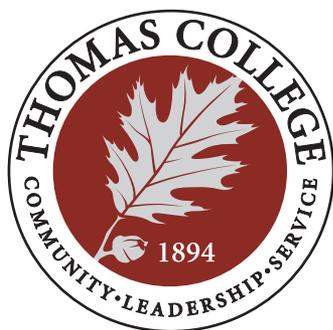


Thomas COLLEGE

“Those we serve are the foundation of our future.”



*Student Handbook
2011-12*

THOMAS COLLEGE

Mission and Vision

“Those we serve are the foundation of our future.”

Thomas College prepares students for success in their personal and professional lives, and for leadership and service in their communities. Thomas provides a supportive learning environment that values the needs and goals of individual students. At Thomas, students discover and fulfill their unique potential. Each program at the College promotes professional excellence, informed by ethics and integrity.

Thomas aspires to be a regional leader in business and liberal arts education. The College is committed to quality teaching and to the application of technology at both the graduate and undergraduate levels. Thomas offers broad opportunities for professional development and promotes economic prosperity through long-term community partnerships.

Diversity Statement

Thomas College is committed to promoting a diverse community in an atmosphere of mutual respect. We recognize and appreciate diversity in relation to race, color, national origin, religion, sex, sexual orientation, gender identity and expression, veteran status, age, socioeconomic status, and disability. Prominent among the values that define the Thomas College community is civility, which includes mutual respect, fairness, and appreciation of differences. All members of the college are called upon to promote and value this ethic of common respect and civility.

College Colors: Black/White/Red
College Mascot: Terrier

Table of Contents

The Student Handbook is intended as an introduction to Thomas College for new students and as a reference manual for upper-class students. We hope the Handbook will help you find your way around campus and assist you in discovering resources to expand your intellectual, social, emotional, and physical growth. Since this is a reference manual, it may not include complete information. We hope that you will use it to find your way to the people who can provide you with more information.

The Student Handbook is produced by the Student Affairs Office. Material was supplied by a number of departments, individuals, and offices of the College and was accurate at the time the copy was sent to the printer. Given the changing and developing nature of the College, complete accuracy past the date of compilation – July 2011 – cannot be guaranteed.

Thomas College Calendar	4
Student Services	6
Academics	22
Student Conduct Code	33
Policies and Procedures	36
Residential Life	67
Timecard Schedule	83
Staff and Departments	84
Office Hours	85
Faculty Directory	86
Athletic Schedules	87
Waterville Directory	92
Index	94

Important Phone Numbers

College Main Switchboard	859-1111
Public Safety Office & Emergency Number	859-1399
Health Center	859-1401
School Cancellation	859-1140
Student Affairs Office	859-1243

THOMAS COLLEGE CALENDAR 2011-2012

August 2011

- 26 Friday Orientation/New Students arrive/move-in
- 27 Saturday Orientation continues for new students
- 28 Sunday Orientation continues – Some administrative offices open 9 a.m.-1 p.m.; Returning residents move-in
- 29 Monday Classes Start – Day, CED & Graduate

September 2011

- 5 Monday Labor Day – No Classes
- 6 Tuesday Last day to add/drop courses – Day
- 13 Tuesday Last day to drop courses – CED & Graduate
- 23 Friday Freshmen early warnings – Day

October 2011

- 10-11 Mon-Tues Columbus Day Break (no classes – Day only)
- 14 Friday Mid-semester warnings due – Day
- 15-16 Sat-Sun Family Weekend

November 2011

- 1 Tuesday Last day to drop a class – Day
- 11 Friday Veteran's Day Observance (no classes – Day, CED & Graduate)
- 14-18 Mon-Fri Pre-registration for spring semester – Day
- 17 Thursday Last day of T-THR classes – CED/Graduate
- 21 Monday Last day of Mon. classes – CED & Graduate
- 22 Tuesday Residences Close at 7:00 p.m.
- 23-25 Wed-Fri Thanksgiving Vacation (no classes – Day)
- 27 Sunday Residences Reopen at Noon
- 28 Monday Classes resume – Day

December 2011

- 9 Friday Last day of classes – Day
- 11 Monday Final examinations begin – Day
Residences Halls close 24 hours after last final exam or by 7:00 p.m. on Friday, Dec. 16th (whichever comes first)
- 16 Friday Final examinations end – Day
- Friday Residences Close at 7:00 p.m.
- 23 Friday Fall semester grades due by noon – Day

January 2012

- 2 Monday Classes start – CED & Graduate
- 7 Saturday New students arrive/move-in
- 8 Sunday New Student Orientation/Returning residents move-in
- 9 Monday Classes start – Day

13	Friday	Last day to drop/add courses – CED & Graduate
16	Monday	Martin Luther King Day (no classes – Day only)
17	Tuesday	Last day to add/drop courses – Day

February 2012

17	Friday	Mid-Semester Warnings – Day Residences Close at 7:00 p.m.
20	Monday	President's Day
20-24	Mon-Fri	Winter vacation (no classes – Day only)
26	Sunday	Residences Reopen at Noon
27	Monday	Classes resume – Day

March 2012

16	Friday	Last day to drop courses – Day
22	Thursday	Spring term ends – CED & Graduate
23	Friday	Residences Close at 7:00 p.m.
26-30	Mon-Fri	Spring vacation (no classes – Day, CED & Graduate)

April 2012

1	Sunday	Residences Reopen at Noon
2	Monday	Summer I Term classes begin – CED & Graduate
2	Monday	Classes resume – Day
9-13	Mon-Fri	Pre-registration for fall semester – Day
13	Friday	Last day to drop courses – CED & Graduate
27	Friday	Last day of classes – Day
30	Monday	Final examinations begin – Day Residences Halls close 24 hours after last final exam or 7:00 p.m. on Friday, May 4th, (whichever comes first)

May 2012

4	Friday	Final examinations end – Day; Senior grades due Residences Close at 7:00 p.m. for all undergraduates
11	Friday	Commencement rehearsal
12	Saturday	Commencement – Day, CED & Graduate Residence Halls close for all graduating seniors by 5 p.m.
28	Monday	Memorial Day (no classes – CED & Graduate)

June 2012

TBA	Saturday	New Student Pre-Registration/Orientation Day
25	Monday	Summer I Term classes end – CED & Graduate

July 2012

2	Monday	Summer II Term classes begin – CED & Graduate
---	--------	---

August 2012

23	Thursday	Summer II Term classes end – CED & Graduate
----	----------	---

*Students in the Accelerated MBA program will follow the academic calendar for Day students.

STUDENT SERVICES

ATHLETICS

(1st Floor Administration Building: Deb Biche, Director, Ext. 404)

Mission

The mission of the Athletic Department is to provide those involved the opportunity to further their personal development and leadership through sport. In doing so, the Department of Athletics, while striving toward competitive achievement, will consistently reflect and reinforce integrity, responsibility, respect, honesty, perseverance, sacrifice and commitment all of which may be difficult to obtain in a traditional learning environment. Additionally, they strive to recruit and retain student-athletes that will successfully integrate into all aspects of the college learning experience and that reflect the same academic profile of the student body as a whole both upon entrance to the college and upon graduation.

Support of the College's Mission and Vision

The Department of Athletics supports the institutional mission and vision by recruiting student-athletes that are a "good fit" with the College's learning environment and academic offerings. As an extension of the traditional learning environment, the Department of Athletics reinforces the values and characteristics necessary for success both while on campus and after graduation. Finally, they support the full integration of student-athletes into the campus community from entrance to graduation.

CAMPUS SECURITY/PUBLIC SAFETY

(Lobby of GPH Residence Hall: Louann Dustin-Hunter, Chief, Ext. 399)

The Public Safety Office is responsible to ensure reasonable protection of persons, property, and facilities of the College. Public Safety is staffed 24 hours a day, seven days a week, 365 days a year. Public Safety is responsible for law and policy enforcement, security of facilities, and emergency response. This office is also responsible for campus motor vehicle registration, maintaining the campus lost and found, and monitoring the campus parking guidelines. The Chief of Public Safety is part of the Student Affairs Staff, which strives to provide a safe and healthy campus environment.

Campus Crime Report

The Jeanne Cleary Disclosure of campus security policy and campus crime statistics act (Cleary Act) requires all colleges and universities to provide campus crime statistics to current students, faculty, staff, and to prospective students upon request. The Thomas College Security Report is available to the College community by October 1st of every academic year and can be viewed at www.thomas.edu/publicsafety/, or a hard copy is available in the Student Affairs Office upon request.

Communications

The College strongly encourages students to provide mobile phone numbers as a means of communications for emergency contact and notification.

Lost & Found

All items should be brought to or claimed at the Public Safety Office.

Motor Vehicle Registration

All members of the Thomas College community must register their vehicle with the Public Safety office in order to obtain a parking sticker. Place the issued decal on the rear window of your vehicle on the driver's side. If this window is tinted, place the decal on the driver's side of the front window. The fee for parking stickers is \$5/year. Snowmobile and ATV use is not allowed on College property.

To have a vehicle on campus:

- The vehicle must have a valid state registration;
- Disabled vehicles are not permitted to be stored on campus;
- Resident students may only have one vehicle parked on campus (exception: residents can have a motorcycle and a vehicle).

Safety Whistle Program

The safety whistle program is open to all members of the Thomas College community and is sponsored by the Offices of Student Life and Public Safety. The engraved whistles are designed to be attached to a key chain or ID wallet; a whistle is issued once a contract is signed, agreeing to the rules and regulations of the program. Carrying a safety whistle is a significant responsibility and should be used only if you feel threatened or need to call attention to an emergency situation.

Community members who sign out a safety whistle:

- understand that having a safety whistle is a significant responsibility.
- understand that the whistle should ONLY be used if feeling threatened, in immediate danger, or if needing to call attention to an emergency situation.
- understand that to blow this whistle without due cause is a violation of the contract and may result in judicial referral.

Community members who hear a safety whistle or like instrument being blown:

- should do their best to seek help by calling Public Safety immediately (Ext. 399).
- should do their best to seek help by contacting an RA, Public Safety officer, or another Thomas College professional close by.
- should, if able and safe, approach a person blowing the Thomas College safety whistle to ask how they can help.

Blowing a safety whistle or like instrument without due cause may result in a firm judicial sanction. This sanction may include a minimum \$100.00 fine and applies to all Thomas College community members regardless of a signed contract. Any person seeing or hearing a safety whistle or like instrument being blown without due cause should report the incident to Public Safety, a Resident Assistant, or a member of the Student Affairs staff immediately.

Self Defense Classes

The Office of Public Safety offers self-defense classes during the year. Students will be notified by e-mail of the class schedule. Students may also call Public Safety to find out when the next class is being offered.

Snow Removal Policy

On the day when a Snow Removal Protocol is issued by Maintenance, Public Safety will post signs and send an e-mail to students. Students are expected to move their vehicles in order for Maintenance to plow the parking lots by specific times. Vehicles should be moved to the North Parking Lot by the times designated below and should not be returned until Maintenance is done clearing the lot.

- Vehicles in the South Lot must be moved from unplowed sections by 9:30 a.m.
- Vehicles parked in the GPH Lot must be moved by 10:00 a.m.
- Vehicles parked in the Village/Bartlett Lot must be moved by Noon.
- Vehicles parked in the Townhouse Lots must be moved by 2:00 p.m.

Vehicles that are not removed from lots by the designated time will be fined \$50.00. This charge will be assessed to their student account. Students who continue to disregard the snow removal policy may have their parking privileges on campus revoked.

Note: There is no overnight parking allowed in the North Parking Lot.

CAREER SERVICES

(1st Floor Administration Building, Room 125: Richard Grant, Director, Ext. 106)

At Thomas College, we are so confident in our students' abilities, in the quality of our academic programming, and in the career services we provide, the College instituted a Guaranteed Job Placement program in 1999. For students who meet certain academic criteria and who work closely with the Career Services office, we guarantee they will secure employment within six months of graduation.

Thomas students are encouraged early in their college career to identify professional aspirations and plan career paths to reach their goals. Even in the first year of college, we start the conversation with students about skills, interests, abilities and aspirations – all of which gives students direction on their career decisions.

The Career Services office provides students with the resources and tools necessary to successfully complete the career planning and development process while they are at Thomas and continues to offer job search assistance to alumni as a lifetime benefit. One-on-one assistance and workshops in such areas as job search skills, interviewing and interpersonal communication skills, resume preparation, business etiquette, and networking techniques are offered to assist students in securing desired positions. Programs such as internships, mentoring, and job shadowing are an important complement to academic learning through practical work experience.

Working in conjunction with the Library, Career Services ensures that the College maintains a relevant collection of career resources in print. The office collects and distributes helpful information from graduate schools and national student employment organizations, and maintains a webpage with useful career development links. This includes information helpful for students seeking to change careers/majors, negotiate salaries and work responsibilities, résumé writing, and interview skills.

Each semester, corporate and government representatives visit the campus to interview and recruit students. Job postings are available online. A career fair is held annually at Thomas in March, and fairs at other Maine colleges are actively promoted. Thomas College is a member of the Maine College Career Consortium, a cooperative effort by twenty-two Maine schools to offer career information and employment search support.

While there are times when walk-in appointments can be accommodated, it is best if students are able to schedule an appointment. Also, visit the web at Thomas.edu/career, and get in touch via email at CareerHelp@thomas.edu.

COUNSELING SERVICES

(2nd Floor Administration Building, Room 220: Student Affairs Office, Ext. 243)

Personal Counseling

Thomas College makes available to students several options for personal counseling services through both on and off campus referrals. Students seeking this service should contact the Vice President for Student Affairs, who will make the appropriate referral. The Student Affairs staff works

closely with professional counselors in order to help students successfully transition through various academic, interpersonal, and social challenges allowing them to attain their individual goals. Students may seek out counseling services for assistance with issues surrounding: depression, anxiety, and stress; interpersonal skills; family and relationships; personal crisis; grief; self-confidence; conflict resolution and anger management; substance use/abuse; or consultations.

Substance Abuse Counseling & Education

Information about alcohol and drugs is available and free of charge to any member of the College community and can be obtained from the Vice President for Student Affairs, Director of Health Services, campus Counselor, and the Assistant Dean of Students. Any inquiries from a student, who is concerned that they have or might be developing a substance abuse problem, or are concerned about the abuse of another, will be confidential.

DISABILITY SERVICES

(2nd Floor Administration Building, Room 220: Lisa Desautels-Poliquin, Vice President for Student Affairs, Ext. 243)

Upon receiving timely notice of need, Thomas College provides reasonable accommodations for Thomas students with documented physical and other qualified disabilities. To request accommodations, contact the Student Affairs Office for information about College policies.

EMERGENCY LOAN FUND

(1st Floor Administration Building, Room 102: Student Financial Services, Ext. 105)

Thomas College provides a way for students to borrow up to \$150 from the College when an unexpected expense occurs. In order to receive an Emergency Loan, the student's prior semester balance must be paid in full and satisfactory payment arrangements for the current semester balance must be made. Applications for the Emergency Loan Fund are available in the Student Financial Services Office and subject to approval by the Director of Student Financial Services and the Vice President of Financial Affairs.

FOOD SERVICE

(Student Commons, Dining Center: Jody Pelotte, Director, Ext. 444)

The Dining Center is open to all members of the Thomas College community. Residents are required to be on a semester meal plan. Commuters and other members of the College community can purchase meal tickets. No one is allowed in the dining room unless he or she is paying for the meal through a meal plan, meal ticket, or purchasing a meal at the door. Resident students must present a valid student ID before entering the dining

room at all meals.

- No food, dishes, or utensils are to be taken from the dining room. This includes paper plates. A piece of fruit or a cup of coffee or tea may be taken in a paper cup from the dining room. Any other needs must be directed to the Food Service Director.
- Bag meals are available in place of a meal and will require at least a 24-hour notice.
- Surprise packages are available with a 5-day notice. Visit the Dining Services website at www.thomas.edu/dining/ for more information.
- The College reserves the right to suspend or terminate a student's food contract due to behavior that the staff deems inappropriate. The College will not be held responsible for refunds in the event that a student is prohibited from eating in the Dining Center.
- Anyone caught throwing food or being disruptive will be subject to disciplinary action.

T-Bones

T-Bones is located in the Student Commons and is open Tuesday through Friday 8:00 p.m. to 10:00 p.m. An a la carte menu is available and can be viewed at www.thomas.edu/dining/.

HEALTH CENTER SERVICES

(1st Floor of Grant Residence Hall: Cheryl Daggett, ARNP, Director, Ext. 401)

The Health Center is staffed by a full time Nurse Practitioner. A College physician is available by appointment for a limited time two days a week. Services available through the Health Center include evaluation and treatment for common illnesses and injuries, prescriptions, and preventative health care. Referrals are arranged as needed both on and off campus. In addition, health education and prevention programs are sponsored through the Health Center for all students.

Students must have their completed health records (physical exam* within 12 months of entering the College, immunizations, and medical questionnaire) on file in order to utilize Health Center services. Maine State Law requires that students have completed and updated immunization records, to include 2 doses of MMR and a current Tetanus, Diphtheria (TD within 10 years) on file in the Health Center. The presentation of acceptable proof of immunization or immunity must be made prior to a student's attendance at class or participation in other activities conducted by the College. Students who are not in compliance may be administratively withdrawn from the College.

When the Health Center is not open, students may seek health care for

minor injuries or illness in the local Outpatient/Emergency Department. For severe illness or injury, students can go to the local Emergency Department.

*Student Athletes

Prior to participation in NCAA Intercollegiate Athletics, student athletes will be required to complete all NCAA compliance paperwork and Health Clearance forms with the Athletic Trainer. The NCAA requires that student athletes entering their first year as a participant complete a physician's physical within six (6) months of participation in that sport. Athletic Health Clearance forms and additional information regarding athletics is available on the Thomas College Athletic website at www.thomas.edu/athletics or by contacting the Director of Athletics.

Sports Injury

Thomas College provides athletic training coverage for student-athletes while they are participating in intercollegiate athletics. The Athletic Trainer's office is in the Athletic Training Room located by the Mahaney Gymnasium. In all instances involving injuries, athletes should contact their coach immediately if they are injured and follow up with the Athletic Trainer for treatment.

Student Health Insurance Coverage

Students registered for nine credits or more are required to carry health insurance. A student health insurance plan is available for students without their own health coverage.

International Student Health Insurance

All enrolled international students (F1 and J1 visas) are required to show proof of a United States health and accident insurance, that meets or exceeds the minimums available thru the HTH Worldwide Global Student USA International Insurance Plan (hthstudents.com), before moving into campus housing and/or attending classes (regardless of the number of credits for which they are registered). Students must remain fully covered for the entire time that they are enrolled as a Thomas College student.

- Students are free to select a policy or insurer of their choice as long as the coverage meets or exceeds the minimums available thru the HTH Global Student USA plan. (http://www.hthstudents.com/students/gs_brochure.pdf);
- Students who have a change in policy while enrolled at Thomas must notify SFS immediately.

In addition, international students must have complete and up-to-date health and immunization records on file with the campus Health Center before moving into housing and/or starting classes.

Note: In order for Thomas to accept medical insurance coverage by an insurance company outside the United States, an Insurance Verification Form must be completed by the insurance carrier which verifies compliance with minimum requirements.

IT SERVICES

(1st Floor Administration Building in the Library: Chris Rhoda, VP for Information Services, Ext. 124)

The College has dozens of servers running the Windows 2008R2 Server Operating system. Students have access to the servers from over 110 networked personal computers or Windows terminals on campus, in residence hall rooms, and through any Internet connection. Integration with smartphones or PDAs is available. Software available on the Windows servers includes Exchange, SQL Server, Internet Information Server (IIS), Systems Center, Lync (IM), Google Apps and Moodle course management software.

Each student is assigned an account on our server with access to e-mail, Moodle, IM, the College Intranet, the College InfoNet and the Internet. A web-based student information system called the Thomas InfoNet provides access to class schedules, student grades, student bills, classmate lists, and other information. Internet access is provided by a T3 line to the Internet backbone. The PC labs at Thomas are comprised of Microsoft Windows 7 PCs with Microsoft Office 2010. Google Apps is used for ePortfolios.

Students have access to laser and color printers in academic and residence hall spaces. Other hardware includes interactive LCD projectors, scanners, video cameras, DVD-RW, and multi-media equipment. Software available for the personal computers involves many MS Windows based packages including MS Office Professional Plus 2010 (Outlook, Word, Excel, Access, PowerPoint, and Publisher), Expression Studio, Visual Studio, Project, Visio, and many programming languages.

A Microsoft Campus Agreement allows undergraduate and graduate students to use any version of Windows, Office (Windows or Mac), and Visual Studio for no additional cost while taking courses at the College. Students using computers on-campus are also provided with Forefront Endpoint Protection antivirus and anti-spyware software.

Computer facilities are staffed by three full-time staff and fourteen part-time work-study students including twelve service desk staff and an office assistant. These facilities are generally open Monday through Thursday from 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 4:30 p.m., Saturday 1:00 p.m. to 4:00 p.m. and Sunday 3:30 p.m. to 10:00 p.m. 802.11/a/b/g wire-

less network access is provided throughout campus. Residence Hall rooms also have secure high-speed wired local area network connections, VoIP direct -dial telephone extensions with voice-mail (for a fee), and over 55 channels of cable TV services. A student affairs channel is available on lobby monitors around campus and on YouTube. Residence Hall computer labs and printers are accessible 24 hours a day and 7 days a week for students living in the building or area. Student access from off-campus is available through the Internet using Remote Desktop and other services.

Discounted rates are available to Thomas students for various software, hardware and services detailed on the student InfoNet system.

JUDICIAL REVIEW BOARD

(1st Floor Administration Building, Room 110: Joe Donato, Advisor, Ext. 237)

The Board is comprised of nine students: three sophomores, three juniors, and three seniors, who are approved by the Student Senate. This nine-member panel hears cases of alleged major violations of the Conduct Code or cases referred by a Judicial Officer. Using a standard of preponderance, the Judicial Review Board has the authority to determine whether or not a violation of campus policy has occurred and to recommend sanctions to the Vice President for Student Affairs in accordance with the severity and nature of the action.

LIBRARY SERVICES

(1st Floor Administration Building: Lisa Auriemma, Director of Library Services, Ext. 233; TBA, Assistant Librarian, Ext. 234; Tom Carmines, Service Desk Technician, Ext. 204)

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 18,000 in-house print and media items, the Library offers 24/7 on- and off-campus access to general and discipline-specific online resources containing abstracts, full-text articles, and e-books. The Library collection includes a wide variety of computer and audio-visual equipment available for short-term loans to students for course-related activities, such as digital video camcorders, microphones, laptop computers, and video-data projectors. Any student with a valid Thomas College ID card may borrow materials from the library.

The main floor of the Library contains computer workstations, printers, scanners, video collection, reference material, a student conference room and the Service Desk. The upper level of the Library holds the circulating print collection, workstations, group study tables, a group study room and

a lounge. Computer workstations and study areas are available to encourage the use of library professional staff for group or individual assistance in the use of online and print resources, computer applications, and general research techniques.

Reciprocal borrowing agreements exist between Thomas College and a number of Waterville-area libraries. Holders of a valid Thomas College photo ID card may borrow items from Waterville-area libraries on a walk-in basis. Students may also request interlibrary loan items that are available through the MINERVA consortium as well as members of the Maine INFONET consortium via the Thomas Library online catalog. Traditional interlibrary loan is available for borrowing materials from libraries outside of the State of Maine.

A short distance from the Thomas College campus, the city of Augusta is home to the Maine State Library, the Maine Law & Legislative Library, the University of Maine at Augusta Library, and the Lithgow Public Library. Anyone may enter and use materials on site at these libraries; Maine residents may borrow material from the Maine State Library and the Maine Law & Legislative Library at no charge.

Holiday, vacation, and summer hours vary and are posted on the library doors and on the library website under the “About the Library” link.

Borrowing Rules

All library materials are checked out and returned to the library at the Service Desk.

Books borrowed from the library are due on the last day of classes for each semester or trimester in which they were checked out; books are subject to recall before the semester or trimester due date. Students have ten days from the date of the recall notice to return a recalled book without penalty. Videocassettes and DVDs are due seven days from date of checkout.

Books, videos, journals, photocopies, and other materials assigned by instructors as required or suggested course supplements are placed on reserve, and are stored behind the Service Desk. To ensure ready and consistent student access to materials, reserve materials may not be removed from the library.

Audio-visual equipment and computers are borrowed by the hour from the library and are due back by the end of the approved loan period. All equipment must be returned before closing on the day the item was borrowed.

Due dates for Interlibrary Loan items vary by the lending library and are determined at the time of check out at the Thomas College Library.

Fees & Fines Policy

The purpose of the Fees and Fines Policy is to encourage the prompt return of borrowed library materials and equipment so that they can be available for use by other library patrons. In general, the policy applies to materials and equipment borrowed from the Thomas College library, to recalled materials and to all categories of borrowers: students, faculty, staff and others. When materials are needed by another borrower, the Library sends a recall notice to the current borrower with a new due date, which supersedes the original due date.

A borrower's responsibility does not end until material has been returned and discharged by the library service area. Return receipts are available upon request. Please keep in mind that it is also a borrower's responsibility to understand what will occur if borrowed items become overdue, damaged, or lost. Questions should be addressed to library personnel.

Borrowers are expected to respond to all library recall and fine assessment notices. Please report any discrepancies promptly to the library service area from which the material was borrowed. Fines will be tiered, based upon length of time overdue. All fines shall be non-refundable. If an item has been overdue more than 48 hours, the information will be sent to Student Financial Services to be billed for replacement plus all fines. Student library users are subject to the following schedule of fees and fines.

Fines Schedule

- Regular circulating materials (books and movies) - \$1.00 per day, with a maximum of \$10.00 per item.
- Recalled materials - \$5.00 per day, up to a \$50.00 maximum.
- Reserve items - \$5.00 per hour, up to \$25.00 per day.
- Interlibrary loans – overdue fees vary by the lending libraries; some libraries may charge a flat fee of up to \$70.00 for each unreturned item.

Lost, Damaged or Unreturned Items

- The fee for lost or damaged books, DVDs or VHS tapes can be up to \$75.00 per item, plus a non-refundable \$10.00 processing fee. If the replacement cost of an item exceeds the \$75.00, the user will be charged the full replacement cost of the item plus the processing fee.
- If recalled materials are not returned at the time the maximum fee is reached, the user will also be billed for the cost or replacement.
- Users who remove Reserve items from the library will be charged the full replacement value of the item plus a non-refundable \$10.00 processing fee.

-
- Students who do not return inter-library loan materials will be charged a replacement and processing fee set by the lending library.
 - Damaged inter-library loan materials are subject to the same replacement charges as items not returned.
 - Exceptions to the fine schedule may be made at the discretion of the Director of Library Services.

Circulating Equipment

The equipment available for loan to Thomas College users supports classroom and academic activities and institutional programs. This equipment is loaned on an hourly basis. Late fines for audio-visual and computer equipment are calculated at the following rate:

- For every hour equipment is overdue, users will be charged \$5.00 per hour up to a maximum of \$50.00 per day.
- Cords and peripherals will also be billed if not returned before 48 hours of overdue status. At the same time, a non-refundable \$10.00 processing fee shall be added to the patron charges.
- Damaged or unreturned items will result in a bill to the user for the full replacement value of the item plus a non-refundable \$10.00 processing fee (for the cost of replacement).

Abuse of Privileges, Theft or Mutilation

The Thomas College Library may suspend privileges to any user who regularly fails to return materials or equipment in a timely manner and/or may seek criminal prosecution or civil sanctions in cases of theft or mutilation of library materials.

RECREATION AND INTRAMURAL PROGRAMS

(Harold Alfond Athletic Center: James Delorie, Director, Ext. 183)

The purpose of the Harold Alfond Athletic Center is to provide recreation and intramural opportunities to Thomas College students. Programs and activities that promote fitness, health, and wellness are the primary focus. Competitive and non-competitive activities serve to promote good sportsmanship, respect for self and others, and teamwork. Learn more about the Department of Recreation & Intramural Program's offerings at: <http://www.thomas.edu/rec>.

All users of the Athletic Center must have a liability form signed and on file with the Director before they use the facility. The liability form can be found online or at the Front Desk of the Athletic Center.

RESIDENTIAL LIFE AND HOUSING

(Student Affairs Office: Hannah Gladstone, Assistant Dean of Students, Ext. 243)

The Residential Life and Housing Office is designed to provide a healthy environment in which to live and to learn. A Residence Life Team comprised of the Assistant Dean of Students, professional live-in staff members, and Resident Assistants work with students to accomplish this goal. A member of professional staff within Student Affairs is on pager 24 hours a day during times when residences are officially open. Questions regarding housing, roommates, Housing Lottery, placement, etc. should be directed to the Assistant Dean of Students.

STUDENT LIFE/ACTIVITIES

(2nd Floor Administration Building, Room 220: Hannah Gladstone, Assistant Dean of Students, Ext. 216)

The Office of Student Life/Activities seeks to enhance the out-of-classroom experience for all students. The Assistant Dean of Students works with students to collaborate and empower them to take an active part in developing the social, cultural, intellectual, physical, and outreach programs on campus. Opportunities for leadership development are designed to assist students with their personal and professional goals. Students are encouraged to take part in campus activities and leadership and service opportunities. There are many ways to get involved in campus life and new members and ideas are always welcome.

Student Clubs and Organizations

The clubs and organizations available may vary from year to year depending on student interest. Contact the Assistant Dean of Students if you have a need or interest that is not being met by any of the current active clubs and organizations.

- Accounting Society: Prof. Peter Gilbert, Advisor
- Alpha Chi Honor Society: Prof. Betty-Jane Meader, Advisor
- A.S.S.I.S.T. (A Society of Students in Service Together): Hannah Gladstone, Assistant Dean of Students, Advisor
- CAB (Campus Activities Board): Hannah Gladstone, Assistant Dean of Students, Advisor
- Campus Crusade for Christ: Rebecca Kane, Advisor
- CETC (Contemporary Entertainment and Technology Club): Prof. Judy Hansen-Childers, Advisor
- Criminal Justice Club: Prof. Steven Giorgetti, Advisor
- Dance Group: Michelle Pratt, Director
- Education Club: Prof. Wallace Alexander, Advisor
- Entrepreneurship Club: Dr. James Libby, Advisor
- Environmental Awareness Group: Prof. John Joseph, Advisor

-
- Ice Hockey Club: Advisor: TBA
 - Intramurals: James Delorie, Director of Recreation and Intramurals
 - Investment Society: Prof. John Joseph, Advisor
 - Judicial Review Board (selected): Prof. Joe Donato, Advisor
 - Kappa Delta Phi Fraternity: Prof. Al Souza, Advisor
 - Orientation Leaders (selected): Lisa Desautels-Poliquin, VP for Student Affairs and Hannah Gladstone, Assistant Dean of Students
 - Peer Mentors (selected): Kirsten Capeless, Peer Mentoring Coordinator
 - Phi Beta Lambda (PBL): Prof. Roberta Tibbetts and Ryan Connon, Advisors
 - Student Ambassadors (selected): Corey Pelletier, Asst. Director of Admissions
 - Student Advisory Council (SAC): Andrea Theborge, Assistant Athletic Director & Prof. Don Cragen, Advisors
 - Student Senate: Hannah Gladstone, Assistant Dean of Students, Advisor
 - Theater (Thomas College Players): Margaret Matheson, Director
 - Yearbook (The **Thomsonian**): Hannah Gladstone, Assistant Dean of Students, Advisor

Pledging: Enrolled students are eligible to pledge a fraternity or sorority only after they have completed a minimum of 12 college credits, earned a minimum cumulative grade point average of 2.0, and have approval through the Student Life Office.

Performing Arts

The performing arts initiative at Thomas College includes both Dance and Theater. The Dance program includes lessons and classes at least twice a week under the direction of a trained Director. Students participating in the Dance Program can informally attend classes, participate in advanced classes (as approved by the Director), be a part of half time performances at home basketball games and perform in the Spring Dance Recital/Show.

Theater, better known as the Thomas College Players, meets regularly and prepares and performs live performances for the campus and Greater Waterville community in productions on campus in both the fall and spring semesters. Students interested in theater are encouraged to get involved. Participation is needed behind the stage as well as set preparation, acting, lighting, costumes and other positions depending on the production.

Yearbook (*Thomsonian*)

The **Thomsonian** is created for students by students. It offers opportunities for experience in photography, layout design, sales, and many other production positions. Each student at Thomas College receives a yearbook. If a student does not wish to receive a yearbook, the student must sign and

return a waiver slip by September 10, 2010 (new students for spring semester must sign and a return waiver by January 14, 2011) requesting that the yearbook charge be removed from his/her bill. Waivers received after the deadlines will not be processed and the yearbook charge will remain on his/her bill. Yearbooks are distributed in the fall to returning students and are mailed to graduated seniors.

STUDENT SENATE

(2nd Floor Administration Building, Room 220: Hannah Gladstone, Advisor, Ext. 216)

The Student Senate represents the general welfare of the students at Thomas College. It keeps the faculty and administration informed of student opinion and reactions concerning the needs of the students. It also provides funding for a diverse program of social, cultural, educational, and recreational activities to the Thomas College community as well as programs to help meet the needs of the student body.

The Student Senate officers consist of elected offices of President, Vice-President, Treasurer and Secretary. The Treasurer is elected under the advice of the advisor. Officers must be Senate members for at least one year. Student Senate members include two representatives from the freshmen/sophomore/junior/senior classes that are elected at large by their respective classes, and one commuter representative elected at large by the student body.

Student Senate is also responsible for allocating programming funds to student organizations that are registered with the Student Life Office. Proposals are submitted to Senate and presented during a predetermined meeting during the first two weeks of each semester. Funds must be spent during the semester they are allocated (receipts of funding must be submitted to the Treasurer before the close of each semester). For more information on allocations and use of Senate funds please refer to the Club/Organization Handbook available through the Office of Student Life.

STUDENT SUCCESS CENTER

(1st Floor Administration Building, Room 128: Kirsten Capeless, Peer Mentoring Coordinator, Ext. 209; 2nd Floor Administration Building, Room 205A: Heidi Holst, Director of Tutoring Services, Ext. 205)

The Student Success Center (SSC) offers academic assistance and support to all Thomas students. The center consists of both peer tutoring for all students and peer mentoring for first year students. The staff includes a Peer Mentoring Coordinator, a Director of Tutoring Services, peer mentors, and peer tutors.

Peer mentors help first year students with the transition from high school through their first year of college. Mentors work with students both one-on-one and in group settings to help first year students become active, positive members of the Thomas College community. Peer tutoring and small group study sessions are available for writing, math, economics and finance, business, accounting, psychology, sociology, and science. These services provide students with opportunities to review, prepare for tests, work on papers and other projects, and strengthen skills.

The SSC professional staff also offer academic coaching for students desiring the opportunity to develop study skills, including reading comprehension, note taking, organization, time management, and test taking.

ACADEMICS

(2nd Floor Administration Building: Academic Affairs Office, Ext. 362)

CORE COMPETENCIES

“Those we serve are the foundation of our future.”

“Thomas College prepares students for success in their personal and professional lives, and for leadership and service in their communities.”

~ From the Thomas College Mission Statement

I. Communications

Thomas students communicate effectively and persuasively, demonstrating an awareness of audience and the use of a variety of forms, oral and written, print and electronic. Students demonstrate their creative skills as well as their abilities in organization, presentation, and the development of form and content.

II. Leadership and Service

Thomas students exhibit a command of interpersonal, leadership, and teamwork skills, and demonstrate a commitment to community service.

III. Critical Thinking, Analytical Reasoning and Problem Solving

Students demonstrate the ability to conduct research, to collect, evaluate and organize appropriate information, and to apply analytical, scientific, and mathematical concepts using both traditional and technologically based models. They exhibit an ability to approach questions in a creative and logical manner and to use innovative approaches to problem solving. Students communicate their findings using the appropriate tools for a specific problem or project.

IV. Community and Interpersonal Relations

Thomas students demonstrate an awareness of individual responsibility, and the relationship of the individual to the community and to society. They demonstrate an ability to consider influences such as personality, economics, politics, religion, race, class or gender in issues that affect the individual and the community.

ACADEMIC HONESTY

Students are expected to do assigned work themselves, to write papers in their own words (extensive quoting suggests a failure to master the material), and to cite sources appropriately and accurately.

Taking credit for work not one's own is a serious offense. It can take several forms:

-
1. **Plagiarizing.** According to the 1999 *MLA Handbook*, “To use another person’s ideas or expression in your writing without acknowledging the source is to plagiarize” (30). The *Handbook* continues, “Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, when paraphrasing another’s argument, or when presenting another’s line of reasoning” (30). A student’s failure to properly cite and document sources may constitute plagiarism, even if there is no deliberate attempt or intent to misrepresent the work in question.
 2. **Aiding and abetting plagiarism.** Permitting others to use your work.
 3. **Recycling your own work.** Submitting, without permission, in one course work originally done for another.
 4. **Cheating.** Copying from another student’s exam paper; permitting others to copy one’s work; bringing unauthorized material to exams; accepting or giving unauthorized assistance on coursework and/or assignments.
 5. **Subbing.** Replacing another student, or asking another student to replace you, for the purpose of taking a quiz or exam.
 6. **Altering.** Changing grades or marks on papers or exams; unauthorized use or alteration of College add/drop or other forms.
 7. **Falsifying.** Falsification or fabrication of research results, quotations, facts, and/or references.

Penalties

First offenses of academic misconduct in the context of a course will be dealt with by the course’s instructor. Instructors are expected to inform the Academic Affairs Office of any instance of alleged academic misconduct.

Once a faculty member has made a determination of academic misconduct, students will be informed as soon as reasonably possible of the offense and penalty in writing and may appeal in writing to the instructor within 72 hours. Penalties for the first offense may range from failing the particular assignment at issue to failing the course. A student normally will not be allowed to withdraw from a course to avoid the consequences of a finding of academic misconduct.

Should the student wish to appeal the instructor’s finding of academic misconduct, he or she may file a written appeal with the department chair within one calendar week of the decision of the instructor. After consultation with the instructor and the student, the department chair may deny the appeal (in which case the decision of the faculty member stands) or accept the appeal and recommend an appropriate course of action. (If the faculty member in question is the department chair, the other department

chair will function in his or her capacity during the appeals process. Should the alleged misconduct be reported in a CED or Graduate course, appeals would be referred to the Assistant Dean of Graduate and Continuing Education.)

Should the faculty member or the student wish to appeal the decision of the department chair (or that of the Assistant Dean of Graduate and Continuing Education), that appeal should be made in writing to the Chief Academic Officer within one calendar week of the department chair's decision. The decision of the Chief Academic Officer is final.

Students who are reported to the Academic Affairs Office for an alleged second offense (or any alleged subsequent offense) will have their cases automatically referred to the Academic Affairs Committee for review. In cases where the Chief Academic Officer has been involved in a formal appeal of the incident in question, he or she will be replaced on the committee by the Chief Student Affairs Officer. The Academic Affairs Committee may choose to recommend an additional penalty to include academic disciplinary probation or dismissal.

Decisions of the Academic Affairs Committee may be appealed to the Appeals Board within one calendar week of the decision of the Academic Affairs Committee. Appeals must be based on the basis of new information or when there is reason to believe that proper procedure has been violated, but may not be appealed solely on the basis of dissatisfaction with the sanction. There is no further appeal beyond the Appeals Board.

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 5th ed. NY: Modern Language Association of America, 1999.

ACADEMIC WARNING, PROBATION AND DISMISSAL

Academic Warning

A student whose semester grade-point average is below 2.00 but whose cumulative grade-point average remains 2.00 or higher will receive an academic warning. Students enrolled in 5-year programs with a cumulative GPA below 3.0 may be placed on warning; and students in 5-year programs with a cumulative GPA that drops below 2.0 will be shifted to the corresponding 4-year program.

Academic Probation Guidelines

The Academic Affairs Committee makes decisions about academic probation on a case-by-case basis. The following guidelines are considered (but are not binding):

Four-Year Programs

0-29 earned credits	1.30-1.99
30-61 earned credits	1.75-1.99
Above 61 earned credits	1.90-1.99

Two-Year Programs

0-16 earned credits	1.00-1.74
Above 16 earned credits	1.85-1.99

A student on probation receives a letter from the Chief Academic Officer prescribing cumulative grade-point averages and other conditions that must be met in order to ensure the student's continued enrollment. A student who fails to meet the terms of his or her academic plan may be dismissed from the College unless the Academic Affairs Committee makes an exception because of extenuating circumstances. A probation student who fails to achieve the minimum cumulative grade point average described in the dismissal section below may be dismissed after only one semester on probation.

Satisfactory Academic Progress

The Academic Affairs Committee considers this combination of credits and grade point averages as guidelines for satisfactory academic progress. Any student who adheres to the terms of his or her academic plan is considered to be making satisfactory academic progress.

Four-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30-61 earned credits	Below 1.75
62-91 earned credits	Below 1.90
92 credits or above	Below 2.00

Two-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30 credits or above	Below 2.00

The Academic Affairs Committee will consider for dismissal any student who fails to meet these guidelines for satisfactory academic progress.

Academic Dismissal Guidelines

When, in the opinion of the Academic Affairs Committee, a student is not making satisfactory academic progress, the student may be dismissed from the College, whether or not he or she had been previously placed on

academic probation. Dismissal may occur at the end of any academic term. The Academic Affairs Committee makes decisions about academic dismissal on a case-by-case basis. The following guidelines are considered (but are not binding):

Four-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30-61 earned credits	Below 1.75
62-91 earned credits	Below 1.90
92 credits or above	Below 2.00

Two-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30 credits or above	Below 2.00

In addition, a full-time student who earns fewer than twelve credits per semester jeopardizes his or her good academic standing, financial aid, and right to on-campus housing, and may be dismissed from the College at the discretion of the Academic Affairs Committee.

A probation student who fails to achieve the minimum cumulative grade point average described in this section may be dismissed after only one semester on probation.

A student dismissed from the College for academic reasons may appeal his or her dismissal by submitting a written request to the Chief Academic Officer. At that time, students may present new evidence of their ability to satisfactorily continue their studies. The student may meet with the Chief Academic Officer, at which time the Chief Academic Officer may allow the dismissal decision to stand, reverse the decision, or readmit the student under specific conditions. A student dismissed a second time may not appeal the dismissal, unless the Chief Academic Officer makes an exception.

A student who has been dismissed from the College because of poor academic performance may apply for readmission after one full semester away (not to include the summer session). The Chief Academic Officer must approve the readmission of an academically dismissed student.

Unless otherwise restricted by the Academic Affairs Committee, a student on academic probation is permitted to participate in college activities if the student is making satisfactory academic progress. Any upper-class student-athlete who is making satisfactory academic progress when a sports season begins shall be eligible until the end of the season.

Students, including part-time students and those in the graduate and continuing education division, whose lack of reasonable academic progress (measured by earned credits) cannot be attributed to extenuating, non-academic circumstances (such as military service, medical leave, or financial hardship) may be placed on probation upon review by the Academic Affairs Committee.

Academic Disciplinary Dismissal

Students who violate academic policies or in some other way behave inappropriately in any academic setting may be placed on disciplinary probation by the Chief Academic Officer. Students who violate disciplinary probation will be referred to the Academic Affairs Committee (including the Vice President for Student Affairs) to be considered for dismissal from the College.

Faculty may drop a student from a course because of excessive absences or because of student conduct judged inappropriate by the faculty member.

Graduation Information

The responsibility for meeting the various prerequisite, degree, and graduation requirements rests with the student. It is the student's responsibility to submit an Application for Graduation to the Registrar's Office no later than January of the year in which he or she expects to graduate.

A student who is substantially certain to complete his or her degree requirements during that calendar year will be permitted to participate in commencement exercises in May. Substantial certainty exists when, at the time the degree candidate list is published, the Registrar certifies that in his or her opinion the student will satisfactorily complete the required course work by the end of that calendar year. If the student fails to do so, the degree cannot be awarded. In such cases, the date when the degree requirements are met will be indicated on the student's transcript, and the degree will be awarded the following year.

A graduation fee is charged to the degree candidate during the semester or trimester prior to the intended graduation date and is payable whether or not the student participates in the graduation ceremony.

ATHLETIC POLICY

Thomas College recognizes the importance of intercollegiate athletics in the overall educational and leadership development of its students. At the same time, Thomas endorses the primary importance of a student's classroom activities. Therefore, the College establishes as its policy the following:

Student-athletes and their coaches will make every reasonable effort to provide timely notice to faculty to request permission to miss class, and to make prior arrangements for work, for any sanctioned intercollegiate event for eligible team members. In most cases, faculty should be able to expect 72 hour advance notice of any scheduled event.

Faculty are requested to make reasonable allowances for eligible student-athletes with regards to absences dictated by scheduled competitions, including tournament games. In all cases, the student is responsible for all missed work. Students anticipating the possibility of tournament play should be in contact with faculty to discuss contingency plans for missed work. "Reasonable allowances" are dictated by the specifics of course requirements, a student's overall performance and attendance record in the course, and the timeliness of the student's notification to the faculty member.

In all instances, the primary responsibility for clear communication belongs to the student athlete.

Practices, or attendance at events where the student-athlete is ineligible to compete, are not considered as part of this policy.

RIGHT TO PRIVACY

The purpose of the Family Education and Rights and Privacy Act of 1974 (the Buckley Amendment) is to protect the students with regards to the release and access of student records.

Annual Notification

Students will be notified of their FERPA rights annually by publication in the *Student Handbook*.

Definitions

For the purpose of this policy the following definitions apply:

Student - any person who attends or has attended Thomas College.

Education Records - any record (in handwriting, print, electronic, tapes, films, or other medium) maintained by Thomas College or an agent of the College that is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
2. Records created and maintained by the Thomas College Public Safety for law enforcement purposes.

-
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 4. Records made or maintained by a physician, psychiatrist, psychologist, other recognized professionals, or a paraprofessional, if the records are used only for treatment of a student and made available only to those persons providing the treatment.
 5. Alumni records that contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Disclosure of Educational Records

Thomas College will disclose information from the student's educational records only with the written consent of the student, except:

1. To school officials who have legitimate educational interest in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A school official has legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school upon the student's written request, in which a student seeks or intends to enroll.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported programs.
 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. To organizations conducting certain studies for or on behalf of the College.
 6. To accrediting organizations to carry out their functions.
 7. To parents of an eligible student who claim the student as a dependent for income tax purposes.

-
8. To comply with a judicial order or a lawfully issued subpoena.
 9. To appropriate parties in a health or safety emergency.
 10. Directory information so designated by the College.
 11. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Directory Information

Thomas College designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, web address and other similar information. The College may disclose any of those items without prior written consent, unless the Student Affairs Office is notified in writing.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records.

1. A student must ask the appropriate record custodian of Thomas College to amend a record. In doing so, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. Thomas College may comply with the request or it may decide not to comply. If it decides not to comply, Thomas College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's right.
3. Upon request, Thomas College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Thomas College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Thomas College decides that the challenged information is not

inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Thomas College discloses the contested portion of the record, it must also disclose the statement.
8. If Thomas College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Procedure to Inspect Education Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Students should submit to the record custodian, or an appropriate College staff person, a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record(s) which relate to him/her.

Maintaining of Disciplinary Records

Student Discipline (or conduct) Records are maintained by the Vice President for Student Affairs in the Student Affairs Office. These files are maintained under the Family Educational Rights and Privacy Act (FERPA). All student discipline and related files are held for a period of no less than 3 years after separation from the College. Records may be destroyed at that time. Disciplinary records may be retained for longer periods or permanently if deemed necessary by the Vice President for Student Affairs.

Right to Refuse Access

Thomas College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Thomas College if that application was denied.

-
4. Other records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Thomas College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Thomas College.
2. The student has an unpaid financial obligation to the College.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The College may charge a reasonable fee for copies (the usual rate charged for non-College business as determined by the Accounting Office).

TYPES, LOCATIONS & CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that Thomas College maintains and their locations.

TYPE	LOCATION
Admissions Records , Registrar	Registrar's Office
Alumni Records , Director of Alumni	Alumni Office
Athletic Records , Director of Athletics	Athletic Office
Counseling Records , VP for Student Affairs Campus Counselor,	Student Affairs Office/ Counselor's Office
Cumulative Academic Records , Registrar (current students and former students after graduation or withdrawal)	Registrar's Office
Disciplinary Records , VP for Student Affairs	Student Affairs Office
Financial Aid Application , Student Financial Services Assistant	Student Financial Services
Financial Records , Director of Student Financial Services	Student Financial Services
Health Records , Director of Health Services	Health Center
Placement Records , Director of Career Services	Career Services Office
Progress Records , Registrar	Registrar's Office

STUDENT CONDUCT CODE

STATEMENT OF GENERAL PRINCIPLES

All members of the College are governed by College regulations, local ordinances, and state and federal laws. It is expected that students will conduct themselves as responsible members of the College community and to respect the rights of others in the community. Students are expected to comply with the philosophies and guidelines for living and learning at Thomas College. Thomas College views as unacceptable any behavior which infringes on the right, safety, property, and respect of another person or which impedes the educational process of any member of the College community. Any departure from these guidelines may subject a student to disciplinary action which may include permanent dismissal from the College. In addition, individuals in violation of state and federal laws are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurred on or off-campus.

JURISDICTION

To Whom Policies Apply

The Thomas College Student Conduct Code shall apply to the following:

1. Any person(s) enrolled in any course or program offered by the College.
2. Any recognized student organization or club that is responsible for compliance with College policy, rules, and regulations.
3. Guests of any person, organization or club shall be expected to comply with College rules, policies, and regulations.

The Conduct Code applies for all actions:

1. Occurring on any real property held by the College or on College related real property.
2. Involving College-held or College-related personal property.
3. Occurring at activities pursued under the auspices of the College.
4. Involving any activity that results in a substantial danger of physical harm to persons or property within the College community.
5. Occurring off campus that have a significant impact on campus to the Thomas community or a member of the Thomas community.

Authorized Personnel

Any member of the Thomas community may hold another accountable for policy violations. He/she should contact any of the personnel listed below to file an Incident Report.

- Public Safety Officers

-
- Residential Life Staff
 - Assistant Dean of Students
 - Vice President for Student Affairs

DEFINITIONS

Appeals Board

The Appeals Board is a five member panel made up of **at least 2** Thomas College professors and **at least 1** Thomas College staff member, and 1 student not already serving on the Judicial Review Board. The Appeals Board will only review outcomes referred to them by the Vice President for Student Affairs or Provost in accordance with College policies.

Decisions may be appealed based on the following criteria only: new information that was not available at the time of the original hearing/review that could impact the outcome or when there is reason to believe that proper procedure may have been violated. Decisions may not be appealed solely on the basis of dissatisfaction with the sanction.

The Appeals Board may deny the appeal or uphold the appeal, in which case the original decision may be waived or the original decision may be altered.

The Appeals Board hearing procedure is as follows:

1. Type of Hearing:
 - Student Judicial: an appeal must be submitted in writing to the Vice President for Student Affairs within 48 hours of written notice. [see p. 66 “Appeal Process”.]
 - Academic Honesty: an appeal can be submitted in writing to the Provost within one calendar week of the decision of the Academic Affairs Committee. [see p. 22 “Penalties”]
2. Once either party has submitted an appeal which meets the above criteria, the Appeals Board members will be convened and presented with copies of the documentation. If necessary, the Judicial Review Board advisor will represent the Judicial Board’s decision and process.
3. If required, the persons involved may be asked to present their appeal and why they believe the incident/outcome should be reviewed.
4. The Appeals Board members may question any persons involved.
5. Once the Appeals Board has reviewed all the information, the members will convene and render a decision as soon as possible.
6. The chair member of the Appeals Board will present the Appeals Board’s decision in writing to the Vice President for Student Affairs

or Provost (as appropriate), who will notify the persons involved in writing.

7. The Appeals Board's decision is final.

Appeals Committee

The Appeals Committee of the Judicial Review Board is comprised of the Judicial Review Board Chairperson, the Advisor and one member. This committee shall meet to determine if an appeal to the Judicial Review Board meets the criteria to warrant a review. If the appeal meets the criteria a review hearing will be scheduled with the Board. If the appeal does not meet the criteria the appeal will be denied and the student notified.

College Related Property & College Related Personal Property

Such property as is held by members of the faculty, administration or by other College officers or employees as a direct result of and in connection with their service for the College, and such property as is held by College-approved organizations. College-related personal property shall also include any document or record issued or purporting to be issued by the College.

Incident Report

If a person's actions and/or behavior violate the Conduct Code or other College policies, the Residential Life staff, Public Safety Officers, and any member of the Thomas College community can document a situation in an Incident Report. All Incident Reports are sent to the Assistant Dean of Students and Residential Life professional staff for initial review.

Disciplinary action may result if a violation of the Conduct Code is found to have occurred. Additionally, an Incident Report may be filed whenever a situation arises that appears to offer a significant threat to the health, safety, or well-being of an individual(s) or the campus community.

Judicial Review Board

Alleged violations that are considered major infractions of the Conduct Code or campus safety/policy, repeated minor violations that show a disregard for the Thomas community, or incidents referred by a Judicial Officer are reviewed by the Judicial Review Board. The Board is comprised of nine students who review the incident, determine if a violation of campus policy has occurred, and make appropriate recommendations to the Vice President for Student Affairs for sanctioning. Note: Five or more members shall constitute a quorum.

Judicial Officer

Alleged violations that are considered minor infractions of the Conduct Code, or violations that are disruptive and/or disrespectful where the student behavior is expected to change are sent to a Judicial Officer for review.

The Assistant Dean of Students and the Residential Life professional staff shall serve as campus Judicial Officers. If necessary, the Vice President for Student Affairs may also serve as a Judicial Officer or appoint additional Judicial Officers.

A Judicial Officer will also review incidents during times when the Judicial Review Board is not in session, or at times, incidents referred by the Vice President for Student Affairs.

Real Property

Property held by the College and College-held personal property, which includes property held in any manner, whether owned, rented, chartered, or otherwise engaged.

Sanction

The penalty or penalties subsequently imposed upon an individual, group or club/organization as a result of a violation of the Conduct Code.

P O L I C I E S & P R O C E D U R E S

ATHLETIC POLICY – STUDENT ATHLETE CODE OF CONDUCT

All student athletes are required to sign a code of conduct with the Athletic department which stresses the academic and social responsibilities of being an athlete at Thomas College. This Code of Conduct identifies that Athletics at Thomas is a privilege and not a right of students at Thomas College, therefore student-athletes are held to a higher degree of social responsibility. Misconduct with regard to social aspects of campus life, sportsmanship or other behavior outlined in this Code of Conduct is grounds for action by the athletic department.

CLUB AND ORGANIZATION POLICIES

Advertising on/off Campus

Only those events which have been approved by the Assistant Dean of Students will be permitted to be advertised on campus. All advertisements must be consistent with the information submitted for approval. Advertising should be neat and appropriate, and should not serve as a fire hazard or obstacle to fire exits. Advertisements may not in any way advertise

alcohol or the collection of money for the purpose of purchasing alcohol. Please cooperate to keep our campus looking clean/neat by observing the following guidelines when posting approved advertisements:

Administration Building advertisements may be posted on the bulletin boards designated as **Approved Postings Only** throughout the building. **Advertisements may not be posted on hallway/stairwell/entryway or bathroom doors.**

Harold Alfond Athletic Center advertisements should be posted on **Approved Postings Only** bulletin boards.

Residence Hall advertisements should be placed on bulletin boards and not on the hallway or on the entrance/exit doors. Only critical announcements by the institution may be placed on entry/exit doors.

Student Commons advertisements should be posted on **Approved Postings Only** bulletin boards.

Advertisements should not deface or obscure bulletin boards already on display. Staples or tacks may be used to post approved information on bulletin boards. Postings are not generally to be displayed on painted surfaces (unless special permission is granted); damage to walls or paint may be charged to the sponsoring organization.

Advertisements for off campus events or venues must be approved by the Assistant Dean of Students. Students or outside vendors wishing to post flyers on campus for outside business/services need to be approved and stamped by the Assistant Dean of Students.

Flyers/advertisements to be posted in local venues/communities/otherwise MUST be approved by the Assistant Dean of Students and Communications Office before distribution.

Fundraising Policy

Any student group (including clubs, organizations, classes, etc. - athletic teams should consult the Athletic Director) or individuals, wishing to sponsor a fundraiser on or off campus need to consult with the Assistant Dean of Students. A **Fundraising Application** is to be completed, accepted, and on file (**at least two weeks prior to start date**) in order for the fundraiser to be conducted on or off campus by a student group or individual. All fundraisers must also be approved by the student group's advisor or coach.

All student groups, including classes, wishing to fundraise must be registered with the Student Life Office (Athletic teams do not need to register but are required to consult the Athletic Director). Groups or individuals who fail to follow the Fundraising Policy may be subject to disciplinary action. Contact the Assistant Dean of Students for more information or to learn more about how to organize a fundraiser for your student group.

Funds and Accounts

Only student groups with approval from the Assistant Dean of Students and Accounting Department are permitted to open an account through Student Senate. Approved accounts must include the advisor or an otherwise approved staff member through the Student Life Office.

No individual or advisors should have institution monies in his/her personal account. All fundraising monies should be reported to the Student Life Office for recording. Only recognized, registered group/club/organization may request funding from Student Senate. Student Senate typically receives requests at the beginning of each semester.

Registered groups/clubs/organizations who have obtained/possess money must set up an account with the Thomas College Student Senate. If you wish to learn more about setting up an account with Student Senate, please contact the Assistant Dean of Students. Monies provided by the institution or fundraised by organizations may not be used to purchase alcohol or drugs, promotional materials for alcohol or drugs, or gambling in any form.

Planning Events

Registered student groups need to meet with the Assistant Dean of Students to plan and coordinate any student sponsored event. A group leader must complete the ***Plan of Action*** (POA) form **no later than two weeks in advance**. Approval must be obtained by the advisor, instructor, or coach (excluding athletics) of the group and the Assistant Dean of Students. Completing the POA with approval will recognize and reserve your event on the master activities calendar and on the master campus calendar (if needed). The Assistant Dean of Students will also be able to assist in reserving facilities and additional planning if necessary.

Organizations planning events with alcohol must complete the **Event Registration Form “Request to Serve Alcohol”** 30 days prior to the date of the event. POA and Event Registration Forms may be picked up in the Student Affairs Office.

Registering Student Groups

All student groups must be registered with the Assistant Dean of Students

office in order to be recognized on campus. Registering your group will also allow a group to reserve and use College facilities and vehicles, to post advertisements for events on campus, and for inclusion into the *Student Handbook*. Each student group must register at the start of each semester and only registered groups will be eligible for Student Senate funding. Contact the Assistant Dean of Students for additional information.

Permit for Games of Chance

Games of chance (beano, bingo, etc.) are not allowed in College areas in order to comply with the State of Maine law. Groups may inquire to the Assistant Dean of Students for permitted exceptions for fundraisers. Three months notice is needed to obtain a permit from the Games of Chance State Office.

BICYCLES/SCOOTERS, ETC.

Bicycles, scooters, skateboards, roller blades or roller skates are not permitted to be used inside any campus buildings.

INFORMATION TECHNOLOGY

This statement represents a guide to the acceptable use of the Thomas College computer and network facilities. It is only intended to address the issue of Thomas College computer and network facilities use. In those cases where data communications are carried across other regional networks or the Internet, users are advised that acceptable use policies of those other networks apply and may limit use.

General

1. Computer facilities privileges are only available to current students, faculty, staff and others (as approved by the VP for IS) of Thomas College.
2. Alumni who are taking courses are classified as current students for all policies.
3. Computer/network use priorities are:
 - Scheduled classes
 - Student course related needs
 - Faculty or staff work-related needs
 - Other student/faculty/staff research
 - Other student/faculty/staff use
4. Computer usernames and passwords may only be used by the person to whom the account was issued. Do not share your password with anyone, and do not use anyone else's password. Usage of an account which is not your own will result in both accounts being removed.

-
5. Computer accounts are deleted once a person is no longer a member of the Thomas community.
 6. All use must be consistent with Thomas College's primary goals.
 7. It is not acceptable to use computers and networks for illegal purposes or to install software without owning a software license. Illegal activities will be reported to the proper authorities.
 8. It is not acceptable to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms and viruses, chain e-mail, changing or removing settings, capturing authentication information, and using the network to make unauthorized entry to any other machine accessible via the network.
 9. You must assume that information and resources accessible are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for you to copy or access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.
 10. Games are prohibited except in residence hall and individual student rooms for resident students or in the student commons cluster.
 11. Computers must be configured to use DHCP to get an IP address. Static addresses are not allowed since they conflict with other DHCP users.
 12. Games, chat programs, and other non-course (or for employees, non-work) related programs and materials are prohibited from being stored on the College owned disk drives (X: drives). Any materials found will be deleted.
 13. Music, video, and other non-course (or for employees, non-work) related multimedia feeds are prohibited from being transferred through the College network between 8:00 am and 9:30 pm Monday through Friday due to academic bandwidth needs.
 14. Software, operating system, or hard drive file/folder modifications on college-owned computers (including installation and deletion) must be approved by the Vice President for IT Services. The only exception to this includes faculty and administrative staff installation and upgrades to existing specialized software (examples: faculty courseware, test banks, Winnebago, EDE, and Black Baud). Software that must be installed and maintained by IT Services staff includes the operating system, the web browser, MS Office applications, and antivirus software. Software installed illegally will be removed by IT Services and reported to the appropriate people.
 15. Students printing more than 500 pages per semester will be charged 10 cents per page for each page over 500. The charge will be added

to the student bill. When printing to two sides of a piece of paper, this is considered two pages. To check your printing quantity: <https://www.thomas.edu/intranet/student-pages.asp>.

Email and Other Communication

1. Since e-mail is used as a primary method of communication, all are responsible for checking their e-mail at least weekly.
2. All electronic communication or information, including e-mail messages and files, should not be considered private or confidential.
3. It is not acceptable to transmit threatening, obscene, or harassing materials.
4. Unsolicited e-mail is prohibited **unless**:
 - a. The message is college-related business sent by a faculty or staff member.
 - b. The message is sent to day students only and is approved by the Student Affairs office.
5. Soliciting sales or conducting business using Thomas College computers or networks is prohibited.
6. When using Office Communicator for instant messaging, communication with AOL and Yahoo users may only take place if you have purchased a public IM license.

Academic Computer Labs

1. Food and drink are not allowed in any computer lab.
2. Teaching labs (rooms 122 and 126) give instructors capabilities to monitor, publish, and remote-control student screens.

Residential Connections

1. Connections may not be used to host servers that may be accessed from other PCs outside your residence hall room (including Windows, Linux, or Mac Servers, HTTP (web), SMTP, FTP, gaming, audio, video, music, etc.).
2. Peer-to-peer (P2P) or file-sharing software is allowed as long as excessive bandwidth is not used. Excessive bandwidth is defined as at least one of the following:
 - Over 10% use on a regular basis of your local segment of the network
 - Over 5 GB per day
 - Over 6 connections/threads/downloads at one time
3. Games and “chat” programs may be used during non-school hours unless substantial use causes limitations to academic needs.
4. Telephone modems are not allowed on Thomas College extension phone lines. To use a modem, you must purchase telephone service from a local phone company.
5. Students may have wired switches, routers, or hubs to connect com-

-
- puters owned by them.
6. Students may not have wireless access points due to the potential security risks. Students may not have a personal wireless broadcast device which interferes with college wireless systems.
 7. Students cannot create a connection between our network and another network. One example is a bridge between our LAN and a DSL/cable modem.

Exceptions/Violation of Policy

1. Exceptions must be approved by the Vice President for Information Services during normal business hours.
2. The Thomas College Vice President for Information Services will review alleged violations of this Acceptable Use Policy on a case-by-case basis. Actions may be, but are not limited to, suspension or termination of computer facility and/or network privileges. Egregious violations may be referred to the Vice President for Student Affairs where outcomes may include administrative termination.
3. If suspension or termination occurs, students are still expected to pay any technology fees.
4. Appeals that are academic in nature may be made to the Academic Computer Committee Chairperson for the committee to consider. All other appeals can be submitted to the Vice President for Student Affairs for review by the Judicial Review Board or a Judicial Officer.

DISORDERLY CONDUCT

No person shall cause inconvenience, annoyance, or alarm to any other individual or group by acting in a manner that may be perceived as verbally or physically threatening or insulting. Lewd, loud, inappropriate and/or indecent comments or behavior is unacceptable.

DRIVING ON CAMPUS

Students are expected to operate their vehicles in a responsible manner while driving on campus roads and in campus parking lots. Students are responsible for their vehicle if they loan it to another student or campus guest. Speeds are to be kept at levels in accordance with the posted acceptable limits. Driving on campus walkways or lawn/field areas is strictly prohibited. Pedestrians always have the right of way at crosswalk areas.

DRIVING TO ENDANGER/EXCESSIVE SPEEDING/DANGEROUS ACTS

Excessive speed, riding in the trunk and riding on the outside of a vehicle (includes the roof, back of a pick-up, the hood, tailgates, bumpers, running boards, or doors, etc.) is not permitted on campus. Towing a person on

roller blades, a skateboard, or anything else by a vehicle is also not permitted.

EXCESSIVE TICKETS

Students who accumulate three parking tickets in a given semester will be warned and the next time they are illegally parked their vehicle may be towed at the student's expense. Students with excessive tickets may lose parking privileges.

FAILURE TO ATTEND HEARING

A student must contact the hearing Officer in advance if they are unable to attend a scheduled hearing for consideration to reschedule. Rescheduling of hearings is not guaranteed. Failure to attend a scheduled hearing may result in the hearing being conducted in his/her absence and may also result in an additional finding of Failure to Comply.

FAILURE TO COMPLY

Students are expected to comply with the reasonable request of a faculty or staff member (including Resident Assistants) who is acting within the responsibilities of their job function.

FALSIFYING OR TAMPERING

Students may not tamper with or falsify any College record or official document, the records of official bodies, such as the Judicial Review Board and the Student Senate, or knowingly submit false information to be recorded in official documents or used during a hearing. Any potential violations of this policy may be immediately referred to the Judicial Review Board. If a violation is found to have occurred, expulsion from the College may result.

FIRE SAFETY/CAMPUS SAFETY

The use of candles or incense, smoking indoors, tampering with electrical, mechanical or plumbing systems, creating fire hazards, initiating false alarms or reports, tampering with fire safety equipment, tampering with emergency call boxes, or endangering the safety of persons or property will result in disciplinary action. These unsafe issues may also result in sanctions imposed by the appropriate civil authorities. For the safety of everyone in the community, any person discovering a fire should pull the nearest fire alarm. If the alarm sounds, everyone must vacate the building.

For the purpose of fire safety, BBQ grills may not be used on campus, (with the exception of Dining Services and other approved department events –

at which time grills must be away from buildings and parked cars), and may not be stored in student rooms.

FIREWORKS AND EXPLOSIVE MATERIALS

The possession or use of fireworks or explosives on College property is forbidden. Fireworks and explosives are defined as any substance prepared to produce a visible or audible effect by combustion, explosion or detonation. Any appliances that use combustible materials such as fuel are not permitted. This includes kerosene or gas powered appliances of any nature.

GAMBLING

Gambling is not permitted anywhere on campus. Student organizations desiring to hold a raffle must have the prior approval and permission of the Assistant Dean of Students. No one may engage in any commercial activity, sell items, solicit funds, or sell raffle tickets without the permission of the Assistant Dean of Students.

NCAA Gambling Guidelines

As outlined by the Division III NCAA Manual: Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

HARASSMENT

Thomas College defines *harassment* to be any conduct which has the effect, from a reasonable person's point of view, of interfering with the education or work performance of an individual or group, or creating an intimidating, hostile or offensive learning, work, or living environment. Harassing conduct may include, but is not limited to verbal, non-verbal, written, electronic, or third party actions.

Any physical act or verbal abuse of another individual that is directed at or perceived as offensive in regard to the person's race, ethnicity, gender, religion, age, physical characteristics, or sexual orientation is strictly prohibited by the College.

Prohibited acts of this nature may include, but are not limited to, the following:

1. Denigrating or stereotyping an individual because of his/her affiliation with a group.
2. Using pictorial illustration, graffiti, or other means to demean or slur an individual by making reference to their racial, ethnic, religious, sexual orientation, or gender affiliations.
3. Hostile, intimidating remarks, offensive behavior, spoken or written or physical gestures directed at a person because of race, color, gender, sexual orientation, religion, age, ethnic origin or disability.

Any reported incidents involving harassment of any sort, depending upon the severity of the act(s), may be referred to a judicial officer or the Judicial Review Board.

Acts of intimidation or stalking will be considered a serious community concern, and may result in disciplinary action. **Intimidation** would refer to conduct directed at a specific person (student, staff or faculty) or group with the purpose of creating emotional distress and/or which results in distress for the individual(s). **Stalking** would refer to behavior such as following a person from place to place, causing someone to fear for personal safety or behavior which results in that feeling. Concerns or incidents of harassment, intimidation, or stalking should be reported immediately to professional staff in Residential Life, the Assistant Dean of Students, or the Vice President for Student Affairs.

If the Vice President for Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

HAZING

Hazing is defined as any mental or physical requirement, request, or obligation placed on an individual that causes, or could cause, discomfort; pain; fright; or injury; that is personally degrading; or violates policy or law. The College strictly prohibits any actions of this nature. Any person(s) or organization(s) found in violation of this policy will be subject to disciplinary action which could include disciplinary probation, suspension, or dismissal of the organization or individuals involved.

IDENTIFICATION AND MISREPRESENTATION

Your Thomas College ID card is used to identify who you are and to show proof that you are a Thomas College student. Representing one's self as another person or presenting false identification is a violation of the

Conduct Code. Students should carry their ID card with them at all times and furnish it to a College official upon request.

ILLEGAL PARKING

Students are not permitted to park in the faculty/staff parking lot located behind the administration building, the Dining Center parking lot located behind the Dining Center, visitor lot in front of Administration Building, along the entrance leading to the residence halls, fire lanes, reserved parking spots, or handicap parking areas. Any person found to have violated these policies will be ticketed.

PET POLICY

Pets are not permitted in campus buildings or facilities (exception: service animals, such as seeing-eye dogs, with appropriate and up-to-date documentation). Pets on campus grounds must be kept on a leash at all times and under the direct control of the owner. Pets may not be left unattended to include being tethered on campus or left in a vehicle. People bringing pets to campus are expected to clean up after their pets.

PHYSICAL ASSAULT

Students are expected to conduct themselves in a manner that is respectful of others. Students who participate in any action directed toward another person that results in physical violence either through direct or indirect contact will be subject to disciplinary action.

If the Vice President for Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

RESPECT OF COLLEGE OFFICIALS

Verbal abuse of any kind directed at Thomas College faculty or staff, including Resident Assistants (RAs), will not be tolerated.

SMOKING

Although we do allow smoking on campus, all buildings at Thomas College are smoke free. Smoking is prohibited in all parts of all buildings on campus and within 25 feet of all buildings including residence halls. Smoking is also prohibited on the southeast side of GPH Residence (to include the parking lot and entryway). In addition, smoking is not permitted at any outdoor College sponsored activities hosted on campus to include outdoor sporting events. In respect for the Thomas community, please dispose of

smoking materials in proper receptacles.

Smoking is prohibited in College owned vehicles. Smoking is also prohibited in leased or rented vehicles as well as individually-owned vehicles used for College work or activities, whenever other employees are present in the vehicle, or another person is in the vehicle for work-related reasons.

TAMPERING WITH MACHINES/EQUIPMENT

Tampering with washing machines, dryers, vending machines, video games, computers, ATMs, and other devices is not permitted. Any such machine that is found to be out of order should be reported to a member of the Residence Life staff or Student Affairs Office.

THEFT

The unauthorized taking, possession, access, use and/or removal of College or an individual's personal property are prohibited. Any actions involving theft of another's property will also include restitution of that property and the potential involvement of local, state, and federal authorities.

UNAUTHORIZED ACCESS/ENTRY/USE

The unauthorized access/entry/use or physical presence within College buildings and facilities is not permitted. Additionally, the unwarranted entry into a room/office/area or the unauthorized use of College or an individual's personal property is prohibited. This includes campus residences when officially closed during breaks.

Any actions involving theft or damage of another's property will also include restitution of that property and the potential involvement of local, State, and Federal authorities.

WEAPONS

Weapons, including, but not limited to, knives, archery equipment, air/paintball guns, BB guns, slingshots, ammunition, martial arts equipment, or firearms of any type or any other object classified or used as weapons with potential for danger or harm are strictly prohibited anywhere on the College campus. No person shall possess replica or toy firearms that resemble an actual firearm or weapon. Any person found to have violated this policy will be subject to disciplinary action which may include immediate suspension or termination of the Residence Hall Agreement, or suspension or dismissal from the College. Note: Small "pocket knives" for personal use with blades no longer than 2½" in length are generally acceptable.

SEXUAL ASSAULT & SEXUAL HARASSMENT

Sexual harassment and sexual assault, including rape by an acquaintance or stranger, are prohibited by Thomas College policy and Maine State law. Thomas College does not tolerate sexual harassment or sexual assault in any form. Thomas College will regard freedom from sexual harassment and sexual assault as an individual student or employee right, which will be safeguarded as a matter of policy. Violators of this policy will be subject to disciplinary action, up to and including dismissal from the College. Maine laws have now replaced the crime of rape with crime of gross sexual assault.

Thomas College defines **Sexual Harassment** as subjecting an individual to unwelcome sexual conduct/harassment, that the conduct/harassment affects a term, condition, or privilege of that individual's educational, living, or employment environment.

The following is a partial listing of examples of sexual harassment:

- Comments about your body
- Sexual remarks or suggestions
- Conversations or letters that are too personal
- Pornographic pictures or stories
- Obscene gestures
- Offensive display of sex-related objects
- Sexual jokes
- Looks, leers, noises, or gestures
- Pressure for dates or sexual favors

Thomas College defines **Sexual Assault** as intentional touching of a person's sexual or intimate parts or the clothing covering the immediate area of those parts, or sexual penetration of another's genital or other body openings by any body part or object, without mutual consent.

The following is a partial list of examples of sexual assault:

- Deliberate touching, leaning over, cornering, or pinching
- Fondling, grabbing, or touching a person's sexual or intimate parts or the clothing covering those parts
- Actual attempted rape or sexual assault

Any reports or concerns regarding incidents of sexual assault or harassment should be reported immediately to a member of the Residential Life professional staff, the Assistant Dean of Students, or the Vice President for Student Affairs. Students accused of sexual assault or harassment will be subject to disciplinary action; if found to be in violation the student(s) may be sanctioned to include suspension or dismissal from the College. The College's actions will be independent on the outcome or initiation of crimi-

nal charges. Depending upon the seriousness of the potential violation(s) local, state, and federal authorities may also be asked to assist with any investigation of the facts. If the Vice President for Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

Getting Help

It is extremely important to tell someone if you have been sexually assaulted. The physical and psychological ramifications of sexual assault are serious, and any person having been assaulted risks possible contact with sexually transmitted diseases, including HIV infection. Women risk possible unwanted pregnancies as well. In addition, it is possible to have sustained physical injuries during the assault, which go unnoticed by the victim due to trauma immediately after the assault. Therefore, medical attention is essential even if the victim does not choose to report the assault to local authorities or the College.

If the victim chooses to report an assault, prompt medical attention is necessary to obtain the forensic evidence necessary to assist in the apprehension of the assailant. Washing and/or changing clothing before getting help often destroys evidence.

The psychological and emotional after-effects of sexual assault – or attempted assault - can result in severe emotional and psychological symptoms including: anger, fear, shame, nightmares, nausea, loss of appetite, depression, phobias, crying jags, etc. It is important for the victim to realize that these are normal reactions, and that they will eventually subside. Sexual assault is an act of violence against the body, as well as the mind. Victims often need help in dealing with their feelings and reactions to this trauma.

Any member of the campus community, male or female, is urgently advised to contact ***Sexual Assault Crisis and Support Center*** at 1-800-871-7741.

Trained advocates are available 24 hours/day to answer your questions, provide support, and, if you wish, accompany you to the hospital immediately after an assault - whether or not you choose to involve the police. (The Vice President for Student Affairs, the Assistant Dean of Students, the campus counselor, or the Director of Health Services can answer Questions and offer support).

The following was taken, with permission, from the ***New Growth Sexual Violence Education and Support Center, Inc.*** brochure.

“What is sexual violence?”

Any unwanted sexual act, committed or attempted, against a person's will is an act of sexual violence. It is an act motivated by the offender's need for power and control, not a desire for sex.

Why me?

Anyone can become a victim of sexual violence, regardless of age, race, religion, sexual orientation or socio-economic background.

Did I bring this on myself somehow?

NO. No person who is a victim of sexual violence is to blame – ever. A crime was committed. The person who committed the crime is responsible. You can't control someone else's behavior.

Remember, it's not your fault.

- If you've been made to feel you had too much to drink
- If you've been made to feel your clothing was provocative
- If you did not fight, yell, or scream
- If you knew the offender, or if you have been intimate with the offender before

If you did not consent to sexual activity, the act was a sexual violence.

Should I report?

You have the option to report to the police. There are choices concerning how you would like to report or even if you want to report. The Sexual Assault Crisis & Support Center is available to discuss these options with you, as well as provide you with emotional support. If you think you might want to report, it is helpful to go to your local hospital because they are equipped to handle evidence collection. A Sexual Assault Crisis & Support Center Advocate is available to meet you at the hospital and/or answer any questions you might have as well as support you through the process.

What happens if I choose to report?

The legal process begins with telling the police what happened. At this stage, it is important to keep in mind that the police are to investigate a crime. Their focus is to get the perpetrator off the streets as soon as possible. As a result:

- You may feel the questioning is insensitive...and it may be.
- You may feel you are being held responsible for what happened... You are not.
- You may feel you are not being believed due to repetition...It is a necessary investigative technique. The Victim/Witness Advocate at your local District Attorney's office can keep you informed throughout the legal process. The Sexual Assault Crisis & Support Center

can provide emotional support through the legal process, as well as support the entire healing process.

How can I pay the hospital, doctor, and therapist?

Compensation (i.e. reimbursement for both physical and psychological medical costs) may be available to you if you choose to report the assault. Maine has a law which entitles innocent victims of violent crimes to be compensated for certain losses. For more information, call the **Sexual Assault Crisis & Support Center** at 1-800-871-7741.

Local Resources

- Inland Hospital (207) 861-3000 or 1-800-491-8600
- Kennebec County District Attorney's Office (207) 623-1156
- Kennebec County Sheriff's Department 1-800-498-1930
- Maine General Medical Center (207) 872-1000
- Rape Crisis Assistance & Prevention (207) 872-0601
- Sexual Assault Crisis & Support Center 1-800-871-7741

SUBSTANCE POLICY

Introduction

As an educational community whose primary mission is to “prepare students for success in their personal and professional lives,” Thomas College is committed to providing a climate which supports both academic and personal growth. The College aims to promote in its community a sense of wellness and responsibility, and is consistent with federal and state laws. With society's increased awareness of the potential risks of substance use, responsible conduct should be demonstrated by each individual in the best interest of his/her personal health and the community's general welfare. The following policies and guidelines are intended to serve as a standard of behavior for all members of the Thomas College community, i.e., administration, faculty, staff, students, alumni, guests, and outside groups (see Facility Rental Policy).

This policy also is intended to provide the campus community with information about alcohol and other drugs and is distributed in accordance with the Drug Free Schools and Communities Act Amendments of 1989.

Standards of Conduct

Thomas College prohibits the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students, employees and guests on College property or at any of its sponsored activities. All consumption of alcoholic beverages should be done in a responsible manner and in accordance with the laws of the State of Maine.

Substance Review Committee

The Substance Review Committee shall be comprised of at least three members of the Thomas College community representative of staff, faculty and students. The purpose of the Committee shall be to:

1. Conduct a biennial review of the Thomas College Substance Policy;
2. Review all Event Registration Forms (requesting to have alcohol at an event on campus or at an off-campus Thomas sponsored event) for compliance with the guidelines outlined in this policy;
3. Provide education to the community regarding the Substance Policy.

General Campus Alcohol Policy

The following is a list of regulations to be observed when consuming alcoholic beverages on the College campus or at College sponsored events.

1. Persons of legal age may consume alcoholic beverages only at approved registered campus events or in T-Bones. Resident students of legal age and their guests, of legal age, may only consume alcohol within their residence room or that of another 21 year old if that student is present (except in Substance Free Housing).
2. Persons of legal age who choose to consume alcohol should do so in a responsible manner. The College does not consider drinking in excess to be responsible. In addition, loud and/or disruptive conduct, interference with maintaining cleanliness of the campus, damage to personal or College property, or drinking habits which are injurious to the health or education of an individual or those around him/her resulting from the consumption of alcoholic beverages are not considered responsible drinking and are not condoned by the College.
3. Minors, (persons under the age of 21), are not allowed to possess (physical possession or by consumption) or consume alcoholic beverages anywhere on the College campus or at College sponsored events in accordance with Maine State law.
4. Intoxication will not be accepted as a defense or excuse for not abiding by Federal, State or Local Laws and College policies and guidelines. Intoxication which interferes with or disrupts the campus life of others, or necessitates staff intervention or medical attention, (whether over 21 years old or not), is prohibited.
5. No persons of any age may consume alcoholic beverages, or be in possession of open containers holding alcoholic beverages (bottles, cans, mugs, glasses, or any other type of container) in areas of the College campus designated as public areas. These areas include: all lobbies, hallways, lounges, stairways, rest rooms, recreation areas, laundry rooms, computer labs within the residence halls, as well as anywhere within the Administration Building, the Student Commons (except at T-Bones), Athletic Center, and/or outdoors.

-
6. Alcoholic beverages may not be consumed out of doors, unless the event is sanctioned by the College.
 7. Any event where alcoholic beverages are served must be in an area licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages.
 8. No persons may knowingly provide alcohol, or a place to consume alcohol, to persons under the age of 21.
 9. The possession and/or use of false identification are prohibited.
 10. Due to NCAA regulations, alcohol is not permitted at any sporting event held on the College campus.
 11. No persons are allowed to bring alcohol in or out of the Student Commons at any time.
 12. Common source containers of alcohol such as kegs, “beer balls” trashcans, punch bowls/spiked punch, alcohol filled fruit, etc. are not permitted. These items contribute to higher levels of intoxication and a more frequent occurrence of alcohol-related injuries and health emergencies, including alcohol poisoning. As a result, Thomas College joins with most other colleges and universities in strictly prohibiting such items.
 13. Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place are prohibited. Examples include, but are not limited to, games typically associated with drinking (e.g. beer pong), funnels, shot gunning, Jell-O shots or any item/device used for mass consumption, or the presence of alcohol in a social setting where such games are being played.
 14. Promotional materials advertising alcoholic beverages and/or their consumption are not permitted on campus. [See section on advertising/promotion.]
 15. In accordance with Maine State Law, operating any type of motor vehicle while under the influence of alcohol is strictly prohibited on campus property.
 16. Student fees (e.g. Student Senate, fundraisers, student activities, residence hall, etc.) may not be used to purchase alcohol.
 17. Alcohol will not be served at events deemed high risk for injury or liability.
 18. Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in persons being held accountable for the violation.

Scheduling and Approval of Events with Alcohol

There are many reasons why events with alcohol that occur on campus may be scheduled. It is important for the planners of the event to insure that they are well versed in College policy regarding the service of alcohol,

including providing non-alcoholic alternatives and food, and insuring necessary staffing, set-up, and security for the event. Events submitted for approval are evaluated individually, based on the nature of each event. A “closed event” may be evaluated using a different standard than a College wide event. By having the sponsor sign the event scheduling form, he/she is accepting the conditions as stated on the Event Registration Form. All events must be registered at least thirty (30) calendar days in advance with the Assistant Dean of Students (or designee).

Social Gatherings with Alcohol

Social gatherings or events, at which alcohol is served or available, whether occurring on College property or sponsored by recognized College groups or organizations, must adhere to the following:

1. All requests for events must be registered at least thirty (30) calendar days in advance with the Assistant Dean of Students (or designee) who will forward it to the Substance Review Committee for approval.
2. Alcoholic beverages may not be the focus of a registered event.
3. Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served.
4. The purchasing or serving of alcohol will end no later than 1/2 hour prior to the scheduled ending time of the event.
5. Serving alcoholic beverages to an obviously inebriated person is prohibited and unlawful.
6. Sponsors of events are responsible for compliance with College policies, for clean-up, and damages.
7. Sponsors of the event are responsible for obtaining a temporary liquor license if required.
8. Signs, prizes, etc advertising products containing alcohol are not permitted.
9. Visibly intoxicated people will not be permitted to enter an event and/or may be removed from an event once identified.
10. Alcohol served at a registered event may not be taken from the premises.
11. Consumption of alcoholic beverages is prohibited during College sponsored activities that require coordination and good judgment for safety, such as hiking trips, water related activities, etc.
12. At events with mixed age groups, all persons interested in consuming alcohol must present proper ID and may be required to wear an identifying wrist band (wrist bands are nontransferable) or other device during the event.
13. All outside groups using campus facilities serving alcohol must be coordinated through the Director of Campus Events and must abide by the College’s Substance Policy and Facility Rental Policy.

T-Bones Alcohol Policy

1. A person of legal drinking age must present a Maine State ID, Maine State Driver's License, or two alternate forms of ID, at each sale, in order to purchase alcohol.
2. Each person of lawful age may purchase only one alcoholic beverage at a time.
3. Only alcohol purchased or distributed by licensed persons may be consumed in the T-Bones area. State law prohibits persons from bringing their own alcoholic beverages into this area. Alcoholic beverages purchased or obtained at T-Bones may not be taken out of doors unless such areas are licensed for consumption.
4. During a registered event where T-Bones is serving alcohol no one under 21 years old will be admitted without prior approval by the Substance Review Committee unless that person is working the event.
5. Bags and/or backpacks brought into an event may be checked by staff.
6. Alcohol will be served at the server's discretion.

Host Responsibilities

1. There must be a minimum of 2 hosts at an event at all times.
2. Hosts are responsible for educating guests as to the alcohol policies and associated risks of drinking and driving.
3. Hosts are required to remain sober at the event.
4. Hosts or their designee(s) are responsible for checking/monitoring guest passes of all Thomas and non-Thomas College persons at the door.
5. Hosts must assure appropriate staff are available to check valid driver's license or State ID for confirmation that they are 21 years or older and stamp/bracelet them as required (for events sponsored in T-Bones hosts must coordinate with the Director of Food Services; all other event hosts must coordinate with the Assistant Dean of Students).
6. It is the responsibility of the hosts and their designees to assist Public Safety and Professional Staff at the event with enforcement of these guidelines.
7. Hosts are responsible for compliance with College policies, for clean-up, and damages.

Guidelines Specific to College Residences

1. Students who are 21 years old may only consume alcohol within their residence room or that of another 21 year old if that student is present (except in Substance Free Housing).
2. First year student residence areas: Grant, Heath, Parks and Village

Residences are considered Substance Free living environments. Alcoholic beverages may not be brought into these halls even by persons who are of legal drinking age.

3. There may be only one open container per person of legal drinking age.
4. Open alcohol containers, including any alcoholic beverage out of the original container or having a broken seal on the original container, are not permitted in common hallways, lounges, computer lab, bathrooms, suite hallways, stairwells, or any other common area(s). (Exception: in Bartlett Suites and Townhouses, if all residents of the townhouse/suite are 21 or older, residents may store recyclable containers in the hallway closet of a Bartlett suite or in one designated area of a townhouse common space, provided that the containers are in a closed trash bag and do not block entry/exits. Large quantities of empties, for health and safety purposes, should not be stored in these spaces.)
5. Alcohol containers of a decorative nature, for collection, or for recycling are not permitted in Substance Free Housing or rooms where no resident is of legal age.
6. Public intoxication that interferes with or disrupts the residence life of others, or necessitates staff intervention or medical attention (as determined by College staff) is prohibited.
7. Common source containers of alcohol such as kegs, "beer balls," trashcans, punch bowls/spiked punch, alcohol filled fruit, etc. are not permitted.
8. Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place are prohibited. Examples include, but are not limited to, games typically associated with drinking (e.g. beer pong), funnels, shot gunning, Jell-o shots or any item/device used for mass consumption, or the presence of alcohol in a social setting where such games are being played.
9. Displays that contain content regarding alcohol or drugs may not be displayed in areas of public view, such as the exterior of a room door or facing out a window.

Sanctions for Violations of the Alcohol Policy (minimums)

NOTE: Violations that occur in Substance Free housing are subject to an additional \$50 fine over and above the level violation fine.

1. Level I Violation: Written Warning, \$50-\$100 fine, an educational component and restitution (if applicable).
2. Level II Violation: [note: Repeat Level I, as well as any first time violations involving a common source or driving while under the influence automatically begin at a Level II]: \$150 fine, educational

-
- component and restitution (if applicable).
3. Level III Violation: [Repeat Level II violations]: \$200 fine, educational component or may be required to complete a substance assessment and comply with results (at own expense), residential probation and/or restriction from campus buildings and/or events, and restitution (if applicable).
 4. Level IV Violation - typically heard by the Judicial Board: [Repeat Level III violations]: disciplinary probation, restitution (if applicable), suspension or termination of housing agreement, or suspension or dismissal from the College.

Campus Illegal Substance Policy

1. It is illegal to use, possess, make, grow, furnish, sell, or trade any illegal drug (or prescription drug prescribed to another).
2. It is illegal to possess, use, sell, manufacture or advertise drug paraphernalia (including, but not limited to pipes, bowls, clips, bong, rolling papers, hookahs, etc.)
3. Being under the influence of any illegal drug will not be accepted as a defense or an excuse for not abiding by federal, state or local laws and campus conduct codes.
4. The presence of smoke or other types of residue, including but not limited to seeds, stems or odor from illegal drugs provides justifiable grounds for disciplinary action.
5. You may not be under the influence of an illegal drug or controlled substance at any time.
6. Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in persons being held accountable for the violation.

Prescription Drugs

It is illegal for any person who is not professionally licensed to manufacture, compound, dispense, sell, offer for sale, or have in possession, any prescription drug, provided that this shall not prevent persons from possessing prescription drugs dispensed to them pursuant to a lawful prescription(s).

Sanctions for Violations of the Illegal Substance Policy (minimums)

NOTE: Violations that occur in Substance Free housing are subject to a \$50 fine over and above the level violation fine

1. Level I Violation: \$200 fine, disciplinary probation for at least one academic semester, educational component, and restitution (if applicable)
2. Level II Violation: \$250 fine, disciplinary probation for at least two academic semesters, educational component or may be required to

complete a substance assessment and comply with results (at own expense), review of housing agreement for possible suspension/termination, restriction from campus buildings and/or events, and restitution (if applicable).

3. Level III Violation – heard by the Judicial Board: [note: any violations involving buying, selling, distributing, or manufacturing are heard at Level III]: suspension or dismissal from the College.

Guidelines for Distribution, Marketing and Promotion of Alcohol and Other Substances

1. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any sponsored event.
2. No uncontrolled sampling or other promotional activities, including “drinking contests,” will be permitted as part of any campus marketing programs or events.
3. Alcoholic beverage advertising on campus or in institutional media is prohibited including that which promotes events. No advertising should promote high-risk drinking, or portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success of the individual, or be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
4. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.
5. No alcohol related sponsorships or promotional (advertising) materials will be solicited for any Thomas College social gatherings or events.
6. No promotional or advertising items that have the Thomas College name should promote alcohol or drug use, i.e. T-shirts.
7. Displays which contain alcohol or drug related content may not be placed in areas of public view.

SUBSTANCE ABUSE PREVENTION, EDUCATION & REFERRAL SERVICES

Counseling Services

Thomas College has counseling services available to help students and employees deal with substance abuse problems. You may discuss concerns with Health Center Personnel, Vice President for Student Affairs, Campus Counselor, and Assistant Dean of Students or through your supervisor if you are an employee. These individuals can also help you to get assistance from trained professionals in the community.

Local Resources

- Maine Off. of Substance Abuse (Resource & Info. Ctr.) 1-800-499-0027
- Maine Bureau of Drug Enforcement 1-800-452-6457
(Anonymous & confidential – you may report illegal drug activity)
- Maine General Medical Center (Behavioral Health) 1-800-225-3131
- Health Reach 1-800-427-1127

What are Potential Signs of a Problem?

- Failure to fulfill major work, school, or home responsibilities.
- Specific school problems such as poor attendance, low grades, and/or recent disciplinary action.
- Drinking in situations that are physically dangerous, such as driving a car.
- Having recurring alcohol-related legal problems, such as being arrested for driving under the influence of alcohol or for physically hurting someone while drunk.
- Continued drinking despite having ongoing relationship problems that are caused or worsened by drinking.
- Mood changes such as temper flare-ups, irritability, and defensiveness.
- Physical or mental problems such as memory lapses, poor concentration, bloodshot eyes, lack of coordination, or slurred speech.

Associated Health Risk

Alcohol (Depressant):

- Sudden death
- Pancreatitis
- Increased HIV & STD Risk
- Heart Attack
- Stroke
- Ulcers & Gastritis
- Anemia
- Neurological problems - Dementia, Blackouts, Seizures
- Disruption of Heart Rhythm, High Blood Pressure, Brain Hemorrhage
- Permanent Memory Loss
- Infertility and Impotence
- Decline in Immune System Functioning
- Kidney Failure
- Cirrhosis of the Liver
- Lung Damage
- Hepatitis
- During Pregnancy, may result in Miscarriage, Fetal Damage, Birth Defects, Developmental Disabilities and Infant Death
- Hallucinations
- Depression
- Tolerance and Dependence
- Aggressive Behavior

Other Depressants (Opium, Heroin, Morphine, Codeine and Synthetic Opiates)

- Slow down physical and psychological responses
- Overdose (Respiratory, Cardiac, and Circulatory Systems slow down and cease to function)
- Psychosis, Hallucinations & Paranoid Delusions
- Impaired Judgment & Motor Performance

Stimulants (Amphetamines, Cocaine, Crack, Methamphetamines)

- Heart Attack
- Stroke
- Fatal heart rhythm abnormalities
- Convulsions
- Psychosis
- Paranoia anxiety
- Violent behavior
- Depression

Hallucinogens (LSD, Ecstasy, Mescaline, and Mushrooms)

- Panic reactions
- Flashbacks
- Overdose
- Death
- Hallucinations

Cannabis (Marijuana and Hashish)

- Respiratory difficulties
- Bronchitis
- Emphysema
- Lung Cancer
- Death
- Decreased judgment, impaired perceptions and motor performance
- Panic reactions
- Flashbacks
- Depression
- Psychosis

Anabolic-Androgenic Steroids

- Cardiovascular, liver, central nervous system, and gastrointestinal disorders
- Males – testicular atrophy, sterility and impotence
- Females – irreversible masculinization and sterility
- Mood swings, depression and aggressive behavior

Rohypnol (GBH, Date Rape Drug)

- Drowsiness
- Light-headedness
- Dizziness
- Nausea and/or vomiting
- Confusion
- Seizures
- Gastrointestinal disturbances
- Decreased blood pressure
- Respiratory depression
- Visual disturbances

-
- Urinary retention
 - Chemical additive that acts on the Central Nervous System
 - Unconsciousness
 - Coma

WHAT DOES THE LAW SAY ABOUT ALCOHOL? UNDER 21

Illegal Possession

It is a civil violation for any person under the age of 21 to possess liquor or imitation liquor except if it 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** – \$100 to \$300;
- **2nd Offense** – \$200 to \$500; and
- **3rd or Subsequent Offense** – \$500.

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

Purchase and Attempt to Purchase Alcohol by Persons Under 21

In Maine, the purchase of alcohol by persons under 21 years of age is prohibited. A violation of this law is punishable by:

- **1st Offense** – a fine of \$200 to \$400;
- **2nd Offense** – a fine of \$300 to \$600 and/or community service;
- **3rd or Subsequent Offense** – a fine of \$600 and/or community service.

Use of False Identification

The use of false identification by a person under the age of 21 is illegal. In Maine, a violation of this law is punishable by:

- **1st Offense** – a fine of \$200 to \$400 and 30 day driver's license suspension;
- **2nd Offense** – a fine of \$300 to \$600 and/or community service and 90 day driver's license suspension;
- **3rd or Subsequent Offense** – a fine of \$600 and/or community service and 1 year driver's license suspension.

Illegal Transportation of Liquor

No person under the age of 21 shall knowingly transport alcoholic beverages in a motor vehicle except in the scope of their employment or at the request of their parent. The penalties for illegal transportation are:

- **1st Offense** – 30 day license suspension and a fine of no more than \$500;
- **2nd Offense** – 90 day license suspension and a fine of not less than \$200;

-
- **3rd Offense** – 1 year license suspension and a fine of not less than \$400.

The Teen OUI Law (Zero Tolerance)

Any motor vehicle operator under 21 years of age who operates or attempts to operate a motor vehicle with **any** alcohol in their blood* shall have their license suspended by the Secretary of State for one year. If they have a passenger under 21, an additional 180 day suspension will be imposed. Refusal to be tested will result in suspension of their operator's license for at least 18 months.

**Minors who test .08 or more will be prosecuted for the criminal offense of OUI.*

***Anyone, including a minor, who drives with a Blood Alcohol Content (BAC) of .08 or higher can be charged with Operating Under the Influence (OUI).*

***Individuals with a BAC lower than .08 can still be charge with OUI if a law enforcement officer feels they are unable to safely operate a vehicle.*

OVER 21

Furnishing Liquor to a Minor

Any person who furnishes liquor to a minor, or allows a minor under that person's control, or in any place under that person's control, to possess or consume liquor, may be fined \$2,000 and/or sentenced up to one year in jail. If the minor is less than 14 years old, or the violation is a second offense within six years, the minimum penalty is \$1,000 fine and up to six months in jail.

Furnishing Imitation Liquor to a Minor

Any person who furnishes imitation liquor to a minor, or allows a minor under that person's control to possess, or consume imitation liquor, may be fined up to \$500 and/or sentenced to six months in jail.

Illegal Sale of Liquor

Any person who sells liquor in Maine without a license issued by the Bureau of Liquor Enforcement is subject to the following penalties:

- **1st Offense** – \$300 to \$500 fine and up to 30 days in jail;
- **2nd Offense** – \$500 to \$1,000 fine and up to 60 days in jail;
- **3rd & Subsequent Offense** – \$1,000 fine and 60 days in jail, not to be suspended. An additional 4 months jail time is possible.

Illegal Possession with Intent to Sell

Any person, who possesses liquor with the intent to sell in violation of Maine Liquor Laws, may be fined up to \$1,000 and sentenced up to 6 months in jail. The vehicle used may be impounded and subject to forfeiture proceedings.

Maine Liquor Liability Act

The Maine Liquor Liability Act was established to form a legal basis for obtaining compensation for damages as a result of intoxication and related incidents. ***A non-licensed, social host (a person who does not hold a Maine Liquor License) can be sued for negligent or reckless conduct.***

By definition, **negligent conduct** is the serving of liquor to a minor or intoxicated person, if the defendant knows or a reasonable and prudent person should have known the person being served is a minor or is visibly intoxicated.

Reckless conduct is the intentional serving of liquor to a person when the server knows the person being served is a minor, or visibly intoxicated, and the defendant consciously disregards the obvious and substantial risk that serving liquor to that person will cause physical harm to the drinker or to others.

Financial Implications

Damages may be awarded for property damage, bodily injury, or death caused by the consumption of liquor served by the defendant. The limit on awards is \$250,000 plus medical expenses.

MAINE LIQUOR LIABILITY LAWS REGARDLESS OF AGE

Giving False Written or Oral Information

It is unlawful to give a licensee false written or oral evidence of age to attempt to purchase liquor or gain entrance into a licensed establishment where minors are not allowed. An example of this would be using a fake ID. Violation of this crime is punishable with suspension of driver's license for up to 1 year, and a fine of up to \$600, (automobile insurance rates may also increase).

Drinking in Public

It is illegal to drink or possess an open container of alcohol in any public place after being warned by a law enforcement officer or within 200 feet of a sign posted prohibiting public drinking. Violation of this law has the potential consequence of fines up to \$1,000 and up to 6 months in jail. This will also appear on your criminal record.

WHAT DOES THE LAW SAY ABOUT ILLEGAL SUBSTANCES?

Maine State Laws Governing the Use of Controlled Substances

1. The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.” Note: The sale of illicit drugs within one thousand (1,000) feet of a school is a federal offense.
2. Possession of a useable amount of marijuana is considered a civil infraction with a fine of up to six hundred dollars (\$600) and a \$500 fine for a subsequent violation within six months. Possession of greater quantities may result in a legal presumption of trafficking in scheduled drugs. A trafficking conviction carries severe penalties.
3. It is unlawful for any person to use, or to possess with intent to use, to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body an unlicensed controlled substance or counterfeit controlled substance. Penalties include prison terms and substantial fines.
4. It is unlawful in the State of Maine to possess, use, sell, manufacture or advertise drug paraphernalia. Paraphernalia includes any equipment, product or material which is used for or intended for use in growing, harvesting, manufacturing, producing, testing, storing, concealing, injecting, ingesting, inhaling, or otherwise used to introduce an illicit drug into the human body. Bongs, hash pipes, water pipes, roach clips, etc. are considered drug paraphernalia. Fines of up to one thousand dollars (\$1000), in addition to a maximum jail term of six (6) months, are provided for under Maine law.

DISCIPLINARY PROCEDURES

The disciplinary process seeks to be educational and is not a court of law. Therefore, determination of violation is based on preponderance of information. In addition, hearings are not open meetings; only those individuals directly involved in the incident are permitted to attend as outlined in the Disciplinary Process. {Note: The only exception is in instances of alleged sexual assault/sexual harassment, where a Thomas College faculty/professional staff support person may be permitted.} Because of this, students are expected to be cooperative and honest in providing information. Incidents are reviewed/heard at two levels: Judicial Officer and Judicial Review Board. The seriousness of the incident determines which hearing

process is used. Typically, minor infractions are heard by a Judicial Officer. Major violations of the Conduct Code and repeated offenses which show a disregard for the Thomas community are referred to the Judicial Review Board for a hearing. Depending on the nature of the violation, the Vice President for Student Affairs reserves the right to determine whether a case will be reviewed by a Judicial Officer, the Judicial Review Board, or in some situations take immediate action in order to protect the community and/or person(s) involved. [Note: During time when the Judicial Review Board is not in session, a Judicial Officer or the Vice President for Student Affairs will hear the incident.]

Disciplinary Process

1. A potential violation of the Conduct Code or campus policy is documented in an Incident Report and filed with the Student Affairs Office. Incidents are reviewed by the Assistant Dean of Students and professional staff in Residential Life who serve as Judicial Officers.
2. Students involved in an alleged violation documented in an Incident Report will be notified by a Judicial Officer, as soon as possible, that an Incident Report has been filed.
3. All persons involved in an incident may be required to meet with the Judicial Officer in order to gather information and details regarding an incident. This hearing/review will be scheduled by the Judicial Officer or Student Affairs Office, and those involved will be notified in writing of the scheduled hearing/review. Students are expected to attend. Failure to meet at the scheduled date and time could result in an additional violation of failure to comply. The hearing may be conducted and, if necessary, sanctions imposed without the input of the student(s) involved.
4. At the Judicial Officer hearing/review, those persons involved with the incident will be given an opportunity to review the Incident Report and to voice their own recount of the incident in individual meetings. The Judicial Officer will work with all persons involved with the incident in order to determine if a violation has occurred.
5. If it is determined that a violation has occurred, the Judicial Officer will impose an appropriate sanction and notify, in writing, the students involved. If it is determined that a violation did not occur, the Judicial Officer will likewise notify the student in writing of this outcome.
6. Alleged incidents involving serious infractions of campus policy, students with repeated violations or at a Judicial Officer's request will be forwarded to the Judicial Review Board for review. The Judicial Officer will notify the Judicial Review Board and coordinate this hearing.
7. Should a Judicial Review Board hearing be necessary, written noti-

cation of the date, time, and place of the hearing will be sent to all persons involved. Students are expected to attend. Failure to show to a hearing may result in an additional violation of “failure to comply.” The hearing may be conducted and, if necessary, sanctions imposed without the input of the student(s) involved.

8. At the hearing, the Judicial Officer will present the information/incident to the Judicial Review Board. The Judicial Review Board may ask questions of the persons involved to clarify and gather additional information. The Board will consider all information gathered from the persons involved with the incident and come to a conclusion based on preponderance of whether or not a violation occurred.
9. The Judicial Review Board will render its findings to the Vice President for Student Affairs. If a violation has occurred, the Judicial Review Board will recommend appropriate sanctions to the Vice President for Student Affairs. The VP for Student Affairs shall either accept, reject, or ask for a modification of the Judicial Review Board recommendation. If the VP for Student Affairs accepts the recommendation, it shall be final unless appealed within the said two days. If the VP for Student Affairs rejects the recommendation of the Judicial Review Board, the incident is automatically referred to the Appeals Board for review and final decision.
10. Individuals directly involved will be notified in writing by the Vice President for Student Affairs of the Judicial Review Board’s decision. As necessary, sanctions will be sent in writing to those involved.
11. Failure to comply with a sanction may result in the student being brought back to the Judicial Officer or Judicial Review Board and may result in additional disciplinary action.

Appeal Process

Decisions may be appealed based on the following criteria: new information that was not available at the time of the original hearing (that could impact the outcome), or when there is reason to believe that proper judicial procedures may have been violated. Decisions may not be appealed solely on the basis of dissatisfaction with the outcome/sanction.

All appeals must be submitted in writing to the Vice President for Student Affairs within 48 hours of receiving written notification of the hearing decision. The VP for Student Affairs will review the appeal or forward it to the appropriate Committee/Board as described below. All appeals will be reviewed in a timely manner.

1. All decisions made by a Judicial Officer may be appealed to the Judicial Review Board. The exceptions to this are when a student failed to attend the original hearing without an attempt to reschedule, or

in situations where the student has admitted to the violation and/or requested that the Judicial Officer take whatever action he/she deems necessary. These appeals will initially be sent by the Vice President for Student Affairs to the Appeals Committee of the Judicial Review Board who will determine whether an appeal meets the criteria for review. Only appeals that meet the above criteria will be scheduled for a review hearing with the Board. If appealed to the Judicial Review Board the decision of this Board is final.

2. Decisions from hearings initially reviewed by the Judicial Review Board may be appealed to the Vice President for Student Affairs. The VP for Student Affairs may decide as follows: deny the appeal or uphold the appeal, in which case the original sanction may be waived or altered. If the student is still not satisfied with the VP for Student Affairs' action, the student may request a final appeal with the Appeals Board. This request may be granted or denied by the VP for Student Affairs. If appealed to the Appeals Board the decision of this Board is final.

RESIDENTIAL LIFE

(Student Affairs Office: Hannah Gladstone, Assistant Dean of Students, Ext. 243)

Residential Life at Thomas College is designed to provide a healthy environment in which to live and to learn. A Residential Life staff works with students to accomplish this goal, as well as aids residents to learn more about themselves through interaction with others, to develop personal connections and life goals, and to accept the responsibilities associated with group living. Together, the Residential Life staff strives to help each student as an individual, a student, and a citizen. The Office of Residential Life is a part of the Student Affairs Division, under the supervision of the Assistant Dean of Students Office, and is comprised of both professional and para-professional staff members.

The Area Coordinators of Residential Life and Housing are responsible for all aspects of residence hall management, and for the evolution of a developmental residential program. The positions directly supervise the residential life staff, provide leadership for residential programming, and promote a safe and productive academic atmosphere in the residence area. The Area Coordinators, along with the Assistant Dean of Students, oversee housing assignments and room changes, facilities management, and general responsiveness to residential student needs and issues.

Resident Assistants (RAs) are undergraduate student staff who live in the

residence halls and act as peer advisors, resource people, and programmers to resident students. Their primary responsibility is getting to know the students they live with and helping them to make the most of their Thomas College experience by fostering a sense of community. The RAs are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the RA on duty for their building/area, provide programming opportunities for the residents, enforce policies, and can mediate roommate and floor issues as needed.

RESIDENCE LIVING COMMUNITIES

All residential living communities are smoke free.

Bartlett Hall

This residence hall offers a suite-style housing option for upper-class students who wish to live in a suite style living arrangement. Suites have 4-5 bedrooms with one and two full bathrooms per suite accordingly. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. Clusters of suites share a lounge with kitchenette and computer terminals. Quiet study rooms are located on each floor. The first floor common area includes a multi-purpose room, computer lab, lounge, full kitchen, vending area, student mailboxes, and the Residential Life Staff Office. Laundry facilities for the building residents are located on the first floor.

Grant, Parks, Heath (GPH) Residence Halls

These residence halls are three traditional residence hall buildings, connected by a common lobby. **The GPH residence halls, including each student's room, are substance free – no alcohol is permitted in these halls regardless of age.** Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. Washers and dryers are available on each floor. The lobby contains vending machines, a kitchen, a computer/quiet study room, and the Public Safety office. The lower lobby area is used as a recreation room and is equipped with a pool table, comfortable chairs and sofas, and a large television. The Health Center is located on the 1st floor of Grant Hall. Grant Hall is considered a quiet hall, which is provided for students who wish to have extended quiet hours.

Village Residence Area

The Village Residence Area consists of two smaller, one-story buildings. Housing at the Village are designated double and triple rooms that have a

private bathroom per room. One area of the Village residences is designated as first year housing. This section is substance-free – no alcohol is permitted regardless of age. Separate laundry facilities are provided for the Village residence use. Village residents have access to the first floor common area of Bartlett Hall which includes student mailboxes, full kitchen, vending area, computer lab, an all-purpose room, and a lounge area. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail.

Townhouse Suites

These buildings offer two-story townhouse suites for upper-class students. Each townhouse suite consists of single and double rooms to accommodate eight students, two bathrooms, and a common living space. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. A common area is available for all students living in the Townhouses that provides access to a student lounge, full kitchen, computer terminal and printer, bathroom, mailboxes, laundry facilities, and an office for professional residential life professional staff.

RESIDENCE LIFE FACILITIES & SERVICES

Campus Mail

(1st Floor Administration Building: Lobby 8:00 a.m.-4:30 p.m.)

Mailboxes for GPH residents are located in the Student Commons. Village and Bartlett Hall resident mailboxes are located on the first floor lobby of Bartlett Hall. Mailboxes for Townhouse residents are located in the common area of Unit #5. Mail is delivered by 6:30 p.m. and outgoing mail is picked up at 3:30 p.m. Monday - Friday. Students receiving packages will be given a note in their mailbox letting them know that their package is at the front desk, located on the first floor of the administration building. Students wishing to purchase stamps may do so at the front desk.

Computers

Computer Network Connections

Students living in GPH, Bartlett, Village, and the Townhouses have computer network connections. This service allows students to connect to the Campus network and the Internet.

GPH and Bartlett Computer Labs

There are computers available for student (assigned to GPH, Village and Bartlett) use 24-hours-a-day in the computer lab located in each lobby area. It is expected that the following guidelines be upheld:

-
1. The computer labs are intended for homework use; non-homework use should be conducted only when a terminal is free.
 2. No food or drinks are allowed in the labs.
 3. If a student needs to use a terminal to do homework, you must surrender the terminal if you are using it for non-homework use.
Please be considerate of others using the lab.

Custodial Services

Cleaning services (cleaning and trash removal) are provided to students residing in the GPH and Bartlett residence halls, and the common space in Unit #5 of the Townhouses. The staff cleans all common areas, including common bathrooms, hallways and laundry rooms. Students living in the Village, Bartlett Hall and Townhouse housing are responsible for cleaning their own rooms and bath areas and must provide their own bathroom paper products. All residents are expected to place trash in designated areas/dumpsters. Excessive cleaning or removal of trash from common areas by the custodial staff as determined by the Department of Buildings and Grounds and Residential Life and Housing may result in an excessive cleaning fine to the floor/area.

Kitchen Facilities

A kitchen facility is located off the main lobbies of GPH and Bartlett Residence Halls, and in the common area of Unit #5 of the Townhouses. The facilities may include pots, pans and other cooking utensils, on a limited basis as well as a full size stove and oven. There is to be no cooking in any residence hall rooms or suites at any time as it is a potential fire hazard. The Professional Residential Life Staff and Director of Buildings and Grounds will approve or disapprove the use of electrical appliances.

Laundry

Debit card operated washers and dryers are available in all residence areas. Students may purchase a laundry card or add money to their card at the machine located in the Student Commons. Residents must furnish their own iron (automatic shut-off only) and ironing board.

Storage

There are no storage spaces on campus for students' belongings. Any storage of furniture and other large items is not permitted. Items, including rugs, left in a room after the student has officially checked out will be thrown away and the college is not responsible for any item left behind after a student has vacated their room. A disposal fee may be assessed for the removal of any item left behind.

Telephones

Students living in GPH, Bartlett, Townhouse and the Village can make local calls by dialing 9 and then the number they are calling. To make a long-distance call, students need to dial 9 and then use a calling card. Students found to be accepting collect calls will be subject to disciplinary action, as well as billed accordingly.

Television

Cable television is available to students living in GPH, Bartlett, Townhouse and the Village. This cable service has 29 channels including NBC, ABC, CBS, FOX, PBS, Boston (38), TBS, Prevue, USA, ESPN, A&E, Discovery, MTV, VH-1, TNN, CNN, Headline News, TBN, The Weather Channel, QVC, TNT, C-SPAN, CNBC, Lifetime, Family Channel, Nickelodeon, Home Shopping, and Country Music Television.

Vending Machines

Vending machines are located in the lobby of GPH, and Bartlett Residence Halls. Any problems with vending machines in the residence halls should be reported to Residential Life professional staff immediately.

HOUSING ASSIGNMENT

The College will not discriminate in room or hall assignments on the basis of race, age, marital status, sex, color, religion, national origin, or creed. At the time of initial assignment, an attempt will be made to assign you to the hall and room of your choice. Failure to honor your preference will not void this agreement. Reasonable accommodations will be made for students requiring special assistance to halls that can best accommodate their needs on a space available basis and after consultation with and approval from the Vice President for Student Affairs. Room assignments for new students will be made on the basis of the date that the Housing Application and deposit are received by the College. Assignments for returning students are made according to the spring Housing Lottery. The College reserves the right to consolidate or fill vacancies by requiring the residents to move to alternative accommodations. Students in a Village, Bartlett, or Townhouse double or triple by themselves must either lock in at a single rate, pull in a new roommate or be re-assigned. Students are not permitted to keep a Village, Bartlett, or Townhouse double/triple as a single room with the option of keeping it open for a new roommate throughout the year. The College also reserves the right to change hall or room assignments and to make reassignments to comparable quarters for, but is not limited to, reasons of health, safety, repair services, disciplinary reasons caused by the resident, and/or unresolved incompatibility of roommates. Residents are prohibited from taking a roommate or permitting any part of their room to be shared

by a person(s) not assigned by the Office of Residential Life. Students assigned to a designated triple room in the Village or GPH may lock it in as a double room (space permitting), however, all furniture must remain in the room for the duration of the academic year (see “Furnishings” policy for more details).

Any student who, in the judgment of the Vice President for Student Affairs or his/her appointee with consultation with the Assistant Dean of Students and/or the Provost of the College, is behaving in a manner that appears to endanger the health and safety (physical or emotional) of themselves or other residents, or is interfering with the proper functioning of the residential community, may be asked to leave the residence in which he/she resides. This may include exclusion from the residences entirely or the College.

Housing Agreement

The Housing Agreement is an agreement between the College and the individual student. It entitles the student to the use of the resident accommodations only in such a manner as stated in the Housing Agreement and *Student Handbook*. Failure to observe the terms and conditions of the agreement will subject the student to disciplinary action.

Eligibility

To be eligible for campus housing, a student must be currently enrolled at Thomas College as a full-time Day Student (12 credits or more) and have posted the room deposit.

Occupancy Period and Agreement Termination

1. The Housing Agreement, when signed and submitted to the Office of Residential Life and Housing, is binding for the academic year (two semesters) or the balance of the academic year, (if entering after the beginning of the fall semester), and is non-transferable. Residents may terminate this agreement for the second semester by notifying the Vice President for Student Affairs, in writing, prior to December 31, 2011. This also includes students who are assigned to out-of-town teaching or field placement positions for the spring semester. Failure to notify the Vice President for Student Affairs by that date may result in charges for the semester. Exceptions may be made only in cases of illness, extreme hardship, when an occupant leaves for the convenience of the College, and/or if overcrowded conditions exist. Application for termination should be directed to the Vice President for Student Affairs. The charges in these cases will be determined by the College according to the circumstances of each case. The agreement will terminate for those students who are no

-
- longer enrolled at Thomas College at the end of the fall semester.
 2. All upper-class students in campus housing are required to purchase a 15 or 19 meal per week meal plan. First year students are required to be on the 19 meal plan.
 3. After the start of a semester, when a full-time day student officially changes from commuter to resident the room, board, and resident technology fees will be prorated by week. Financial aid may be recalculated in the same manner. After the start of a semester, when a full-time day student changes from resident to commuter the room, board, and resident technology fees will be recalculated according the refund policy. After 60% of the semester has been completed, no change will be made to the student's charges. Financial aid may be recalculated in the same manner.
 4. The indicated rate does not include room and board during scheduled College breaks and vacation periods, regardless of academic requirements.
 5. New students are entitled to occupy their rooms on the first day of Orientation. Upper-class students may occupy their rooms the day before classes start. Graduating seniors, 5-year graduate students, and Accelerated MBA students receiving advanced degrees, may remain in the rooms until 5:00 p.m. on the day of graduation; all other occupants must vacate their rooms within 24 hours after their last exam. In the case of withdrawal, suspension, or dismissal, occupants must vacate at the time of clearance stated by the Vice President for Student Affairs or his/her appointee.
 6. A student who has been terminated due to academic reasons automatically forfeits his/her campus housing space.
 7. Returning students are eligible for housing through the Spring Housing Lottery by paying the housing deposit by the stated deadline (nonrefundable/nontransferable after May 1st of each year), have all health immunization records on file and up to date in the Health Center and be cleared financially with Student Financial Services by the stated deadline.

Agreement Enforcement

1. The College and student mutually agree that this agreement constitutes a license and not a lease.
2. Signed agreements are in effect upon their receipt in the Office of Residential Life and Housing and upon posting of the room deposit. Failure to request release from the agreement in written form or failure to occupy an assigned room may result in liability for one-half of the semester's room charges.
3. Late arrivals: Students must notify the Office of Residential Life and Housing if they plan to arrive later than the first day of classes. Fail-

ure to do so may result in forfeiture of agreement and one-half semester's room charges being levied.

4. The student agrees that continued compliance with the rules and regulations of the College and the State of Maine fire, safety, and health regulations, is a condition of this agreement.
5. In an effort to provide a healthier environment for all, smoking is prohibited in all College residences.
6. Students in violation of any such condition or any other provisions of this agreement will be subject to disciplinary action. Violations also entitle the College to terminate the Housing Agreement and institute eviction procedures if deemed necessary.
7. Any damage, other than normal wear and tear, will be billed to the student following the room check out process as determined by the Director of Buildings and Grounds and professional Residential Life staff. Review the inventory carefully, and address any changes to the Office of Residential Life and Housing.
8. By signing this agreement, the student also agrees to return the room to its original state before vacating at the end of the year or as a result of agreement termination. Failure to do so may result in a damage or cleaning fee.
9. The College reserves the right to transfer a student to a different room or residence to better meet occupancy needs of individuals and/or the College.

Room Changes

No room changes will be permitted during the first two weeks of each semester. Any student changing rooms for the second semester must move to a new room prior to his/her departure for the winter break. Room changes may not be made without authorization from the Office of Residential Life and Housing. Any exceptions may be made by professional Residential Life staff.

Room Consolidations

When a space vacancy occurs, the occupant must choose one of the following options:

1. Select an eligible roommate and complete necessary paperwork.
2. If the occupant, or the College, is unable to locate a roommate, he/she may move or be requested to move to an alternate room.
3. Pay an additional fee per semester (or prorated portion thereof) to guarantee a single/double room. Extension of this option is contingent upon current space needs.*
4. Remain in the room (in compliance with the guidelines under "Housing Assignments") with the understanding that the College may assign a roommate at any time and/or adjust the room

occupancy rate. Students are not to discourage prospective roommates; such actions will result in an additional fee, relocation, and/or fine. When a vacancy occurs, the College reserves the right to assign a new roommate(s) or make reassignments as needed.

*Note: Students in a Village, Bartlett or Townhouse double or triple by themselves must either lock in at a single rate, pull in a new roommate, or be re-assigned.

College Liability

Personal property of the student or in the custody of the student is not covered by the College for loss by theft, fire, water damage or any other occurrence beyond the control of the College. Students should carry their own insurance protection for personal property.

Summer Housing Policy

1. Summer housing is available for students who are currently enrolled at Thomas College **on a limited basis**.
2. The only students eligible for campus housing are those who are approved for summer College work-study positions, are employed for the summer by College administrative offices, enrolled for summer courses, or who are granted permission to live on campus while working in the area. Consideration will first be given to students taking classes, working in work-study positions or who are employed by the College during the summer. (Note: students must be enrolled in class full time or working full time in order to be eligible for summer housing).
3. Summer housing constitutes the period of time from graduation until a week before classes begin.
4. Discharge from, or termination, of any summer campus employment position for any reason results in loss of summer housing.
5. There are two rental payment options:
 - a. Advanced cash payment for the full summer, or
 - b. Contracted payroll deduction from summer paychecks or College work-study.
6. Students living in summer housing are responsible for their own meals.
7. All College policies are in effect throughout the summer as well as additional summer housing policies (on file in the Office of Residential Life and Housing). Break Housing policies will be in effect during the first and last week of the summer housing period.
8. Thomas College is under no obligation to provide summer employment or housing opportunities for students. This includes 5-year graduate or undergraduate students enrolled in spring trimester classes.

Break Housing

During official College breaks, the Residence Halls close and residents are expected to vacate their rooms by 7:00 p.m. on the indicated day. Exceptions for Break Housing will be considered for reasons such as academics, athletics, work, and travel. Students requesting housing during break periods must submit a letter to the Office of Residential Life and Housing at least two weeks in advance of a scheduled break. Students will be notified prior to the break if they are eligible for Break Housing. Students on Residential or Disciplinary Probation, or who have a judicial history of property damage, repeated substance policy violations, or other violations are not eligible for Break Housing (students needing to stay for academic or athletic reasons may request special consideration). Resident students granted an exception to remain in housing over break periods must attend a mandatory Break Housing Meeting and adhere to additional Break Housing policies. The fee for Break Housing is \$21.00 per night or \$124.00 per week (7 nights). This fee is waived for residents required to be on campus for academics or athletics. Meals are not provided by the College during breaks.

Any resident student who remains in housing any time during the break when housing is closed, without prior arrangements or exception, may be assessed a fee of \$50.00/day or night.

RESIDENCE LIFE POLICIES

Appliances

The following items are not permitted in student rooms: Refrigerators or refrigerator/freezer units exceeding 2.7 cubic feet, hot plates, coffee pots (including Keurig or like machines), toaster ovens, George Foreman or like grills and other electrical appliances, halogen lamps, octopus lamps, electric blankets, space heaters, and irons that are not automatic shut-off. Small microwaves are allowed in student rooms. There should be no more than one microwave and one refrigerator per resident of the room.

Bicycles

Bicycles are not allowed in lounges, hallways, or stairwells due to fire regulations. Where available, bicycles may be placed in outside bicycle racks. Bicycles may be stored in individual rooms as space permits. It is strongly recommended that bicycles be registered with Public Safety in case of theft or vandalism.

Closing Hours

For security purposes, all entrances to the residence hall are locked 24 hours a day. All residents in GPH and Bartlett will gain access to their residence hall with their student ID. GPH and Bartlett residents are responsible

for the security of their own room. Students residing in the Village are responsible for the security of their own rooms and will have card access to the Village laundry room and common area of Bartlett Hall 24 hours a day. Students residing in a Townhouse Suite are responsible for the security of their own exterior door and interior room doors. Townhouse residents will also have card access to a common area 24 hours a day.

Electrical Extension Cords and Power Strips

Please keep use of extension cords to a minimum. If needed, you must use a UL rated surge protector as regular household extension cords are prohibited due to fire safety. Overloaded power strips and extension cords that do not fit the approved ratings are not allowed in housing. This is a very important fire safety rule - overloaded extension cords can cause fires! Appliances (e.g., refrigerators and computers) should be plugged directly into existing electrical outlets if at all possible. Electric cords may not be run through ceiling tiles, under carpets or be covered by any other material. Likewise, frayed wires are not permitted as they pose a fire hazard to the student and community.

Fire Alarms and Equipment

Any person discovering a fire should pull the nearest fire alarm and report the location to Residential Life staff or Public Safety personnel. Any time the alarm sounds all persons must evacuate the building and remain outside the building until the Fire Department, Public Safety and the Assistant Dean of Students or Residential Life professional staff deem it safe to return inside. Falsely setting off the fire system in any manner is a very serious offense that may immediately be referred to the Judicial Board for review. Any person found tampering with fire safety or prevention equipment or interfering with emergency personnel will be subject to disciplinary action to include, at a minimum, Residential Probation and restitution if applicable.

Furnishings

You may arrange your room in any way you like, provided the furnishings are portable, are not moved in a manner they are not intended, and you do not obstruct safe exit from your room. You are responsible for furnishings assigned to you at the beginning of the year. All College owned furniture and accessories may not be removed from the room. Furniture in GPH, the Village, Bartlett and Townhouse Suites must remain in the room and are not to be removed or swapped. Lounge and common area furniture are intended for use of ALL students and is not to be removed. Furniture items from residence hall rooms, personal or College owned, are not allowed outside the room. Beds may be bunked; however, bunked beds may not be placed on the high loft settings for reasons of safety. Likewise, beds may not be placed on blocks or other items to raise them higher than intended.

Guests

Guests visiting any campus residence overnight or at any time during the designated overnight hours (10:00 p.m. – 8:00 a.m.), must be signed in with either Public Safety or an RA on duty and must carry a guest pass with them at all times. Guests are the responsibilities of their hosts(s) and are expected to adhere to all College policies and guidelines. Guests are not permitted in housing longer than 3 days per week (within a 7 day period). Students who wish to have a guest stay in a shared room must obtain his/her roommate's permission to have guests - BEFORE the guest arrives. Exceptions may be made through Residential Life professional staff.

Hall Sports

Recreational activities involving athletic or play equipment (including, but not limited to, soccer balls, basketballs, footballs, hockey sticks, etc.) are not allowed in the public areas of the Residence Halls. Water sports of any type (water pistols, water balloons, etc.) are also strictly prohibited.

Health and Safety Inspections

Upon prior notice, Residential Life staff, Public Safety and/or Maintenance staff will conduct periodic room inspections to help insure that all residents are in compliance with health, fire and safety guidelines.

Housekeeping

Residents are expected to maintain and clean their room/suite on a regular basis. Common areas are cleaned by the custodial staff; however, the custodial staff has the right to refuse to clean areas that are intentionally or maliciously dirtied or damaged by students.

Incense and Candles

Due to the extreme fire hazard resulting from the burning of incense or candles, neither is allowed anywhere on the College campus.

Keys

When a student officially checks into their residence he/she will be issued a room key, mailbox key, and access card. No deposit is required for keys or access cards; however students will be asked to sign a receipt. All keys and/or access cards must be turned in when checking out of a room/building. Students are responsible for keys/access cards that are lost, stolen, damaged, or not returned at check-out. If a student loses his/her key or access card during the semester he/she should report this to the Residential Life Office or the Office of Public Safety immediately. The following fees will apply:

Replacement Room Key.....	\$75.00
Replacement Townhouse Common Area Key	\$150.00

Replacement Mailbox Key	\$75.00
Replacement Access Card	\$15.00

For safety and security reasons, any key not returned at check-out will result in restitution to replace the lock.

Painting

The College does not permit students to paint their rooms, suites or doors.

Pets

For health and maintenance reasons, pets are not permitted in College housing except for fish in an aquarium no larger than 5 gallons. Service animals, such as seeing-eye dogs, are permitted with prior approval and appropriate documentation on file in the Vice President for Student Affairs office.

Quiet and Courtesy Hours

Quiet hours are established to assist in creating a positive academic atmosphere in the residence hall during the evening hours. Because study and proper sleep are essential for success, quiet hours are a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs. Quiet hours are scheduled from 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 1:00 a.m. to 8:00 a.m. Friday and Saturday. Grant Hall has extended quiet hours which run from 9:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:00 p.m. to 9:00 a.m. Friday and Saturday. Courtesy hours are in effect 24 hours a day, 7 days a week in all residences, during which time students are to be considerate of the needs of their neighbors and fellow students upon request. Responsibility for quiet hours is shared. All residents are responsible for their own reasonable conduct and for letting others know when they are infringing on the right to a quiet living environment. In persistent cases, do not hesitate to seek help from your own RA, RA on duty, or Public Safety. Extended quiet hours will be in place during final exam week. Loud disturbances of any kind will not be tolerated during quiet hours. Large speakers, musical equipment, subwoofers, bass, etc. in student rooms deemed to be a continued noise issue in the residence halls may be removed by the Office of Residential Life and Housing.

Residence Entry

Each residence is equipped with a security locking system. Residents will be issued the appropriate key/access card to their building (and associated common spaces) upon official check-in. In order to maintain the most effective security for all residents, a student may not give their key/access card to any person not living within their residence. Likewise, only those

students who have been assigned to and have access to the building and/or their guests are permitted inside. The use of an unauthorized entrance or exit, to or from a residence, is prohibited (this includes propping open locked doors, entering through a window, etc.).

Roofs and Roof Access

In the interest of safety, access to building roofs for any reason is strictly prohibited.

Room Care

Rooms should be kept clean and free of safety or health hazards at all times. The use of stickers and nails are not recommended as they may cause excessive damage. Care should be exercised in the use of tape so painted surfaces are not damaged. Damage due to other than normal and reasonable wear and tear will result in charges to responsible individuals. Residents are ultimately responsible for what occurs in their assigned room/suite. At the end of the year all room furniture must be arranged as it was at the time of check-in. Failure to clean a room and arrange the furniture may result in an excessive cleaning fee. Any problems with your room should immediately be addressed to your RA or the Office of Residential Life and Housing.

Room & Common Living Area Damage

Students are responsible for the condition of their own rooms and all furniture and equipment provided to them. Any student with damage to their room or its contents will be charged for restitution. However, any damage to the room or its contents for which no specific person can be charged will be divided equally among the room's occupants and charged to each person's individual account. Similarly, any damage occurring in hallways, restrooms, or other common living areas will be charged to the individual(s) having caused the damage. Any damage that cannot be traced to a specific source will be divided equally amongst all students living on the floor, in a suite/townhouse, in the building, side of Village building, or area.

Student Damage Fee Schedule (minimums)

Closet Repair.....	\$75.00
Closet Painting	\$20.00 - \$50.00
Door Painting.....	\$50.00
Excessive Cleaning.....	\$50.00
Exit Sign Replacement	\$75.00
Fire Extinguisher Refill.....	\$70.00
Furniture Replacement	\$40.00 + cost
Installing Door Closures	\$25.00 + cost

Hallway Painting.....	\$300.00
Bartlett Suite Hallway Painting.....	\$150.00
Ceiling Painting	\$75.00
Relocating Thomas College Furniture	\$25.00 (per piece)
Room Painting	\$150.00
Wall Painting	\$75.00
Smoke Detector Replacement.....	\$100.00
Voice/Data/Video Port Replacement.....	\$30.00
Window Repair.....	\$25.00 + cost
a. Screen Replacement – Village	\$50.00
b. Screen Replacement – GPH.....	\$40.00
c. Large Blind Replacement – Bartlett/Townhouse	\$70.00
d. Small Blind Replacement – Bartlett/Townhouse	\$50.00
Window Shade.....	\$20.00
Broken/Missing Towel Rack.....	\$20.00

Note: Defacing of any furniture will result in a charge to sand, stain, and paint as needed, or replacement cost of the piece. The fees listed above represent the **minimum** repair and/or replacement costs for restitution resulting from student damages. In addition, any behavior leading to vandalism, creating health and safety hazards, and/or damages could result in a disciplinary referral for sanctioning beyond restitution.

Room Entry

The College reserves the right to enter any room in a College-owned or leased/operated residence for the purposes of: performing routine or emergency maintenance; to check for fire hazards; for possible health and safety related problems/issues; to confront or deter a policy violation; and for other purposes as the need arises to protect the educational atmosphere of the College. If time or situation permits, an effort will be made to notify the resident(s) of the room in advance before entry. Also, the College may conduct safety or welfare inspections in all College buildings during vacations/breaks or at times deemed necessary by the Vice President for Student Affairs, Assistant Dean of Students, Residential Life professional staff, or Director of Physical Plant.

Room Inventory

Your Resident Assistant will go over the inventory of your room and its furnishings when you move in. The purpose of the inventory is to find any conditions that must be reported to Maintenance for repair and to review the condition of the room. This will insure that you will not be held responsible for any problems that predated your arrival. Any discrepancies should be addressed with your RA or the Office of Residential Life prior to signing. Final assessment of damage and cleaning will be determined by the Residential Life and Housing and Building and Facilities Offices.

Room/Suite Occupancy Maximum

For issues of safety, rooms/suites will be limited to the number of persons allowed to be present at any one time. The following guidelines have been established regarding room occupancy:

GPH Student Room:	10 person maximum
Village Student Room:	10 person maximum
Bartlett 5/6 person Suites:	15 person maximum
Bartlett 7 person Suites:	20 person maximum
Townhouse:	20 person maximum

Note: Residential Life and Public Safety Staff have the right to request that individuals leave a room for reasons of noise or community disruption.

Smoking

All buildings at Thomas College are smoke free. Smoking is prohibited in all parts of all buildings on campus and within 25 feet of all buildings, including residence halls. Smoking is also prohibited on the southeast side of GPH Residence (to include the parking lot and entryway). In addition, smoking is not permitted at any outdoor College sponsored activities hosted on campus to include outdoor sporting events.

Smoking is prohibited in College owned vehicles. Smoking is also prohibited in leased or rented vehicles as well as individually-owned vehicles used for College work or activities, whenever other employees are present in the vehicle, or another person is in the vehicle for work-related reasons.

Waterbeds

Waterbeds are not permitted in College residences.

Weight Lifting

Weight lifting and weight lifting equipment is not permitted in College residences.

Windows and Window Screens

For safety reasons, screens may not be removed from room, common area, or hallway windows. Throwing or hanging anything out of a window or use of a window as an egress in non-emergency situations is prohibited. Windows in Bartlett Hall have window stops installed for student safety. These may not be removed for any reason. Residents may be assessed a maintenance fee if these need to be reinstalled at any time.

TIME CARD SCHEDULE 2011-2012

<u>Time Card Due</u> (Mon. by 9:00 am)	<u>Period Covered</u>	<u>Paychecks Ready</u> (Wednesday)
2011		
July 1 (Fri.)	June 19 – July 2	July 6
July 18	July 3 – July 16	July 20
August 1	July 17 – July 30	August 3
August 15	July 31– August 13	August 17
August 29	August 14 – August 27	August 31
September 12	August 28 – September 10	September 14
September 26	September 11 – September 24	September 28
October 7 (Fri.)	September 25 – October 8	October 12
October 24	October 9 – October 22	October 26
November 7	October 23 – November 5	November 9
November 21	November 6 – November 19	November 23
December 5	November 20 – December 3	December 7
December 19	December 4 – December 17	December 21
2012		
January 2	December 18 – December 31	January 4
January 13 (Fri.)	January 1 – January 14	January 18
January 30	January 15 – January 28	February 1
February 13	January 29 – February 11	February 15
February 27	February 12 – February 25	February 29
March 12	February 26 – March 10	March 14
March 26	March 11 – March 24	March 28
April 9	March 25 – April 7	April 11
April 23	April 8 – April 21	April 25
May 7	April 22 – May 5	May 9
May 21	May 6 – May 19	May 23
June 4	May 20 – June 2	June 6
June 18	June 3 – June 16	June 20
July 2	June 17 – June 30	July 4*

*Subject to change pending bank holiday schedule.

DEPARTMENTS

362 Academic Affairs
101 Admissions
319 Alumni/Annual Giving
404 Athletics
154 Athletic Trainer
198 Auto Attendant
295 Bookstore
250 Buildings and Grounds/
Maintenance
140 Cancellations Line
106 Career Services
204 Computer Lab Help Desk
444 Dining Center
102 Graduate and Continuing
Education Office
401 Health Center
240 Human Resources
204 I.T. Services
204 Library
201 President
221 Public Relations
399 Public Safety/Security
183 Recreation & Intramural Programs
405 Registrar
243 Residential Life and Housing
298 Retention Services
140 Snow Phone/Cancellation Line
243 Student Affairs Office
105 Student Financial Services
216 Student Life/Activities
209 Student Success Center (Mentors)
205 Student Success Center (Tutors)
111 Switchboard
116 T-Bones

ACADEMIC AFFAIRS STAFF

362 Administrative Assistant,
Lindsey Nelson
362 Provost, **Dr. Thomas Edwards**

STUDENT AFFAIRS STAFF

243 Administrative Assistant, **Dena
Wade**
243 Vice President for Student Affairs,
Lisa Desautels-Poliquin
216 Assistant Dean of Students,
Hannah Gladstone
464 Assistant Director of Career
Services, **Diane Anderson**

399 Chief of Public Safety, **Louann
Dustin-Hunter**
243 Counselor, **Carol Jollotta, LCSW**
106 Director of Career Services,
Richard Grant
216 Director of Dance, **Michelle Pratt**
444 Director of Dining Services, **Jody
Pelotte**
216 Director of Drama, **Meg Matheson**
401 Director of Health Services, **Cheryl
Daggett, ARNP**
183 Director of Recreational and
Intramural Programs, **James
Delorie**
109 Residential Life Area Coordinator,
Leslie Rocheleau
415 Residential Life Area Coordinator,
Amanda Viens

STUDENT FINANCIAL SERVICES

421 Assistant Director of Student
Financial Services, **Tara Thompson**
105 Director, **Jeannine Bosse**
405 Registrar, **Meghan Reitchel**

RESIDENT ASSISTANTS (RA's)

Floor	Resident Assistant	Ext.
TBA	John Banville	TBA
TBA	Tiffany Beaulieu	TBA
TBA	Derek Dalrymple	TBA
TBA	Amanda Drummond	TBA
TBA	Michael Dunn	TBA
TBA	Daniel Ierardi	TBA
TBA	Toni Lent	TBA
TBA	Adam Lerette	TBA
TBA	Cameron Looper	TBA
TBA	Moriah Nutt	TBA
TBA	Kristen McLean	TBA
TBA	Bryan Riddell	TBA
TBA	Molly Woodward	TBA

OFFICE HOURS

Administrative Offices

Monday - Friday

8:00 AM - 4:30 PM

Academic Affairs Office
Accounting Office
Admissions Office
Alumni/Annual Giving Office
Athletic Office
Career Services
President's Office
Retention Services
Student Affairs
Student Financial Services
Student Success Center

Bookstore

Monday - Thursday

8:00 AM - 4:30 PM

Friday

8:00 AM - 2:00 PM

Computer Labs

Monday - Thursday

7:30 AM - 10:00 PM

Friday

7:30 AM - 4:30 PM

Saturday

Closed

Sunday

Closed

Dining Center

Monday - Friday

Breakfast

7:15 AM - 9:30 AM (Hot)

9:30 AM - 10:30 AM

(Continental)

Lunch

11:15 AM - 1:30 PM

Dinner

4:45 PM - 6:30 PM

Saturday and Sunday

Brunch

11:00 AM - 12:45 PM

Dinner

4:45 PM - 6:00 PM

Graduate and Continuing Education Division

Monday - Thursday

10:00 AM - 6:00 PM

Friday

8:00 AM - 4:00 PM

Library

Monday - Thursday

7:30 AM - 10:00 PM

Friday

7:30 AM - 4:30 PM

Saturday

1:00 PM - 4:00 PM

Sunday

3:30 PM - 10:00 PM

FACULTY DIRECTORY

Fall 2011

Professor Names	Office	Ext.	Professor Names	Office	Ext.
Alexander, Wallace	223A	325	Libby, James	107	420
Ayotte, Pierrette	No office		Majewski, John	109	323
Biffle, Richard III	223A	TBA	Maseychik, Justin	219F	257
Bordes, Lisette	219E	334	Massey, Joseph	219D	352
Chapman, James	219E	334	McMillan, Lorne	219D	352
Corbin, Anne	214	178	McPhee-Brown,		
Cragen, Donald	114	311	Philomena	223A	320
Dickson, Dale	206	157	McQuiston, Ellen	211	214
Donato, Joe	110	237	Meador, Betty-Jane	113	310
Dyer, Steven	219E	334	Mechling, Kelly	217	321
Easton, Tom	108	331	Morales, Andres	223A	TBA
Fish, Muriel	219C	332	Ratte, Darlene	219F	257
Geller, David	219D	352	Ravis, Chuck	208B	210
Gilbert, J. Peter	111	307	Rhoda, Chris	104C	124
Giorgetti, Steve	216	322	Robbins, Rachel	219G	257
Grindall, Kay	219G	257	Scozzafava, Joseph	120A	324
Hansen-Childers, Judy	209	335	Shaw, Emily	218A	467
Hatch, Ted	219C	332	Shelleman, Joyce	219F	257
Holst, Heidi	205A	205	Snipe, Marilyn	219C	332
Horton, Tracey	218B	466	Southard, Jo	219C	332
Joseph, John	208B	308	Souza, Al	115	315
Karush, Patricia	112	309	Thompson, Pamela	223A	333
Keliher, Sandra	219G	257	Tibbetts, Roberta	212	326
Kelsey, Robert	219F	257	Turner, Stephen	218C	301
Kennedy, Kimberly	219G	257	Varrell, Linda	219G	257
King, Greg	252	208	Wallace, Mark	213	364
LaBreck, Gayla	219E	334	Watson, Allison	219E	334
Lepley, Cindy	210	328	Wilkins, Richard	223A	TBA
Lepley, Doug	215	330			

Allen, Raelene	Dual Enrollment, Madison H.S.
Brown, Ted	Dual Enrollment, Waterville H.S.
Clark, Kelly	Dual Enrollment, Erskine H.S.
Derosby, Keith	Dual Enrollment, Messalonskee H.S.
Kehrli, Hailey	Dual Enrollment, Madison H.S.

ATHLETICS MASTER SCHEDULES

Fall 2011

DATE	TEAM	H/A	TIME	OPPONENT	SITE
Sept. 1	WS	A	4:00pm	Unity	Unity, ME
Sept. 1	FH	H	4:00pm	Husson	Waterville, ME
Sept. 1	MS	A	6:00pm	UNE	Biddeford, ME
Sept. 3	MCC	A	11:00am	UMF (Mt. Blue HS)	Farmington, ME
Sept. 3	WCC	A	11:45am	UMF (Mt. Blue HS)	Farmington, ME
Sept. 3	FH	A	1:00pm	Nichols	Dudley, MA
Sept. 3	WS	A	2:00pm	RhodeIC	Providence, RI
Sept. 4	WS	A	10:30am	Regis	Weston, MA
Sept. 4	FH	A	12:00pm	Western Conn State	Danbury, CT
Sept. 4	MS	A	2:00pm	Salem State	Salem, MA
Sept. 7	WS	H	4:00pm	St. Joe's	Waterville, ME
Sept. 7	WTEN	H	4:00pm	USM	Waterville, ME
Sept. 10	WCC	A	10:45am	UNE	Biddeford, ME
Sept. 10	MCC	A	11:30am	UNE	Biddeford, ME
Sept. 10	FH	H	12:00pm	Regis	Waterville, ME
Sept. 10	WTEN	H	3:00pm	Castleton	Waterville, ME
Sept. 11	FH	H	12:00pm	Keene University	Waterville, ME
Sept. 11	WS	H	2:00pm	UMM	Waterville, ME
Sept. 11	WTEN	H	2:00pm	Colby-Sawyer	Waterville, ME
Sept. 11	MS	H	4:00pm	UMM	Waterville, ME
Sept. 12	WS	H	4:00pm	UNE	Waterville, ME
Sept. 15	FH	A	3:30pm	Daniel Webster	Nashua, NH
Sept. 17	WCC	A	11:00am	Lyndon	Lyndonville, VT
Sept. 17	MCC	A	11:45am	Lyndon	Lyndonville, VT
Sept. 17	MS	H	1:00pm	Husson	Waterville, ME
Sept. 17	FH	A	1:00pm	NEC	Henniker, NH
Sept. 17	WTEN	A	1:00pm	Lyndon	Lyndonville, VT
Sept. 17	WS	H	3:00pm	Husson	Waterville, ME
Sept. 18	WTEN	A	1:00pm	Johnson	Johnson, VT
Sept. 20	MS	A	4:00pm	USM	Gorham, ME
Sept. 21	WS	A	4:00pm	UMF	Farmington, ME
Sept. 24	FH	H	12:00pm	Lasell	Waterville, ME
Sept. 24	MS	A	1:00pm	Johnson	Johnson, VT
Sept. 24	WS	A	3:00pm	Johnson	Johnson, VT
Sept. 25	FH	H	12:00pm	Simmons	Waterville, ME
Sept. 25	WTEN	A	12:00pm	Anna Maria	Paxton, MA
Sept. 25	MS	A	1:00pm	Bates	Lewiston, ME
Sept. 28	FH	A	7:00pm	Colby	Waterville, ME
Sept. 29	WTEN	A	4:00pm	USM	Gorham, ME
Oct. 1	MCC	A	11:00am	Colby	Waterville, ME
Oct. 1	MS	A	12:00pm	NEC	Henniker, NH
Oct. 1	WTEN	A	12:00pm	Colby-Sawyer	New London, NH
Oct. 1	WS	A	2:30pm	NEC	Henniker, NH
Oct. 1	FH	A	6:00pm	Husson	Bangor, ME
Oct. 1	WCC	A	TBA	Colby	Waterville, ME
Oct. 2	WTEN	A	12:00pm	Castleton	Castleton, VT
Oct. 2	MS	A	1:00pm	Colby-Sawyer	New London, NH
Oct. 2	WS	A	3:30pm	Colby-Sawyer	New London, NH

ATHLETICS MASTER SCHEDULES

Winter 2011-2012

DATE	TEAM	H/A	TIME	OPPONENT	SITE
Nov. 15	MBB	H	7:00pm	UMA	Waterville, ME
Nov. 18	MBB	H	7:30pm	UMPI	Waterville, ME
Nov. 18	WBB	A	7:30pm	Bridgewater State	Bridgewater, MA
Nov. 19	WBB	H	1/3:00pm	Consolation/Champ	Waterville, ME
Nov. 19	MBB	H	1/3:00pm	Consolation/Champ	Waterville, ME
Nov. 29	MBB	A	7:00pm	Bates	Lewiston, ME
Nov. 30	WBB	A	7:00pm	St. Joe's	Standish, ME
Dec. 2	MBB	H	5:30pm	Green Mnt.	Waterville, ME
Dec. 2	WBB	H	7:30pm	Green Mnt.	Waterville, ME
Dec. 3	MBB	H	1:00pm	Castleton	Waterville, ME
Dec. 3	WBB	H	3:00pm	Castleton	Waterville, ME
Dec. 6	WBB	A	7:00pm	Bates	Lewiston, ME
Dec. 9	MBB	A	5:30pm	Colby-Sawyer	New London, NH
Dec. 9	WBB	A	7:30pm	Colby-Sawyer	New London, NH
Dec. 10	MBB	A	1:00pm	NEC	Henniker, NH
Dec. 10	WBB	A	3:30PM	NEC	Henniker, NH
Jan. 6	MBB	H	5:30pm	Lyndon	Waterville, ME
Jan. 6	WBB	H	7:30pm	Lyndon	Waterville, ME
Jan. 7	MBB	H	1:00pm	Johnson	Waterville, ME
Jan. 7	WBB	H	3:00pm	Johnson	Waterville, ME
Jan. 10	MBB	A	5:30pm	Husson	Bangor, ME
Jan. 10	WBB	A	7:30pm	Husson	Bangor, ME
Jan. 14	MBB	H	2:00pm	UMF	Waterville, ME
Jan. 14	WBB	A	4:00pm	UMF	Farmington, ME
Jan. 15	WBB	H	1:00pm	UMFK	Waterville, ME
Jan. 19	MBB	A	5:30pm	MMA	Castine, ME
Jan. 19	WBB	A	7:30pm	MMA	Castine, ME
Jan. 21	WBB	H	2:00pm	Husson	Waterville, ME
Jan. 21	MBB	H	4:00pm	Husson	Waterville, ME
Jan. 24	MBB	A	7:00pm	Colby	Waterville, ME
Jan. 27	WBB	A	5:30pm	Castleton	Castleton, VT
Jan. 27	MBB	A	7:30pm	Castleton	Castleton, VT
Jan. 28	WBB	A	1:00pm	Green Mnt.	Poultney, VT
Jan. 28	MBB	A	3:00pm	Green Mnt.	Poultney, VT
Jan. 31	MBB	H	7:00pm	Bowdoin	Waterville, ME
Feb. 3	WBB	H	5:30pm	NEC	Waterville, ME
Feb. 3	MBB	H	7:30pm	NEC	Waterville, ME
Feb. 4	WBB	H	1:00pm	Colby-Sawyer	Waterville, ME
Feb. 4	MBB	H	3:00pm	Colby-Sawyer	Waterville, ME
Feb. 10	WBB	A	5:30pm	Johnson	Johnson, VT
Feb. 10	MBB	H	7:30pm	Johnson	Johnson, VT
Feb. 11	WBB	A	1:00pm	Lyndon	Lyndonville, VT
Feb. 11	MBB	A	3:00pm	Lyndon	Lyndonville, VT
Feb. 14	WBB	H	5:30pm	MMA	Waterville, ME
Feb. 14	MBB	H	7:30pm	MMA	Waterville, ME
Feb. 18	WBB	A	1:00pm	UMF	Farmington, ME
Feb. 18	MBB	A	3:00pm	UMF	Farmington, ME
Feb. 21	WBB	TBA	TBA	Q-Finals	TBA

Feb. 21	MBB	TBA	TBA	Q-Finals	TBA
Feb. 24	WBB	TBA	TBA	Semi-Finals	TBA
Feb. 24	MBB	TBA	TBA	Semi-Finals	TBA
Feb. 25	WBB	TBA	TBA	Finals	TBA
Feb. 25	MBB	TBA	TBA	Finals	TBA

Schedules are subject to change

H=Home Contest MBB=Men's Basketball
A=Away Contest WBB=Women's Basketball

ATHLETICS MASTER SCHEDULES

Spring 2012 (partial schedule)

DATE	TEAM	H/A	TIME	OPPONENT	SITE
Mar. 3	MLAX	A	TBA	AIC	Springfield, MA
Mar. 6	MLAX	A	4:00pm	St. Joe's	Standish, ME
Mar. 10	MLAX	A	3:00pm	Mass. Maritime	Buzzard's Bay, MA
Mar. 14	MLAX	H	TBA	Mt. St. Vincent	Waterville, ME
Mar. 17	MLAX	A	TBA	Emmanuel	Boston, MA
Mar. 17	WLAX	A	TBA	Wheelock	Boston, MA
Mar 17	BASE	TBA	TBA	Johnson & Wales (Tent.)	TBA
Mar 17	SOFT	A	TBA	UMPI (Tent)	Presque Isle, ME
Mar. 24	MLAX	A	TBA	Misericordia	Dallas, PA
Mar. 24	WLAX	A	11:00am	Misericordia	Dallas, PA
Mar. 25	WLAX	A	11:00am	Misericordia	Dallas, PA
Mar. 25	MTEN	H	12:00pm	Johnson	Waterville, ME
Mar. 25	MLAX	A	TBA	Alvernia	Reading, PA
Mar. 27	WLAX	A	4:30pm	Wilkes	Wilkes-Barre, PA
Mar. 31	MTEN	H	3:00pm	Castleton	Waterville, ME
Mar. 31	SOFT	A	3:30pm	Husson (DH)	Bangor, ME
Mar. 31	MLAX	A	TBA	MMA	Castine, ME
Mar. 31	WLAX	A	TBA	Regis	Weston, MA
Mar. 31	BASE	A	TBA	Colby-Sawyer (DH)	New London, NH
Apr. 1	WLAX	H	1:00pm	Daniel Webster	Waterville, ME
Apr. 1	BASE	A	TBA	Colby-Sawyer (DH)	New London, NH
Apr. 2	SOFT	A	3:30pm	Bowdoin (DH)	Brunswick, ME
Apr. 3	BASE	H	TBA	Husson (DH)	Waterville, ME
Apr. 4	SOFT	H	3:30pm	Farmington (DH)	Waterville, ME
Apr. 4	MTEN	A	4:00pm	USM	Gorham, ME
Apr. 6	WLAX	H	3:00pm	Castleton	Waterville, ME
Apr. 6	MTEN	H	3:00pm	Green Mtn.	Waterville, ME
Apr. 6	SOFT	H	3:30pm	Johnson (DH)	Waterville, ME
Apr. 6	MLAX	H	5:00pm	Castleton	Waterville, ME
Apr. 6	BASE	A	TBA	Lyndon (DH)	Lyndonville, VT
Apr. 7	SOFT	H	1:00pm	NEC (DH)	Waterville, ME
Apr. 7	WLAX	H	1:00pm	Colby-Sawyer	Waterville, ME
Apr. 7	MTEN	H	1:00pm	Colby-Sawyer	Waterville, ME
Apr. 7	MLAX	H	3:00pm	Green Mtn.	Waterville, ME
Apr. 7	BASE	A	TBA	Lyndon (DH)	Lyndonville, VT
Apr. 10	SOFT	H	3:30pm	MMA (DH)	Waterville, ME
Apr. 10	MTEN	H	4:00pm	USM	Waterville, ME
Apr. 12	WLAX	H	4:00pm	St. Joe's	Waterville, ME

Apr. 12	SOFT	A	4:00pm	Colby (DH)	Waterville, ME
Apr. 12	BASE	H	TBA	UMF (DH)	Waterville, ME
Apr. 13	MTEN	A	4:00pm	Castleton	Castleton, VT
Apr. 14	SOFT	A	2:00pm	Castleton (DH)	Castleton, VT
Apr. 14	MTEN	A	2:00pm	Green Mtn.	Poultney, VT
Apr. 14	WLAX	A	3:30pm	UMF	Farmington, ME
Apr. 14	MLAX	A	TBA	Johnson	Johnson, VT
Apr. 14	BASE	H	TBA	NEC (DH)	Waterville, ME
Apr. 15	SOFT	A	12:00pm	Green Mtn. (DH)	Poultney, VT
Apr. 15	MTEN	A	12:00pm	Johnson	Johnson, VT
Apr. 15	MLAX	A	TBA	NEC	Henniker, NH
Apr. 15	BASE	H	TBA	NEC (DH)	Waterville, ME
Apr. 17	SOFT	H	3:30pm	Lyndon (DH)	Waterville, ME
Apr. 17	BASE	A	TBA	UMF (DH)	Farmington, ME
Apr. 18	WLAX	H	3:30pm	Husson	Waterville, ME
Apr. 18	MTEN	A	3:30pm	Lyndon	Lyndonville, VT
Apr. 18	SOFT	H	4:00pm	Colby	Waterville, ME
Apr. 18	MLAX	H	TBA	TBA	TBA
Apr. 19	BASE	A	TBA	Husson (DH)	Bangor, ME
Apr. 21	BASE	H	1:00pm	Castleton (DH)	Waterville, ME
Apr. 21	MTEN	H	2:00pm	Lyndon	Waterville, ME
Apr. 21	MLAX	A	TBA	Lyndon	Lyndonville, VT
Apr. 21	WLAX	A	TBA	Green Mtn.	Poultney, VT
Apr. 22	BASE	H	12:00pm	Castleton (DH)	Waterville, ME
Apr. 22	WLAX	A	TBA	NEC	Henniker, NH
Apr. 23	SOFT	H	3:30pm	Bates (DH)	Waterville, ME
Apr. 23	BASE	H	2:30pm	Colby (DH) tent.	Waterville, ME
Apr. 25	MLAX	A	TBA	Husson	Bangor, ME
Apr. 25	SOFT	TBA	TBA	Q-Finals	TBA
Apr. 27	BASE	TBA	TBA	Div. Champ	TBA
Apr. 27	SOFT	TBA	TBA	Final Four	TBA
Apr. 27	MTEN	TBA	TBA	Div. Champ	TBA
Apr. 27	WLAX	TBA	TBA	Div. Champ	TBA
Apr. 28	BASE	TBA	TBA	Div. Champ	TBA
Apr. 28	SOFT	TBA	TBA	Final Four	TBA
Apr. 28	MTEN	TBA	TBA	Div. Champ	TBA
Apr. 28	MLAX	TBA	TBA	Q-Finals	TBA
Apr. 28	WLAX	TBA	TBA	Div. Champ	TBA
Apr. 29	BASE	TBA	TBA	Div. Champ	TBA
Apr. 29	SOFT	TBA	TBA	Final Four	TBA
Apr. 29	MTEN	TBA	TBA	Div. Champ	TBA
Apr. 29	WLAX	TBA	TBA	Div. Champ	TBA
May 2	MLAX	TBA	TBA	Semi-Finals	TBA
May 5	BASE	TBA	TBA	Crossover Champ.	TBA
May 5	MTEN	TBA	TBA	Crossover Champ.	TBA
May 5	MLAX	TBA	TBA	Finals	TBA
May 5	WLAX	TBA	TBA	Crossover Champ.	TBA
May 6	BASE	TBA	TBA	Crossover Champ.	TBA
May 6	MTEN	TBA	TBA	Crossover Champ.	TBA
May 6	WLAX	TBA	TBA	Crossover Champ.	TBA

Schedules are subject to change

H = Home Contest

A = Away Contest

BASE= Baseball

MLAX = Men's Lacrosse

MTEN= Men's Tennis

SOFT = Softball

WLAX = Women's Lacrosse

WATERVILLE AREA DIRECTORY

Banks

Bangor Savings Bank	861-8931
Kennebec Fed. Svgs.	873-5151
Kennebec Svgs. Bank	872-5563
Key Bank	873-0742
Savings Bank of Maine	872-5636
T.D. Bank	873-3301
The Bank of Maine	872-5636

Bed & Breakfasts

Copper Heron (Unity)	948-9003
The Pressey House	465-3500

Florists

KMD Florist	873-0443
Waterville Florists	872-7422

Grocery Stores

Hannaford Supermarket	877-0700
Shaw's Supermarket	873-6224

Hospitals

Inland Hospital	861-3000
Maine General Med. Ctr.	872-1000

Hotels/Motels

Econo Lodge	872-5577
Fireside Inn & Suites	873-3335
Hampton Inn	873-0400
The Grand Hotel	873-0111

Ice Cream

Dairy Queen (Col. Ave.)	873-1677
Dairy Queen (KMD)	872-2220
Gifford's Famous Ice Cream	872-6631

Music

Bull Moose (Ticket Master)	861-5884
The Record Connection	873-1798

Pharmacies

CVS Pharmacy	873-7163
Hannaford Pharmacy	872-2182
Rite Aid Pharmacy	877-9004
Wal-Mart Pharmacy	877-9161

Places of Worship

Beth Israel Congregation	872-7551
Faith Evangelical Free	873-0343
First Baptist	872-5741
First Congregational	872-8976
Maine Muslims Com. Ctr.	797-6626
Notre Dame Catholic	872-2281
St. Mark's Episcopal	872-7869
United Methodist	872-7564
Universalist Unitarian	873-4006

Restaurants/Pizza

Applebee's	872-6702
Big G's Deli	873-7808
Bolley's Famous Franks	873-6264
College Quik Stop	859-9994
Darrell's Pizza	873-4812
Domino's Pizza	873-0100
Friendly's Restaurant	872-4598
Governor's	872-0677
Grand Central Cafe	872-9135
Jorgensen's Café	872-8711
Joseph's Fireside Steakhouse	877-8325
KFC	872-6261
The Last Unicorn	873-6378
Papa John's Pizza	877-7272
Pizza Hut	873-5000
Pointe Afta	872-0521
Ruby Tuesday's	859-8991
Scotty's Pizza	873-4372
Subway (KMD)	872-5459
Super China Buffet	859-8866
Waterville House of Pizza	873-4300
Weathervane Seafoods	873-4522
Winslow House of Pizza	872-0773

Stores

Bath & Body Works	859-9910
Fashion Bug	872-0509
JC Penney	873-2781
Kmart	873-5641
Marden's Discount Store	873-6111
Olympia Sports Center	861-9984
T.J. Maxx	873-6501
Wal-Mart Supercenter	877-8774

Taxis

Elite Taxi	872-2221
G's Taxi	314-3887

Theatres/Cinemas

Flagship Cinemas	873-7801
Regal Cinema Augusta 10	623-8183
Railroad Square	873-4021
Skowhegan Drive-In	474-9277
Waterville Opera House	873-7000

Transportation

Concord Trailways	800-639-3317
Vermont Transit-Greyhound	872-5000

Travel Agencies

AAA Northern	
Day's Travel Bureau	873-0755
Farmington Travel Service	800-244-4777
AAA New England	873-0692

Video/Gaming

Game Stop	859-9848
-----------	----------

Link to local discounts with your Student ID:

<http://www.thomas.edu/stuaff/Senate/Spring2011Discounts.asp>

INDEX

Topics found on the following pages of the 2011-12 Student Handbook

Academic Disciplinary Dismissal.....	27
Academic Dismissal.....	25
Academic Honesty.....	22
Academic Warning, Probation, & Dismissal.....	24
Academics.....	22
Academic Probation.....	24
Acceptable Use Policy.....	39
Advertising on Campus.....	37
Alcohol Policy.....	52
Appeal Process.....	66
Appeals Board.....	34
Appeals Committee.....	35
Appliances.....	76
Athletic Policy.....	27
Athletic Schedules.....	87
Athletics.....	6
Authorized Personnel.....	33
Bartlett Hall.....	68
Bicycles.....	76
Bicycles/Scooters.....	39
Break Housing.....	76
Calendar.....	4-5
Campus Crime Report.....	6
Campus Mail.....	69
Campus Security/Public Safety.....	6
Career Services.....	8
Closing Hours.....	76
Club and Organization Policies.....	36
College Liability.....	75
College Related Property & College Related Personal Property.....	35
Computers.....	69
Correction of Educational Records.....	30
Counseling Services.....	9
Custodial Services.....	70
Damage Fee Schedule.....	80
Directory Information.....	30
Disability Services.....	10
Disciplinary Procedures.....	64
Disciplinary Process.....	65
Disclosure of Educational Records.....	29

Disorderly Conduct.....	42
Driving on Campus.....	42
Driving to Endanger/Excessive Speeding/Dangerous Acts.....	42
Electrical Extension Cords and Power Strips.....	77
Emergency Loan Fund.....	10
Excessive Tickets.....	43
Faculty Directory.....	86
Failure to Attend Hearing.....	43
Failure to Comply.....	43
Falsifying or Tampering.....	43
Fire Alarms and Equipment.....	77
Fire Safety/Campus Safety.....	43
Fireworks & Explosive Materials.....	44
Food Service.....	10
Fundraising Policy.....	37
Funds and Accounts.....	38
Furnishings.....	77
Gambling.....	44
Graduation Information.....	27
Grant, Parks, Heath Residence Halls.....	68
Guests.....	78
Hall Sports.....	78
Harassment.....	44
Hazing.....	45
Health & Safety Inspections.....	78
Health Center Services.....	11
Housekeeping.....	78
Housing Agreement.....	72
Identification & Misrepresentation.....	45
Illegal Parking.....	46
Illegal Substance Policy.....	57
Incense & Candles.....	45, 78
Incident Report.....	35
Information Technology.....	39
IT Services.....	13
Judicial Officer.....	35
Judicial Review Board.....	14, 35
Jurisdiction.....	33
Keys.....	78
Kitchen Facilities.....	70
Laundry.....	70
Library.....	14
Local Resources.....	59

Lost and Found.....	7
Maintaining Disciplinary Records.....	31
Motor Vehicle Registration.....	7
Office Hours.....	85
Painting.....	79
Performing Arts.....	19
Permit for Games of Chance.....	39
Pets.....	46, 79
Physical Assault.....	46
Planning Events.....	38
Pledging.....	19
Policies & Procedures.....	36
Prescription Drugs.....	57
Procedure to Inspect Education Records.....	31
Quiet & Courtesy Hours.....	79
Real Property.....	36
Recreation and Intramural Programs.....	17
Refusal to Provide Copies.....	32
Registering Student Groups.....	38
Residence Entry.....	79
Residence Life.....	67
Residence Life Facilities & Services.....	69
Residence Life Policies.....	76
Residential Life & Housing Office.....	18
Residential Living Communities.....	68
Respect of College Officials.....	46
Right to Privacy.....	28
Roofs and Roof Access.....	80
Room & Common Living Area Damage.....	80
Room Care.....	80
Room Changes.....	74
Room Consolidation.....	74
Room Entry.....	81
Room Inventory.....	81
Room/Suite Occupancy Maximum.....	82
Safety Whistle Program.....	7
Sanction.....	36
Satisfactory Academic Progress.....	25
Sexual Assault & Sexual Harassment.....	48
Smoking.....	46, 82
Snow Removal Policy.....	8
Sports Injury.....	12
Statement of General Principles.....	33

Storage	70
Student Clubs & Organizations.....	18
Student Conduct Code.....	33
Student Health Insurance Coverage	12
Student Life/Activities Office	18
Student Senate	20
Student Services	6
Student Success Center	20
Substance Abuse Counseling & Education.....	10
Substance Abuse Prevention, Education & Referral Services	58
Substance Policy.....	51
Summer Housing Policy.....	75
Tampering with Machines	47
Telephones	71
Theft	47
Time Card Schedule	83
Townhouse Suites.....	69
Unauthorized Access/Entry/Use.....	47
Vending Machines	71
Village Residence Area.....	68
Waterbeds	82
Waterville Area Directory	92
Weapons	47
Weight Lifting	82
Windows and Window Screens.....	82
Yearbook	19

