
 Room Assignments & Changes 46
 Residency Requirement 46
 Residency Release Requests 47
 General Campus Residence Information 47
 Pets 48
 Quiet Hours 48
 Health and Safety Checks 48
 Room Keys/Access Cards 48
 Terms & Conditions for Residential Students 49
 Residence Life Contact Information 52

STATEMENTS OF IMPORTANCE

OFFICIAL COMMUNICATION

Students are ultimately responsible for using official Husson University communication methods. Failure to use official Husson University methods does not excuse students from the content that may be received through each method.

The official Husson University communication methods are:

- Husson University campus voice mail and “Eagle Alerts” via E2 Campus
- Husson University e-mail system
- Husson University campus mailbox
- Last address provided by students for official communication purposes

IDENTIFICATION CARDS

All students are required to have a Husson University identification (ID) card containing an assigned student identification number, which should be in their possession at all times. This card is used for identification purposes in accessing University buildings and grounds, using athletic and audiovisual equipment, borrowing material from Sawyer Library, attending University-sponsored events, and dining on campus. The first Husson University ID card is issued to a student at no charge. The cost to replace a student ID is set at \$25. This amount can be paid with dining dollars, cash, or added to the student’s ledger account. The cost will be waived if one of the following conditions exist:

1. card is no longer readable due to normal wear and tear; or,
2. the card is lost due to theft; or
3. the card malfunctions for some reason (will not open doors, will not swipe for meals, etc.).

The student ID is meant to last a student during his/her entire time here at Husson. There is no automatic replacement at the beginning of each semester. Students are expected to return at the beginning of each semester, card in hand.

Students should be prepared to show their ID card when requested to do so by Residence Life staff, Safety & Security personnel, faculty, staff, or administrators, and to access residence halls. Failure to surrender or provide the ID card when requested may result in disciplinary action. The identification must be surrendered if a student withdraws from the University in order for that action to be processed.

Falsifying an identity or that of another person is against the law and will result in disciplinary action at Husson University. Further, consistent with the University’s alcohol policy, falsifying an identification card or that of another student to obtain alcohol or to gain access to functions where alcoholic beverages are being served will lead to disciplinary action. This applies to all forms of identification including Husson University ID card, driver’s license, liquor ID, or birth certificate.

INSTANT COMMUNICATION RELATED TO EMERGENCIES

E2 Campus is Husson University’s premiere emergency notification system. In the event of an emergency, school closing, or other circumstances, you sent an “Eagle Alert” by text message and/or e-mail alert notifying you of the nature of the situation or closing and if any action is needed. Your phone number and Husson email address from your CAMS record will automatically be added to the notification system.

If you need to update your contact information, or would like to Opt-Out from receiving these notifications, simply fill out Student Address Change Information Form (with the changes requested) submit to the Registrar’s Office and your request will be completed and you will get a confirmation when it is complete.

Please note that an “Eagle Alert” will be used along with our cancelations notifications system, and will be used only for campus closings, not individual class or event cancellations. An “Eagle Alert” will be issued to convey campus emergency information.

For questions regarding the content of the Alerts, please contact the Department of Safety & Security at SECURITY@husson.edu, at 207.941.7911, or visit the Department of Safety & Security Google site.

NON-DISCRIMINATION POLICY

Husson University is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and prohibits discrimination against or harassment of any individual or group on the basis of race, color, sex, sexual orientation, gender identity and/or expression, religion, ancestry or national origin, age, physical or mental disability, citizenship, veteran status, or any other applicable legally protected status in matters of admissions, employment, housing, or services in the educational programs or activities it operates. Consistent with this commitment, as well as federal and state laws, Husson University does not tolerate unlawful discrimination or harassment in any form.

Inquiries regarding Husson University's policies and procedures may be referred to the Executive Director of Human Resources, Janet Kelle, at kellej@husson.edu, or (207) 941-7131.

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions, like Husson University, that receive federal financial assistance. Questions regarding Title IX may be referred to the university's Title IX Coordinator, David Casavant, at casavantd@husson.edu, or (207) 941-7132.

UPDATED: 05/11/2018

ACADEMIC CALENDAR

FALL 2018

September 1New Student Check - In & Move-In
from 8:00 am to 12:00 pm

September 2Returning Student Move-In from
12:00 pm to 4:00 pm

September 4Classes Begin (15 Week Session
and 7 Week Session 1)

September 4-September 11 ..Add/Drop

October 8 - 9Fall Break - No Classes

October 26Mid-Term

7 Week Session 1 - Classes End

October 297 Week Session 2 - Classes Begin

October 29 - November 2Pre-Registration Advising

November 5 - 11Student Online Registration

November 12 - 16Post-Registration Advising

November 197 Week Session 2 - Mid-Term

November 21Residence Halls close at 12:00 pm
for Thanksgiving Break

November 21 - 23Thanksgiving Break

November 25Residence Halls open at 12:00 pm

December 17Last Day of Classes

December 18 - 21Final Exams

December 217 Week Session 2 - Last Day of
Classes

December 22Residence Halls close at 12:00 pm

WINTER 2019

December 31Classes Begin

Add/Drop Day for Winter Session

January 1New Year's Day - No Classes

January 18Classes End

SPRING 2019

January 20New Student Move-In from 8:00 am
to 12:00 pm

January 21Martin Luther King Day - No Classes

New Student Orientation

Residence Halls open at 12:00 pm
for Returning Students

January 22Classes Begin (15 Week Session
and 7 Week Session 1)

January 22 - 29Add/Drop

February 157 Week Session 1 - Mid-Term

March 8Mid-Term

7 Week Session 1 - Classes End

March 11Residence Halls close at 12:00 pm
for Spring Vacation

March 11 - 15Spring Vacation

March 17Residence Halls open at 12:00 pm

March 187 Week Session 2 - Classes Begin

March 25 - 29Pre-Registration Advising

April 1 - 7Student Online Registration

April 8 - 12Post-Registration Advising

April 127 Week Session 2 - Mid-Term

May 37 Week Session 2 - Last Day of
Classes

May 6Last Day of Classes

May 7 -10Final Exams

May 11Commencement

Residence Halls close at 12:00 pm
for non-graduates

Residence Halls close at 6:00 pm for
graduates

SUMMER 2019

May 13Summer Session 1 Begins

May 27Memorial Day - No Classes

June 28Summer Session 1 Ends

July 1-5Independence Day - No Classes

July 8Summer Session 2 Begins

August 23Summer Sessions 2 Ends

CAMPUS TELEPHONE DIRECTORY

All campus telephone numbers are 207.941.XXXX unless otherwise noted

SAFETY & SECURITY

Emergency..... 207.941.7911 Department of Safety & Security..... 207.941.7770

ADMINISTRATIVE OFFICES

Admissions, Undergraduate	Welcome Center, First Floor, O'Donnell Commons.....	947-7100
Admissions, Graduate	Welcome Center, First Floor, O'Donnell Commons.....	404-5661
Alumni Relations.....	136 Beardsley Meeting House.....	941-7875
Athletics	195 Newman Gymnasium.....	941-7026
Bookstore.....	107 Peabody Hall.....	941-7114
Career Services.....	201 Peabody Hall.....	992-4909
Chaplains Office	208 Peabody Hall.....	941-7890
Community & Student Engagement	208B Peabody Hall	7129
Counseling Services.....	Wellness Center.....	941-7184
Dining Services.....	Dickerman Dining Center	941-7066
Financial Aid	127 O'Donnell Commons	941-7156
Human Resources	105 Peabody Hall.....	941-7070
Information Technology Department	Lower Level, Bell Hall.....	973-1000
<i>IT Help Desk.....</i>	<i>Lower Level, Bell Hall.....</i>	<i>973.1000</i>
International Initiatives Study Abroad.....	205a NESCOM Building.....	941.7014
Mail Service Center	113A Peabody Hall.....	941-7115
The Center for Student Success	208 Peabody Hall.....	992-1934/7128
<i>Academic Services.....</i>	<i>208 Peabody Hall.....</i>	<i>973-1934/1017</i>
<i>Career Services.....</i>	<i>201 Peabody Hall.....</i>	<i>992-4909</i>
<i>Disability Services.....</i>	<i>208 Peabody Hall.....</i>	<i>1934/7128</i>
<i>International Student Services.....</i>	<i>208 Peabody Hall.....</i>	<i>1934/7128</i>
<i>Learning Center / Writing Center.....</i>	<i>208 Peabody Hall.....</i>	<i>973.1097</i>
Provost, Office of the	122 Peabody Hall.....	992.4918
Registrar	126 Peabody Hall.....	941-7149
Residence Life	104B Peabody Hall	941-7700
Safety & Security	106 Peabody Hall.....	941-7911
Sawyer Library.....	231 Peabody Hall.....	941-7188
Student Accounts.....	Welcome Center, First Floor, O'Donnell Commons	941-7150
Student Activities	104A Peabody Hall	941-7680
Student Employment	105 Peabody Hall.....	941-7083
Student Government.....	121 Peabody Hall.....	941-7002
Student Health Services	Wellness Center.....	941-7625
Student ID Office	Dickerman Dining Center	941-7076
Student Life, Office of	102 Peabody Hall.....	941-7107
Veterans Affairs	Welcome Center, First Floor, O'Donnell Commons	941-7034

SCHOOLS & COLLEGES

Business, College of.....	241 Peabody Hall.....	941-7157
Health & Education, College of.....	230 O'Donnell Commons	941-7058
New England School of Communications.....	201D Wildey Communication Center	973.1025
Pharmacy, School of Pharmacy	333H Peabody Hall	941-7163
Science & Humanities, College of	140 Beardsley Meeting House	992.1912

UNIVERSITY OFFICES

STUDENT LIFE

<i>Contact:</i>	Pamela Kropp-Anderson, Dean of Student Life	<i>Phone:</i>	207.941.7107
<i>Location:</i>	102 Peabody Hall		
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	STUDENTLIFE@husson.edu		

The Office of Student Life are charged with providing a variety of activities and services that enhance and extend a student's educational experience at Husson University. The Office is responsible for the overall engagement of students through purposeful and innovative programs that foster a sense of community, both in our residential commons and for our commuter student population; endeavors to create a sense of well-being-physically, emotionally, and spiritually-through our direct services to students; works to maintain an atmosphere of civility through our educational-based *Student Conduct Code* and community standards; and, provides educational trainings to student leaders, the general student body, and partners across the curriculum and co-curriculum to make the Husson experience a positive environment for all to live, learn, and engage with.

Husson University's *Student Conduct Code* is administered by the Office of Student Life and is designed to create a civil, educational, and positive environment for students to live, study, and succeed in.

Areas that report to the Office of Student Life include Chaplains Office, Community & Student Engagement, Residence Life, Student Activities, and the Wellness Center (*Counseling Services & Student Health Services*), as well as Student Government, student clubs and organizations, and Greek Letter organizations.

Student Government

The Student Government serves to represent the best interests of the student body and acts as a liaison to the University. Students can serve on the Student Government as Senators or Executive Board Members. Elections for these positions are conducted in the fall and spring semesters respectively. The Student Government office is located in 121 Peabody Hall; phone is 207.941.7002; e-mail is: STUDGOV@husson.edu.

Student Clubs & Organizations

Over 50 student clubs and organizations exist on the Husson University campus. These groups are student driven and supported by Student Government. Student clubs and organizations provide engagement opportunities in the areas of service, professional development, recreation, fraternal societies and academics. A current list of student clubs and organizations can be found on the University's web site.

Student clubs represent many different areas of interest including social, cultural, recreational, and co-curricular. Students begin new clubs regularly.

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Student Government • Accounting Society • African Student Association • Art & Design Club • Audio Engineering Society • Cheerleading & Dance Team • College Democrats • College Republicans • Criminal Justice Club • CRU • Eagle E-Sports • Education Student Association • Forensic Science Club | <ul style="list-style-type: none"> • Habitat for Humanity • Health and Physical Education Club • Health Sciences Club • Hockey Club • Hospitality Association of Husson • Husson Dance • Husson University Singers • Husson University Theatre • International Student Association • Legal Studies Organization • Martial Arts | <ul style="list-style-type: none"> • Musicians Club • National Academy of Television Arts & Sciences • Organization of Physical Therapy Students • Organization of Student Nurses • Outdoors Club • Ping Pong Club • Photography Club • Pre-Pharmacy Club • PRSSA (Public Relations Society) • Psychology Club |
|--|---|--|

- [Residence Hall Association](#)
- [SAGA](#)
- [Sales & Marketing Association](#)
- [Ski & Snowboard Club](#)
- [Society of Professional Journalists](#)
- [Sports Management Club](#)
- [Student Occupational Therapy Association](#)
- [Student Veterans Association](#)
- [Technology Club](#)
- [WHSN 89.3 FM](#)
- [Wrestling Club](#)

Greek Letter Organizations

Husson supports a number of Greek Letter Organizations that focus on service and social activities for active members. Students must meet and maintain academic standards to pledge and must remain in good social and academic standing throughout their time at Husson.

- [Greek Governing Board](#)
- [Delta Sigma Delta](#)
- [Epsilon Tau Epsilon](#)
- [Kappa Delta Phi](#)
- [Kappa Delta Phi, NAS](#)

ATHLETICS

<i>Contact:</i>	Frank Pergolizzi, Athletic Director		
<i>Location:</i>	195 Newman Gymnasium	<i>Phone:</i>	207.943.1069
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	PERGOLIZZIF@husson.edu		

With top-notch facilities, including the Newman Gymnasium, the Clara Swan Fitness Center, the Winkin Complex, the Boucher Field, the O’Keefe Softball Complex and the W. T. Gardner & Sons Recreation Area, Husson strives to support the physical fitness needs of both our student athletes and the greater Husson community.

Husson’s Division III Athletics provide broad-based athletic opportunities to encourage academic and athletic performance, appreciation for diversity and social responsibility, and high levels of sportsmanship and respect. Athletics are fully integrated into the academic experience at Husson, and our student athletes strike a balance between the rigorous intellectual life of the classroom and the strenuous physical and mental demands of competition.

Athletic teams include:

Men’s

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Indoor Track & Field
- Lacrosse
- Outdoor Track & Field
- Soccer
- Swimming & Diving

Women’s

- Basketball
- Cross Country
- Field Hockey
- Golf
- Indoor Track & Field
- Lacrosse
- Outdoor Track & Field
- Soccer
- Softball
- Swimming & Diving
- Tennis
- Volleyball

Husson University intramurals is proud to offer a multitude do programs spread throughout both the spring and fall semesters. Currently we have programmed seven (7) different sports including Flag Football, Five-on-Five Basketball, Floor Hockey and Co-Recreational Soccer. Currently Husson Intramurals has 298 members active throughout the 2016-17 academic year. Our most popular sports in past seasons have been both Soccer and Flag Football. Husson Intramural’s mission is to get as many students involved in the programs as possible, and are always taking suggestions from students for new activities and programs to suit student interests.

BOOKSTORE

Contact: Janet Francoeur, Manager
Location: 107 Peabody Hall *Phone:* 207.947.2270 or 207.941.7114
Hours: Monday - Friday, 9:00 am - 4:00 pm
Email: bookstore@husson.edu

HUSSON UNIVERSITY'S MARY McDONALD BOOKSTORE IS OPEN MONDAY THROUGH FRIDAY AND STOCKS REQUIRED COURSE MATERIALS FOR ALL PROGRAMS OF STUDY AT THE UNIVERSITY. MANY TEXTBOOKS ARE AVAILABLE FOR SEMESTER RENTAL OR IN eBook FORMAT. THE BOOKSTORE ALSO OFFERS A WIDE VARIETY OF SCHOOL SUPPLIES, COMPUTER AND TECHNOLOGY PRODUCTS AS WELL AS AN EXCLUSIVE LINE OF HUSSON UNIVERSITY APPAREL AND GIFTS. VISIT THE BOOKSTORE'S [WEBSITE](#) FOR MORE INFORMATION ON POLICIES, PROMOTIONS AND MERCHANDISE

CAMPUS CHAPLAIN

Contact: Rev. Sarah Pringle-Lewis, Chaplain
Location: 208 Peabody Hall *Phone:* 207.941.7890
Hours: Monday - Friday, 8:00 am - 4:30 pm
Email: PRINGLE-LEWISS@husson.edu

The Office of the Chaplain is committed to addressing the spiritual needs of all members of the Husson community (students, administration, faculty and staff). Its mission is to foster an understanding and appreciation for the diverse religious and spiritual life on the university campus. In addition to sponsoring programs and events that encourage learning about various religious traditions and spiritual practices, the Office of the Chaplain also provides services for the University community such as student organizational support and pastoral care.

Whether you are devoutly religious, skeptical of faith, or looking for ways to serve others, there is a place for you in the Husson community. We are here to provide opportunities for you to get involved in spiritual life on campus through worship services, film series, studies, conversations, and service opportunities. It is normal for students have questions about who they are becoming and the Office of the Chaplain is here to help you form answers to those questions.

What is the ministry of the Office of the Chaplain at Husson University?

The Office of the Chaplain at Husson University is committed to the ministry of presence and availability. The main purpose of the Chaplain is to listen, care and respond appropriately to a student's needs.

Activities include performing liturgies; praying with students, faculty or staff; conducting services, offering bereavement counseling, and providing general ministry, advocacy, crisis intervention, community service, cultural activities and multi-faith programing. Although broad in scope our services center on the intellectual, personal, social, interpersonal and spiritual dimensions of life as we assist members of our community in personal awareness and understanding. In short, the Office of the Chaplain acts as a faith presence that accompanies each person on the journey through life at Husson.

What is the mission of the Office of the Chaplain at Husson?

The Office of the Chaplain is committed to addressing the spiritual needs of all members of the Husson Community. Its mission is to foster an understanding and appreciation for the diverse religious and spiritual life on the college campus. This is accomplished by sponsoring programs and events that encourage learning about various religious traditions and spiritual practices, offering noontime chapel experiences in Leonard Chapel, collaborating with the greater Bangor religious community to connect students with local faith communities, and sponsoring retreats, concerts and off-campus learning experiences.

What opportunities are there for students to explore and grow in their faith while at Husson University?

College life can be hectic and demanding with classes to attend, projects to complete and the never ending deadlines for submitting class papers. In the midst of all this activity, many people can often become overburdened with the concerns of the day. The Office of the Chaplain offers time in the day to meet together to worship, discuss, learn and let go of daily stress.

- Monday morning from 9:30 - 10:00 am come join in *The Quaker Way* "as we gather into the stillness for worship and depart into the world for service."
- On Monday at lunchtime a *Contemporary Christian Worship Service* is held in the chapel from 12:15 - 12:45 pm.

- Wednesday is a good time to gather in the chapel at 12 Noon to discuss the weekly scripture text of the revised common lectionary. Join us for *The Text This Week*.
- Wednesday at 6:30 pm CRU presents a *Contemporary Christian Worship Service* followed by a group activity.
- Every afternoon the chapel is available for Muslim students to perform afternoon and evening prayers.
- Bible Studies are available at varying times in the week
- Current Discussions are offered seasonally, i.e. during Advent, during Lent, etc., that highlight faith and current concerns.
- Catholic Mass is offered as priests are available from the local diocese.
- Hindu rites and ceremonies and Buddhist devotional practices are welcome in the Chapel.

COMMUNITY & STUDENT ENGAGEMENT

<i>Contact:</i>	Julie Green, Interim Associate Dean		
<i>Location:</i>	102 Peabody Hall	<i>Phone:</i>	207.941.7129
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	GREENJ@husson.edu		

The Office of Community & Student Engagement provides leadership in the development and implementation of co-curricular service-learning/community-based learning opportunities, volunteer service, community partner capacity building and advocacy. This position is responsible for the development of student leadership opportunities through community-university engagement. In addition, the office seeks to inspire, motivate and support students, staff, and faculty in their efforts within community engagement education to prepare for effective citizenship.

Commuter Student Services

Programming for commuter students is an important part of the mission of the Office of Student Life. Our signature commuter program is the Commuter Assistants Program. Each semester, all new incoming commuter students are assigned a CA, or Commuter Assistant, who knows the campus well, excels academically and is active in the campus community. The CA's contact the new students before they arrive on campus. They strive to be a resource and to assist commuters with the transition to the University by encouraging participation in events, clubs and organizations, and insuring that all new commuters are aware of all systems that are in place to help insure student success.

Commuter students are represented on the Student Senate Executive Committee by a Vice President for Commuter Affairs. This student, along with the Student Life Office, works through social media and other efforts, to advertise events on the campus and represent the needs of all commuters.

Volunteerism, Community and Student Engagement

Community and student engagement, in the form of volunteer service, is a graduation requirement for all Husson students. The Office of Student Life works to promote volunteerism and to serve as a liaison between students and community service agencies. Though much volunteering is done through academic majors and clubs and organizations, the Student Life staff manages a directory of agencies where students, faculty and staff, can research opportunities to give back to the community.

DINING SERVICES

<i>Contact:</i>	Bob Sedgwick, Executive Director		
<i>Location:</i>	Dickerman Dining Center	<i>Phone:</i>	207.941.7707
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	SEDGEWICKROB@husson.edu		

Dining Services management and staff are committed to serving the University community a wide variety of wholesome, nutritious foods that meet the diverse needs and tastes of this community. In addition to offering meal plans, students, staff and faculty may purchase "Dining Dollars" which are added to ID cards. Dining Dollars may be spent in either the Dickerman Dining Center (which

also includes a Grab 'N Go station) or the Campus Center snack bars - Willey's Café or the Cressy Marketplace. Additionally, Dining Dollars may be used at Angelo's Pizzeria, 499 Hammond Street for dine-in or carry out orders.

Dining Dollars

Student may add funds to their Eagle Card, view transaction history, and track meal usage and availability directly on their Eagle Card using their Husson network username and password. Funds can be added by Visa®, MasterCard®, and Discover®.

Husson's website includes more detailed information about [Dining Services](#), including information on residential and commuter plans.

FINANCIAL AID

<i>Contact:</i>	Anne Tabor, Director		
<i>Location:</i>	127 O'Donnell Commons	<i>Phone:</i>	207.941.7156
<i>Hours:</i>	Monday - Friday, 8:00 am - 5:00 pm		
<i>Email:</i>	FINAID@husson.edu		

The Financial Aid Office at Husson University assists students and their families in finding ways to manage the cost of a Husson education. Financial aid awards, based upon information submitted on the FAFSA, are generally a combination of grants, loans, and part-time employment intended to fill the gap between the student's family's ability to contribute to the annual cost of attendance. The FAFSA (www.fafsa.ed.gov) opens on October 1 for the upcoming academic year and must be submitted yearly by Husson's priority filing deadline of April 15. Awards are also contingent upon the student meeting a Satisfactory Academic Progress standard. Students are encouraged to discuss their financial situation with an advisor in the Financial Aid Office at any time if they are confused or uncertain as to their rights and responsibilities. More detailed information on the financial aid process can be found on the [financial aid web page](#).

IT: INFORMATION TECHNOLOGY DEPARTMENT

<i>Contact:</i>	Corissa Stowell, Customer Support & Service Manager		
<i>Location:</i>	Lower Level, Bell Hall	<i>Phone:</i>	207.973.1000
<i>Hours:</i>	Monday - Friday, 7:30 am - 5:00 pm		
<i>Call Center:</i>	Monday - Thursday, 7:30 am - 9:00 pm & Friday 7:30 – 5:00 pm		

The Information Technology Department (IT) serves the Husson community by providing computing, networking and communications innovation, development, promotion, training and management in order to advance the mission of the institution.

The IT Help Desk provides technical and computing support to Husson's students, faculty and staff, and is the main point of contact for service requests/ incidents. It is also a resource for student issues related to their student portals and University email accounts.

The IT Help Desk, located in the lower level of Bell Hall, can be contacted at 207.973.1000.

MAIL SERVICES

<i>Contact:</i>			
<i>Location:</i>	113A Peabody Hall	<i>Phone:</i>	207.941.7115
<i>Window Hours:</i>	Monday - Friday, 9:30 am - 4:00 pm		
<i>Email:</i>	mailroom@husson.edu		

The Mail Service Center in Peabody Hall is a full-service mailroom, providing all mail services with the exception of money orders. They handle all incoming and outgoing mail and package shipments, domestic and international and provide USPS, FEDEX ground, and express shipping. Please inquire regarding shipment deadlines as they can fluctuate.

Mailing addresses follow the format below:

- Student Full Name
- Mail Box # - Dorm Name

Husson University
 1 College Circle
 Bangor, ME 04401-2929

Mail is delivered to student mailboxes by 12:00 pm Monday through Friday. Students are emailed when they have received a package that is awaiting pickup at Mail Services in Peabody Hall. Photo ID is required to claim packages addressed only to yourself. Replacement mailbox keys are obtained at Mail Services. There is a \$20.00 charge for all lost keys.

The outgoing mailbox, located in the hallway just outside the mailroom, is emptied Monday through Friday at 3:00 pm.

STUDENT SUCCESS CENTER

<i>Contact:</i>	Matthew Holsapple, Dean of Student Success	<i>Phone:</i>	207.992.1934
<i>Location:</i>	208 Peabody Hall		
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	studentsuccess@husson.edu		

Husson’s Student Success Center offers an integrated academic advising center dedicated to transforming student lives through academic services, intercultural experiences, and professional career development. The Student success Center staff is all about student success!

Student success Center includes:

- Academic Services
- Career Services
- Disability Services
- International Student Services
- Learning & Writing Center
- Peer Advisor Connection (PAC)

Student Success Center provides programs, advice and guidance in the following areas:

- Academic advising and major requirements
- Career and major exploration
- First-year seminar for all students
- Tutoring and support services
- Accommodations for students with disabilities
- Orientations to the University
- International student services
- Diversity support

A few of the reasons students visit Student Success Center include:

- Academic help or advising
- Advice on choosing a major or career options
- Advising to facilitate international students’ adjustment to life in the United States
- Help in registering for classes and schedule changes
- Ways to improve study skills or time management habits
- Support for a learning disability
- Guidance on landing an internship

RESIDENCE LIFE

<i>Contact:</i>	Colby Cain, Assistant Director	<i>Phone:</i>	207.941.7700
<i>Location:</i>	104B Peabody Hall		
<i>Hours:</i>	Monday - Friday, 9:00 am – 5:00 pm		
<i>Email:</i>	RESLIFE@husson.edu		

Husson University has a two-year residency requirement for fulltime freshman and sophomore students that is informed by our belief that the opportunities offered by residential living are integral to our University experience. The residence halls at Husson University are more than just a place to eat and sleep; they provide opportunities for students to become a part of a community.

Husson has three traditional halls - Bell, Hart, and Carlisle Halls. Each of these halls has nine levels of double occupancy rooms with four private restrooms located on each floor and study lounges located on six floors.

Suite-Style - The Darling Learning Center features academic space to support experiential learning on the ground floor and suite-style living for upper-class students on floors two through five. Each suite has two double bedrooms, a living room with sectional seating and a shared bathroom.

Apartment-Style - The Townhouses are a fully independent-style living environment for upper-class and graduate students. Each townhouse is fully furnished and features four private bedrooms with independent heating/cooling units, two bathrooms, a full kitchen, and a living room.

Residential living offers students the opportunity to create and encounter a variety of educational, social, cultural, and recreational experiences as well as be exposed to lifestyles, beliefs, attitudes, and even values possibly much different from their own. More detailed information about housing, including a FAQ page, is available on Husson's website. Housing policies are available both on Husson's website and in the policies and procedures section of this handbook.

SAFETY & SECURITY

<i>Contact:</i>	Raymond Bessette, Executive Director		
<i>Location:</i>	106 Peabody Hall	<i>Phone:</i>	207.941.7911
<i>Administrative Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	SECURITY@husson.edu		

The University provides a uniformed security staff to respond to emergencies and to maintain a regular 24/7 patrol of the campus property and facilities. The Department of Safety & Security is also responsible for maintaining registrations of vehicles that park on Husson University property. It is the student's responsibility to register their vehicles and acquire a parking permit [on-line](#).

All vehicles parked on Campus need a current parking decal or a Visitor's Pass. Parking decals are available online. Visitor passes are available through both the Resident Directors and the Security Office. There is a \$100 charge for decals and no charge for Visitor Passes. There is a requirement of providing the visitor's vehicle's registration information though.

Security assistance can be summoned by using the University telephone system, extension 7911, or from any phone by dialing 207.941.7911. The security assistance telephone is located next to the security customer service window.

SAWYER LIBRARY

<i>Contact:</i>	Susanna Pathak, Head Librarian		
<i>Location:</i>	248 Peabody Hall	<i>Phone:</i>	207.941.7188
<i>Hours:</i>	Monday - Thursday, 8:00 am - Midnight Friday, 8:00 am - 7:00 pm Saturday, 10:00 am - 7:00 pm Sunday, 10:00 am - Midnight		
<i>Email:</i>	PATHAKS@husson.edu		

Husson's Sawyer Library provides resources, services, and spaces to meet the study and research needs of undergraduate and graduate students, faculty and staff. Collections focus on materials supporting the degree programs. When classes are in session the Library is open seven days a week and open until midnight five days a week. Staff at the Service Desk are always ready to help, direct, and provide assistance. Just ask!

Library resources and services can be accessed from anywhere 24/7 at www.husson.edu/library. Online students and students at the remote sites have access to all online resources, including electronic books and journals, and services including reference, document delivery and interlibrary loan. Sawyer Library is located on the second floor of Peabody Hall.

STUDENT ACCOUNTS

<i>Contact:</i>	Amber Timms, Student Accounts Manager		
<i>Location:</i>	Welcome Center, First Floor, O'Donnell Commons	<i>Phone:</i>	207.941.7150
<i>Hours:</i>	Monday - Friday, 7:30 am - 5:00 pm		
<i>Email:</i>	ACCOUNTS@husson.edu		

The Student Accounts Office is the centralized billing and collection point for student accounts. The primary function of the Student Accounts office is to issue bills, receive payments and provide information to help understand the aspects of a Husson University account. The Student Accounts Representatives are available via phone, e-mail, or in person to discuss your questions concerning student accounts, billing and payments, financial aid and student loans. Although the Student Account Representatives will be able to respond directly to your inquiries, at times we may find it necessary to refer specific questions to colleagues in the Financial Aid Office or other offices on campus.

STUDENT ACTIVITIES

Contact: Sterling Pingree, Assistant Director
Location: 104A Peabody Hall *Phone:* 207.941.7680
Hours: Monday - Friday, 8:00 am - 4:30 pm
Email: ACTIVITIES@husson.edu

Student Activities strives to provide students with positive and memorable experiences outside of the classroom. Our purpose is to enhance students’ education and development through channels such as social events, recreational opportunities, community service and club participation.

Student Activities offers a variety of ways for students to get involved in the campus community, including: work study positions in Student Activities; implementing health, cultural, and educational programming; and leadership development opportunities.

STUDENT EMPLOYMENT

Contact: Liana Fellis, Student Employment Manager
Location: 105 Peabody Hall *Phone:* 207.941.7083
Hours: Monday - Friday, 8:00 am - 4:30 pm
Email: FELLISL@husson.edu

The Student Employment office serves as a bridge between students and the campus community by assisting students obtain part-time jobs in various departments on campus. Not only can an on campus position provide some extra income and structure to your academic career, but it can also build a resume and enhance professional job skills and competencies. An on-campus employment position is often a great way to become more connected to the University community.

STUDENT ID OFFICE

Contact: Carole Bemis, Administrative Assistant
Location: Dickerman Dining Center *Phone:* 207.941.7076
Hours: Monday - Friday, 8:00 am - 4:30 pm
Email: BEMISC@husson.edu

All students are required to have Husson photo ID cards for identification purposes and must carry ID cards with them at all times. In addition to meal cards, photo ID cards function as library cards and free ride passes on the Bangor area “Community Connector” buses. They provide access to many buildings on campus (including the Swan Fitness Center) and serve students in many other student functions as well.

Student IDs

Pictures for student IDs can be taken Monday through Friday from 9:30 am - 4:00 pm in the Dickerman Dining Center. Students may also call to make an appointment.
 Pictures may also be submitted through the student portal.

STUDY ABROAD

Contact: Ryan Lemon, Director of International Initiatives
Location: 205a NESCOM Building, *Phone:* 207.941.7003
Hours: Monday - Friday, 8:30 am - 5:00 pm, by appointment
Email: STUDYABROAD@husson.edu

In a world where borders are shrinking and your profession can take you to all points north, south, east or west - study abroad is becoming a vital part of a complete higher education. Along with professional networking opportunities and the development of marketable skills, international study is sure to increase your self-confidence, global awareness, and understanding of our place in the world. In addition, you can learn new languages, make lifelong friends and try things you've never tried before — all while having the time of your life!

Study Abroad advising is available by appointment and offers guidance regarding available programs and locations; how to start and complete the registration process; information on scholarship opportunities and more.

WELLNESS CENTER

Location: Wellness Center *Phone:* 207.941.7625

The Wellness Center offers high-quality, integrated health care. We honor the mind-body connection and try to provide a holistic approach to increase students' well-being. This integrated approach allows students to address all avenues of wellness; physical, psychological, emotional, and spiritual, and assists in empowering students to be proactive and make informed decisions about their health and well-being. These services are provided in a central location aiding in the ease of students accessing whatever services they may need.

The Wellness Center is open to **any student - undergraduate and graduate - who is registered for classes and pays a comprehensive fee**. You do NOT need to have the Husson University Health Insurance to be seen at the Wellness Center.

The Wellness Center provides you with access to:

- Confidential counseling services
- Student health services
- General health education, consultation, referrals and outreach programs

Counseling Services

Contact: Colleen Owens, LCPC, Director
Location: Wellness Center *Phone:* 207.941.7184
Hours: Monday - Friday, 8:00 am - 4:30 pm – Extended hours by appointment only.
Email: owensc@husson.edu

Husson University Counseling Services (HUCS) provides free, time-limited services to all Husson students. Counseling Services is dedicated to providing confidential support to all students in their pursuit of success. The counselors are committed to supporting students as they use their strengths and resources to develop the skills essential for improved mood, personal growth, relationships and academic success.

We also assist in the development of programs and provides presentations and workshops on a number of topics including: performance improvement, stress management, healthy lifestyles, relationships and conflict resolution, alcohol and substance abuse, diversity, sexuality and orientation/identification, violence, suicide and mood disorders.

HUCS can provide individual, couples, and group counseling, referral to off campus resources, crisis assessment, consultation, educational programs and other outreach activities to students, faculty and staff.

We are open daily Monday through Friday. If you would like to make an appointment for yourself, or are concerned about a fellow student, give the center a call, send an email or feel free to walk-in. Students are typically able to be seen within one day of contact, as schedules permit, and we work very hard to ensure students are seen as quickly as possible, especially those that are in crisis.

Student Health Services

Contact: Jackie Ireland, RN BSN, Clinical Coordinator
Location: Wellness Center *Phone:* 207.941.7662
Hours: Monday - Friday, 7:30 am - 4:00 pm, Wednesday, 5:00 pm - 7:00 pm
Email: STUDENTHEALTH@husson.edu

The mission statement of Student Health Services is to facilitate the academic success and retention of students by maintaining their maximum health and wellness through the delivery of quality medical care, health education and illness prevention in a welcoming, confidential and professional environment.

Student Health Services is open daily Monday through Friday, 7:30 am - 4:00 pm, and provides a bridge for the health care needs of our students as they transition to Husson University. Our facility is designed to serve the health care needs of students and is a great resource for students to stay healthy and safe while attending college.

All full time undergraduate students are required to have health insurance that provides coverage in the State of Maine, which includes coverage for illness and accidents. Husson University makes available to its full time undergraduate and graduate students (online students are not eligible), a student health insurance plan that covers accident and sickness. A student covered by another health insurance policy may waive this plan.

We are able to provide care to students who have acute illnesses, cold and flu like symptoms, asthma, UTI's, strep tests, injuries, prescription and non-prescription medications, anxiety, depression, birth control, sexually transmitted infection testing, HIV testing, smoking cessation, health education, PPD testing, immunization records and compliance, pregnancy and any other needs a student may have.

Maine Law, 22-MRSA Sec. 6359 requires all full time and part time degree seeking students and full time, non-degree seeking students born after December 31, 1956 to provide the following proof of immunization:

- One (1) dose of Tetanus/Diphtheria (Td or Tdap) received within the last ten (10) years.
- Two (2) doses of Measles, Mumps and Rubella (MMR) received after (not on) the first birthday. If measles immunization was done prior to 1968, students must provide proof it was done with a live virus.

Student Health Services highly recommends being vaccinated against Meningitis, Hepatitis B, Pertussis, and Varicella, but these are not required.

If a greater level of care is required than can be provided by Student Health Services, students will be referred to Urgent Care, the Emergency Room or, a local care provider as appropriate.

Staff of the Wellness Center wish a warm welcome to all Husson University students. Please give our office a call anytime to schedule an appointment or stop by if you have a health care need or concern.

VETERANS AFFAIRS

<i>Contact:</i>	Danielle Leighton, Assistant Student Accounts Manager/VA Certifying Official		
<i>Location:</i>	Welcome Center, First Floor, O'Donnell Commons	<i>Phone:</i>	207.941.7034
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:00 pm		
<i>Email:</i>	LEIGHTONDA@husson.edu		

Husson University places a strong value on veterans and makes every effort to accommodate their specific needs throughout the admissions process and beyond. Information on the admissions process for veterans is located on Husson's website or you can contact the Admissions Office directly at 207.941.7100.

The Office of Veterans Services is located on the First Floor of O'Donnell Commons and is a great resource for Veterans of every branch of service, ROTC cadets, National Guard soldiers, Reservists, and dependents who draw VA education benefits. The Office of Veterans Services provides information on programs and educational benefits that will aid veterans in their life and educational goals.

The Veterans Services Center is located at 209 Peabody Hall and is open to all veterans, ROTC cadets, National Guard soldiers, Reservists, and dependents who draw benefits. The Center is open Monday through Friday with a simple swipe of your Husson ID card. The Center is there for you to socialize with other veterans and dependents of veterans, use computers, study or just relax.

Meeting times of the Student Veterans Association (SVA) are posted in the Veterans Services Center or on their Facebook page.

UNIVERSITY POLICIES & PROCEDURES

INTRODUCTION TO UNIVERSITY POLICIES

Each institution establishes rules and regulations to ensure that students' individual rights are respected within the community. Such policies also serve to inform students of their responsibilities.

Please read the following policy statements carefully. They will be applied consistently throughout the academic year for residential and commuter students who are enrolled at Husson University.

In addition, all students present at the time of a violation will be held responsible for the infraction. All residents of a room or suite or townhouse in which such violations occur may be subject to the full range of disciplinary actions, even if they were not present at the time of the incident. As a result, resident students are particularly advised to give careful attention to anyone who has access to their rooms or suites. Any student who feels jeopardized by the actions of his/her roommate(s) should seek assistance from the Residence Life staff so that the problems may be avoided.

Questions concerning campus policies should be raised at the Office of Student Life.

DRUG-FREE SCHOOLS & COMMUNITY ACT

Husson University, in compliance with the *Drug-Free Campus Regulations & Community Act*, and has adopted the policies to address the presence of alcohol and the use of drugs and/or other illegal substances. The misuse and abuse of alcohol in whatever form is inconsistent with this fundamental commitment of the University to provide said education. The University encourages and supports students who abstain from the use of alcoholic beverages. It also acknowledges that we live within a social environment which establishes in law, a minimum age for the use of alcohol (21). The University does, however, permit the use of alcohol on campus in a manner consistent with the law. The University does not allow the use of alcohol to lead to disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of the community.

ALCOHOL POLICY

Husson University has policy for underage drinking and encourages those of legal age who choose to drink to drink responsibly. To foster these objectives, Husson supports and may offer the following: alcohol education programs, counseling, social norms campaigns, substance-free housing, individual interventions, parental notification policies, and disciplinary procedures for alcohol-related violations to protect the health and safety of all students. Additionally, all students should be familiar with Maine State Laws pertaining to the sale, consumption, or possession of alcoholic beverages.

Persons under the age of 21:

It is against state law, and hence University policy, for anyone under the age of 21 to possess, sell, acquire, or consume alcohol. Additionally, by Husson University policy no student under the age of 21 will be in the presence of alcohol. Therefore, students will be in violation of the *Student Conduct Code* and/or *Residential Policies & Procedures* if found drinking alcohol, in the same room as alcohol, transporting/transferring alcohol, being intoxicated, and/or participating in any activity involving alcohol.

Persons 21 years of age or older:

A student who is 21 or older may responsibly possess and consume alcohol in designated areas only. They may not possess, consume, or provide alcohol while in the company of those under the age of 21. Being in the same room with alcohol and a person under the age of 21, whether the alcohol is being consumed or not, is still considered providing to a minor. This is against state law and is a violation of the *Student Conduct Code* and/or *Residential Life Policies & Procedures*.

All persons present or residing in a residential room, suite, townhouse, or other University owned, operated, or managed facility must be over the age of 21 for alcohol to be present and/or consumed. Those rooms, suites, or other facilities not meeting this criteria are deemed "dry" and alcohol is not permitted.

When consuming or in the presence of alcohol, a government issued photo ID is required that certifies that you are at least 21 years of age. This identification must be produced upon request by a Husson University official or a law enforcement officer.

GENERAL ALCOHOL POLICY

- All students are responsible for the actions of their guests. This includes informing all visitors of the Husson University *Alcohol Policy* and making sure they are following such policy.
- Persons are expected and required to assume responsibility for their behavior at all times and understand that being under the influence of alcohol does not lessen their accountability.
- No kegs, party balls, funnels, or other common source containers are allowed.
- Husson University officials reserve the right to inspect any property on campus or person in order to address any public safety concerns.
- Any alcohol that is confiscated will not be returned and persons will be subject to prosecution by the Bangor Police Department. All alcohol and containers will be disposed of after confiscation and documentation.
- Public intoxication is unacceptable. This includes any behavior which could reasonably be considered a disturbance or dangerous to others or oneself as determined by a Husson University Official.
- Alcohol consumption or possession by persons of any age is not allowed during posted chemical free periods including final exam times, breaks, etc.
- Alcohol is not permitted at any time by any person of any age in chemical-free areas or non-designated areas.
- There are no drinking games allowed on campus, whether alcohol is involved or not.

LAWS IN MAINE REGARDING ALCOHOL POSSESSION/CONSUMPTION

From the official website of Maine (www.maine.gov):

Illegal Possession: It is a civil violation for any person under the age of 21 to possess liquor or imitation liquor except if it is within the scope of their employment or in their home in the presence of their parent. Fines for illegal possession are as follows:

- 1st offense: \$200 to \$400;
- 2nd offense: \$300 to \$600; and
- 3rd or subsequent offenses: \$600.

Youths 17 years or younger are charged with the juvenile crime of illegal possession.

Furnishing Liquor to a Minor: It is criminal offense to furnish liquor to a minor.

- 1st offense: Class D crime. If the minor is less than 18 years of age, there is a \$500 minimum fine, none suspended.
- 2nd offense: within 6 years - mandatory \$1,000 minimum fine, none suspended;

Furnishing a Place to Consume: It is a criminal offense to allow a minor under a person’s control or in a place under that person’s control to possess or consume liquor. Fine for illegal possession is as follows:

- 1st offense: Class D crime. If the minor is less than 18 years of age, there is a \$1,000 minimum fine, none suspended.
- 2nd offense: within 6 years - mandatory \$2,000 minimum fine, none suspended;

A person furnishing liquor and/or a place consume commits a Class C crime if the consumption of liquor by the minor causes serious bodily injury or death of the minor or any other individual.

DRUG POLICY

It is against the Federal law, and hence University policy for anyone to use, possess, sell, acquire, manufacture or distribute illicit drugs or other controlled substances. Husson University, under Title IV, receives federal funds for financial aid. The Federal Government maintains that marijuana is a controlled substance and thus Husson has stated that the use or possession of marijuana, or any other controlled substance, is against policy. Therefore, students will be in violation of the *Student Conduct Code* and *Residential Life Policies & Procedures* if found:

- In the presence of any drugs or drug paraphernalia.

- Drugs includes, but not limited to, marijuana, heroin, narcotics, controlled substances or prescribed medications that are not in the appropriate prescription container and/or do not have a valid prescription.
- Paraphernalia includes, but not limited to, grinders, rolling papers, pipes, bongs, clips, blunts, sploofs, vaporizers and hookahs.
- Using any drugs or controlled substances.
- Distributing all types of drugs and/or drug paraphernalia.

GENERAL DRUG POLICY

- Illegal, recreational, illicit drugs, and paraphernalia, including all forms of marijuana and marijuana derivatives, are not permitted on campus.
- All students are responsible for the actions of their guests. This includes informing all visitors of the Husson University policies and making sure they are following such policy.
- Husson University Officials reserve the right to inspect any property on campus or person in order insure any public safety concerns.
- Being in the presence of the odor of marijuana and/or any other controlled substances may result in a search of property or person at the determination of a Husson University official. The outcome of this search may result in disciplinary action(s).
- Any drugs or drug paraphernalia that is confiscated will not be returned. All items will be turned over to the Bangor Police Department or destroyed and documented. It is at the discretion of the Bangor Police Department or appropriate agencies to pursue any local, state or federal criminal or civil charges.
- Illicit drugs are defined as all drugs and similar substances, whether of organic or chemical origin, the possession of which is unlawful, unless the student can show a current valid prescription in the appropriate prescription container issued in the name of the student.

Laws in Maine Regarding Drug Possession

Penalties in Maine vary greatly depending on the type and quantity of drug, number of offences and whether drugs are perceived as being possessed for personal use or trafficking. The minimum possession offense for marijuana is a fine of over three hundred and fifty dollars. Amounts in excess of 2 ½ ounces is a Class E crime with additional fines and possible imprisonment. Possession of cocaine, prescription stimulants and opioids at any quantity is considered a Class C crime and penalties include both fines and imprisonment.

Maine statutes related to possession and use of drugs is beyond the scope of this document, and can be accessed at:

<http://www.mainelegislature.org/legis/statutes/17-a/title17-Ach45.pdf>

SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICIES

A student found responsible for a violation of the Alcohol and *Drug Policies* will be subject to disciplinary action through the *Student Conduct Code*. The following sanctions for a drug violation can include, but are not limited to:

- | | | |
|---------------------------|-----------------------|--------------|
| • Warning | • Counseling Referral | • Suspension |
| • Educational Assignments | • Community Service | • Dismissal |
| • Housing Reassignment | • Restitution | |
| • Parent Notification | • Behavioral Contract | |

3

HEALTH RISKS OF PSYCHOACTIVE SUBSTANCE USE/ABUSE

When someone consumes psychoactive substances they are increasing their chances of experiencing several health risks. Some of these risks may be temporary, but others may have a long-term impact on their physical, emotional and social health.

Psychoactive substances such as alcohol, cannabis, opioids, hallucinogenics, stimulants, and depressants can affect all vital organs, including the brain, heart and lungs, liver and digestive organs. These effects may not be felt immediately, however a person using the substances may develop serious chronic health problems with continued use. Some of the chronic diseases include but are not limited to; diabetes, heart disease, liver disease or cancer.

Alcohol and drug abuse can interfere with a person’s ability to acquire and recall knowledge. Learning, language use and emotional stability may also be affected. The cognitive deficits caused by alcohol or drug abuse may cause difficulties in relationships, interfere with academics and hinder career opportunities later in life.

SUBSTANCE ABUSE EVALUATION & TREATMENT

Husson University understands that psychoactive substances such as alcohol, cannabis, and other drugs can impair judgment and function. When students exhibit behaviors that suggest the potential for future problems, the University may refer the student to Counseling Services for a substance abuse evaluation and education about addiction and substance abuse. Additionally, if students are concerned about their use of any psychoactive substances they are encouraged to use Counseling Services to identify ways to help themselves.

Updated: 05/11/2018

ADA/504 GRIEVANCE PROCEDURE

Husson University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints regarding any action prohibited by the Americans with Disabilities Act (ADA) and by the Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that “no otherwise qualified handicapped individual... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance...”

Complaints should be addressed to the following:

David J. Casavant, Esq., CPA
 Associate Provost for Academic Affairs
 Husson University
 One College Circle
 Bangor, ME 04401
 207.941.7132
CASAVANTD@husson.edu

Grievance Procedure Steps:

1. A complaint must be filed in writing or orally, contain the name and address of the person filing it and briefly describe the alleged violations of the regulations.
2. A complaint must be filed within 30 working days after the complainant becomes aware of the alleged violation.
3. The ADA/504 Compliance Officer or his/her designee will conduct an investigation, as may be appropriate, following the filing of the complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. The ADA/504 Compliance Officer will issue written determination as to the validity of the complaint and a description of the resolution, if any, and forward a copy to the complainant. In most cases, a decision will be issued within approximately 15 working days after the complaint is received, however rendering a determination on some allegations may take more time.
5. The ADA/504 Compliance Officer will maintain the files and records of Husson University relating to the complaints filed
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person’s pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal agency or department. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules will be construed to protect the substantive rights of interested persons, meet the appropriate due process standards and assure that Husson University complies with the ADA and Section 504 and their implementing regulations. Any of the above time frames for the University may be extended if the University determines there are extenuating circumstances.

ANIMALS ON CAMPUS

For sanitation and safety reasons, except as provided below, animals (with the exception of fish) are not permitted in Husson University buildings or at outdoor sports facilities. This prohibition shall not apply to animals that are:

- Service or assistance animals under the control of an individual with disabilities
- Used for teaching and research purposes as determined by the Dean or Provost

Pets are permitted on the University's outdoor common areas (hereinafter "campus grounds") when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of the campus grounds or the safety of individuals.

In the case of pets such as dogs, proper confinement shall consist of a cage or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog. Any pets brought on the campus grounds must be properly licensed and vaccinated under the laws of Maine and tags indicating such license and vaccination shall at all times be attached to the collar of the pet. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.

Any person who walks an animal on campus grounds shall be responsible for the control and behavior of the animal, as well as the prompt collection and disposal of the solid waste excreted by that animal. Failure to assume such responsibility shall result in the animal being barred from Husson University property.

In accordance with the American with Disabilities Act, Husson University affords special consideration for service and assistance animals. Service animals are permitted to accompany individuals with disabilities in all areas where members of the public are allowed to go. Assistance animals that are not within the service animal definition may be entitled to reside with students in Husson University housing as a reasonable accommodation under the Fair Housing Act as determined on a case-by-case basis by Disability Services. If approved, assistance animals are only allowed in the student's residence hall room and on campus grounds.

For further information regarding this policy, please contact Disability Services.

Implemented: March 2017

CAMPUS PARKING & TRAFFIC RULES & REGULATIONS

All Husson University students are permitted to have motor vehicles on campus, provided they observe the University's motor vehicle parking and traffic rules and regulations. It is required that all students who operate or park vehicles on University property have a parking decal for their vehicle. When registering for your student parking permit on-line, you will be asked to provide your student ID number and your vehicle registration information.

Vehicles on University property are operated and parked at the owner's risk. Husson University assumes no responsibility for loss or damage to any vehicle or to personal property on campus. To be permitted on campus, vehicles must be operable and must be legal to operate according to the state and local laws and campus motor vehicle regulations. Vehicles cannot be loaned to anyone considered to be ineligible to operate a vehicle either by the State or by the University. If a vehicle is loaned, both the owner and operator may be accountable for any violations.

Copies of the specific parking/traffic rules and regulations may be obtained when students purchase a parking decal. It is the responsibility of any individual who operates a motor vehicle on campus property to be familiar with the parking/traffic rules and regulations and abide by them at all times.

There are a limited amount of parking spaces available creating a need for organized parking. There are eight basic rules to follow to avoid getting ticketed:

1. Do not park in a Handicapped or Visitor Space if you are not handicapped or a visitor. In addition to a ticket your vehicle may be towed. Handicap parkers must display valid handicap placard or plate while parking.
2. Do not park in a Fire Lane. Do not park in spaces designated as "Admissions Only."
3. Park only in **paved parking spaces**. Do not park on lawn or mud.
4. Observe the 20 mph speed limit on College Circle and the 15 mph speed limit near the residence halls.
5. Do not park in **No Parking Zones** or on the **diagonal hash marks**.
6. Every vehicle on Campus requires a decal unless it is a visitor vehicle. If a visitor vehicle is on Campus more than 2 hours, a temporary pass is required.
7. Park only lots/locations designated for your permit (e.g., commuter lots, residential lots)

8. Spaces designated for “Visitor Parking for Admission Only Parking” (in front of the O’Donnell Commons) are strictly enforced, and are not for use by students, faculty, or staff.

Violations of the parking rules and regulations may result in vehicles being removed at the owner’s expense. Observing these simple rules will help create a safe and orderly campus.

Parking Rules & Regulations

All vehicles parked on Campus need a current parking decal or a Visitor’s Pass. Parking decals are available online. Visitor passes are available through both the Resident Directors and the Security Office. There is a \$100 charge for decals and no charge for Visitor Passes. There is a requirement of providing the vehicle’s registration though. For detailed instructions on how to register your vehicle for on-campus parking as well as where to place the parking sticker refer to the materials received when you register your vehicle.

Parking lots and who can park in them:

<i>Type of Parking Lot</i>	<i>Lot Number</i>	<i>Required Decal</i>
Resident Student.....	10 and 13.....	Red
Commuter Students	2, 3, 4, 5, 6, 7, 7A, 8, 9, and 12	Green
Faculty/Staff	2, 3, 4, 5, 6, 7, 7A, 8, 9, and 12	Blue
DDC Staff	11	Orange
Visitors.....	1, 2, 8, and 12 (marked visitor)	Pink Placard

Citation Appeals

Students who would like to file an appeal can do see through the on-line process **Please note:** All appeals must be registered within 15 days of citation issuance.

CLASSROOM USE POLICY

Husson University strives to support the educational goals of all students. One way Husson supports students is by making select classrooms and other teaching spaces available for student usage when not being utilized by instructors. Room reservations must be made with the appropriate University staff member to ensure scheduling conflicts do not occur. Specific room reservations, as well as the general use study rooms, are governed by the following parameters:

- Classroom-installed technology is available for academic use only (audiovisual equipment)
- All technology must be left in the exact condition in which it was found.
- Installation, modification or deletion of software is not allowed.
- Appropriate technology usage is outlined in and governed by the University’s *Digital Environment Policy* posted on Husson’s website.
- Certain facilities, such as the Libra Lecture Hall, the Menucci Lecture Hall and Peabody 228, require additional permission to reserve. Users of these rooms are required to have a full-time university employee present in the room at all times during an event to ensure full safeguarding of the high-tech classroom equipment (e.g., club advisors, event sponsors, and faculty or staff booking a special event in the lecture hall). Assurance of this faculty/staff member presence must be secured prior to booking the Libra Lecture Hall, the Menucci Lecture Hall and Peabody 228.
- All furniture must remain in the room.
- Only “dry erase” markers only are permitted on the white boards. All white boards and black boards should be wiped clean at the completion of session.
- Adjustment of temperature controls is not permitted.
- Students must abide by all fire safety policies.
- If food or beverages are consumed, tables must be wiped clean and all food, bottles/cans, and trash must be placed in appropriate receptacles at the completion of the session.
- All furniture must be set back to its original imprint at the completion of session (e.g. tables returned to forward-facing orientation and all chairs pushed in facing the front of the classroom).
- Windows must be closed and secured at the completion of the session.

- Lights should be turned off when leaving the room.
- Noise levels must be kept low to maintain an environment conducive to academics.
- Common courtesy rules must be observed, including using University resources in a responsible manner and having respectful interactions with others utilizing the space.
- Classroom space for studying has been designated and shall not be reserved for blocks greater than 2 hours.

Failure to adhere to these guidelines could result in limitations of classroom usage, and/or a requirement to compensate the University for misuse or damage of the classroom.

DIGITAL ENVIRONMENT POLICY

Introduction

Husson provides members of its community with access to a wide range of information resources. This digital environment includes the use of computers, computer networks (e.g. the Internet and Husson Intranet) and digital communication (e.g. email, telephone, voicemail and faxes). These services are essential for research, instruction, and administration.

While Husson values freedom of expression and an open exchange of ideas and information, the University acknowledges that there is a delicate balance between freedom of expression and respect for the rights of fellow members of the Husson community. Essentially, Husson's *Digital Environment Policy* requires all users to maintain reasonable standards of professional and personal respect and courtesy. Members of the Husson community are provided with broad access to the Husson's digital environment. The digital environment, by its very nature, allows users to engage in the system with near anonymity and these characteristics demand responsible use by all of Husson's users.

Despite the unique attributes of the digital environment, all Husson policies that apply elsewhere in the Husson community apply in the use of the digital environment. Specifically, all Husson harassment and discrimination policies, *the Family Educational Rights & Privacy Act (FERPA)* of 1974, and the *Husson University Student Conduct Code*, (as defined in this student handbook), are applicable to all forms of contact with the digital environment.

The purpose of the Husson *Digital Environment Policy* is to address those aspects of information resources that are specific to computer use, electronic communication, and computer networks. The *Digital Environment Policy* applies equally to users who access the system on and off campus.

Termination of Access & Accounts

Systems administrators may, without prior notice, delete computer accounts and files 60 days after the termination of a person's qualifying Husson affiliation. During this 60 day grace period, users may arrange to forward their electronic mail using standard mail forwarding conventions. Students who have been registered in the spring and who will register again in the fall are permitted to use Husson computer facilities during the summer.

Any network account which is not accessed for 90 days may be terminated at the discretion of the Information Resources Office.

Responsible Use

Users are responsible for their use of the digital environment, including computer hardware, accounts and user IDs. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of accounts by unauthorized persons or use of accounts in an unauthorized manner.

The primary purpose of the Husson digital environment is to provide authorized users with resources, which facilitate the user's academic, instructional, research and administrative roles at Husson. Personal use of the Husson digital environment is permissible, provided such use is limited to incidental use which does not interfere with the reasonable and legitimate use of the digital environment by other members of the Husson community. The digital environment may not be used for private monetary gain.

Priorities

Since Husson is primarily an academic institution, academics and university business will always take precedence over other uses of the digital environment. Husson and its authorized personnel reserve the right to set priorities on the use of the Husson digital environment. For example, academic work in a computer lab may be prioritized over non-academic email or computer games.

Ethical Use

All users are responsible for conducting themselves in the digital environment in an ethical manner. Users must respect all copyrighted, personal, or proprietary information belonging to others.

Additionally, users shall refrain from unethical activities, such as:

- *Improper Access*: Gaining or attempting to gain improper access to the Husson digital environment, the files or accounts of another.
- *Destructive Behavior*: Any action that might be harmful to the Husson digital environment, the network, or the data stored on or transported by them or other computers connected to them.
- *Offensive Behaviors/Harassment*: Any behavior that is harmful to members of the Husson community or the Husson's property may be offensive behavior.
- *Improper Attribution*: When creating and sending messages through the Husson digital environment, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Husson unless appropriately authorized to do so.

Legal Use

Some Internet sites may contain material, which is illegal under state or federal law, e.g., laws or sexual harassment statutes governing hostile environment. Users must take care to act within the confines of the law, as well as all Husson policies.

Users should also be aware that Husson prohibits the use of its facilities to commit criminal activities. Husson will cooperate with appropriate authorities to enforce this rule. Moreover, although an activity may arguably be legal, Husson's *Digital Environment Policy* may be more rigorous than the legal standard.

GENERAL USE

The primary purpose of Husson network accounts is to facilitate each user's specific business at the university, (i.e. student, faculty or staff). Husson's digital environment must be used in accordance with the responsible use provision contained in this *Policy*.

Misuse Examples

Examples of misuse include, but are not limited to, the following activities:

- Using a computer account that you are not authorized to use.
- Obtaining a password for a computer account without the consent of the account owner.
- Using the campus network to gain unauthorized access to any computer systems.
- Knowingly performing an act, which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources, including printer paper and toner.
- Using email to harass others.
- Masking the identity of an account or machine.
- Posting on electronic bulletin boards materials that violate existing laws or the University's codes of conduct.
- Initiating or propagating electronic chain letters; unauthorized mass mailing including multiple mailings to newsgroups, mailing lists, or individuals, or using e mail or personal web page advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain.
- Sending harassing or pornographic messages either locally or over the Internet.
- Installing any software onto a Husson University common space computer, including any lab or hallway kiosk machine.
- Using University computing resources such as servers to store harassing or pornographic materials.

- Tampering with, abusing, or otherwise damaging computer hardware or software. This includes software or network tampering (hacking), such as attempting to crack or guess passwords, sending anonymous mail, or “bombing” a mailbox with multiple copies of a message.
- Running or installing any program that overloads the computer system or network.
- Overloading University owned data storage computers or devices with personal and/or non-academic items.
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.
- Searching for, accessing or copying directories, programs, files, or data belonging to others without specific authorization to do so. Programs and data residing in centralized university systems are not considered public domain and should not be used, in part or in whole, for any purpose other than that which is officially authorized.

Privacy & Email

Both the nature of email and the character of the Husson environment make email less private than users may anticipate. The privacy of email messages may be compromised by the fact they must routinely pass through numerous computers and are sometimes seen by system administrators in the course of maintaining these systems, redirecting lost mail, or by assistants routinely screening colleagues’ mail.

Email & Voicemail Monitoring & Disclosure: Husson does not routinely monitor or inspect email or voicemail. Nonetheless, email is subject to a number of laws, policies, and practices that apply to the disclosure and protection of Husson records. Examples include, but are not limited to the *Federal Family Educational Rights & Privacy Act*; Husson personnel policies; disclosure pursuant to litigation; and other provisions of the Husson *Digital Environment Policy*.

Husson may access email accounts or voicemail boxes to satisfy a legal obligation or to insure proper operation of these systems. Husson reserves the right to take appropriate investigatory and/or disciplinary action.

A user’s programs and data are to be treated by other users as private property (subject, however, to Husson’s rights and obligations under law and as set forth in this *Digital Environment Policy*). Users must not browse, access, copy, or change private files without authorization, or change public files without authorization. Unauthorized access to restricted databases is not permitted.

Storage & Privacy of Files

Husson employs reasonable means to maintain the privacy of those files that are stored on Husson computer systems, including but not exclusive to email and voicemail.

Husson reserves the right to access user’s data, files, and programs for appropriate management purposes, such as making backup copies and to ensure system integrity. When we copy files to the backup media using a program run by our operations staff, every file will be backed up irrespective of any file protection mechanisms that have been set. When you delete a file, you cannot be assured that every copy of the file will be deleted. A number of copies may be retained on backup media.

Because Husson’s ability to maintain the privacy of your files is limited, you should be wary of using these systems (or any shared access computer system) for the storage of highly sensitive information or information that you do not want anyone else to access. Users of these facilities are cautioned that absolute privacy cannot be assured.

Misconduct

Additionally, Husson reserves the right to inspect any files stored on Husson computers and to record any communications that pass through these computers. Any file or storable piece of digital information contained on any Husson-owned computer or digital device is considered Husson property, though not necessarily the intellectual property of the University. Husson may report evidence of misconduct to the appropriate authorities.

Husson’s digital environment includes access to the Internet, an international computer network. The actions of members of the Husson community on the Internet reflect back not only on the individual user, but upon Husson as well. Therefore, all use of the Internet, which involves the Husson digital environment, must be responsible, ethical and legal.

Copyright

Copyright is the ownership and control of intellectual property in original works of authorship. A copyright owner has five specific rights: to reproduce (copy) the work, to prepare derivative works based on the copyrighted work, distributing copies of the work to the public, publicly performing the work, and publicly displaying the work.

Arima, A. (1996, March 1). "Licensing of Instructional/Informational Technology,"
Gary Cary Ware and Freidenrich LLP Company

Works published after March 1, 1989 may maintain a valid copyright even if they are not specifically labeled with a copyright symbol or other notification.

Copyright Infringement: Any action which violates the rights of a copyright owner may constitute copyright infringement. The digital environment includes a number of media, which are subject to copyright laws, including the Internet, email, and computer software.

The Internet: Copyright infringement via the Internet may occur in a variety of ways, including making unauthorized copies of any copyrighted material and publishing another's copyrighted materials over computer networks.

Email: Like the Internet, email may be used to publish, manipulate, or otherwise attribute original works of authorship. Such action may constitute copyright infringement.

Software Copyright Infringement: Software Copyright Infringement includes receiving and/or using unauthorized copies of software, making unauthorized copies of software for oneself or others, or attempting to modify the computer systems in any unauthorized manner.

1. *Software License Agreements.* Husson has purchased licenses that permit members of its community to access and use many software packages and files that are protected and regulated by copyright law. Software license agreements are contracts in which the seller agrees to provide the program, provided that the buyer agrees to abide by the rules of the license. Most of the software used at Husson is licensed to Husson through independent software companies.
2. *Ethical and Legal Use of Software.* Copyrighted software must only be used in accordance with the license and purchase agreement between Husson and independent vendors. Users do not have the right to make copies of licensed software, modify, and/or distribute such copies to anyone. Only authorized copying of files or programs or program utilization is ethical and legal.

Fair Use Doctrine

To determine whether particular uses of a copyrighted work are permissible, the courts often refer to the fair use doctrine, described in U.S.C. Title 17, section 107. The fair use doctrine considers:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Husson's policy is to adhere strictly to the letter and spirit of copyright laws and regulations. Copyright infringement may be subject to disciplinary and/or legal action.

ENFORCEMENT

The use of Husson's digital environment is a privilege. While student tuition makes possible many of the services available to students, staff and faculty, there are no fees paid by students to directly establish or maintain any information resources. Any user who violates the Husson digital environment or related Husson policies may have his or her access privileges terminated. Additionally, such misconduct may subject the violator to disciplinary action under standard Husson disciplinary rules, personnel processes and, in some cases, criminal prosecution.

Copyright: Any use of the Husson digital environment that violates applicable copyright laws is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.

Applicability of Other Policies: Husson’s *Sexual Harassment Policy* and other policies regarding appropriate conduct are applicable to all uses of the digital environment. This includes communications sent off campus via Husson access to email and the Internet.

Investigation: Alleged violations of the *Digital Environment Policy* are subject to investigation. In the event of an investigation, Husson reserves the right to access private information, including the contents of files and mailboxes while making every effort to keep such investigations confidential. Husson may access email accounts to satisfy a legal obligation. Any administrator who believes such actions are necessary must first obtain the approval of an appropriate administrative authority.

Reporting Violations: The department appropriate to the nature of the complaint and/or violation will handle violations of the *Digital Environment Policy*. For example, violations of Husson harassment or discrimination policies should be directed to Human Resources, Office of Academic Affairs/Provost, or the Office of Student Life. Violations unique to the *Digital Environment Policy* should be directed to the Associate Vice President of the Information Resources.

Liability/Warranty

Husson is unable to warrant that its digital environment is virus free, or that all hardware and/or software used to access the digital environment will be compatible with the Husson system.

Use and/or access to Husson’s digital environment does not entitle the user to seek indirect, consequential, special, punitive, peremptory, or like damages from Husson in connection with such use and access.

Revisions to the Digital Environment Policy

This *Policy* is subject to change without advance notice. All users are responsible for keeping abreast of any changes made to this *Policy*. Any policy updates will be available on the Information Resources Office web page.

DIRECTORY INFORMATION POLICY

The University may release without written consent directory information, which shall include the following student data: name, address, telephone number, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent education agency or institution attended. The student may request, in writing, that none of the above directory information be disclosed.

Unless written notice is received from the student, the University shall not be liable for release of directory information. Requests for withholding the disclosure of directory information or notification of information changes should be made in the Registrar’s Office. Students are responsible for assuring that accurate directory information is provided to the University.

FIREARMS/WEAPONS

Husson University is a weapon free campus. Faculty, staff, students and all other visitors to our campus are strictly prohibited from possessing any firearms, dangerous knives, Tasers, mace or any other item that may cause harm to another person. Anyone in violation of said code will be referred to the Code Administrator for appropriate sanctions, including possible suspension. Current Maine law (MRSA §20-A10009) allows any college or university to regulate the possession of firearms on the property the college or university.

Fire Safety & Regulations

Smoking of any type, including vaping and smoke-less tobacco products, is prohibited on campus, along with the use of any open flame.

In case of fire or alarm:

- Leave the room with lights on and blinds open. Close the door.

- Leave the building as quickly as possible, using designated exit routes. Do not run. Evacuation plans are posted in all campus buildings. Please be familiar with them.
 - For further information please refer to your EAGLE SAFE mobile app under “Emergency Plans.”

No one may re-enter an evacuated building without authorization from the Fire Department.

Tampering with fire extinguishers, fire safety equipment, smoke detectors, or other safety equipment is prohibited. Students found to be responsible for violating this *Policy* shall be held accountable under the *Student Conduct Code* or any applicable civil violations.

GREEK LIFE POLICIES

Husson University’s Greek letter organizations follow the criteria governing all student clubs @ Husson University. Additionally, they are governed by the Greek Governing Board Constitution and By Laws. Students who have a minimum Grade Point Average (GPA) of 2.5 and have accumulated 12 credit hours at Husson University are eligible to pledge a Greek club. Transfer students must have at least 12 credits transferred into Husson University. Greek members must maintain a minimum GPA of 2.0 to avoid being placed on Greek Academic Probation.

Additionally, each Greek Letter organization must furnish the Dean of Student Life with a complete list of all prospective pledges within four (4) days of the start of the pledge period. Names submitted after the deadline are not eligible to pledge.

The University has a policy on hazing (see *Hazing Policy*, page 28) for all student clubs and organizations including Greek letter organizations.

Additionally, pledging activities must adhere to the following guidelines:

- Activities must take into consideration an individual’s work, academic and extra curricula activities and commitments;
- Activities must not place an individual in a situation that jeopardizes his/her mental or physical health;
- Activities must be conducted in a manner that does not disturb the normal routine of the University and does not infringe upon the rights of other members of the community to pursue normal routine. Formal pledging stunts, vulgar or offensive actions, or excessively conspicuous clothing that affects the environment in any way are prohibited;
- Activities must comply with University policies governing the residence halls. Individuals living in the hall who do not wish to participate in pledge activities must be allowed to continue their daily activities without being inconvenienced or impeded in any way. Individuals may not be cajoled or otherwise encouraged to leave their floors nor may they be denied or discouraged from carrying out any aspect of their daily routine. Greek organizations may not at any time limit access to the floor on which they reside. University-recognized quiet hours must be adhered to throughout the pledge program;
- An atmosphere conducive to academic pursuits must be maintained at all times; and
- All Greek pledges have the right to pledge without any undue harassment.

HATE CRIME POLICY

Husson University does not tolerate hate crimes of any form. This includes use of racial, ethnic, religious, sexual, or anti-gay slurs and/or symbols of hate, such as a swastika. This also includes: physical attacks, intimidation, threatening action or language, and damage to personal property; because of a student’s race, color, religion, national origin, ethnic background, gender, gender identity, sexual orientation, or ability. Due to the serious nature of such incidents, students found in violation of this *Policy* may be suspended or dismissed from the University.

HAZING POLICY

In accordance with the policy of the State of Maine as set forth in Chapter 159 of the Public Laws of 1983 (20-Hazing is defined as M.R.S.A 10004), Husson University has zero tolerance policy on hazing.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person regardless of location, intent, or consent of participants; or which might include destroying or removing public or private property as a condition of admission into, affiliation with, or continued membership in a group or organization. The express or implied consent of

the victim is not a defense. The apathy or acquiescence of these students does not exempt them from responsibility. Anyone with knowledge of these acts may be held responsible.

By law, hazing activities are defined as:

Any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of a building; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institutional.

MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

This *Policy* applies to students who reside in campus housing, defined as Bell Hall, Carlisle Hall, Hart Hall, Living Learning Center, The Townhouses and any and all off-campus facilities leased by Husson University for the purpose of housing residential students. The purpose of this *Policy* is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Act.

For purposes of this *Policy*, a student will be considered missing if a roommate, classmate, faculty member, family member, or other person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing student's daily schedule, habits, punctuality, and reliability. Students will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Procedures for Designation of Emergency Contact Information

In addition to registering a general emergency contact, students residing in campus housing as designated above, have the option to identify confidentially an individual to be contacted by Husson University in the event that the student is determined to be missing for more than 24 hours. If a student has identified such a contact, University officials will notify that confidential individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Office of Residence Life or the Department of Safety & Security. A student's confidential contact information will be accessible only by authorized University and law enforcement officials in the course of the missing person investigation.

Official Notification Procedures for Missing Persons

Any individual on campus who has information that a residential student may be a missing person should contact a member of the Residence Life staff and/or Safety & Security forthwith. Residence life staff, when notified of a missing student, will notify Safety & Security forthwith.

Residence Life staff and Safety & Security staff will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate University staff and resources will be utilized to assist with locating the missing student.

After investigating a missing person report, should the Husson University Department of Safety & Security determine that the student has been missing for 24 hours, the department will notify the Bangor Police Department and the missing student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not emancipated, University officials will also notify the missing student's parent(s) or legal guardian(s) forthwith.

If it is immediately apparent that foul play is suspected (e.g., witnessed abduction), the Safety & Security duty officer will immediately contact the Bangor Police Department and the Executive Director of Safety & Security. The Executive Director of Safety & Security will in turn notify the Dean of Student Life forthwith.

NOTE: If a commuter or nontraditional student is believed missing, the reporting person should immediately notify Safety & Security and/or local law enforcement authorities. The Department of Safety & Security will utilize University resources to assist outside agencies with these investigations as requested.

PARENTAL NOTIFICATION POLICY

In order to be assured that students are safe and that parents or guardians are well informed of issues relating to “the health or safety of the student or other individuals,” the University broadly interprets the *Family Educational Rights & Privacy Act (FERPA)* such that University representatives and authorized agents may communicate directly with parents for events that may include but are not limited to: medical emergency transports, voluntary and involuntary medical leaves, alcohol/controlled substance incidents, and possible suspensions of either residence hall privileges or student status.

SMOKE FREE, TOBACCO FREE CAMPUS

Husson University is committed to providing a healthy working and learning environment for the entire campus community. To that end, a smoke-free, tobacco-free campus has been established. The purpose of this *Policy* is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be smoke-free, tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness.

Policy

Husson University is a smoke-free, tobacco-free campus. This *Policy* applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned or operated property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco product.

Smoking use by definition includes the use of an electronic smoking device with which creates an aerosol or vapor.

Responsibilities

It is the shared responsibility of all members of the campus community to respect and abide by this *Policy*. Administrators, deans, directors, department chairs, supervisors and event sponsors will communicate the policy within their areas of responsibility.

Husson University will provide access to tobacco cessation resources to Husson students and employees.

If an individual has a difficult time complying with this *Policy*, he/she should talk to a supervisor or the Student Health Services to access resources for stopping tobacco use.

This *Policy* became effective on September 1, 2014. Compliance with this *Policy* is expected.

Resources

For more information about the *Smoke Free, Tobacco Free Campus Policy*, contact the Human Resource Office at 207.941.7131.

For information on tobacco cessation resources and services, contact:

Student Wellness Center.....	207.941.7625	(students)
University Wellness Program	207.941.7162	(employees)

Outside Resources:

American Lung Association	800-586-4872
American Cancer Society	800.227.2345
Tobacco Free Maine - Maine Tobacco Helpline.....	800.207.1230

SOLICITATION, SALES PERMITS, RAFFLES, ETC. POLICY

Any person or group who wishes to conduct a raffle or solicit sales, political support, opinions, etc., anywhere on campus must receive authorization from the Assistant Director of Student Activities in 104A Peabody Hall prior to initiating any activity on campus. All activity shall be confined to public areas (e.g. a rental table in the Campus Center); door-to-door soliciting is prohibited.

STUDENT HEALTH INSURANCE REQUIREMENT

Husson University requires all students - undergraduate and graduate - to provide documentation of viable health insurance which will provide the student with health insurance coverage in the State of Maine.

If you live outside of the State of Maine, be sure to check with your insurance provider to ensure that your insurance covers you (the student) outside of your home state or country and that your health insurance covers out of network providers. If your health insurance does not cover you in the State of Maine and it does not cover out of network providers, you may want to purchase the Husson University student health insurance plan.

The fall 2018 student health insurance premium for this plan will be charged directly to your student account unless you waive the insurance by completing a waiver form. In order to waive this insurance you must complete the online waiver through your student portal at <https://estudent.husson.edu/login.asp> where you will have to provide proof of viable health insurance coverage in order to waive this insurance.

Husson University cannot remove the charges for this insurance from your student account once we send the premiums to our student health insurance carrier. The waiver for Fall 2018, must be completed by September 6, 2018.

TAILGATE RULES & REGULATIONS

All individuals participating in tailgate events are required to follow the rules, regulations and guidelines as required by the State of Maine and Husson University.

The following rules and guidelines have been established to ensure that all tailgate events are safe and enjoyable for all concerned and will be enforced by the Department of Safety & Security:

- Tailgating is allowed in the designated area only (Parking Lot 6).
- Tailgate vehicles only are allowed in tailgate area. Those joining the tailgate party are not allowed to park vehicles in this area.
- All alcohol (beer and wine only allowed) will remain within the roped off designated tailgating area.
- No kegs will be allowed in the tailgating area.
- Cans and plastic containers only (no glass bottles).
- Cooking grills must be gas or electric fired (no charcoal or wood).
- All tailgaters must police their own area for trash.
- The tailgate section will open two hours prior to kick off.
- Tailgating parties must end at the start of the game.
- Tailgating parties may resume at halftime, but must end at the start of the second half.
- Tailgating is not allowed after the game.
- All tailgaters are subject to all state and local laws and ordinances; student tailgaters are also subject to Husson University's *Student Conduct Code*.
- You must be 21 or over to possess or consume alcohol.
- Disorderly and/or intoxicated persons may be removed from the tailgate area and/or Husson University property.

Any violation of the above rules may result in the permanent suspension of the violator's tailgate privileges.

COMMUNITY STANDARDS FOR STUDENT BEHAVIOR

STUDENT CONDUCT CODE

Preamble

- Article I.* **Expectations & Responsibilities**
- Article II.* **Definitions**
- Article III.* **Jurisdiction**
- Article IV.* **Prohibit Conduct**
- Article V.* **Complaints**
- Article VI.* **Investigation of Alleged Violations**
- Article VII.* **Determinations**
- Article VIII.* **Sanctions**
- Article IX.* **Appellate Review Procedures**
- Article X.* **Interim Measures**
- Article XI.* **Acceptance of Responsibility**

Preamble to the Student Conduct Code

Husson University inspires and prepares students for professional careers in current and emerging fields within the context of an education informed by the sciences and humanities.

The Husson University *Student Conduct Code* promotes a campus environment that supports the mission of the University, by articulating appropriate standards of individual and group behavior.

This *Student Conduct Code* is integral to Husson University's role in transforming student lives and intended to be educational and developmental in nature.

Violations of the norms of civility and other accepted rules of behavior, whether or not specifically covered by this *Student Conduct Code* or other University policies, may subject a student to disciplinary action.

Article I. **Expectations & Responsibilities**

A student may expect to:

- live and learn in a safe environment and participate in discussion and inquiry to further academic development.
- be treated with respect and consideration.
- to be free from unlawful harassment and discrimination of all kinds. This includes discrimination against or harassment of any individual or group on the basis of race, color, sex, sexual orientation, gender identity and/or expression, religion, ancestry or national origin, age, physical or mental disability, citizenship, veteran status, or any other applicable legally protected status in matters of admissions, employment, housing, or services in the educational programs or activities it operates.

It is the student's responsibility to:

- be knowledgeable and observant of this *Student Conduct Code* and University policies and procedures.
- respect and comply with provisions of federal, state, and local laws.
- be accountable for one's actions.
- treat all community members with dignity and respect.
- engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

Students are required to familiarize themselves with all Husson University policies and regulations. Ignorance of Husson University policies and regulations regarding expected behavior will not be accepted as a defense or excuse.

Article II. **Definitions**

1. The term “**Appellate Review Panel**” means the panel consisting of three (3) members from a pool of trained faculty and staff appointed by the Dean of Student Life to review appeals taken from the decision of the Code Administrator or Conduct Officer.
2. The term “**Code Administrator**” is the University official, appointed by the Dean of Student Life, with the authority to administer this *Student Conduct Code* and to investigate or appoint a Conduct Officer (for violations of *Residential Policies & Procedures*) or an Investigator to conduct a prompt, thorough, and impartial investigation, determine whether a violation of this *Student Conduct Code* occurred, and impose sanctions.
3. The term “**Complainant**” means the person making an allegation or complaint of a violation of this *Student Conduct Code*.
4. The term “**Complaint**” is defined as a narrative report of the incident with alleged violation(s) of this *Student Conduct Code* submitted to the Office of the Dean of Student Life.
5. The term “**Conduct Conference**” refers to the process in which the Respondent meets with a Conduct Officer to discuss the alleged violation(s) of this *Student Conduct Code* or of *Residential Policies & Procedures* and determine if a violation(s) took place and what sanction(s), if required, are appropriate.
6. The term “**Conduct Officer**” means any person or persons authorized by the Code Administrator to hear alleged violation(s) of this *Student Conduct Code* or of *Residential Policies & Procedures* as part of a Conduct Conference and determine sanction(s) that do not rise to the level of Investigator.
7. The term “**Expulsion**” means a permanent separation from the University.
8. The term “**Faculty Member**” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
9. The term “**Member of the University Community**” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Human Resources and/or the Registrar’s Office.
10. The term “**Organization**” means any student group that has complied with the formal requirements for University recognition.
11. The term “**Policy**” means this *Student Conduct Code*.
12. The term “**Respondent**” means the student or organization that is alleged to have violated this *Student Conduct Code*.
13. The term “**Student**” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating this *Student Conduct Code*, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls.
14. The term “**Suspension**” means a separation from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
15. The term “**Investigator**” means an individual who is qualified to conduct investigations as designated by the Code Administrator.
16. The term “**University**” means Husson University.
17. The term “**University Housing**” shall be defined as any residential facility overseen and managed by Husson University.

18. The term “**University Official**” includes any person employed by the University performing assigned administrative or professional responsibilities.
19. The term “**University Premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, supervised or controlled by the University including adjacent streets and sidewalks.
20. The term “**University Sponsored Activity**” shall be defined as an activity on or off-campus that is supervised, aided, or authorized by the University.

Article III **Jurisdiction**

1. Scope

This *Student Conduct Code* shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community, University’s reputation/image/standing, and/or the pursuits of its objectives.

Each student shall be responsible for his/her conduct at all times. This *Policy* shall apply to all covered student conduct, even if the student withdraws from school while a disciplinary matter is pending.

2. Relationship between University Proceedings and Legal Proceedings

University disciplinary proceedings are independent from any federal, state, and local legal proceedings. Therefore, University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates this *Student Conduct Code* as well as federal, state, or local law, without regard to the pendency of civil or criminal proceedings. University disciplinary proceedings under this *Student Conduct Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Code Administrator. Determination(s) made or sanction(s) imposed under this *Student Conduct Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation(s) of this *Student Conduct Code* were dismissed, reduced, or resolved in favor of or against the Respondent.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the legal violation is also being processed under this *Student Conduct Code*, the University may advise off campus authorities of the existence of this *Student Conduct Code* and how such matters are typically handled within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, including any conditions imposed by criminal courts for the rehabilitation of students found to have violated federal, state, or local law (*provided that the conditions do not conflict with University rules or sanctions*). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV. **Prohibited Conduct**

The following conduct constitutes violations of this *Student Conduct Code*:

- a. Conduct that threatens or endangers the health or safety of oneself or others, including, but not limited to: physical (including use of weapons or other items used as a weapon or in a threatening manner) or verbal abuse, assault, threats, intimidation, harassment, and coercion, including through the use of social media or other means of electronic communication.
- b. Use and/or possession of weapons, even when legally purchased and registered, including, but not limited to: firearms, ammunition, air/gas/spring operated paintball guns or pellet guns, knives (other than utensils), firecrackers, explosives, or any item used in such a manner that harms, threatens, or causes fear to others.
- c. Possession of weapons, as listed in Article V. b, on University premises or at University sponsored activities.
- d. Sexual Misconduct, as defined within the Husson University *Sexual Misconduct & Gender Based Violence Policy*. All allegations of sexual misconduct will be referred to the Title IX Coordinator for review and determination.

- e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the Complainant is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and constitute violations of this *Policy*.
- f. Theft, attempted or actual, of property and/or services, or misappropriation of property and/or services. Attempted or actual damage or vandalism to University property, a University community member's property, or other personal or public property.
- g. Use, possession, manufacture, or distribution of marijuana, heroin, hallucinogens, stimulants, narcotics, steroids, or other controlled substances, including misuse of prescribed controlled substances.
- h. Unlawful use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication. Alcoholic beverages may not, under any circumstance, be used by, possessed by, manufactured by, or distributed to any person under twenty-one (21) years of age.
- i. Engaging in dishonest behavior, including, but not limited to: providing fraudulent, false, or misleading information or statements to University officials or during University proceedings, providing false identification, or failing to provide personal identification upon a reasonable request.
- j. Engaging in or supporting disorderly or disruptive behavior, including, but not limited to: interfering with teaching, research, administration, disciplinary proceedings, or other University activities; interfering with public service functions; interfering with activities of other authorized non-University functions on campus; and lewd or indecent behavior.
- k. Engaging in behaviors and/or conduct that adversely impacts the image of the University and its objectives.
- l. Unauthorized possession, duplication, or use of University keys and/or access cards, and unauthorized entry to, or use of, University or other premises.
- m. Failure to comply with directions of a University official or law enforcement officer acting within the performance of his/her duties.
- n. Failure to participate in *Student Conduct Code* procedures in good faith.
- o. Failure to comply with sanction(s) imposed under this *Student Conduct Code*.
- p. Violation of fire safety regulations.
- q. Violation of any University policy, including, but not limited to *Residential Policies & Procedures*, *Digital Environment Acceptable Use Policy*, and *Smoke Free, Tobacco Free Policy*.
- r. Violation of federal, state or local law.

Article V. **Complaints**

The Office of the Dean of Student Life is responsible for the administration and enforcement of this *Student Conduct Code* and the Dean of Student Life shall appoint a Code Administrator to perform the duties set out herein. Any member of the University community may make a written or verbal Complaint with the Office of the Dean of Student Life that a violation of this *Policy* has, or may have, occurred.

If after making a Complaint, the Complainant does not wish to pursue resolution, requests that no action be taken, or elects not to participate in the process, such request shall be in writing and include a waiver of investigation and resolution. Husson University may still have to respond to the reported violation of this *Policy*.

If the Complainant would like to pursue resolution, but requests that the Complaint remain confidential, or that his or her name or other identifiable information not be disclosed to the Respondent, the Code Administrator will inform the Complainant that the University's ability to respond may be limited and that the University prohibits retaliation. The University will evaluate the Complainant's request(s) to remain anonymous, or that no action be taken, in the context of the University's commitment to provide a safe environment for all students. In order to make such an evaluation, the Code Administrator may conduct a preliminary investigation into the Complaint and may weigh the Complainant's request(s) against the following factors: the seriousness of the alleged misconduct; the Complainant's age; whether there have been other Complaints of *Student Conduct Code* violations against the same Respondent; and the

Respondent's right to receive information about the allegation if the information is maintained by the University as an "education record" under *FERPA*.

The Code Administrator will inform the Complainant if the University elects to move forward with an investigation against the Respondent. If circumstances specific to the Complaint may, in the judgment of the Code Administrator, prevent the University from ensuring confidentiality and/or anonymity, the Code Administrator will explain those circumstances and the possible confidentiality concerns to the Complainant. In all cases the University reserves the authority to undertake an investigation, impose interim measures, and impose appropriate sanctions in its sole discretion.

Article VI. **Investigation of Alleged Violations**

The Code Administrator will review Complaints of alleged violations of this *Student Conduct Code* or *Residential Policies & Procedures*. If an allegation of sexual misconduct, as defined within the University's *Sexual Misconduct & Gender Violence Policy*, is made under this *Student Conduct Code*, the allegation will be immediately referred to the University's Title IX Coordinator, who will investigate the allegation in accordance with the University's *Sexual Misconduct & Gender Violence Policy*. In all other cases, if after an initial review of the Complaint, the Code Administrator determines that the Complaint is meritless, the Code Administrator will inform the Complainant that the alleged conduct does not constitute a violation of this *Student Conduct Code* and no further action will be taken. If, however, the Code Administrator determines that the complaint has merit, the Code Administrator will decide whether the Code Administrator, Conduct Officer or an Investigator shall conduct the investigation.

Except as provided below, an investigator shall conduct the investigation if:

- a. The alleged violation(s) may result in a suspension or expulsion; or
- b. The alleged violation(s) are made against a recognized University organization (e.g. team, club, fraternity);
or
- c. For any other reason, as determined by the Code Administrator, in his or her sole discretion.

In all other cases, the Code Administrator, or Conduct Officer, shall conduct the conduct conference or investigation.

Upon deciding that the Complaint has merit and necessitates an investigation, and whether the Code Administrator or an appointed Investigator will conduct the investigation, the Code Administrator shall send a Notice of Complaint to the Respondent, to be delivered by email. The Code Administrator will simultaneously cause a copy of the Notice of Complaint to be delivered to the Complainant, as appropriate.

The Notice of Complaint shall set forth the alleged violation(s) at the time of notification, the date of the investigation, who will be conducting the investigation, and explain that the Respondent is permitted to have an advisor [advisor must be an employee or student of Husson University not involved in the alleged violation(s)] of his or her choice present during all phases of the investigation but that for *Student Conduct Code* purposes, advisors shall not be attorneys, are not permitted to speak or to participate directly in the investigation, and are not permitted to advocate on the Respondent's behalf.

The investigation will involve interviews of the Complainant, Respondent and may involve interviews with other witnesses, the collection of documents or other physical/electronic information. Individuals who are interviewed during the investigation will be advised that the matter is confidential and that retaliation is prohibited by this *Policy*.

The Complainant and Respondent may both provide information and suggestions to the Investigator during the investigation, but the Investigator has independent authority to exercise judgment in determining how to conduct the investigation. While neither the Complainant nor Respondent are specifically prohibited from contacting others who may be involved with the investigation, any attempt to hinder the investigation or otherwise tamper with evidence or witnesses will be dealt with sternly and may be a violation of this or other policies.

If during the course of the investigation, additional violations of the Student Conduct Code are found, the Investigator shall inform the Respondent of such and include these amended violations within the investigation report.

At the conclusion of investigations performed by the Investigator, the Investigator will prepare a written report detailing the information that was collected. The report will include: summaries of interviews with the Complainant, the Respondent, third-party witnesses, and any expert witnesses; summaries of any photographic, electronic and forensic evidence; and a detailed written analysis of the event(s) in question. The report shall be made available, concurrently, to the Code Administrator, the Dean of Student Life, the Complainant and the Respondent. If either the Complainant or the Respondent believes that the Investigator has inaccurately reported a statement, he or she should immediately request that the Investigator seek clarification from that witness within three (3) business days.

Article VII. **Determination**

Once the Code Administrator, Conduct Officer, or the Investigator has completed his or her investigation, a determination will be made by a preponderance of the evidence (*more likely than not*). As discussed in more detail below, if the Code Administrator or Conduct Officer determines that the Respondent violated this *Student Conduct Code* or *Residential Policies & Procedures*, the Code Administrator or Conduct Officer will impose appropriate sanctions. The Code Administrator's or Conduct Officer's determination and imposition of sanctions, if any, shall be delivered to the Complainant and Respondent on the same day via email.

In most cases, the Code Administrator's decision will be issued within approximately 60 days of the date of the Complaint; however, some investigations may necessarily be longer than others.

Article VIII. **Sanctions**

The University may impose a range of sanctions and protective measures following a final determination of a violation of this *Policy*. The sanctioning decision will be informed by the degree to which the behavior was intentional, irresponsible, or without knowledge.

Factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary sanctions of the Respondent (available to the Code Administrator only upon finding a violation), Respondent's willingness to accept responsibility for his/her actions and previous University response to similar conduct.

The broad range of sanctions includes: permanent expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties, including changes in academic schedules, reassignment of residence, and no contact orders, with additional sanctions for violating orders; written warning; educational programs; volunteering or community service requirements; loss of University privileges; restitution; delays in obtaining administrative services and benefits from the University (e.g. only: holding transcripts, delaying registration, graduation, diplomas); and any other discretionary sanctions that are directly related to the violation or conduct and addressing its effects.

Article IX. **Appellate Review Procedures**

The Respondent shall have the right to appeal the decision of the Code Administrator. Appeals must be submitted in writing to the Dean of Student Life within five (5) business days from the day the decision is delivered to the parties. Within five (5) business days of receiving an appeal, the Dean of Student Life will appoint an Appellate Review Panel consisting of three (3) members from a pool of trained faculty and staff.

The Appellate Review Panel will limit its review of the Code Administrator's decision to the record, including the investigator's report, supporting documents or other evidence, and any statement by the Complainant, the Respondent, and/or Code Administrator regarding any issue raised in the appeal. In order for an appeal to be granted, the appeal must demonstrate at least one of the following:

- i. procedural error(s) that may have prejudiced the Code Administrator; or
- ii. evidence unavailable at the original proceeding, which would likely have affected the decision.

If the Panel grants the appeal, it shall direct the Code Administrator to reconsider the case with appropriate corrections or appoint a designee to hear the case, either of which could eliminate, reduce or increase the sanction. If no appeal is granted, all decisions shall be considered final and binding on all parties.

If the Appellate Panel grants an appeal, all decisions there-in-after shall be considered final and binding on all parties.

Article X. **Interim Measures**

During the investigation and until allegations are resolved, the Dean of Student Life or Code Administrator, may issue interim restrictions, including, but not limited to the following: no-contact or stay away orders between the Complainant and the Respondent; interim suspension; temporary exclusion from areas of campus; removal from or relocation to another residence hall; changes in academic/course schedules; or limiting participation in certain events, gatherings, or activities, among other measures. Interim measures should not be construed to suggest that any decision has been made about the merits of the case. Accommodations may be provided to individuals involved, regardless of whether formal proceedings are instituted, including academic/course schedule changes; housing reassignments; safety escorts; safety/crime prevention briefings; and other protective or safety measures. Interim restrictions and accommodations are considered and implemented on a case-by-case basis by the Dean of Student Life or Code Administrator.

Article XI. **Acceptance of Responsibility**

At any point after a Complaint has been filed, the Respondent may accept responsibility for violation(s) of this *Student Conduct Code* or *Residential Policies & Procedures*. Even with assumption of responsibility, in cases of separation or expulsion, an investigation shall be conducted. If a Respondent accepts responsibility for having violated this *Student Conduct Code*, the Code Administrator will determine the appropriate sanction within ten (10) business days and send written notification of the sanction imposed or accepts responsibility for having violated *Residential Policies & Procedures*, the Conduct Officer will determine appropriate sanctions and send written notification of the sanction imposed.

Acceptance of responsibility is for all alleged violation(s) within a Complaint; alleged violation(s) are acted upon as a whole and not individually.

The appeal process does not apply when a Complainant assumes responsibility for his/her violation(s) of this *Student Conduct Code* or violation(s) of *Residential Policies & Procedures*.

Husson University reserves the right to amend this policy to better align with or to respond to changes in federal, state, or local laws, regulations, or University policies and procedures. Concerns or questions regarding this policy may be directed to:

*Office of Student Life
Husson University
One College Circle
Bangor, ME 04401
207.941.7107*

TITLE IX & SEXUAL MISCONDUCT

SEXUAL MISCONDUCT & GENDER BASED VIOLENCE POLICY

- I. **Overview**
- II. **Scope of the Policy & Geographic Jurisdiction**
- III. **Resources**
- IV. **Confidential Resources**
- V. **Definitions**
- VI. **Privacy v. Confidentiality**
- VII. **Clery Reporting**
- VIII. **Federal Timely Warning Obligations**
- IX. **Retaliation Prohibited**
- X. **Report Procedures**
- XI. **Interim Measures**
- XII. **Investigation**
- XIII. **Other Misconduct**
- XIV. **Acceptance of Responsibility**
- XV. **Consideration by the Title IX Coordinator**
- XVI. **Sanctions**
- XVII. **Appellate Review Procedures**
- XVIII. **Miscellaneous**

I. Overview

Husson University is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and prohibits discrimination against or harassment of any individual or group on the basis of race, color, sex, sexual orientation, gender identity and/or expression, religion, ancestry or national origin, age, physical or mental disability, citizenship, veteran status, or any other applicable legally protected status in matters of admissions, employment, housing, or services in the educational programs or activities it operates. Consistent with this commitment, as well as federal and state laws, Husson University does not tolerate unlawful discrimination or harassment in any form.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions, like Husson University, that receive federal financial assistance. Sexual Misconduct and Gender Based Violence may create a hostile environment, which limits or denies students' ability to participate in or benefit from the school's educational program. Husson University has a zero tolerance policy for Sexual Misconduct and Gender Based Violence, which can occur in many forms and has a broad impact on the community. When a Report of Sexual Misconduct or Gender Based Violence is made and advanced according to this policy, the University will take action to protect the person making the Report, promote a safe campus community and render sanctions against those found to have violated the Policy.

II. Scope of the Policy and Geographic Jurisdiction

This Policy applies to allegations of Sexual Misconduct or Gender Based Violence involving any current or former Husson University student occurring on Husson University property or at a University sanction event or program taking place off campus, and in other instances where the conduct may have continuing effects that create a hostile environment.

This Policy applies to any allegation of Sexual Misconduct or Gender Based Violence against a Husson student, regardless of where the alleged Sexual Misconduct or Gender Based Violence occurred. Reports of Sexual Misconduct or Gender Based Violence against a student by a faculty or staff member should be made to the Title IX Coordinator and

will be adjudicated according to Husson University's Sexual Misconduct and Gender Based Violence Policy hereinafter referred to as the Sexual Misconduct Policy.

So long as the Respondent is matriculated as a Husson University student, there is no time limit associated with invoking this Policy. Nevertheless, students are encouraged to report alleged Sexual Misconduct or Gender Based Violence immediately in order to maximize the University's ability to obtain evidence and conduct a thorough and reliable investigation. Failure to promptly report alleged Sexual Misconduct or Gender Based Violence may result in the loss of relevant evidence and Witness testimony.

Under no circumstances will the University allow an impending graduation to compromise its resolution processes. The conferral of a degree may therefore be postponed or deferred, if necessary, until resolution of any Sexual Misconduct or Gender Based Violence charges.

III. Resources

If you are the victim of Sexual Misconduct or Gender Based Violence, your safety and medical needs are paramount. Seeking assistance immediately is important to protect yourself and the members of the University community and to preserve physical and other evidence. Husson strongly encourages anyone who believes an instance of Sexual Misconduct or Gender Based Violence has occurred to report the incident as soon as reasonably possible to the University's Title IX Coordinator, David Casavant, who can be reached at 207-941-7132 or by email at casavantd@husson.edu. He is available to help connect students to the resources available on campus and in the community, including making reports to law enforcement, as well as to explain the processes available through this Policy.

The following are available resources for all community members. Please contact the following if you need assistance:

- Police (City of Bangor): 911 or 207-947-7382
- Campus Safety and Security 207-735-6910

IV. Confidential Resources

If you wish to disclose this information confidentially to an agency who will not release your name to University officials or law enforcement agencies, the following resources are also available:

- Husson University Counseling Services 207-941-7184
- Husson University Health Services 207-941-7625
- Rape Response Services 1-800-310-0000
- Coalition Against Sexual Assault 1-800-871-7741
- Partners for Peace 1-800-863-9909

Only the people on this list are considered confidential resources under Title IX. Any other employees of the University, including faculty, coaches, residential life, student and professional staff and deans, are considered Responsible Employees and therefore must report incidents of Sexual Misconduct and Gender Based Violence involving a student to the Title IX Coordinator.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: (800) 421-3481; fax: (202) 453-6012; TDD: (877) 521-2171; email: OCR@ed.gov; or on the web at <http://www.ed.gov/ocr>).

V. Definitions

Coercion. Coercion is inappropriate pressure to engage in sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want to engage in activity of a sexual nature, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

Reporting Party. The reporting party is the person making an allegation or Report of Sexual Misconduct or Gender Based Violence.

Report. A Report is a formal notification, either orally or in writing, of the belief that sexual misconduct has occurred.

Consent. Consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone.

Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the Respondent knows or reasonably should have known of such Incapacitation. The use of alcohol or other drugs will never function to excuse behavior that violates this Policy; and being intoxicated does not diminish one's responsibility to obtain consent.

A dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

FERPA means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232(g); 34 C.F.R. Part 99.

Force. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by

Gender Based Violence is a broad term encompassing, among other things, Dating Violence, Domestic Violence, and Stalking. Gender Based Violence can occur between strangers or acquaintances, including people involved in both long term and brief intimate partnerships. Gender Based Violence can be committed by someone of any gender, and it can occur between people of the same or different sex.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual abuse, physical abuse, emotional violence or the threat of such violence and does not include acts that meet the definition of Domestic Violence.

Domestic Violence as defined by Maine law to mean felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, 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, by a person similarly situated to a spouse of the victim under the domestic law of Maine 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 Maine.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking include: unwanted, intrusive, and frightening communications by phone, mail, and/or email; repeatedly leaving or sending unwanted items such as gifts; following or waiting for a person at places such as home, school or work; making direct or indirect threats of harm to a person, or the person's children, relatives, friends or pets; damaging or threatening to damage property; harassment through the internet or social media; and posting information or spreading rumors about a person.

Other offenses when based on gender:

Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

Intimate Partner Violence, defined as any physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples, whether cohabitating or not, and does not require sexual intimacy. IPV can vary in frequency and severity, can occur on a continuum, and can include acts of physical violence, sexual violence, threats of physical or sexual violence, or psychological or emotional violence. Psychological or emotional violence is a broad term that results in trauma to a victim caused by acts, threats of acts, or coercive tactics, and can include acts of humiliation, intimidation, isolation, stalking, and harassment.

Incapacitation means the physical and/or mental inability to make informed, rational judgments. Incapacity can result from, among other things, mental disability, sleep, blackouts, flashbacks, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Where alcohol or other drugs are involved, Incapacitation is determined by how the substance consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or other drugs on another's ability give consent.

Respondent/Responding Party means the individual who is alleged to have committed one or more acts of Sexual Misconduct or Gender Based Violence.

Responsible Employee means any University employee: who has the authority to take action to redress Sexual Misconduct or Gender Based Violence; who has been given the duty of reporting incidents of Sexual Misconduct or Gender Based Violence by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. This includes but is not limited to faculty, coaches, residential life staff, and deans.

Retaliation means any behavior of harassment, including intimidation, threats, and other adverse action, against any Reporting Party or third party cooperating in the investigation of a Report under this Policy.

Sexual Misconduct is a broad term encompassing Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate sexual relationship. Sexual Misconduct can be committed by someone of any gender, and it can occur between people of the same or different sex.

Non-Consensual Sexual Contact means Sexual Contact that occurs without Consent.

Non-Consensual Sexual Intercourse means Sexual Intercourse that occurs without Consent.

Sexual Contact means any intentional sexual touching by a person upon a person that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts (including clothing covering any of these areas); any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

Sexual Exploitation means taking sexual advantage of another person without Consent, and includes, without limitation: causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

Sexual Harassment means unwelcome conduct of a sexual nature. Where sexual harassment is sufficiently severe or pervasive that it substantially interferes with a student's University employment, academic performance, participation in University programs or activities, or living, learning or working environment, the sexual harassment creates a hostile environment in violation of Title IX and this Policy.

Sexual Harassment may include, for example, unwelcome physical contact; sexually explicit comments in person or via phone, letter, note, gift, text message, email or other electronic medium; sexual advances; requests for sexual favors; unwelcome invitations to engage in sexual activity; unwelcome commentary about an individual's body or sexual activities; threatening to engage in an unwelcome sexual act with another person; engaging in indecent exposure; and stalking or cyber stalking. A single instance of unwelcome conduct of a sexual nature may constitute Sexual Harassment if it is sufficiently serious.

Title IX and this Policy also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Intercourse means penetration (anal, oral or vaginal) by a penis, tongue, finger or an inanimate object, no matter how slight the penetration.

Sexual Misconduct Appellate Review Panel means the panel consisting of 3 members from a pool of trained faculty and staff appointed by the Dean of Student Life to review appeals taken from the decision of the Title IX Coordinator.

Student. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Sexual Misconduct Policy, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution.

University. The term University means Husson University

VI. Privacy v. Confidentiality

The University is committed to protecting the privacy of all individuals involved in a Report under this Policy. All University employees who are involved in the University's Title IX response receive specific instruction about respecting and safeguarding private information. Throughout the 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: Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who "need to know" in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality: 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. These campus and community professionals include mental health providers, rape crisis counselors, and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

In instances where there is reasonable cause to believe that a minor may have been subjected to abuse, those with professional reporting obligations may need to report matters to the District Attorney and the Maine Department of Human Services.

VII. Clery Reporting

Husson Safety and Security Department is required by Federal mandate to report all incidents of sexual violence under the Clery, Campus Sexual Violence Elimination, and Violence Against Women Reauthorization Acts. These Acts require that the University provides current and prospective students and employees, the public, and the Department of Education with crime statistics and campus crime prevention programs and policies. Reports do not include personally identifying information including the name of the victim.

VIII. Federal Timely Warning Reporting Obligations

If a report of misconduct discloses a serious or continuing threat to the University community, the University may issue a campus-wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community. The timely warning will not include any identifying information about the victim. Even where there is no imminent threat, the University may send campus-wide email notifications on all reported sexual misconduct. At no time will the University release the name of the victim to the general public without the express consent of the victim. The release of the accused's name to the general public is guided by FERPA and the Clery Act. All University proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title VII, Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and University policy.

IX. Retaliation Prohibited

It is a violation of this Policy to retaliate against any person making a report of Sexual Misconduct or Gender Based Violence or against any person cooperating in the investigation of (including testifying as a Witness to) any allegation of Sexual Misconduct or Gender Based Violence. Retaliation should be reported promptly to the Advisor and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct or Gender Based Violence. Retaliation is adjudicated under the guidelines of this Policy.

X. Report Procedures

Upon receipt of a written or verbal report or other report that a violation of this Policy has or may have occurred, the Title IX Coordinator, will meet with the Reporting Party, or the alleged victim if the Reporting Party is not the victim, to determine: (1) whether he or she wishes to initiate a formal investigation; (2) whether he or she wishes to be assisted through the process by a support person appointed by the University (the "Supporter"); and (3) whether interim measures to protect the alleged victim or the University community are necessary. At the Reporting Party's request, the Title IX Coordinator will appoint a Supporter.

In this preliminary phase of the process, The Title IX Coordinator will also explain the processes available under this Policy and will answer any questions the victim has. The Title IX Coordinator will inform the victim that he or she should never be required to work out a problem or resolve an issue directly with the Respondent without University involvement.

If the Reporting Party wishes to pursue a formal resolution, Reporting Party, with the assistance of the Supporter, if requested, will prepare a written request to initiate an investigation to be signed by the Reporting Party. The Title IX Coordinator will provide a formal notice of the request to the Responding Party, to be delivered either in person, by mail, or by e-mail, and will simultaneously deliver a copy to the Reporting Party. The notice of initiation of the investigation will be effective upon delivery. Through this notice, a Supporter will be made available to the Respondent as well.

Even if the Reporting Party does not wish to pursue resolution, requests that no action be taken, requests that the matter remain private, or elects not to participate in the process, Husson University has an obligation to respond to reports of violations of this Policy. The University's ability to respond may be limited if a Reporting Party wishes to remain anonymous.

If the Reporting Party requests that his or her name or other identifiable information not be disclosed to the Responding Party, the Supporter will inform the Reporting Party that the University's ability to respond may be limited and that Title IX prohibits retaliation. If the Reporting Party requests that the matter he or she brought forward not be resolved, such request shall be in writing and include a waiver of investigation and resolution. The University will evaluate the Reporting

Party's request(s) for privacy or no action in the context of the University's commitment to provide a safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct or Gender Based Violence and may weigh the Reporting Party's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct or Gender Based Violence; the Reporting Party's age; whether there have been other Reports of Sexual Misconduct or Gender Based Violence against the same Respondent; and the Respondent's right to receive information about the allegation if the information is maintained by the University as an "education record" under FERPA. The Supporter will inform the Reporting Party if the University must move forward with an investigation or take disciplinary action against the Respondent, because the safety of a student or students is in question, and therefore cannot ensure privacy. In cases where the University is able to ensure privacy, because the safety of a student or students is not in question, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures.

XI. Interim Measures.

During the investigation and until allegations are resolved, the Title IX Coordinator, or designee, may issue interim restrictions, including, but not limited to the following: no-contact or stay away orders between the Reporting Party and the Respondent, interim suspension, temporary exclusion from areas of campus, removal from or relocation to another residence hall, changes in academic/course schedules, or limiting participation in certain events, gatherings, or activities, among other measures. Interim measures should not be construed to suggest that any decision has been made about the merits of the cases. They are individualized services offered as appropriate to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct, prior to an investigation or while an investigation is pending. Accordingly, accommodations may be provided to individuals involved, regardless of whether formal proceedings are instituted, including academic/course schedule changes; housing reassignments; safety escorts; safety/crime prevention briefings; and other protective or safety measures. Interim restrictions and accommodations are considered and implemented on a case-by-case basis by the Title IX Coordinator.

XII. Investigation.

Where a Reporting Party requests to initiate an investigation, a trained, neutral investigator will be appointed to conduct a prompt, thorough, and impartial investigation of the matter. The investigation will involve interviews of the Reporting Party, Responding Party and may involve interviews with other witnesses, the collection of documents or other physical/electronic information. Individuals who are interviewed during the investigation will be advised that the matter is confidential and that retaliation is prohibited by this Policy.

A Reporting Party and Responding Party may both provide information and suggestions to the investigator during the investigation, but the investigator has independent authority to exercise judgment in determining how to conduct the investigation. While neither the Reporting nor Responding Party are specifically prohibited from contacting others who may be involved with the investigation, any attempt to hinder the investigation or otherwise tamper with evidence or witnesses will be dealt with sternly and may be a violation of this or other policies.

In addition to having access to a University appointed Supporter as set forth above, the Reporting Party and Responding Party are each permitted to have an advisor of their own choice present during all phases of the investigation and during any statement the Reporting Party or Respondent makes as provided for in Section XIV and/or XV, below. Advisors are not, however, permitted to speak or to participate directly in the investigation and are not permitted to advocate on behalf of the student.

At the conclusion of the investigation, the investigator will prepare a written report detailing the information that was collected. The report will include: summaries of interviews with the Reporting Party, the Respondent and each third-party Witness and any Expert Witnesses; where applicable, photographic, electronic and forensic evidence; and a detailed written analysis of the events in question. The report will also make a recommendation of whether there is a sufficient basis for the Title IX Coordinator to consider the matter. The report shall be made available, to the Title IX Coordinator who will deliver it simultaneously to the Reporting Party and Responding Party. Each shall have seven (7) days from the date

of receipt of the report to provide, in writing, any additional information or clarifications they feel are warranted to improve the accuracy of the report.

XIII. Other Misconduct

When conducting the investigation, the University's primary focus will be on addressing the alleged misconduct and not on other Husson University alcohol or other drug policy violations that may be discovered or disclosed. Husson encourages reporting and seeks to remove any barriers to reporting. Husson recognizes that an individual who is or was under the influence of alcohol or other drugs at the time of the incident may be hesitant to make a report because of potential Student Code of Conduct consequences for such behavior. An individual who reports Sexual Misconduct or Gender Based Violence, either as a Reporting Party or a third party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or other drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Decisions regarding amnesty under this paragraph will be made by the Title IX Coordinator in conjunction with the Dean of Student Life. Title IX or other University officials, however, may initiate an educational discussion or recommend other educational or therapeutic remedies regarding alcohol or other drugs for the reporting individual(s). Providing false claims so as to obtain amnesty is an abuse of process and will be met with stern sanctions.

The filing of a Report under this Policy is independent of any criminal investigation or proceeding, except in cases where it is determined that conducting proceedings might impede a criminal investigation or otherwise not be in the best interests of a law enforcement agency or a Reporting Party, the University will not wait for the conclusion of any criminal proceedings to commence its own investigation and impose needed interim measures.

XIV. Acceptance of Responsibility.

At any point before the matter is being considered by the Title IX Coordinator, the Responding Party may accept responsibility for a violation of this Policy. If a Respondent accepts responsibility for having violated this Policy, the Title IX Coordinator will determine the appropriate sanction within 5 business days and send written notification of the sanction imposed and the appeal process to the Reporting Party and Respondent.

XV. Consideration by the Title IX Coordinator.

When the investigation is complete, the matter will be considered by the Title IX Coordinator.

Within ten (10) business days of issuance of the investigator's report, or such other time as may be agreed upon by the parties, the Reporting Party and Responding Party will each, separately, have an opportunity to submit a statement, either in writing or in person to the Title IX Coordinator. Either party may use this occasion to advance the merits of their position or suggest the lack of merit from the position taken by the other party. Thereafter, the Title IX Coordinator will consider the investigator's report and any statements made or submitted by the Reporting Party and/or Respondent and will ultimately determine whether, by a preponderance of the evidence, meaning more likely than not, the Respondent violated this Policy and what sanctions, if any, should be imposed. The decision will be delivered to the Reporting Party and Responding Party either in person, by mail, or via email on the same day. A copy of the decision and the investigator's report will also be provided to the Dean of Student Life at this time.

In most cases, a decision will be issued within approximately 60 days of the date of the Report; however, some investigations may necessarily be longer than others.

XVI. Sanctions

The University may impose a range of sanctions and protective measures following a final determination of a violation of this Policy. The sanctioning decision will be informed by the degree to which the behavior was intentional, irresponsible, or without knowledge and may include but not be limited to factors such as

- the nature of the conduct at issue,
- prior disciplinary sanctions of the Respondent (available to the Title IX Coordinator only upon a finding of responsibility to the allegation),

- Respondent’s willingness to accept responsibility for his/her actions and previous University response to similar conduct.

The broad range of sanctions includes: permanent expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties, including changes in academic schedules, reassignment of residence, and no contact orders, with additional sanctions for violating orders; successful completion of sexual or relationship sensitivity training/awareness education program/bystander intervention training; successful completion of alcohol and other drug awareness and abuse prevention program; counseling or mentoring; educational programs that focus on rehabilitation of the mindset; volunteering or community service requirements; loss of University privileges; delays in obtaining administrative services and benefits from the University (e.g only: holding transcripts, delaying registration, graduation, diplomas); and; any other discretionary sanctions that are directly related to the violation or conduct and that are aimed at eliminating sexual misconduct, preventing its recurrence, and addressing its effects.

XVII. Appellate Review Procedures

Both the Reporting Party and Respondent shall have the right to appeal the decision of the Title IX Coordinator. Appeals must be submitted in writing to the Dean of Student Life within 5 business days from the day the decision is delivered to the parties. Within 5 business days of receiving an appeal, the Dean of Student Life will appoint a Sexual Misconduct Appellate Review Panel consisting of 3 members from a pool of trained faculty and staff.

The Sexual Misconduct Appellate Review Panel will limit its review of the Title IX Coordinator’s decision to the record, including the investigator’s report, supporting documents or other evidence, and any statement by the Reporting Party, the Respondent, and/or Title IX Coordinator regarding any issue raised in the appeal. In order for an appeal to be granted, the appeal must demonstrate at least one of the following:

- i. procedural error(s) that may have prejudiced the Title IX Coordinator; or
- ii. evidence unavailable at the original proceeding, which would likely have affected the decision.

If the Panel grants the appeal, it shall direct the Title IX Coordinator to reconsider the case with appropriate corrections or appoint a designee to hear the case, either of which could eliminate, reduce or increase the sanction.

XVIII. Miscellaneous

The Title IX Coordinator, Supporter, the members of the Sexual Misconduct Appellate Review Panel, and any individuals who serve as designees will have received annual training to serve in their respective capacities that draws on professional and expert resources.

In the event of any actual or apparent conflict of interest, the Title IX Coordinator shall appoint someone else to serve in the assigned capacity. In the event the Title IX Coordinator has an actual or apparent conflict, the Deputy Coordinator will serve in the capacity of the Coordinator.

Husson University reserves the right to amend this policy to better align with or to respond to changes in regulations, case law, or the expectations established by the United States Department of Education.

Concerns, questions, or complaints regarding this policy may be directed to:

David J. Casavant, JD, CPA, MBA
 Associate Provost for Academic Affairs
 Title IX Coordinator
 Husson University
 One College Circle
 Bangor, ME 04401
 207-941-7132
casavantd@husson.edu

Version published on: June 30, 2018

RESIDENCE LIFE POLICIES & PROCEDURES

ROOM & BOARD AGREEMENT

All students living in the residence halls must sign a [ROOM & BOARD AGREEMENT](#) and agree to abide by its terms. Students should familiarize themselves with the contents of the contract. Violations of the terms of the contract may result in its cancellation. Room and board cancellation fees will apply as well as be credited based on the proration table in the University Catalog.

REFUND POLICY OF ROOM & BOARD AGREEMENT

Students who withdraw from the University must meet with *Student Success Center* and must turn in his/her room key and student ID card to the Office of Residence Life. A refund credit will be prorated on the room and board charges in accordance with the same schedule as is used for tuition refunds, if applicable.

Students academically or administratively dismissed from housing or the University are not eligible for refunds of tuition and/or room and board charges.

ROOM ASSIGNMENTS & CHANGES

Husson reserves the right to make or change room assignments, but will make every effort to accommodate the preferences of individual students. Returning students sign up for rooms each spring for the following academic year; entering students are provided housing material information prior to New Student Orientation.

Room Changes

Students are not permitted to change rooms without permission from the Residence Life staff. Students are responsible for filling out the proper paperwork for a room change. The student's Resident Director (RD) will facilitate the room change after approval has been granted and before any move actually takes place.

As living with a roommate may be a new experience for a students, room changes will not occur until after the Add/Drop Period each semester and until all avenues of negotiation and remediation are conducted with the roommates and the Residence Life staff. The residence hall staff is available for assistance in the resolution of any conflict. If a problem cannot be resolved, room changes are possible.

RESIDENCY REQUIREMENT

All full-time, first and second-year Husson University undergraduate students must live in the campus residence halls. Students must maintain a minimum academic load of nine (9) credit hours per semester (a maximum of six (6) online credit hours may be counted towards this minimum) when residing in the residence halls.

To request to be released from the requirement (first and second-year students) to live in campus housing for the upcoming academic year, you must meet one or more of the following criteria:

1. The student is at least 25 years of age upon entering
2. The student is married
3. The student is commuting from Parent(s), Grandparent(s), or legal guardian(s) residence within 30 miles of Bangor, ME. A letter must be provided by one of the aforementioned parties and contain the following information:
 - Statement that student will be commuting from your residence
 - Address and phone number for the said residence
 - Signed by a parent(s), grandparent(s), or legal guardian(s) attesting to the accuracy of information.
4. The student is a military veteran
5. Financial hardship (items needed for submission include)
 - Statement of your situation

- Documentation to support your claim of financial hardship. Examples of this can include a statement from the Office of Financial Aid showing the aid you receive, documentation of changes in job earnings, letter from you and /or parents indicating the amount of contribution being made to your education expenses, employment termination, etc.

6. The student has a medical hardship that requires me to make other living arrangements.

- Statement of your situation

- Documentation from a qualified physician on official letterhead indicating a medical problem and how it affects your ability to live in residence on campus, and specifically how the proposed alternative housing will remedy your medical concern.

7. Other (attach a letter of intent and any supplemental documentation)

Requests to be released from the requirement to live in campus housing will be reviewed in an on-going manner and students will be notified via campus e-mail by the Dean of Student Life, or designee.

Appeals of breakage charges may only be contested for 30 days after the charge is posted to the student's account.

Criteria which will be considered in evaluating the request to be released from the requirement to live in campus housing include the occupancy level of the University residence halls, the maturity level of the student as evidenced by scholarship and general campus citizenship, the estimated ability of the individual to profit from off-campus living, and any extenuating circumstances relating to the specific case. Students will be billed for room and board charges if they do not receive authorization to live off campus.

For returning students (other than rising sophomores), the deadline for requesting a release from residency after contracting for campus residency is May 31. Any requests made and approved after this date will result in a breakage fee.

RESIDENCY RELEASE REQUESTS

RESIDENCY RELEASE REQUEST FORM may be submitted to the Office for Residence Life, 104B Peabody Hall. The Office of Residence Life will review all requests to live off campus and will notify the student in writing of its decision. Room and board breakage fees will apply after a signed ROOM & BOARD AGREEMENT has been submitted (see *Refund Policy of Room & Board Agreement*).

A breakage fee will apply for approved releases after a student has signed the annual ROOM & BOARD AGREEMENT based on the following structure:

June 1 – July 31 - \$500

August 1 – The first day of classes - \$750

After Classes begin - \$1000

GENERAL CAMPUS RESIDENCE INFORMATION

Floor Arrangements

The residence halls offer a variety of living environments including double rooms, suites, and townhouses.

Washing & Vending Machines

Laundry rooms are located in the basements of each residence hall; on the 4th and 5th floors of the Living Learning Center (LLC); and in each Townhouse unit. Vending machines are conveniently located in each traditional residence hall and Living Learning Center (LLC). Inoperative washing machines and vending machines should be reported to the Office of Residence Life or Resident Director.

Cable Television & Internet/Wi-Fi

Each residence hall room is equipped with a cable TV outlet and two data jacks. Wi-Fi is available throughout the residence halls and campus. To alleviate lag, students should use the data jacks in each residence hall room for equipment equipped with data cable inputs.

Townhouses are equipped with a cable TV outlet in the living room and each bedroom; Wi-Fi is available in all townhouse locations.

Cleaning & Maintenance

Custodial service is provided by the University to clean all public areas in the residence halls (stairwells, hallways and bathrooms). Students are responsible for clean-up in these areas after any special student-sponsored activities. Student rooms should be kept clean by the occupants. Residents in the Living Learning Center (LLC) are responsible for cleaning and maintaining the shared public space and bathroom in each suite.

Residents in the Townhouses are responsible for cleaning and maintaining the shared public space, individual bedrooms, and bathrooms in each townhouse. Townhouse residents are responsible for regular trash removal from their unit. Trash is to be placed in the identified outdoor trash area adjacent to The Townhouses.

PETS

For health and sanitary reasons, pets are not allowed in the residence halls. Fish are the only animals allowed and tanks must be no larger than 10 gallons and must have a filtration system. Residents are responsible for the care and maintenance of the tank; tanks may not be left over break periods. Disposal of waste and contents of tanks may not be done in bathrooms of the residence halls. If any of these animals are found, they will be immediately removed by the Residence Life Staff and associated cleaning fees will be billed to the student. For a full statement on Animals on Campus, see the University Policies section of the handbook. All students found in possession of an unapproved pet will be subject to the student conduct process or residence informational meeting.

QUIET HOURS

Quiet hours are 9:00 pm to 9:00 am Sunday through Thursday and 1:00 am to 10:00 am Friday and Saturday. Each residence hall floor may establish additional quiet hours according to the desires and needs of its residents.

Courtesy Hours

Courtesy hours are in effect at all times in the residence halls. You have the right to ask others to refrain from making noise when that noise interferes with your study, sleep, or general use of your room. If a resident requests another resident to lower the volume or reduce the amount of noise, the expectation is to accommodate the request and reduce the amount of noise.

HEALTH AND SAFETY CHECKS

Inspections of all residence hall rooms may be conducted periodically as the need arises. Routine inspections are held to determine maintenance, security and safety standards are being met. Twenty four hours prior notice will be given for routine Health and Safety Checks and will be attended to by the Residence Life Staff. The University reserves the right, at the discretion of the Dean of Student Life and/or his/her designee, to enter a room when there is probable cause to believe that there may be a concern regarding policy violations or the health, safety and/or welfare of the resident and/or any member of the student body.

Husson University contracts vendors to address a number of issues that may arise in residential areas including pest control. If you have allergies or potential reactions to sprayed chemicals, please provide this information to your Resident Director prior to departing

ROOM KEYS/ACCESS CARD

Each student is issued a key or access card upon moving into the residence hall. The student is responsible for the key and may not transfer or duplicate them. Lost keys should be reported to the Resident Director immediately. For the safety and security of residents, a lock core change may be made and the student will be charged for the change. Residents will also be billed for a lock core change when a key is not returned when they move out of a room. All room keys will be collected at the end of the spring semester or when a student withdraws or departs the University.

Students should be prepared to show their ID card when requested to do so by Residence Life staff, Safety & Security personnel, faculty, staff, or administrators, or law enforcement officer upon request. Failure to provide or surrender the ID card, or personal identification, when requested may result in disciplinary action.

TERMS & CONDITIONS FOR RESIDENTIAL STUDENTS

Following are terms and conditions used by Husson University Office of Residence Life that all students should be aware of - even those not residing on campus. This information is meant to provide a general understanding but clarity can be sought from the Residence Life staff.

1. **The Husson University Student Handbook:** All residents are advised to read and become familiar with the University *Student Conduct Code* and the policies that relate to student life.
2. **Check-In & Check-Out:**
 - a. Each resident must follow the check-in procedures within each hall. This includes registration, receipt of key(s) or access card and acknowledgment of the condition of the room via the ROOM CONDITION REPORT.
 - b. Upon vacating the room, the resident must check out with a staff member, return the key(s) and acknowledge and sign the ROOM CONDITION REPORT.
 - c. Failure to check out of the residence hall following the established procedure may result in the forfeiture of the student's right to appeal individual damages or other assessed fees.

When a student moves out of a residence hall room he or she must check out with a Resident Life staff member. The checkout procedure assures that a student and a staff member jointly check the vacated room so that inappropriate damage charges are not assessed to the student. Each student is responsible for assuring that all appropriate university furniture is in her or his room at checkout time. All personal belongings, area carpeting, etc., must be removed from the student's room prior to checkout. Room key/access card must be returned at checkout in order to avoid a charge for replacement. Mailbox keys must be returned to the Mail Room, 113A Peabody Hall.

Students requesting early arrival or late departure times to move in to the residence halls will be charged a rate of \$25 per day. This fee will be placed on their student account. Meals are not provided during approved early arrival.

3. **Access to Rooms:** The University reserves the right, at the discretion of the Dean of Student Life and/or his/her designee, to enter a room when there is probable cause to believe that there may be a concern regarding policy violations or the health, safety and/or welfare of the resident and/or any member of the student body. Failure to abide by policies and regulations will result in disciplinary action as prescribed by the *Husson University Student Handbook*. Members of the Custodial and Maintenance Department and contracted personnel may enter the rooms for maintenance purposes. When feasible, students will be notified in advance. The Residence Life staff may conduct monthly Health and Safety Checks.
4. **Assignment of Housing:** The University expressly reserves the right at any time during the year to reassign the student to other housing accommodations. In the event of a vacancy, the University reserves the right to assign students to unoccupied beds during the school year. Requests for room changes must be approved through the Office Residence Life.
5. **Room/Roommate Changes:** Students are encouraged to try to work with their roommate or to seek assistance from the Residence Life staff if a roommate situation is not resolved. The Resident Director may move or reassign one or both residents if the conflict cannot be resolved. Room changes will not occur until after the Add/Drop Period has closed.
6. **Room Consolidations:** Most students will initially have a roommate. If a resident moves out or cancels his/her room assignment, the remaining roommate will be asked to do one of the following:
 - a. Select a roommate of his/her choosing.
 - b. Anticipate that a new roommate will be assigned to the room.
 - c. Move into a room where a roommate is needed.
 - d. Request to buy out the single room (space permitting)

7. **Guest Policy**

OVERNIGHT GUESTS – 18 AND OLDER

All guests are considered overnight if they are present in the residence halls past 9 pm and must be registered regardless of the duration of the visit.

- A resident student may host no more than two (2) overnight guests for a maximum of two (2) consecutive nights within a seven (7) day period.
- All visitors staying in a Husson University residential building must be accompanied by their host at all times.
- Residence hall keys or keyless entry devices (access cards) or Husson student IDs may not be given to a guest for any reason.
- Overnight guests are not permitted before classes officially begin each semester, during break periods, after classes officially end, or during finals weeks.
- The host must have their roommate's consent for guests to stay and must also notify their Resident Assistant that it will be occurring.
- Guest rooms are not available and lounges may not be used to accommodate overnight guests.
- All guests must comply with University rules and regulations.
- A student host is responsible for the conduct of his or her guest at all times.

OVERNIGHT GUESTS - UNDER 18

In addition to the responsibilities and limitations outlined for Overnight Guests, students wishing to host a guest under the age of 18 must have the guest's Parent or Guardian complete an Underage Guest Permission Form. This form must be completed no less than 48 hours in advance and returned to the Office of Residence Life for approval. Failure to receive approval for an underage guest may result in the immediate loss of all visitor privileges for the responsible host(s).

OVERNIGHT GUESTS - UNDER 16

In addition to the responsibilities and limitations outlined for Overnight Guests, students wishing to host a guest under the age of 16, the guest must be a direct relative and also have the Parent or Guardian complete an Underage Guest Permission Form. This form must be completed no less than 48 hours in advance and returned to the Office of Residence Life for approval and the guest(s) must be a direct relative of their host.

ATHLETIC RECRUITS – OVERNIGHT GUESTS

For Athletic recruits or similar individuals, the host student is responsible for that individual while they are visiting the University.

8. **Condition of Room:** The student shall maintain his/her room in a clean and sanitary condition and shall not make any additions or alterations to the room. Students are liable for any damages to University property, their rooms, and common areas of the building. The use of nails, screws, tape, paint or any other instrument, which may damage walls/doors, is strictly prohibited. Room inspections will be completed by the Residence Life staff on a monthly basis to insure that the housing space you are provided is kept from debris and trash, clean and free of fire and health hazards, and maintained in an appropriate fashion. Students will be billed for furniture removed from a room. Students shall turn over the room and all University property belongings to the University in good, clean condition, reasonable wear and tear accepted. Cleaning charges will be assessed to students upon vacating their room if it is unclean or in disrepair.
9. **Personal Property Loss:** The University is not liable for the loss of money, clothing, other valuables, or for the loss and/or damage to property belonging to the student. This would also include any personal goods stored in the residence hall facilities. It is recommended that students remove personal items during vacation/break periods.

It is strongly suggested that families extend their homeowners coverage to include the student's possessions while away from home or that they can purchase renter's insurance. The student understands and agrees that it shall be his/her own obligation to insure his/her personal property.

10. **Vacations:** In the interest of security, the University reserves the right to secure all residence halls during University vacation periods. Residence halls will be closed during fall break and Thanksgiving break. Students may remain in their placement without cost if they register with the Office of Residence life. Due to the duration of winter break, spring break, and summer recess, there is an additional fee as determined by the Office of Residence Life. The University will publish opening and closing schedules. Students requesting early arrival or late departure times to move in to or out of the residence halls will be charged a rate of \$25 per day. This fee will be placed on their student account. Meals are not provided during approved early arrival or late departure.

11. **Board Plan:** All students living in residence halls and suites are required to have, at a minimum, the 10-meal plan. Students living in The Townhouses are not required to purchase a meal plan but are offered the opportunity to purchase a residential or commuter meal plan.
12. **Storage:** The University does not provide storage facilities for students' personal possessions.
13. **Keys/Card Access:** Each student is issued a minimum of one key and/or an access card. In the event of a:
 - a. Lost room key - a non-refundable \$50 charge will be made for the lock change and issuance of a new key that the student receives from the Office of Residence Life. A stolen key will necessitate a lock change. The student responsible for the key loss may be financially liable for all charges associated with a lock change.
 - b. Lost access card - a non-refundable charge of \$25 will be made for the issuance of a new access card that the student receives from Dining Services.
 - c. Lost mailbox key - a non-refundable charge of \$25 will be made for lock change and issuance of a new key that the student receives from the Mailroom.

Students will be charged \$50 if keys are not returned at the end of the academic year or when checking out of an assigned room during an approved room change.

14. **Noise:** Excessive noise is not permitted and Residence Life Staff members will take appropriate disciplinary action when confronted with violations. Neither the student nor his/her guests, shall make or suffer any unlawful, noisy, or otherwise offensive use of his/her room and/or the residence halls, nor commit or permit any nuisance to exist thereon, nor create any interference with the rights, comfort, safety or enjoyment of the University. Excessively large amplifiers are prohibited. In addition, residents should be aware that they are expected to exercise consideration for others at all times - this is called courtesy hours. They will also observe quiet hours between the hours of **9:00 pm and 9:00 am (Sunday - Thursday) and 1:00 am to 10:00 am (Friday and Saturday)**.
15. **Fire Prevention:** Students should pay particular attention to fire safety and prevention in the residence halls. In order to prevent potential hazards, electrical circuits should not be overloaded. The use of extension cords is illegal. Only UL approved power cords can be used. Materials of any sort should not be hung near light fixtures or from smoke-heat detectors. Doorways and entryways should be free of obstruction at all times in order to expedite a quick exit in case of an emergency. Room entrances may not be blocked by closets. Room doors must be able to open all the way. Smoking, including vaping and smoke-less tobacco products, is prohibited on campus, along with the use of candles and incense or any open flame.

In case of fire:

- Secure appropriate clothing, shoes and towel.
- Leave the room with lights on and blinds open. Close the door.
- Leave the building as quickly as possible, using designated exit routes. Do not run. Evacuation plans are posted on each residence hall floor; each student should be familiar with them.

No one may re-enter an evacuated building without authorization from the Fire Department.

Tampering with fire extinguishers, fire safety equipment, smoke detectors, or other safety equipment is prohibited. Students found to be responsible for violating this *Policy* shall be held accountable under the *Student Conduct Code*.

Each residence hall will hold fire drills throughout the year. Students are expected to evacuate the residence hall immediately upon hearing the alarm sound. Failure to evacuate within three to five minutes, failure to cooperate with University personnel, or premature reentry of the building will result in disciplinary action. Any student who tampers with fire extinguishers or any fire safety equipment is subject to suspension from the University and additional conduct sanctions.

16. **Electrical Appliances:** Due to fire regulations, cooking in student rooms is **not permitted**. Residence Life staff members are authorized to remove all devices which they deem, in their discretion, to be dangerous. Irons which are UL approved, in good repair and which have a thermostatic control, may also be used in student rooms. Air conditioning units, space

heaters, toasters ovens, open coiled burners, George Foreman grills, and microwave ovens (with the exception of the MicroChill® units) are not permitted in student rooms. Additionally, halogen touchier lamps are prohibited in student rooms.

- 17. **Signs:** Students are not permitted to put signs of any type in any window of a University owned residential facility.
- 18. **Bunking Beds:** Students are permitted to bunk their beds in the residence halls. Pins will be provided by the Residence Life staff. Students may NOT elevate or loft through the use of blocks, cinder blocks, bricks, “lifts,” or other furniture. Students must un-bunk the beds at the conclusion of their residency.
- 19. **Furniture:** Students cannot remove furniture from the rooms/suites or remove lounge furniture for personal use.
- 20. **Damages:** Students are responsible for the payment of all damages that occurred within his/her assigned room. Charges for all damages to the premises shall be divided equally among occupants, unless one (or more) occupant(s) accepts responsibility for total damage and notifies the Office of Residence Life prior to the submission of bills. When damage to common areas of the residence halls (i.e., lounges, stairwells, lobbies, hallways, bathrooms) are clearly the result of negligence, carelessness, malicious intent to destroy, or theft, residents of the floor or building will be billed for their share of the repair and/or replacement costs. It shall be the responsibility of all residents to be invested into the residential community and minimize damages and require those who are responsible to pay. All information pertaining to damages should be reported to Resident Assistants, Resident Directors, or directly to the Office of Residence Life. Damage charges will be based on local hourly rates, plus the cost of materials and overhead. All repairs to University property must be completed by University personnel or contractors of the University. Requests for repairs or other maintenance should be reported to your Resident Assistant or Resident Director.

Appeals to damage charges assessed to student accounts may only be contested for 30 days after the charge is posted to the student’s account.

- 21. **Property Disclaimer Indemnification and Assumption of Risk:** Student agrees to indemnify and hold University harmless from liability, loss or damage arising from any situation that is made or suffered on the premises by Student, guests of Student and from any carelessness, neglect or improper conduct of any such persons. Student assumes the risk of loss associated with all personal property on University premises. Subject to provisions of applicable law, University shall not be liable for student’s property of any kind (including pets and service or comfort animals) which may be lost, stolen, damaged or destroyed by fire, water, steam, or other-wise, while on University’s premises, University shall not be liable for any personal injury to Students or guests of Student unless caused by the negligence of University.

Failure to comply with these conditions will result in action by the University to hold the student accountable and may also result in the student forfeiting his/her right to live on campus or other appropriate disciplinary action.

RESIDENCE LIFE CONTACT INFORMATION

Residence Life	Location	Phone	Email
Cain, Colby	Peabody Hall 104B	207.941.7700	cainco@husson.edu
Bell Hall	Location	Phone	Email
Pingree, Sterling	Peabody Hal 104A	207.941.7680	pingrees@husson.edu
Carlisle Hall	Location	Phone	Email
Platt, Hilary	Carlisle Hall B106	207.941.7127	plath@husson.edu
Hart Hall	Location	Phone	Email
Falco, Kayla	Hart Hall 301	207.941.7900	falcok@husson.edu
Living Learning Center	Location	Phone	Email
Tejas, Chris	LLC 222	207.941.7703	tejasc@husson.edu

Townhouse	Location	Phone	Email
Cain, Colby	Peabody Hall 104B	207.941.7700	cainco@husson.edu
