



1 College Circle • Bangor, ME 04401-2999

WELCOME FROM THE STUDENT LIFE OFFICE

Fall 2024/Spring 2025

Welcome to the 2024-2025 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. You are joining a community with a long history of transforming lives and preparing students for success. The academic classes and experiential learning opportunities will give you a solid foundation as you pursue your lives and careers.

The information in this Student Handbook provides you with a detailed guide to campus life.

Husson Student Life 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.

It is our expectation that you will use this Handbook to become more informed about our community standards and the expectations for all students as well as the numerous opportunities 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 Student Life Office

- *Community and Student Engagement*
- *Commuter Services*
- *Residence Life*
- *Student Activities*
- *Student Development*
- *Wellness Center (Counseling Services and Student Health Services)*

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:

*Student Life Office
Husson University
1 College Circle
Peabody 102
Bangor, ME 04401
207.941.7107*

TABLE OF CONTENTS

STATEMENTS OF IMPORTANCE

Official Communication	5
Identification Cards	5
Instant Communication Related to Emergencies	5
Non-Discrimination Policy	5

ACADEMIC CALENDAR

Calendar	7
----------------	---

CAMPUS TELEPHONE DIRECTORY

Safety & Security	8
Administration	8
Schools & Colleges	8

UNIVERSITY OFFICES

Student Life	9
Student Government	9
Athletics	10
Bookstore	11
Community & Student Engagement	11
Dining Services	12
Financial Aid	12
International Initiatives	12
IT: <i>Information Technology Department</i>	13
Mail Services	13
Center for Student Success	14
Residence Life	14
Safety & Security	15
Sawyer Library	16
Student Accounts	15
Student Activities	16
Student Employment	16
Student ID Office	17
Study Abroad	17
Wellness Center	17
Veterans Affairs	18

UNIVERSITY POLICIES

Introduction to University Policies	19
Drug Free Schools & Community Act	19
Alcohol Policy	19

Drug Policy	20
Sanctions for Violations of the Alcohol and Drug Policies	21
Health Risks of Psychoactive Substance Use/Abuse	21
Substance Abuse Evaluation & Treatment	21
ADA/504 Accessibility Grievance Procedure	21
Animals on Campus	22
Campus Parking & Traffic Rules & Regulations	22
Classroom Use Policy	23
Digital Environment Policy	24
Directory Information Policy	29
Firearms/Weapons	29
Fire Safety & Regulations	30
Freedom of Expression	30
Greek Life Policies	31
Hate Crime Policy	31
Hazing Policy	31
Missing Student Notification Policy & Procedure	32
Parental Notification Policy	33
Smoke Free, Tobacco Free Campus	33
Solicitation, Sales, Raffles, Etc. Policy	33
Student Health & Accident Insurance	34
Tailgate Rules & Regulations	34

COMMUNITY STANDARDS FOR STUDENT BEHAVIOR

Student Conduct Code	36
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TITLE IX SEXUAL HARASSMENT POLICY & SUPPORT RESOURCES

Title IX Sexual Harassment Policy	42
Support Resources	43

RESIDENCE/CAMPUS LIFE POLICIES & PROCEDURES

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

STATEMENTS OF IMPORTANCE

OFFICIAL COMMUNICATION

Students are 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 e-mail system
- Husson University resident student campus mailbox and/or home or local address on file
- Husson University's "EAGLE SAFE" mobile safety app.

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 borrowing material from Sawyer Library, attending University-sponsored events, and used for campus meal plans and dining dollars. 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 will be 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 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 university buildings. 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.

INSTANT COMMUNICATION RELATED TO EMERGENCIES

RAVE is Husson University's premiere emergency notification system. In the event of an emergency, unexpected change to University operations, or other circumstances, you will receive an alert by text message and/or e-mail notifying you of the nature of the situation or closing and providing appropriate guidance. Your phone number and Husson email address from your student portal record will automatically be added to the notification system. Emergency messages may also be displayed on Husson University-controlled computers and campus digital message boards.

The "Eagle Safe" mobile safety App contains emergency response guides and provides an easy method of communicating with Safety & Security in the event of an emergency.

For questions regarding the content of the Alerts, please contact the Department of Safety & Security at 207.941.7911.

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.

To report a Discrimination Incident: <https://hureport.husson.edu>.

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, which 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: 08/23/2024



2024-2025 Academic Calendar

15-Week Sessions On Campus Programs and Online Graduate Nursing Fall 2024		7-Week Sessions Fully Online Programs Term 1	
Classes Begin	9/3/2024	Classes Begin	9/3/2024
Labor Day - No Classes	na	Add/Drop - No refunds after add/drop	09/03/2024-09/06/2024
Add/Drop - No refunds after add/drop	09/03/2024-09/10/2024	Mid-Term - Last day to withdraw with a 'WW'	9/27/2024
Fall Break - No Classes	10/14/2024-10/15/2024	Classes End	10/20/2024
Mid-Term - Last day to withdraw with a 'WW'	10/25/2024		
Pre-Registration Advising	11/04/2024-11/06/2024	Term 2	
Student Online Registration	11/06/2024-11/17/2024	Classes Begin	10/28/2024
Post-Registration Advising	11/18/2024-11/22/2024	Add/Drop - No refunds after add/drop	10/28/2024-11/01/2024
Thanksgiving Break	11/27/2024-11/29/2024	Mid-Term - Last day to withdraw with a 'WW'	11/22/2024
Classes End	12/16/2024	Classes End	12/15/2024
Final Exams	12/17/2024-12/20/2024		
Winter 2025			
	Classes Begin	12/30/2024	
	Add/Drop Ends - No refunds after add/drop	12/30/2024	
	Classes End	1/17/2025	
Spring 2025		Term 3	
Martin Luther King Day - No Classes	1/20/2025	Martin Luther King Day - No Classes	1/20/2025
Classes Begin	1/21/2025	Classes Begin	1/21/2025
Add/Drop - No refunds after add/drop	01/21/2025-01/28/2025	Add/Drop - No refunds after add/drop	01/21/2025-01/24/2025
Mid-Term - Last day to withdraw with a 'WW'	3/7/2025	Mid-Term - Last day to withdraw with a 'WW'	2/14/2025
Spring Vacation	03/10/2025-03/14/2025	Classes End	3/9/2025
Pre-Registration Advising	03/24/2025-03/28/2025	Term 4	
Student Online Registration	03/28/2025-04/06/2025	Classes Begin	3/17/2025
Post-Registration Advising	04/07/2025-04/11/2025	Add/Drop - No refunds after add/drop	3/17/2025-03/21/2025
Last Day of Classes	5/5/2025	Mid-Term - Last day to withdraw with a 'WW'	4/11/2025
Final Exams	05/06/2025-05/09/2025	Classes End	5/4/2025
Commencement	5/10/2025	Term 5	
		Classes Begin	5/12/2025
		Add/Drop - No refunds after add/drop	05/12/2025-05/16/2025
		Mid-Term - Last day to withdraw with a 'WW'	6/6/2025
		Classes End	6/29/2025
		Term 6	
		Classes Begin	7/7/2025
		Add/Drop - No refunds after add/drop	07/07/2025-07/11/2025
		Mid-Term - Last day to withdraw with a 'WW'	8/1/2025
		Classes End	8/24/2025
Summer 2025			
Summer Sessions Begin	5/12/2025		
Memorial Day - No Classes	5/26/2025		
Fourth of July - No Classes	7/4/2025		
Summer Sessions End	8/24/2025		
Summer Session Add/Drop Information:			
1 to 3-week sessions - First Day of Class ONLY			
7-week session or longer - Through First Friday of Session			

10/19/2023

CAMPUS TELEPHONE DIRECTORY

SAFETY & SECURITY

Emergency.....	207.941.7911	Department of Safety & Security.....	207.941.7911
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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
Dining Services.....	Dickerman Dining Center	941-7066
Financial Aid	127 O'Donnell Commons	941-7156
Human Resources	281 Peabody Hall	941-7010
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	941-7085
Mail Service Center	113A Peabody Hall	941-7115
The Center for Student Success	208 Peabody Hall	941-7128
<i>Academic Services.....</i>	<i>208 Peabody Hall.....</i>	<i>941-7128</i>
<i>Career Services.....</i>	<i>201 Peabody Hall.....</i>	<i>941-7126</i>
<i>Accessibility Services.....</i>	<i>208 Peabody Hall.....</i>	<i>992-1934</i>
<i>International Student Services.....</i>	<i>208 Peabody Hall.....</i>	<i>941-7128</i>
<i>Learning Center / Writing Center.....</i>	<i>210 Peabody Hall.....</i>	<i>973.1097</i>
Provost, Office of the	122 Peabody Hall	992.4918
Registrar	126 Peabody Hall	941-7149
Safety & Security	106 Peabody Hall	941-7911
Student ID Office	Safety & Security	941-7911
Sawyer Library.....	231 Peabody Hall	941-7188
Student Accounts.....	Welcome Center, First Floor, O'Donnell Commons	941-7150
Student Employment	281 Peabody Hall	941-7083
Student Life Office	102 Peabody Hall	941-7107
Community & Student Engagement	102 Peabody Hall	941-7109
Commuter Services.....	102 Peabody Hall.....	941-7109
Residence Life	104A Peabody Hall	941-7700
Bell Hall.....	Bell Hall 117.....	941-7680
Carlisle Hall.....	Carlisle Hall B106.....	941-7127
Hart Hall.....	Hart Hall 301.....	941-7900
Darling Learning Center.....	DLC 222.....	941-7703
Townhouses.....	104A Peabody Hall.....	941-7700
Student Activities	104A Peabody Hall	941-7107
Wellness Center.....	Wellness Learning Center.....	941-7625
Counseling Services	Wellness Learning Center.....	941-7625
Health Services.....	Wellness Learning Center.....	941-7625
Veterans Affairs	Welcome Center, First Floor, O'Donnell Commons	941-7034

SCHOOLS & COLLEGES

Business, College of.....	106 Harold Alfond Hall	941-7157
Health & Pharmacy, College of.....	333H Peabody Hall	941-7166
New England School of Communications.....	201D Wildey Communication Center	973-1025
Science & Humanities, College of	123 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>Email:</i>	studentlife@husson.edu
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		

The Student Life Office is 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; work to maintain an atmosphere of civility through our educational-based *Student Conduct Code* and community standards; and, provides educational training 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.

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

Areas that report to the Student Life Office include Community & Student Engagement, Residence Life, Student Activities, Esports, 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 Furman Student Center; e-mail is: studentgov@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 website.

Student clubs represent many different areas of interest including social, cultural, recreational, and co-curricular. Students begin new clubs regularly. A current list of student clubs and organizations can be found on the University's website at <https://www.husson.edu/directory/clubs-and-organizations/index>. New clubs are created every year based on the interests of the current student body.

Esports

Husson University Esports provides students with a competitive and entry-level environment for team-based video game matches against other universities. Just like other athletes, esports team members participate in practices, film reviews of gameplay, and in-person tournaments as they hone their skills to compete at the collegiate level.

The Husson Esports' intercollegiate co-ed teams compete in the Eastern Collegiate Athletic Conference (ECAC), currently home to more than 200 schools, fielding over 400 teams in 12 different game titles.

For the casual gamer, the program also hosts open hours in the state-of-the-art Esports Arena for all students to participate in open-play hours, weekend tournaments, watch parties, and many more events! The Esports Arena is located in DLC 122.

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](#)
- [Kappa Delta Phi](#)
- [Kappa Delta Phi, NAS](#)

ATHLETICS

Contact: John Sutyak, Athletic Director

Location: 195 Newman Gymnasium

Hours: Monday - Friday, 8:00 am - 4:30 pm

Phone: 207.973.1069

Email: athletics@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 students and the greater Husson community.

Husson's Division III Athletics provides 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 | • Golf | • Soccer |
| • Basketball | • Indoor Track & Field | • Swimming & Diving |
| • Cross Country | • Lacrosse | |
| • Football | • Outdoor Track & Field | |

Women's

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

Co-Ed Sports

- Cheer
- Dance
- Esports

Husson University Intramurals Sports is proud to offer a multitude of 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 soccer.

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 is always taking suggestions from students for new activities and programs to suit student interests.

BOOKSTORE

<i>Location:</i>	107 Peabody Hall	<i>Phone:</i>	207.941.7114
<i>Hours:</i>	Monday - Friday, 10:00 am - 4:00 pm	<i>Email:</i>	bookstore@husson.edu

Husson University's Bookstore is operated by Barnes & Noble Education. This partnership enables us to offer the Eagle Book Bundle (EBB), an equitable access program that allows all full-time undergraduate students to receive all of their required textbooks for \$25 per credit hour in which they are enrolled. All full-time undergraduate students are automatically enrolled in EBB, and the charge is included on their billing ledger. Students are encouraged to conduct a cost comparison each semester to ensure they will benefit from EBB, and if not they should opt-out and purchase/rent their books à la carte. Students who remain opted in must confirm their order 30 days before the start of each semester. For more information on the EBB, please visit <https://www.husson.edu/student-life/facilities/bookstore>. The bookstore also offers a robust assortment of Husson University branded apparel and gifts, as well as school supplies and a small selection of technology products.

COMMUNITY & STUDENT ENGAGEMENT

<i>Contact:</i>	Troy Morehouse, Associate Dean of Student Life		
<i>Location:</i>	102 Peabody Hall	<i>Phone:</i>	207.941-7109
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm	<i>Email:</i>	morehouset@husson.edu

Within the Student Life Office, Community and Student Engagement oversees the development and implementation of co-curricular service-learning opportunities, volunteerism, student development, and advocacy. As well as, the creation of co-curricular leadership opportunities that allow students to develop into active citizens while realizing their leadership potential.

Commuter Student Services

Programming for commuter students is an important part of the mission of the Student Life Office. Our signature commuter program is the Commuter Assistants program. Each year, all new, incoming commuter students are assigned a Commuter Assistant or CA. CAs are returning students and peers who know the campus well, excel academically, and are active in the campus community. The CAs connect with the new students at the start of the year. 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 ensuring that all new commuters are aware of all systems that are in place to help ensure 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.

Co-curricular Leadership Development

The Student Life Office oversees co-curricular leadership development opportunities, under the umbrella of the Husson University Leadership Development & Research Institute. Through these trainings, students can enhance their skills and knowledge in the competency areas of Learning and Reasoning, Self-Awareness and Development, Interpersonal Interaction, Group Dynamics, Civic Responsibility, Communication, and Strategic Planning. Students who complete all training will be eligible for induction into the newly created Husson Student Leadership Society.

Spirituality

An important component of one's overall well-being may be the understanding of their spirituality. The Student Life Office and the Diversity, Equity & Inclusion Programming Committee aid in students' continuation, exploration, and understanding of this through programs and events that present students with a series of diverse religious and spiritual traditions and practices

Volunteerism, Community, and Student Engagement

The Student Life Office works to promote volunteerism and to serve as a liaison between students and community agencies. Though much volunteering is done through academic majors, 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, Director of Dining Services	<i>Phone:</i>	207.941.7075
<i>Location:</i>	Dickerman Dining Center	<i>Email:</i>	sedwickrob@husson.edu
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		

Dining Services management and staff are committed to serving the University community a wide variety of wholesome, nutritious foods that meet this community's diverse needs and tastes. In addition to offering meal plans, students, staff and faculty may purchase "Dining Dollars", which are added to ID cards. You can conveniently use your Dining Dollars at several locations on campus, including the Dickerman Dining Center with a Grab 'N Go station, Harold Alfond Hall Kiosk, Willey's Café, and Cressy Marketplace, located in the Campus Center. You can also use your Dining Dollars at Angelo's Pizzeria on 499 Hammond Street for dine-in or carry-out orders, Dysarts Restaurant on 1110 Broadway, and Buffalo Wild Wings (only on Wednesdays) on 461 Stillwater Avenue.

Dining Dollars

Students 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>	Financial Aid	<i>Phone:</i>	207.941.7156
<i>Location:</i>	127 O'Donnell Commons	<i>Email:</i>	finaid@husson.edu
<i>Hours:</i>	Monday - Friday, 8:00 am – 4:30 pm		

The Financial Aid Office at Husson University assists students and their families in finding ways to manage the cost of a Husson education. Based on information submitted on the FAFSA, financial aid offers are generally a combination of grants, loans, and part-time employment intended to fill the gap between the student's family's ability to pay and the yearly cost of attending. The FAFSA (www.fafsa.gov) will be available in December 2023 for the 2024-25 academic year and must be submitted yearly by Husson's priority filing deadline of April 15. Offers are also contingent upon the student meeting Satisfactory Academic Progress standards. Students are encouraged to discuss their financial situation with a financial aid counselor at any time. More detailed information about the process of financial assistance can be found on the [financial aid web page](#).

International Initiatives

<i>Contact:</i>	Kimberly Odusami, Director of International Initiatives	<i>Phone:</i>	207.941-7003
<i>Location:</i>	205A Wildey Communication Center	<i>Email:</i>	international@husson.edu
<i>Hours:</i>	Monday-Friday 8:00 a.m. - 4:30 p.m.		

Husson University's International Initiatives Office is responsible for two vital roles on campus.

- 1) International Recruitment, Admissions, and Retention-Overseeing the comprehensive process for our incoming international students from inquiry to application, to enrollment, graduation, and beyond.
- 2) Study Abroad -Advising for, and Management of Husson's own study abroad programs, as well as our affiliate opportunities with API and CIEE;

In addition, the International Initiatives Office also supports any activity on, and off campus that promotes and encourages a vibrant international campus culture.

International Initiatives include:

- International Student Recruitment
- International Admissions
- Visa and Immigration Services
- Visa compliance
- Study Abroad

A few of the reasons students' visit International Initiatives include:

- Application assistance
- Immigration advising
- Study abroad advising
- SEVIS registration

- Updates to SEVIS record
- SEVIS transfer
- Travel signatures
- On-campus employment approval
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

IT: INFORMATION TECHNOLOGY DEPARTMENT

<i>Contact:</i>	IT Help Desk	<i>Phone:</i>	207.973.1000
<i>Location:</i>	Lower Level, Bell Hall		
<i>Call Center:</i>	Monday – Friday 8 am – 8 pm - During the Fall & Spring semester		

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.

Open a Ticket: www.husson.edu/HelpDeskTicket

- Select the "G Log in with Google" Button
- Home - Search for a topic/ Catalog Items
- Service Catalog - Browse for services & request forms
- New Incident - submit an incident or issue
- Any questions on the site, please feel free to call us and we can assist

MAIL SERVICES

<i>Contact:</i>	Nicole Caruso	<i>Phone:</i>	207.941.7115
<i>Location:</i>	113A Peabody Hall		
<i>Window Hours:</i>	Monday - Friday, 10:30 am - 3:00 pm Closed for lunch 12:30 - 1 pm	<i>Email:</i>	mailroom@husson.edu

The Mail Service Center in Peabody Hall is a full-service mailroom, providing all mail services, including purchasing stamps, boxes, envelopes, etc., except for money orders. They handle all incoming and outgoing mail and package shipments, domestic and international, and provide USPS, FedEx, UPS, and express shipping. Please inquire regarding shipment deadlines as they can fluctuate.

Mailing addresses follow the format below:

Student Full Name
Building Name and Mailbox Number
Husson University
1 College Circle
Bangor, ME 04401-2929

Mail is delivered to student mailboxes daily Monday through Friday. Students are emailed when they have received a package that is awaiting pickup at Mail Services in Peabody Hall. A photo ID is required to claim packages addressed only to yourself.

Replacement mailbox keys are obtained at Mail Services. There is a \$50.00 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. Laminating Services-If you need something laminated, the mailroom can assist you. Pricing varies on the project.

CENTER FOR STUDENT SUCCESS

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

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 staff of the Center for Student Success is all about student success!

Center for Student Success includes:

- Academic Services
- Career Services
- Title III
- Accessibility Services
- International Student Services
- Tutoring 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 academic support services
- Supplemental support for lower income students
- Accommodations for students with disabilities
- Orientations to the University
- International student services

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
- The development of academic and personal goals
- Help in registering for classes and schedule changes
- Strategies to improve study skills or time management habits
- Advising for students on academic probation
- Support for students with a disability
- Need to access the technology lending program
- Guidance on landing an internship
- Help with a job search

RESIDENCE LIFE

<i>Contact:</i>	Tommy Tirelli, Asst. Dean of Student Life	<i>Phone:</i>	207.941.7700
<i>Location:</i>	104 Peabody Hall	<i>Email:</i>	reslife@husson.edu
<i>Hours:</i>	Monday - Friday, 8:00 am – 4:30 pm		

The Residence Life Office main goal is to provide a safe and engaging place to live on campus. Through efforts led by Resident Assistants and professional staff, each hall establishes a unique community focused on those who reside there each year. Approximately 1100-1200 residents live on campus annually in all of our residential areas.

We offer three types of living accommodations on campus: the traditional residence halls (Bell, Carlisle, and Hart halls), which have mainly double rooms, with limited singles and triples; suites (Darling Learning Center, DLC), each of which has two private rooms with a shared common space and bathroom; and Townhouses, which have four single rooms on two floors, two bathrooms, in-unit washer/dryer, a full kitchen, and a living room per unit.

For the first two years of their undergraduate careers, students are required to live on campus unless they meet one or more of the following criteria:

- Are at least 21 years of age upon the start of the semester
- Are married
- Commuting from parent(s), grandparent(s), or legal guardian(s) residence within 30 miles radius of Husson University

- A military veteran or current military service member
- Have a financial hardship

On-Campus Residential Facilities

All bedrooms within all the halls provide the same initial furnishings and amenities:

- desk & chair
- dresser & wardrobe
- bunkable Twin XL bed frame & mattress
- access to wireless internet & hard-wired data port
- Micro-Chill® (combination unit with a freezer, fridge, and attached microwave) per room in traditional halls and two in each suite.

Traditional Halls - Bell, Hart, and Carlisle Halls. The traditional halls are usually co-ed by floor, mostly double rooms with some singles, triples, and quads, with community makeup ranging from first-year to graduate students. The traditional halls have private pod-style community bathrooms on each floor.

Suite-Style - The Edward O. and Mary Ellen Darling Learning Center (DLC) is a suite-style building that hosts classrooms and offices on the first level and living quarters located on the four upper floors of the building. The community makeup ranges from sophomore to graduate students. Each suite has two private rooms, a bathroom, a vanity area, and personalized card access on the suite entrance as well as the room doors. The suites also come with a common area with a sectional couch and an ottoman as well as two Micro-Chill® units. The bedroom furniture is the same as the traditional halls, except for the Micro-Chill® unit, because it is in the common area.

Apartment-Style - The Townhouses offer a more independent lifestyle with the convenience of residing on campus. The community makeup ranges from juniors to graduate students. They include four private rooms, two full bathrooms, a living room, and a kitchen. The townhouses are completely furnished with a bed frame, mattress (twin XL), desk, chair, wardrobe, dresser, and a nightstand in the bedrooms. The living room has a couch, two chairs, a coffee table, and a side table. The kitchen has high-top chairs for the breakfast bar, a refrigerator, and a stove.

Wireless internet is provided for all living spaces on campus.

*Note: All housing contracts include a meal plan aside from the townhouse units, where a student can elect to forgo a meal plan to utilize their provided kitchen.

SAFETY & SECURITY

<i>Contact:</i>	<i>Christopher Grotton, Associate Vice President of Safety and Security</i>		
<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>	grottonch@husson.edu

The University provides a 24/7 uniformed security staff to patrol the campus, respond to emergencies, and provide a variety of services and programs to our campus community. Maintaining a safe and comfortable campus environment is our primary goal. Although we enjoy the benefits of having an extremely safe campus, we do not take that for granted. We are constantly seeking innovative solutions to keep our campus safe and provide you with two-way timely communication with us. Please take the time to download our "EagleSafe" mobile safety app for free at either the Google Play Store or the iTunes store. The Department of Safety & Security is also responsible for maintaining registrations of vehicles that park on Husson University property. Although parking is provided at no cost and does not require a sticker or permit, all vehicles parked on Campus need to be registered so that we can contact the owner if necessary. It is the student's responsibility to register their vehicles online at <https://www.husson.edu/vehicle-registration> or through the EagleSafe mobile app. Visitors to our campus must use the same process and can indicate that they are visitors when they register.

Security assistance can be summoned by dialing 207.941.7911 or simply extension 7911 while using the University telephone system. You may also contact us through features within the EagleSafe mobile app. A security assistance telephone is located next to the security customer service window at 106 Peabody Hall.

To learn more about safety on our campus, you can review our Jeanne Clery Annual Security Report by clicking on the following link; <https://www.husson.edu/student-life/campus-life/campus-safety-and-security/jeanne-clery>

SAWYER LIBRARY

<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 - 5:00 pm Saturday, 12:00 pm - 5:00 pm, Sunday, 12:00 pm - Midnight		
	<i>Email:</i> reference@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 <http://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, Bursar		
<i>Location:</i>	Welcome Center, First Floor, O'Donnell Commons	<i>Phone:</i>	207.941.7150
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 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

<i>Contact:</i>	Emily Christensen, Coordinator of Campus Programming and Events		
<i>Location:</i>	121 Peabody Hall	<i>Phone:</i>	207.941.7910
<i>Hours:</i>	Monday - Friday, 8:00 am - 5:00 pm	<i>Email:</i>	christensenem@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

<i>Contact:</i>	Human Resources/Student Employment		
<i>Location:</i>	284 Peabody Hall		
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm	<i>Phone:</i>	207.941.7083

The Human Resources 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 for 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

<i>Location:</i>	Safety & Security	<i>Phone:</i>	207.941.7911
<i>Hours:</i>	Monday - Friday, 9:00 am - 4:00 pm		

All students are required to have Husson photo ID cards for identification purposes and must carry ID cards with them at all times. This card is used for identification purposes in accessing University buildings and grounds, using athletic equipment, borrowing material from the Sawyer Library, attending University sponsored events, and using campus meal plans and dining dollars. They provide access to many buildings on campus and serve students in many other student functions as well.

Student IDs Pictures may also be submitted through the student portal. Student ID photos can also be taken Monday through Friday from 9:00 am - 4:00 pm in the Safety & Security. Replacement cards are available for a fee.

STUDY ABROAD

<i>Location:</i>	205A Wildey Communication Center	<i>Phone:</i>	207.941.7003 Option #2
<i>Hours:</i>	Monday - Friday, 8:00 am – 4:00 pm, by appointment	<i>Email:</i>	studyabroadl@husson.edu

In a world where borders are shrinking and your profession can take you to all points north, south, east, or west - studying 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

<i>Contact:</i>	Abigail Cronkite, FNP, and Nichole Proulx, LMFT; Lead Counselor		
<i>Location:</i>	Wellness Learning Center Building	<i>Phone:</i>	207.941.7625
<i>Hours:</i>	Monday – Friday, 8:00 am – 4:00 pm (Closed 12 – 1 pm); Health extended hours on Wednesdays until 6:00 pm during Fall/Spring Semester; Counseling extended hours M-F by appointment only		
		<i>Email:</i>	studenthealth@husson.edu

The Wellness Center is designed to facilitate the academic success and retention of students by providing services and support to reach their optimal health. Well-being promotion, health education, illness prevention, and interim general integrated healthcare treatment are available to students at the Wellness Center. The location of the Wellness Center allows for easy access to services while maintaining privacy.

The Wellness Center provides students with access to:

- Confidential counseling services (in-person and telehealth individual, group, and couples/relationships counseling)
- Student health services (physical examinations, sports physicals, assessment and treatment of infectious diseases, reproductive health screenings, flu testing, COVID-19 testing, required medical testing for healthcare profession majors, drug testing, STI/STD testing)
- General health education, consultation, and referrals

Most services received at the Wellness Center are at no or low cost to students. Costs associated with receiving care at the Wellness Center may include services that are completed by an off-campus business, for example, a prescription being sent to a pharmacy, will be billed to the student's health insurance by the business. All other associated costs to receiving care at the Wellness Center can be directly applied to the student's university account; the Wellness Center does not bill insurance.

Administrative support is available during academic breaks and the summer. Call ahead or drop in to schedule an appointment at (207) 941-7625.

Immunizations

The State of Maine (Maine Law, 22-MRSA Sec. 6359) requires certain immunizations for all students on university campuses. As such, Husson University students who are in compliance with the requirements are able to register for classes; those who are not in compliance with the State's law are not allowed to register. The required immunization requirements include:

- 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.
- Positive titer results are accepted in the absence of documentation of MMR vaccines

While not required, it is highly recommended to get vaccinated against COVID-19 Meningitis, Hepatitis B, Pertussis, and Varicella.

Vaccination record(s) can be submitted by going to the student portal and using the "Upload Immunization" link. Once uploaded, your documentation will be sent to the Wellness Center. Immunization documentation may also be faxed, 207-941-7866, emailed to, studenthealth@husson.edu, or mailed: Wellness Center/Student Health, Husson University, 1 College Circle, Bangor, ME 04401.

For more information about immunization requirements and/or exemption options, please go to: <https://www.husson.edu/student-life/campus-life/student-health-services/services/immunization-requirements>

VETERANS AFFAIRS

<i>Contact:</i>	Danielle Leighton, Assistant Bursar/VA Certifying Official		
<i>Location:</i>	Welcome Center, First Floor of O'Donnell Commons	<i>Phone:</i>	207.941.7034
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:00 pm	<i>Email</i>	leightond@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 <https://www.husson.edu/admissions/veterans> 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 to residential and commuter students who are enrolled at Husson University.

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

DRUG-FREE SCHOOLS & COMMUNITY ACT

Husson University, in compliance with the *Drug-Free Campus Regulations & Community Act*, has adopted policies to address the presence of alcohol and the use of drugs and/or other illegal substances. The misuse and abuse of alcohol and drugs in whatever form is inconsistent with this fundamental commitment of the University to provide 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 that 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. The University follows Federal Government guidelines that maintain that cannabis is a controlled substance and thus the use or possession of cannabis or any other controlled substance is against Husson University Policy.

ALCOHOL POLICY

Husson University has a policy regarding 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, 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 residence hall room as alcohol, transporting/transferring alcohol, being intoxicated, and/or participating in any unsanctioned 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 residence hall 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 these 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 in person in order to address any public safety concerns.
- Any alcohol that is confiscated will not be returned and persons may 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 a 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. The 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 to 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 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 cannabis is a controlled substance and thus Husson has stated that the use or possession of cannabis 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, including substances legally purchased.
- Drugs include but are not limited to, cannabis, 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 is not limited to, grinders, rolling papers, pipes, bongs, clips, blunts, spoofs, 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 cannabis and cannabis derivatives, are not permitted on campus.
- All students are responsible for the actions of their guests. This includes informing all visitors of Husson University policies and making sure they are following such policies.
- Husson University Officials reserve the right to inspect any property on campus or in person in order to address any public safety concerns.

- Being in the presence of the odor of cannabis 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).
- Drugs or drug paraphernalia that are confiscated may not be returned. Any items not returned may be destroyed and documented. Incidents that may constitute a civil or criminal violation may be referred to the Bangor Police Department or other appropriate agency 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 the drug, the number of offenses, and whether drugs are perceived as being possessed for personal use or trafficking. The minimum possession offense for cannabis is a fine of over three hundred and fifty dollars. Amounts in excess of 2 ½ ounces are a Class E crime with additional fines and possible imprisonment. Possession of cocaine, prescription stimulants, and opioids in any quantity is considered a Class C crime and penalties include both fines and imprisonment.

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

<https://legislature.maine.gov/legis/statutes/28-B>

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 Programs | • Community Service | • Dismissal |
| • Housing Reassignment | • Restitution | |
| • Parent Notification | • Behavioral Contract | |

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, hallucinogenic, 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.

ADA/504 ACCESSIBILITY GRIEVANCE PROCEDURE

The mission of Accessibility Services at Husson is to foster a culture of inclusion and access by providing students experiencing disabling conditions with the necessary services and reasonable accommodations needed to achieve equal access through academics, campus services, and programming. The purpose of the grievance procedure is to provide students with an avenue to achieve a fair and prompt resolution of complaints regarding discrimination on the basis of disability.

Students with a grievance pertaining to a specific accommodation request, or who feel they have been discriminated against on the basis of disability should make direct contact with the Director of Accessibility Services by scheduling a meeting through the Center for Student Success, located in 208 Peabody. The Director will engage with the student through an interactive process in order to understand the basis for the complaint and work toward a solution. If the outcome of meeting with the Director is not satisfactory, students may seek review by the Dean of Student Success by following the process outlined below:

1. Provide a clear written statement of the issue and a summary of what steps have already been taken by the student and others to resolve the issue. Include a detailed description of the relevant facts, including the student's disability, and the basis for the grievance. Include specific names of individuals involved and dates of the relevant events. Include the name and contact information of the student initiating the complaint.
2. Send the written statement to Matthew Holsapple, Dean of Student Success, 208 Peabody Hall, 1 College Circle, Bangor, ME 04401; or electronically at holsapple@husson.edu.

In response to a written statement, the Dean of Student Success or the Accessibility Services Director may schedule a meeting with the student to gain a full understanding of the situation. The Dean or Director may determine that fact-finding is necessary. After this investigation process is completed the Dean or Director will meet again with the student to offer recommendations with the goal of a resolution. It is anticipated that this process will take no longer than 60 days to complete, however, circumstances may arise that require additional time.

Students should understand that Husson will aim to maintain the confidentiality of information shared regarding a disability-related complaint. However, disclosures may be needed for the purpose of fact-finding in efforts toward a resolution.

Students are encouraged to follow the outlined process above when resolving disability-related grievances, however, all students have a right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights (OCR). Information on filing an OCR complaint can be found at <https://www2.ed.gov/about/offices/list/ocr/grievance.html>

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 the Winkin Sports Complex. 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's 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 Accessibility 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 Accessibility 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. Husson University does not charge a separate fee for parking and does not require a decal. Students who wish to bring a vehicle on campus must simply register the vehicle with Safety & Security at the following web link: <https://www.husson.edu/vehicle-registration>. Failing to register your vehicle is a violation of our parking rules. Knowing who a vehicle

belongs to helps us to maintain order and assists in locating an owner during snow removal efforts, which saves you money in fines and tow bills.

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.

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 Admissions Parking. In addition to a ticket your vehicle may be towed. Handicap parkers must display valid handicap placard or plate while utilizing handicapped parking space.
2. Do not park in a Fire Lane.
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. If a visitor vehicle is on Campus more than 2 hours, a temporary pass is required.
7. Vehicles may not be parked in the lots posted NO OVERNIGHT PARKING between 11:30 pm and 5:30 am.

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 to be registered or have a Visitor's Pass. Visitor passes are available through both the Resident Directors and the Security Office. There is a requirement of providing the vehicle's registration though. 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 so through the online process Please note: All appeals must be registered within 15 days of citation issuance. Parking questions can be directed towards any security officer.

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. Room books can be made at this link <https://rooms.husson.edu/>. 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 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's presence must be secured prior to booking.

- All furniture must remain in the room.
- Only “dry erase” markers only are permitted on the whiteboards. All whiteboards and blackboards should be wiped clean after the 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 the 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.
- <https://www.husson.edu/connect/connect> 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 – ACCEPTABLE USE POLICY

1. Overview

The Information Technology Department's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Husson University's established culture of openness, trust, and integrity. The Husson University Information Technology Department is committed to protecting Husson University's students, employees, partners, and the University from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, smartphones, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Husson University. These systems are to be used for business purposes in serving the interests of the institution, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Husson University student, employee, and affiliate who deals with information and/or information systems. It is the responsibility of every electronics user to know these guidelines and to conduct their activities ethically and professionally and in accordance with University policies and guidelines. Employees shall not engage in any behavior that may harm or tarnish the image, reputation, and/or goodwill of Husson University and/or any of its employees.

2. Purpose

The purpose of this policy is to outline the acceptable use of University-owned electronic equipment. These rules are in place to protect the individual and Husson University. Inappropriate use exposes the University as well as employees to risks including virus attacks, personal data theft, compromise of network systems and services, and legal & compliance issues.

3. Scope

This policy applies to the use of information, electronic and computing devices, smartphones, and network resources to conduct Husson University business or interact with internal networks and business systems, whether owned or leased by Husson University,

the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Husson University and its subsidiaries are responsible for exercising good ethical and professional judgment regarding the appropriate use of information, electronic devices, and network resources in accordance with Husson University policies and standards, and local laws and regulations. Exceptions to this policy are documented in section 5.2

This policy applies to students, employees, contractors, consultants, temporary employees, and other workers at Husson University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Husson University. There should be no expectation of a right to privacy when using University electronic equipment, and networks.

This policy applies to all activities performed “online” while connected to any Husson University managed network, including, but not limited to, any campus wired network, any campus wireless network, the campus “Guest” network, or any external network furnished, provided by, or manage by Husson University

4. Policy

4.1 General Use and Ownership

- 4.1.1 Individuals should be guided by Husson University's Mission and Values as well as policies on personal use [See Section 4.3 for additional information on unacceptable uses guidance.](#)
- 4.1.1.1 Employees are responsible for exercising good ethical and professional judgment regarding the reasonableness of limited and occasional personal use. If there is any uncertainty, employees should consult their supervisor, manager, or Human Resources department.
- 4.1.1.2 Students are responsible for exercising good ethical and professional judgment regarding the reasonableness of non-academic use. If there is any uncertainty, employees should consult the IT Department or the Dean of Students' office.
- 4.1.2 Husson University's proprietary information stored on electronic and computing devices whether owned or leased by Husson University, the employee, or a third party, remains the sole property of Husson University. You must ensure through legal or technical means that proprietary information is protected in accordance with Husson University's data classifications per our Data Classification standards ([click here](#)) and can be located within the University policy management software.
- 4.1.3 You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Husson University's proprietary information.
- 4.1.4 You may access, use or share Husson University proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties or academic expectations.
- 4.1.5 Husson University reserves the right to and does at times, audit and monitor equipment, systems, and network traffic at any time.

4.2 Security and Proprietary Information

- 4.2.1 All mobile and computing devices that connect to the internal network must comply with the *General Use (Section 4.1)* and *Unacceptable Use (Section 4.3)* guidelines referenced in this document.
- 4.2.2 System-level and user-level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.3 Postings by employees from a Husson University email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Husson University unless posting is in the course of business duties.
- 4.2.4 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. If there is any doubt regarding an attachment, consult with IT before opening any unknown link or attachment.

4.3 Unacceptable Use

The following activities are, in general, prohibited. One-time exceptions can be made with prior approval from their supervisor, to access restricted sites during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is any user of Husson University's network or computer equipment authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing University-owned resources.

Husson University accepts that, from time to time, users may want or need to access sites for personal reasons, such as bank accounts, and personal email accounts as well as for scholarly research into subject matters that are not generally acceptable in the normal course of legitimate job responsibilities. Due to this, the University does not at this time restrict website access on its internal network for content that does not pose a threat to the information environment. While there are currently no access limitations, sound ethical and professional judgment is expected to be exercised when attempting to access websites or content for business or personal use.

The Information Technology Office has taken security measures to ensure that content filters alert and deter users from sites that contain inappropriate content. These filters are in place as a protection against malicious programming that can exploit user information to gain access to our systems, data, and most importantly, employee and student personal information. Current filters implemented by the University to deter and warn users of potentially hazardous sites may include the following:

- Adult/Sexually Explicit Content
- Alcohol & Tobacco
- Criminal Activity
- Hacking
- Illegal Drugs
- Intimate Apparel & Swimwear
- Intolerance & Hate
- Proxies & Translators
- Sex Education
- Tasteless & Offensive
- Violence
- Weapons

All users should at all times conduct themselves in a professional manner while on campus and that includes their use of our technology equipment and services.

Searching for and/or viewing content listed above or bypassing filter warnings on the Husson network for purposes other than business purposes **approved by a supervisor or instructor** is dangerous for our network and punishable under University policy and guidelines for the appropriate performance of duties.

These filters at times will cause some legitimate use to be blocked. If a filter blocks a user from a website, it is prudent and recommended for that employee to alert their supervisor or instructor and request permission to access the site in question. Users who willfully or maliciously bypass security will be subject to disciplinary action up to and including termination of employment.

The Information Technology office has also implemented automated blocks at both the network, and device levels for sites, services, and systems that are known to be malicious or to be used for malicious activities. These blocks are not an assessment of the content being blocked, but rather of the risk posed to the Husson University Environment

In addition to these security filters noted above, the lists below outline additional prohibited activities but by no means are exhaustive. If you have a question regarding unacceptable personal or business uses, please contact your supervisor.

4.3.1 Prohibited System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Husson University.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Husson University or the end user does not have an active license is strictly prohibited.
- Accessing data, a server, or an account for any purpose other than conducting Husson University business, even if you have authorized access, is prohibited.
- Exporting software, technical information, encryption software, or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes co-workers, family, and other household members when work is being done at home.
- Using a Husson University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policy and laws.
- Making fraudulent offers of products, items, or services originating from any Husson University account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to The Husson University Information Technology Department is made.
- Executing any form of network monitoring that will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network, or account.
- Introducing honeypots, honeynets, or similar technology on the Husson University network.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Husson University employees to parties outside Husson University.

4.3.2 Email and Communication Activities

When using University resources to access and use the Internet, users must realize they represent the University. Whenever individuals state an affiliation with the University, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Husson University". Questions may be addressed to the IT Department.

Prohibited activities include the following:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Husson University's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Husson University or connected via Husson University's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3.3 Blogging and Social Media

1. Blogging by employees, whether using Husson University's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use by employees of Husson University's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Husson University's policy, is not detrimental to Husson University's best interests, and does not interfere with an employee's regular work duties. Blogging from Husson University's systems is also subject to monitoring.
2. Husson University's Privacy & Confidentiality Policy also applies to blogging. As such, Employees are prohibited from revealing any Husson University confidential or proprietary information, trade secrets, or any other material covered by Husson University's Privacy & Confidentiality Policy when engaged in blogging.
3. Individuals shall not engage in any blogging that may harm or tarnish the image, reputation, and/or goodwill of Husson University and/or any of its employees.
4. Users are prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by Husson University's *Non-Discrimination and Anti-Harassment* policy.
5. Users may also not attribute personal statements, opinions, or beliefs to Husson University when engaged in blogging. If an individual is expressing his or her beliefs and/or opinions in blogs, the individual may not, expressly or implicitly, represent themselves as an employee or representative of Husson University. Individuals assume any and all risks associated with blogging.
6. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Husson University's trademarks, logos, and any other Husson University intellectual property may also not be used in connection with any blogging activity.

5. Policy Compliance

5.1 Compliance Measurement

The Husson University Information Technology department team will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits/monitoring, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Husson University Information Technology and the Human Resources department, or the Dean of Students teams in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

A Student found to have violated this policy may be subject to disciplinary action in accordance with Student Conduct Code

6. Related Standards, Policies, and Processes

These policies and standards can be located within the University's policy management software.

- Data Classification Policy
- Data Protection Standard
- Password Policy
- Audit Policy
- Privacy & Confidentiality Policy
- Non-Discrimination and Anti-Harassment Policy

7. Definitions and Terms

The following definitions and terms can be found in the SANS Glossary located at:

<https://www.sans.org/security-resources/glossary-of-terms/>

- Blogging
- Honeypot
- HoneyNet
- Proprietary Information
- Spam

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

In order to maintain a safe environment, Husson University is a weapon free campus. Students are strictly prohibited from possessing on campus a firearm, weapon, explosive material or any other item that is reasonably likely to cause bodily harm to another person. Students 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 of a college or university.

Students are strictly prohibited from inappropriately or without reasonable cause displaying, deploying or threatening the use of a chemical or electronic safety device.

Firearm: is defined as any instrument or weapon designed to expel a pellet, shot, shell, bullet or other projectile by action of gunpowder, compressed air or gas, or mechanical means. This includes any such weapon commonly referred to as a pistol, revolver, rifle, gun, machine gun or shotgun. Any weapon which can be made into a firearm by the insertion of a firing pin, or other similar thing, or by repair, is a firearm.

Weapon: Any device, instrument, material or substance, designed for and capable of causing serious bodily injury or death; or any other device which, in the manner it is intended to be used by the actor, is capable of producing or threatening death or serious bodily injury. Weapon is inclusive of firearms and explosive materials.

Explosive material: Any item or material that is designed to rapidly combust or explode. This includes but is not limited to ammunition, firecrackers, fireworks, or other commercial or homemade explosive materials.

Chemical or Electronic Safety Devices: Any device, instrument, material or substance, designed for and capable of temporarily disabling a person. This includes, but is not limited to Mace, OC, and other sprays, and stun guns, Tasers or other electronic devices intended for personal defense.

Fire Safety & Regulations

Smoking of any type, including vaping and smoke-less tobacco products, is prohibited on campus.

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.

Freedom of Expression, Right to Assemble, Right to Demonstrate

Husson University supports all students' rights and freedoms to express themselves, assemble, and demonstrate. The University's core values are Character and Humility, and these two values are important in considering acceptable forms of demonstration.

Students are encouraged to have the character required to challenge ideas appropriately, and the humility to listen to others' points of view.

With this understanding, the University permits demonstrations by students on university premises that do not interfere with the educational or administrative processes of the University, and do not endanger the safety or wellbeing of the University community and its members. Such demonstrations must maintain order and not infringe upon the rights of others to present counterpoints.

Any demonstration that interferes with the educational or administrative operations of the University, or endangers any part of the University community or its members are prohibited. As such, students who participate in prohibited demonstrations may be held accountable via the Student Conduct Code.

Planned Demonstrations

Planned demonstrations may include, but are not limited to, marches, speakers, and vigils. All planned demonstrations must work with the Student Life Office, Safety & Security, and/or the University Hospitality Manager to ensure the event complies with all University, city, state and federal regulations. By working with these offices, demonstrations are more likely to be effective and remain peaceful. If the appropriate offices determine the planned demonstration may interfere with the educational or administrative processes of the University and/or may endanger the safety or wellbeing of the University community and its members, the University reserves the right to cancel, postpone and/or disband the demonstration.

Knowing planned demonstrations often invite groups to present counter-points, the University reserves the right to designate specific locations for demonstrations and counter-demonstrations.

Spontaneous Demonstrations

There are events that may result in spontaneous demonstrations. These events may be celebratory, such as sports results, or upsetting, such as a tragedy. Due to the lack of planning, spontaneous demonstrations are inherently more likely to result in unsafe conditions that could interfere with the educational or administrative processes of the University and endanger the University community. As such, spontaneous demonstrations may be disbanded.

All spontaneous demonstrations must occur at the campus Bell Tower. Spontaneous demonstrations inside of campus buildings are strictly prohibited.

Non-Husson University Demonstrators

Husson University may exercise its right as a private institution to limit who can and cannot be on campus by requiring any demonstration attendee who is not a Husson University student, staff or faculty member to leave campus.

*For the purpose of this policy, the term demonstration is all-encompassing of the terms rally, march, protest, assembly, etc. The term demonstration also encompasses demonstrations and counter-demonstrations.

GREEK LIFE POLICIES

Husson University's Greek letter organizations follow the criteria governing all student clubs at Husson University. Additionally, they are governed by the Greek Governing Board Constitution and Bylaws. Students who have a minimum Cumulative 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*) 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 extracurricular 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 gender based slurs and/or symbols of hate, such as a Confederate flag, and 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.

To report a Discrimination Harassment or Bias incident at <http://hureport.husson.edu>

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, Darling 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 Residence Life Office 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 Associate Vice President of Safety & Security. The Associate Vice President 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 ensure 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. Husson University, under Title IV, receives federal funds for financial aid. The Federal Government maintains that cannabis is a controlled substance and thus Husson has stated that the use or possession of cannabis or any other controlled substance, is against policy.

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 such as e-cigarettes, vaping, hookah use, marijuana use, and Juuls, which create 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 Center207.941.7625 (students)

Outside Resources:

American Lung Association 800-586-4872

American Cancer Society800.227.2345

Tobacco Free Maine - Maine Tobacco Helpline800.207.1230

SOLICITATION, SALES PERMITS, RAFFLES, ETC. POLICY

Any person or group who wishes to conduct a raffle or solicit sales anywhere on campus must receive authorization from the Student Life Office in 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 & ACCIDENT INSURANCE

Student Health Insurance

All full-time students, graduates, and undergraduates, are required to have health insurance coverage. It is important to look at your existing insurance to make sure that it can be used in Maine and what you are able to use it for as some insurances, specifically out-of-state plans, only cover emergency services. Husson University makes available to its students a Student Health Insurance Plan with the following provisions and limitations:

- Undergraduate students with 9 or more credits, excluding non-Bangor campuses and online.
- Graduate students with full-time equivalency of 6 credits or more, excluding non-Bangor campuses and online.
- The Student Health Insurance Plan is not offered to Extended Learning Students.

Students already insured by another plan are exempt from this requirement upon providing documentation of insurance coverage that is usable in the State of Maine. Students can waive insurance via their student portal (student portal login) at <https://estudent.husson.edu/login.asp> and click on *insurance waiver*. Once verified, the Student Health Plan manager will be notified if the waiver is approved or if the coverage is insufficient and requires the student to purchase the Student Health Insurance Plan. Unless otherwise waived, the student health insurance premium for this plan will be charged directly to your student account.

Husson University cannot remove the charges for this insurance from your student account once we send the premiums to our student health insurance carrier. Please confer with Husson Student Accounts for deadline dates.

Accident Insurance

Husson University is pleased to provide Accident Insurance to our full and part-time students. The accident policy provides reimbursement for eligible medical expenses resulting from a covered accident(s) that occur during the policy period. The policy is secondary insurance, which means it fills deductibles, copay, and coinsurance for a primary insurance policy. Eligible medical expenses must be incurred within two years of the date of the accident; with the first eligible expense incurred within 180 days of the accident.

To file a claim you will need an explanation of benefits from your primary insurance carrier, receipts from a pharmacy, and a claim form signed by a University official. Points of contact for this form and additional policy information are the Student Life Office or Athletic Training.

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

<i>Article I.</i>	Expectations & Responsibilities
<i>Article II.</i>	Definitions
<i>Article III.</i>	Jurisdiction
<i>Article IV.</i>	Prohibit Conduct
<i>Article V.</i>	Complaints
<i>Article VI.</i>	Investigation of Alleged Violations
<i>Article VII.</i>	Determinations
<i>Article VIII.</i>	Sanctions
<i>Article IX.</i>	Appellate Review Procedures
<i>Article X.</i>	Interim Measures
<i>Article XI.</i>	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 is 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 make a student subject 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 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, the 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 of any federal, state, or 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. 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 firearms, weapons, and/or explosive materials as defined in the weapons policy, even when legally purchased and registered.
- c. Possession of weapons, as listed in Article V. b, on University premises or at University sponsored activities.
- d. Sexual Harassment and Misconduct, as defined by the Husson University Title IX Sexual Harassment Policy. All allegations of sexual harassment or sexual misconduct will be referred to the Title IX Coordinator for review and determination as to the applicable process for addressing the allegations of prohibited conduct.
- e. Hazing is defined as an act that 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 cannabis, 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 the 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.

t. Recording of any members of the Husson University community without their affirmative consent, including during official proceedings.

Article V. **Complaints**

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 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 harassment or misconduct is made under this *Student Conduct Code*, the allegation will be referred to the University's Title IX Coordinator who will determine whether the matter should be addressed by the University's Title IX *Sexual Harassment Policy* and proceed accordingly. The University is not precluded from taking action under this Code if events associated with the allegations of sexual harassment or misconduct would not constitute a violation of the University's Title IX *Sexual Harassment 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, The Code Administrator and/or designee:

1. shall assign an investigator to conduct an investigation if:

The alleged violation(s) may result in a suspension or expulsion; or the alleged violations(s) are made against a recognized University organization (e.g. Team, club, fraternity); or for any other reasons, as determined by the Code Administrator, in his or her sole discretion.

2. shall assign an investigator to conduct an investigation and may provide for a live hearing or opportunity for an informal resolution if:

- a. The alleged violation is sexual misconduct, as defined within the University's Title IX Sexual Harassment Policy, but cannot be addressed under Title IX.

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, and 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 is 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 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 the 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: delaying registration, participation in commencement activities); 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 the violation(s) of this *Student Conduct Code* or *Residential Policies & Procedures*. Even with the 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.

Updated: August 23, 2024

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:

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

Husson University Title IX Sexual Harassment Policy

Husson University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Inquiries about Title IX may be referred to Husson University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Husson University's Title IX Coordinator is David Casavant, Peabody Hall 122, casavantd@husson.edu, (207) 941-7132.

Husson University's non-discrimination policy and grievance procedures can be located at <https://www.husson.edu/about/human-resources/non-discrimination-policy> and on page 5 of the Husson Student Handbook. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX.

For Husson University's Title IX Policy Resource and Training utilize the University website URL:
<https://www.husson.edu/about/human-resources/title-ix>

Version Published: July 26, 2024

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

SUPPORT RESOURCES: SEXUAL VIOLENCE, INTIMATE PARTNER VIOLENCE & STALKING

Husson University takes the health and safety of our employees and students seriously and is committed to providing the necessary resources available to survivors of sexual violence, intimate partner violence & stalking. The Sexual Violence, Intimate Partner Violence & Stalking Policy (<https://www.husson.edu/husson-supports>) works in coordination with the University's Sexual Harassment and Title IX policies and complies with the State of Maine Revised Statute Title 20-A Chapter 445 Sexual Violence, Intimate Partner Violence & Stalking at Institutions of Higher Education Legislation.

How to report or disclose an alleged incident of sexual violence, intimate partner violence, or stalking:

- University Resources (**Confidential**):
 - Confidential Resource Advisors (CRA)
 - 207.992.1920
 - CRA@HUSSON.EDU
 - Student Wellness Center, Health & Counseling Services
 - 207.941.7026
- University Resources
 - Safety & Security 207-941-7911
 - Harassment and Discrimination Reporting System
 - <https://hureport.husson.edu>.
 - Title IX Coordinator, David Casavant, casavantd@husson.edu, 207-941-7132
- External Resources:
 - Confidential Resources:
 - Partners for Peace – 24-hour helpline: [1-800-863-9909](tel:1-800-863-9909); [1-800-437-1220](tel:1-800-437-1220) (TTY)
 - Maine Sexual Assault Support Centers - 24 hour helpline: 1-800-871-7741
 - RAINN – National Sexual Assault 24/7 helpline 1-800-656-4673
 - Closest Medical Facility:
 - St. Joseph's Hospital SAFE Program – 207-907-3371
 - Law Enforcement:
 - Local – Bangor Police Department – dial 911 or 207-947-7382
 - State – Maine State Police – dial (207) 973-3700 or 1-800-432-7381 Ext. 9
 - Federal – US Marshalls Service – dial (207) 945-0416

Student and Employee Rights:

- Notify or decline to notify a law enforcement agency, including campus, local or state police, of an alleged incident of sexual violence, intimate partner violence or stalking
 - Receive assistance from campus authorities in making any notification relating to above bullet
 - Obtain a court-issued or institution-issued protection order against a responding party involved with the alleged incident of sexual violence, intimate partner violence or stalking
 - Contacting a CRA
 - Academic Changes: Center for Student Success, 207.992.1934
studentsuccess@husson.edu
 - Campus Housing Changes: Director, Campus Life, 207-941-7910, reslife@husson.edu
 - Campus transportation:
 - Safety & Security 207-941-7911
-

- Student Life 207-941-7107
- Campus Work arrangements: Human Resources 207-941-7131
- Leave of absence: Dean of Student Success 207.992.4940
holsapple@husson.edu
- Protection Orders:
 - Safety & Security 207-941-7911
 - Bangor Police Department dial 911 or 207-947-7382
 - State – Maine State Police – dial (207) 973-3700 or 1-800-432-7381 Ext. 9

University resolution processes:

- Formal Title IX Complaint: full policy can be found on the University's website and the Student Handbook
- Informal resolutions can take many forms, depending on the particular circumstances of the dispute. Examples include, but are not limited to: facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a Respondent; apologies; sanctions against a Respondent or requirement to engage in specific services; or Supportive Measures.

The University must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the University. Any such signed agreement is final and binding according to its terms.

Investigation Process:

1. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 2. Allow the parties to have their advisor at all meetings or proceedings. The advisor may not make any statements or otherwise advocate on behalf of the party during any meeting or proceeding, except with regard to the live hearing, as described below.
 3. Allow the parties to identify fact and expert witnesses, and submit evidence.
 4. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 5. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the hearing, send the report to the parties and advisors (if any) either in hard copy or electronically, for their review and written responses.
 6. The University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Reporting and responding parties will receive a copy of the appropriate policy.
 - Reporting and responding parties will be informed in writing of the results of a disciplinary proceeding not later than 7 business days after a final determination of a complaint, not including time for appeal except for good cause.
 - Reporting and responding parties must be informed of the process, if any, for appealing the decision.
 - The University's disciplinary proceedings may not serve as a substitute for the criminal justice process.

Remedies and Sanctions:

The following are examples of the types of sanctions that may be imposed on a Student Respondent when there is a determination that the Student Respondent is responsible for one or more violations of this policy. Sanctioning decisions will be based on relevant factors, including but not limited to: the nature of the conduct at issue; any prior disciplinary sanctions imposed on the Respondent based on a previous finding of responsibility for misconduct; the Respondent's willingness to accept responsibility for their actions; and previous University responses to similar conduct.

Warning: A formal written statement that the student's behavior was unacceptable and a warning that future violations of University policies and rules will result in more severe action.

Probation: A formal statement that any future violations of University policies and rules will result in possible suspension or expulsion. Terms of the probation will be specified and may include denial of social privileges; exclusion from activities; housing restrictions/loss; referral to counseling or other supports; and/or other measures deemed appropriate.

Suspension: Termination of student status for a defined period, or for an indefinite period with the right to re-apply after a specific length of time. Suspension may include specific conditions for the student's return. A student returning from suspension remains on disciplinary probation for the remainder of the student's Husson career. Other restrictions may be imposed as deemed appropriate.

Expulsion: Permanent separation from the University.

Withholding Diploma: The University may withhold a student's diploma for a specified period of time and/or prohibit participation in commencement and activities associated with commencement if the student has disciplinary charges pending, or as a sanction if the student is found responsible for an alleged violation.

Revocation of Degree: In extraordinary circumstances, the University reserves the right to revoke a degree awarded by the University for Sexual Harassment committed by a student prior to graduation if a finding of responsibility is not concluded until after graduation or in other aggravating circumstances.

Other Actions: Such other actions that may be deemed appropriate. Examples include, but are not limited to:

- Mandated counseling (including substance use counseling).
- Mandated training on, for example, sexual or relationship sensitivity, sexual harassment awareness and prohibitions.
- No contact order(s).
- Changes in academic schedules.
- Apology.
- Volunteer or community service requirements.
- Facilitated meeting with Complainant and/or other affected individuals (only with agreement of Complainant and other affected individuals).
- Campus or community service.
- Housing sanctions (including, but not limited to, reassignment, or loss/revocation/restriction of privilege to live in University housing or specific types of housing, alteration of status in housing lottery).
- Loss of existing, or loss of opportunity for leadership positions, campus employment, extracurricular activities and/or off-campus study.
- Loss of social privileges, such as the ability to attend or participate in social or extracurricular activities and events.

Confidentiality:

The University will not publicly disclose the identity of the reporting or responding parties, except as necessary to carry out a disciplinary proceeding or as otherwise permitted under state or federal law.

Notice to proceed:

The University shall provide a reporting party and a responding party with written notice of the University's decision to hold a disciplinary proceeding regarding an allegation of sexual violence, intimate partner violence or stalking sufficiently in advance of a

disciplinary proceeding. However, a notice to proceed with a disciplinary proceeding shall not be given less than fourteen (14) days prior to any hearing or adjudicatory proceeding so as to give the reporting party and responding party with the opportunity to meaningfully exercise their rights.

The University's notice to proceed with a disciplinary proceeding must provide due process, which includes, but is not limited to: notice of the allegations against the responding party; any alleged violations of this policy, including definitions of alleged misconduct, as applicable; notice of the potential options for resolving the disciplinary proceeding, including a summary of the procedures for each disciplinary proceeding option; and, any sanctions that may be imposed upon a finding that the responding party engaged in the conduct alleged in the notice to proceed.

Any disciplinary proceeding undertaken pursuant to this policy shall be prompt, fair and impartial, and include the opportunity for both reporting and responding parties to present witnesses and other evidence.

Any disciplinary proceeding undertaken pursuant to this policy shall provide the same rights to the reporting and responding parties as set forth in the University's Title IX Sexual Harassment Policy, including the right to cross-examine witnesses and present evidence.

RESIDENCE LIFE POLICIES & PROCEDURES

HOUSING & BOARD AGREEMENT

All students living in the residence halls must sign a HOUSING & BOARD AGREEMENT and agree to abide by its terms. You can find the agreement at https://husson.datacenter.adirondacksolutions.com/husson_thdss_prod/login. 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 HOUSING & BOARD AGREEMENT

Students who withdraw from the University should meet with The *Student Success Center* and must turn in his/her room key and student ID card to the Residence Life Office. A refund credit will be prorated on the room and board charges in accordance with the Husson Tuition Reimbursement schedule, 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 after Husson tuition deposit is paid.

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 students, room changes will not occur until after the first two weeks of each semester and until all avenues of negotiation and mediation 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 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 21 years of age upon the start of the semester
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 them 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.

RESIDENCY RELEASE REQUESTS

RESIDENCY RELEASE REQUEST FORM may be submitted to the Residence Life Office, 104A Peabody Hall. The Residence Life Office 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 HOUSING & 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 HOUSING & BOARD AGREEMENT based on the following structure:

July 1 – July 31 - \$500

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

After Classes begin - \$1000 & pro-rated room & board costs according to University Tuition Refund Schedule

<https://www.husson.edu/financial-aid/keeping-your-financial-aid>

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 Darling Learning Center and in each Townhouse unit. Vending machines are conveniently located in each traditional residence hall and Darling Learning Center. Inoperative washing machines and vending machines should be reported to the Residence Life Office or Resident Director.

Internet/Wi-Fi

Wi-Fi is available throughout the residence halls and campus.

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 Darling Learning Center 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, private rooms, 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.

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 Residence Life Office 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. **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.

2. **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 Student Conduct Code. 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.
3. **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 Residence Life Office.

University reserves the right to terminate this agreement for reasons relating to the safety and well-being of students, faculty, staff, or property of the University.

4. **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:
 - Select a roommate of his/her choosing.
 - Anticipate that a new roommate will be assigned to the room.
 - Move into a room where a roommate is needed.
 - Request to buy out the single room (space permitting)

5. **Guest Policy**

OVERNIGHT GUESTS – 18 AND OLDER

- A resident student may host no more than two (2) overnight guests for a maximum of two (2) consecutive nights within a 10 day period.
- All visitors staying in a Husson University residential building must be accompanied by their host at all times.
- A staff member of Residence Life will review requests Monday through Friday during normal business hours. Requests should be made at least 48 hours in advance of the requested date.
- 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 <https://www.husson.edu/student-life/assets/guest-registration-form.pdf>. Underage Guest Permission Form. This form must be completed no less than 48 hours in advance and returned to the Residence Life Office 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 Residence Life Office 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.

*The Residence Life Office reserves the right to restrict the Guest Policy at any time for reasons of health and safety.

6. **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 ensure 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.
7. **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.

8. **Non-Contract Break Periods:** In the interest of security, the University reserves the right to secure all residence halls during University break 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 Residence Life Office. Due to the duration of winter break, spring break, and summer recess, there is an additional fee as determined by the Residence Life Office. 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. This fee will be placed on their student account. Meals are not provided during approved early arrival or late departure.
9. **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.
10. **Storage:** The University does not provide storage facilities for students' personal possessions.
11. **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 Residence Life Office. 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 \$50 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.

12. **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).
13. **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.

14. **Electrical Appliances:** 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. See what to pack list.
15. **Signs:** Students are not permitted to put signs of any type in any window of a University owned residential facility.
16. **Bunking Beds:** Students are permitted to bunk their beds in the residence halls, using pins provided by the Residence Life staff. Students must un-bunk the beds at the conclusion of their residency.
17. **Furniture:** Students cannot remove furniture from the rooms/suites or remove lounge furniture for personal use.
18. **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 Residence Life Office 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 Residence Life Office. 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.
19. **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. The 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 otherwise, 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.

Updated; August 23, 2024