



1 College Circle • Bangor, ME 04401-2999

WELCOME FROM THE OFFICE OF STUDENT LIFE

Fall 2020/Spring 2021

Welcome to the 2020-2021 academic year at Husson University!

On behalf of the Husson University community, it is our pleasure to welcome you to a new and exciting year. You are joining a community with a long history of transforming lives and preparing students for success. The academic classes and experiential learning opportunities will give you a solid foundation as you pursue your lives and careers.

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

Today, many of our nearly 27,000 Alumni hold leadership positions all over the United States and around the globe.

The information in this Student Handbook provides you with a detailed guide to campus life. Some components may not be as applicable this year due to restrictions and guidelines related to COVID-19, but they are provided for your reference. Also different this year is the inclusion of [Protect Husson Student Pledge](#), which outlines the responsibility we all have to keep each other safe.

It is our expectation that you will use this Handbook to become more informed about our community standards and the expectations for all students as well as the numerous opportunities to you here at Husson University.

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

Sincerely,

The Division of Student Life

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

VISION

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

MISSION STATEMENT

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

We achieve this career preparation by supporting and emphasizing

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

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

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

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

TABLE OF CONTENTS

STATEMENTS OF IMPORTANCE

Official Communication.....5
 Identification Cards.....5
 Instant Communication Related to Emergencies.....5
 Non-Discrimination Policy.....6

ACADEMIC CALENDAR

Calendar.....7

CAMPUS TELEPHONE DIRECTORY

Safety & Security.....8
 Administration.....8
 Schools & Colleges.....8

UNIVERSITY OFFICES

Student Life.....9
 Athletics.....10
 Bookstore.....11
 Campus Chaplain.....11
 Community & Student Engagement.....12
 Dining Services.....13
 Financial Aid.....13
 IT: *Information Technology Department*.....13
 Mail Services.....14
 Student Success Center.....14
 Residence Life.....15
 Safety & Security.....15
 Sawyer Library.....16
 Student Accounts.....16
 Student Activities.....16
 Student Employment.....16
 Student ID Office.....17
 Study Abroad.....17
 Wellness Center.....17
 Veterans Affairs.....18

UNIVERSITY POLICIES

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

Drug Policy.....20
 Sanctions for Violations of the Alcohol and Drug Polices.....21
 Health Risks of Psychoactive Substance Use/Abuse.....21
 Substance Abuse Evaluation & Treatment.....21
 ADA/504 Accessibility Grievance Procedure.....22
 Animals on Campus.....22
 Campus Parking & Traffic Rules & Regulations.....23
 Classroom Use Policy.....24
 Digital Environment Policy.....24
 Directory Information Policy.....28
 Firearms/Weapons.....28
 Fire Safety & Regulations.....28
 Greek Life Policies.....29
 Hate Crime Policy.....29
 Hazing Policy.....29
 Missing Student Notification Policy & Procedure.....30
 Parental Notification Policy.....31
 Smoke Free, Tobacco Free Campus.....31
 Solicitation, Sales, Raffles, Etc. Policy.....31
 Student Health & Accident Insurance.....32
 Tailgate Rules & Regulations.....32

COMMUNITY STANDARDS FOR STUDENT BEHAVIOR

Student Conduct Code.....33

TITLE IX SEXUAL HARASSMENT POLICY

Title IX Sexual Harassment Policy.....40

RESIDENCE/CAMPUS LIFE POLICIES & PROCEDURES

Housing & Board Agreement.....55
 Refund Policy of Room & Board Agreement.....55
 Room Assignments & Changes.....55
 Residency Requirement.....55
 Residency Release Requests.....56
 General Campus Residence Information.....56
 Pets.....56
 Health and Safety Checks.....57
 Room Keys/Access Cards.....57
 Terms & Conditions for Residential Students.....57

STATEMENTS OF IMPORTANCE

OFFICIAL COMMUNICATION

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

The official Husson University communication methods are:

- Husson University campus voicemail and “Eagle Alerts” via E2 Campus
- Husson University e-mail system
- Husson University campus mailbox
- Husson University’s Free “Eagle Safe” mobile safety App.
- Last address provided by students for official communication purposes

IDENTIFICATION CARDS

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

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

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

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

INSTANT COMMUNICATION RELATED TO EMERGENCIES

E2 Campus is Husson University’s premiere emergency notification system. In the event of an emergency, school closing, or other circumstances, you are sent an “Eagle Alert” by text message and/or e-mail alert notifying you of the nature of the situation or closing and if any action is needed. Your phone number and Husson email address from your CAMS record will automatically be added to the notification system. *Please note that an “Eagle Alert” will be used along with our cancellations notifications system, and will be used only for campus closings, not individual class or event cancellations. An “Eagle Alert” will be issued to convey campus emergency information.*

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

The “Eagle Safe” mobile safety App provides easy access to all the service available at the University and is another way to receive emergency communications.

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

NON-DISCRIMINATION POLICY

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

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

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

UPDATED: 05/11/2018



2020-2021 ACADEMIC CALENDAR – REVISED

Fall 2020

	15-Week Session	7-Week Session 1	7-Week Session 2
Classes Begin	8/31/2020	8/31/2020	10/26/2020
Labor Day - Classes WILL be in session	9/7/2020		
Add/Drop	08/31/2020-09/08/2020	08/31/2020-09/04/2020	10/26/2020 - 10/30/2020
Mid-Term	10/16/2020	9/25/2020	11/20/2020
Pre-Registration Advising	11/02/2020-11/06/2020		
Student Online Registration	11/09/2020-11/15/2020		
Post-Registration Advising	11/16/2020-11/20/2020		
Thanksgiving Break	11/26/2020-11/27/2020		
Last Day of Classes	12/7/2020	10/23/2020	12/18/2020
Final Exams	12/08/2020-12/11/2020		

Winter 2021

Classes Begin	12/28/2020	Add/Drop for Winter is the first day of class ONLY	
New Year's Day - No Classes	1/1/2021		
Classes End	1/15/2021		

Spring 2021

	15-Week Session	7-Week Session 1	7-Week Session 2
Martin-Luther King Day - No Classes	1/18/2021		
Classes Begin	1/19/2021	1/19/2021	3/15/2021
Add/Drop	01/19/2021-01/26/2021	01/19/2021-01/22/2021	03/15/2021-03/19/2021
Mid-Term	3/5/2021	2/12/2021	4/9/2021
Spring Vacation	03/08/2021-03/12/2021		
Pre-Registration Advising	03/22/2021-03/26/2021		
Student Online Registration	03/29/2021-04/04/2021		
Post-Registration Advising	04/05/2021-04/09/2021		
Last Day of Classes	5/3/2021	3/5/2021	4/30/2021
Final Exams	05/04/2021-05/07/2021		
Commencement	5/8/2021		

Summer 2021

		7-Week Session 1	7-Week Session 2
Summer Sessions Begin	5/10/2021	5/10/2021	7/6/2021
Memorial Day - No Classes	5/31/2021		
Fourth of July - No Classes	7/5/2021		
Summer Sessions End	8/20/2021	6/25/2021	8/20/2021

Summer Session Add/Drop Information:

1 to 3-week sessions
7-week session or longer

First day of class ONLY.
Through the first Friday of session.

CAMPUS TELEPHONE DIRECTORY

All campus telephone numbers are 207.941.XXXX unless otherwise noted

SAFETY & SECURITY

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

ADMINISTRATIVE OFFICES

Admissions, Undergraduate.....	Welcome Center, First Floor, O'Donnell Commons.....	947-7100
Admissions, Graduate.....	Welcome Center, First Floor, O'Donnell Commons.....	404-5661
Alumni Relations.....	136 Beardsley Meeting House.....	941-7875
Athletics.....	195 Newman Gymnasium.....	941-7026
Bookstore.....	107 Peabody Hall.....	941-7114
Chaplains Office.....	208 Peabody Hall.....	941-7890
Community & Student Engagement.....	102 Peabody Hall.....	941-7109
Counseling Services.....	Wellness Learning Center.....	941-7184
Dining Services.....	Dickerman Dining Center.....	941-7066
Financial Aid.....	127 O'Donnell Commons.....	941-7156
Human Resources.....	105 Peabody Hall.....	941-7010
Information Technology Department.....	Lower Level, Bell Hall.....	973-1000
<i>IT Help Desk</i>	<i>Lower Level, Bell Hall</i>	973.1000
International Initiatives Study Abroad.....	205a NESCom Building.....	941.7003
Mail Service Center.....	113A Peabody Hall.....	941-7115
The Center for Student Success.....	208 Peabody Hall.....	992-1934/7128
<i>Academic Services</i>	<i>208 Peabody Hall</i>	973-1934/1017
<i>Career Services</i>	<i>201 Peabody Hall</i>	973-7621
<i>Disability Services</i>	<i>208 Peabody Hall</i>	1934/7128
<i>International Student Services</i>	<i>208 Peabody Hall</i>	1934/7128
<i>Learning Center / Writing Center</i>	<i>208 Peabody Hall</i>	973.1097
Provost, Office of the.....	122 Peabody Hall.....	992.4918
Registrar.....	126 Peabody Hall.....	941-7149
Residence Life.....	104A Peabody Hall.....	941-7700
Bell Hall.....	Bell Hall 117.....	941-7680
Carlisle Hall.....	Carlisle Hall B106.....	941-7127
Hart Hall.....	Hart Hall 301.....	941-7900
Darling Learning Center.....	DLC 222.....	941-7703
Townhouses.....	Carlisle Hall B106.....	941-7127
Safety & Security.....	106 Peabody Hall.....	941-7911
Sawyer Library.....	231 Peabody Hall.....	941-7188
Student Accounts.....	Welcome Center, First Floor, O'Donnell Commons.....	941-7150
Student Activities.....	104A Peabody Hall.....	941-7680
Student Employment.....	105 Peabody Hall.....	941-7083
Student Government.....	121 Peabody Hall.....	941-7002
Student Health Services.....	Wellness Learning Center.....	941-7625
Student ID Office.....	Dickerman Dining Center.....	941-7076
Student Life, Office of.....	102 Peabody Hall.....	941-7107
Veterans Affairs.....	Welcome Center, First Floor, O'Donnell Commons.....	941-7034

SCHOOLS & COLLEGES

Business, College of.....	241 Peabody Hall.....	941-7157
Health & Pharmacy, College of.....	333H Peabody Hall.....	941-7166
New England School of Communications.....	201D Wildey Communication Center.....	973.1025
Science & Humanities, College of.....	123 Beardsley Meeting House.....	992.1912

UNIVERSITY OFFICES

STUDENT LIFE

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

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

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

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

Student Government

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

Student Clubs & Organizations

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

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

- [Student Government](#)
- [Accounting Society](#)
- [African Student Association](#)
- [Art & Design Club](#)
- [Audio Engineering Society](#)
- [Badminton Club](#)
- [Husson Readers Book Club](#)
- [College Democrats](#)
- [College Republicans](#)
- [Criminal Justice Club](#)
- [CRU](#)
- [Dungeons & Dragons](#)
- [Eagle Formal](#)
- [Exercise Science Society](#)
- [Education Student Association](#)
- [Fellowship of Christian Athletes](#)
- [Forensic Science Club](#)
- [Financial Planning Club](#)
- [GET LIT English Club](#)
- [Habitat for Humanity](#)
- [Hangout Club](#)
- [Health Sciences Club](#)
- [Hospitality Association of Husson](#)
- [Husson Dance](#)
- [Husson Gaming Club](#)
- [Husson PRIDE](#)
- [Husson Super Smash Bros](#)
- [Husson University Theatre](#)
- [Improv Club](#)
- [International Student Association](#)
- [Legal Eagles Society](#)
- [Legal Studies Organization](#)
- [Mock Trial Club](#)
- [Music Club](#)
- [Organization of Physical Therapy Students](#)
- [Organization of Student Nurses](#)

- [PEP Band](#)
- [Ping Pong Club](#)
- [Pre-Pharmacy Club](#)
- [PRSSA \(Public Relations Society\)](#)
- [Psychology Club](#)
- [REIGN](#)
- [Rotaract Club](#)
- [Sales & Marketing Association](#)
- [Ski & Snowboard Club](#)
- [Society of Professional Journalists](#)
- [Sports Club](#)
- [Sports Management Club](#)
- [Students for Climate Justice](#)
- [Student Occupational Therapy Association](#)
- [Student Veterans Association](#)
- [United Student Association USA](#)
- [Wrestling Club](#)

Greek Letter Organizations

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

- [Greek Governing Board](#)
- [Delta Sigma Delta](#)
- [Kappa Delta Phi](#)
- [Kappa Delta Phi, NAS](#)
- [Chi Sigma IOTA Honor Society](#)

ATHLETICS

<i>Contact:</i>	Frank Pergolizzi, Athletic Director	<i>Phone:</i>	207.973.1069
<i>Location:</i>	195 Newman Gymnasium		
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	pergolizzif@husson.edu		

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

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

Athletic teams include:

Men's

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

Women's

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

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

BOOKSTORE

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

Husson University's Mary McDonald Bookstore is open Monday through Friday and stocks required course materials for all programs of study at the University. Many textbooks are available for semester rental or in eBook format. The bookstore also offers a wide variety of school supplies, computer and technology products as well as an exclusive line of Husson University apparel and gifts. Visit the bookstore's [website](#) for more information on policies, promotions and merchandise.

CAMPUS CHAPLAIN

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

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

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

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

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

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

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

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

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

On Monday at lunchtime a *Contemporary Christian Worship Service* is held in the chapel from 12:00 –12:45PM.

Wednesday is a good time to gather in the chapel at 12:00 noon to discuss the weekly scripture text of the revised common lectionary and the ways in which the text speaks to college students in particular. Join us for *CONNECTIONS: The Text This Week*.

Wednesday at 6:30PM CRU (Campus Crusade for Christ) presents a *Contemporary Christian Worship Service* followed by a group activity at 6:30PM.

Thursday at 12:00 is a time to discuss a pre-chosen book that deals with contemporary issues and faith communities. In previous years we have looked at *Race in a Post-Obama America: The Church Responds* and *Dysfunctional Families of the Bible*, stay tuned for this year's selection.

Every afternoon after 1:00 PM the chapel is available for Muslim students to perform their afternoon prayers.

Bible studies open to the campus community are held throughout the week.

What other activities does the Office of the Chaplain support?

The Office of the Chaplain espouses the values of service, social justice and diversity as ways to grow spiritually and supports any student organization or campus activity that promotes these values.

Where is the Chaplain located?

The Chaplain is located in room 208B Peabody Hall and available Monday through Friday from 9 am to 5 pm.

What direct services does the Chaplain provide?

The Chaplain is available to serve the pastoral and spiritual needs of students, faculty and staff on-campus. Both students and employees have sought counseling for family, relationship, health, moral behavior, financial issues, stress management, vocational discernment, spiritual formation, crisis, grief and emotional support. Conversations with the Chaplain are confidential and done with compassionate listening in a supporting and encouraging environment. However if there is a clinical need the student or employee will be referred to the appropriate clinician.

Is the Chaplain a clergy person?

Our current Chaplain, the Reverend Sarah L. Pringle-Lewis holds a Master of Divinity and is ordained in the United Church of Christ. Our part-time pastoral assistant, the Reverend David Gardiner holds a Master of Divinity and is ordained in the National Association of Congregational Christian Churches.

Where is the Chapel?

The Chapel is located on the ground floor of Peabody Hall right off the Campus Center in room 108.

When is the Chapel open?

The Chapel is open for any member of the Husson community for personal reflection, meditation and or prayer from 6:00 a.m. to 11:00 p.m. seven days a week.

COMMUNITY & STUDENT ENGAGEMENT

<i>Contact:</i>	Troy Morehouse, Associate Dean of Student Life		
<i>Location:</i>	102 Peabody Hall	<i>Phone:</i>	207.941.7109
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	morehouset@husson.edu		

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

Commuter Student Services

Programming for commuter students is an important part of the mission of the Office of Student Life. Our signature commuter program is the Commuter Assistants Program. Each semester, all new incoming commuter students are assigned a CA, or Commuter Assistant, who

knows the campus well, excels academically and is active in the campus community. The CA's contact the new students before they arrive on campus. They strive to be a resource and to assist commuters with the transition to the University by encouraging participation in events, clubs and organizations, and ensuring that all new commuters are aware of all systems that are in place to help ensure student success. Commuter students are represented on the Student Senate Executive Committee by a Vice President for Commuter Affairs. This student, along with the Student Life Office, works through social media and other efforts, to advertise events on the campus and represent the needs of all commuters.

Volunteerism, Community and Student Engagement

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

DINING SERVICES

<i>Contact:</i>	Bob Sedgwick, Director of Dining Services		
<i>Location:</i>	Dickerman Dining Center	<i>Phone:</i>	207.941.7075
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Email:</i>	sedwickrob@husson.edu		

Dining Services management and staff are committed to serving the University community a wide variety of wholesome, nutritious foods that meet the diverse needs and tastes of this community. In addition to offering meal plans, students, staff and faculty may purchase "Dining Dollars" which are added to ID cards. Dining Dollars may be spent in either the Dickerman Dining Center (which also includes a Grab 'N Go station) or the Campus Center snack bars - Willey's Café or the Cressy Marketplace. Additionally, Dining Dollars may be used at Angelo's Pizzeria, 499 Hammond Street for dine-in or carry out orders.

Dining Dollars

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

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

FINANCIAL AID

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

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

IT: INFORMATION TECHNOLOGY DEPARTMENT

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

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

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

Open a Ticket: www.husson.edu/HelpDeskTicket

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

MAIL SERVICES

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

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

Mailing addresses follow the format below:

Student Full Name
 Dorm Name
 Husson University
 1 College Circle
 Bangor, ME 04401-2929

Mail is delivered to student mailboxes by 12:00 pm Monday through Friday. Students are emailed when they have received a package that is awaiting pickup at Mail Services in Peabody Hall. Photo ID is required to claim packages addressed only to yourself. Replacement mailbox keys are obtained at Mail Services. There is a \$20.00 charge for all lost keys and a \$50 charge for lost Master Keys.

The outgoing mailbox, located in the hallway just outside the mailroom, is emptied Monday through Friday at 3:30 pm.

****NEW** Fall of 2019- Laminating Services-**If you need something laminated, the mail room can assist you. Pricing varies on the project.

CENTER FOR STUDENT SUCCESS

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

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

Center for Student Success includes:

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

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

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

- International student services

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

- Academic help or advising
- Advice on choosing a major or career options
- Advising to facilitate international students' adjustment to life in the United States
- The development of academic and personal goals
- Help in registering for classes and schedule changes
- Strategies to improve study skills or time management habits
- Advising for students on academic probation
- Support for students with a disability
- Guidance on landing an internship
- Help with a job search

RESIDENCE LIFE

<i>Contact:</i>	Mike Maberry, Director of Campus Life	<i>Phone:</i>	207.941.7700
<i>Location:</i>	104A Peabody Hall		
<i>Hours:</i>	Monday - Friday, 8:00 am – 5:00 pm		
<i>Email:</i>	reslife@husson.edu		

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

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

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

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

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

SAFETY & SECURITY

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

The University provides a uniformed security staff to respond to emergencies and to maintain a regular 24/7 patrol of the campus property and facilities. Keeping you and our campus safe is our primary concern. We do enjoy the benefits of having an extremely safe campus, but we do not take that for granted. We are constantly seeking innovative solutions to keep our campus safe and provide you with two-way timely communication with us. Please take the time to download our "EagleSafe" mobile safety app for free at either the Google Play Store or the iTunes store. The Department of Safety & Security is also responsible for maintaining registrations of vehicles that park on Husson University property. It is the student's responsibility to register their vehicles online at www.husson.edu/parking. All vehicles parked on Campus need to be registered with the Safety & Security Department or have a Visitor pass. Visitor passes are available through both the Resident Directors and the Security Office. There is no additional charge for registration or Visitor passes. There is a requirement of providing the visitor's vehicle's registration information though.

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

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

SAWYER LIBRARY

<i>Contact:</i>	Susanna Pathak, University Librarian		
<i>Location:</i>	248 Peabody Hall	<i>Phone:</i>	207.941.7188
<i>Hours:</i>	Monday - Thursday, 8:00 am – Midnight	Friday, 8:00 am - 5:00 pm	
	Saturday, 12:00 pm - 5:00 pm	Sunday, 12:00 pm - Midnight	
<i>Email:</i>	pathanks@husson.edu		

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

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

STUDENT ACCOUNTS

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

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

STUDENT ACTIVITIES

<i>Contact:</i>	Mike Maberry, Director of Campus Life		
<i>Location:</i>	102 Peabody Hall	<i>Phone:</i>	207.941.7107
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:00 pm		
<i>Email:</i>	activities@husson.edu		

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

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

STUDENT EMPLOYMENT

<i>Contact:</i>	Human Resources/Student Employment		
<i>Location:</i>	105 Peabody Hall		
<i>Hours:</i>	Monday - Friday, 8:00 am - 4:30 pm		
<i>Phone:</i>	207.941.7083		

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

STUDENT ID OFFICE

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

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

Student IDs

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

STUDY ABROAD

Contact: William Reynolds, Associate Director of International Initiatives
Location: 218 NESCom Building *Phone:* 207.941.7014
Hours: Monday - Friday, 8:30 am - 5:00 pm, by appointment
Email: reynoldswi@husson.edu

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

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

WELLNESS CENTER

Contact: Sue Lauritano, LCPC Director of Wellness
Location: Wellness Learning Building *Phone:* 207.941.7625
Hours: Monday – Friday, 7:30 am – 4:30 pm
Email: studenthealth@husson.edu

The Wellness Center is designed to facilitate the academic success and retention of students by maintaining their maximum health and wellness through the delivery of high-quality, integrated health care, health education and illness prevention in a welcoming, confidential and professional environment. We honor the mind-body connection and try to provide a holistic approach to increase students' well-being. This integrated approach allows students to address all avenues of wellness; physical, psychological, emotional, and spiritual, and assists in empowering students to be proactive and make informed decisions about their health and well-being. These services are provided in a central location aiding in the ease of students accessing whatever services they may need.

You do NOT need to have the health insurance to be seen at the Wellness Center, as we do not bill health insurance. The Wellness Center is open to **any student - undergraduate and graduate - who is registered for classes and pays a comprehensive fee.**

The Wellness Center provides students with access to:

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

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

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

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

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

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

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

VETERANS AFFAIRS

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

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

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

The Veterans Services Center is located at 209 Peabody Hall and is open to all veterans, ROTC cadets, National Guard soldiers, Reservists, and dependents who draw benefits. The Center is open Monday through Friday with a simple swipe of your Husson ID card. The Center is there for you to socialize with other veterans and dependents of veterans, use computers, study or just relax. Meeting times of the Student Veterans Association (SVA) are posted in the Veterans Services Center or on their Facebook page.

UNIVERSITY POLICIES & PROCEDURES

INTRODUCTION TO UNIVERSITY POLICIES

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

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

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

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

DRUG-FREE SCHOOLS & COMMUNITY ACT

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

ALCOHOL POLICY

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

Persons under the age of 21:

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

Persons 21 years of age or older:

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

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

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

GENERAL ALCOHOL POLICY

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

LAWS IN MAINE REGARDING ALCOHOL POSSESSION/CONSUMPTION

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

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

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

Youths 17 years or younger are charged with the juvenile crime of illegal possession. *Furnishing Liquor to a Minor:*

It is criminal offense to furnish liquor to a minor.

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

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

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

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

DRUG POLICY

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

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

GENERAL DRUG POLICY

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

Laws in Maine Regarding Drug Possession

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

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

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

SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICIES

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

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

HEALTH RISKS OF PSYCHOACTIVE SUBSTANCE USE/ABUSE

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

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

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

SUBSTANCE ABUSE EVALUATION & TREATMENT

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

Updated: 05/11/2018

ADA/504 ACCESSIBILITY GRIEVANCE PROCEDURE

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

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

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

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

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

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

Updated: 04/25/2019

ANIMALS ON CAMPUS

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

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

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

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

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

In accordance with the American with Disabilities Act, Husson University affords special consideration for service and assistance animals. Service animals are permitted to accompany individuals with disabilities in all areas where members of the public are allowed to go. Assistance animals that are not within the service animal definition may be entitled to reside with students in Husson University

housing as a reasonable accommodation under the Fair Housing Act as determined on a case-by-case basis by Accessibility Services. If approved, assistance animals are only allowed in the student's residence hall room and on campus grounds.

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

Implemented: March 2017

CAMPUS PARKING & TRAFFIC RULES & REGULATIONS

All Husson University students are permitted to have motor vehicles on campus, provided they observe the University's motor vehicle parking and traffic rules and regulations. Husson University no longer charges a separate fee for parking and no longer requires a decal. Students who wish to bring a vehicle on campus must simply register the vehicle with Safety & Security at the following web link: <https://www.husson.edu/vehicle-registration>. Failing to register your vehicle is a violation of our parking rules. Knowing who a vehicle belongs to helps us to maintain order and assists in locating an owner during snow removal efforts, which saves you money in fines and tow bills.

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

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

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

1. Do not park in a Handicapped or Admissions Parking. In addition to a ticket your vehicle may be towed. Handicap parkers must display valid handicap placard or plate while utilizing handicapped parking space.
2. Do not park in a Fire Lane.
3. Park only in **paved parking spaces**. Do not park on lawn or mud.
4. Observe the 20 mph speed limit on College Circle and the 15 mph speed limit near the residence halls.
5. Do not park in **No Parking Zones** or on the **diagonal hash marks**.
6. If a visitor vehicle is on Campus more than 2 hours, a temporary pass is required.
7. Vehicles may not be parked in the lots posted NO OVERNIGHT PARKING between 11:30 pm and 5:30 am.

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

Parking Rules & Regulations

All vehicles parked on Campus need to be registered or have a Visitor's Pass. Visitor passes are available through both the Resident Directors and the Security Office. There is a requirement of providing the vehicle's registration though. Parking lots and who can park in them:

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

Citation Appeals

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

CLASSROOM USE POLICY

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

- Classroom-installed technology is available for academic use only (audiovisual equipment)
- All technology must be left in the exact condition in which it was found.
- Installation, modification or deletion of software is not allowed.
- Appropriate technology usage is outlined in and governed by the University's *Digital Environment Policy* posted on Husson's website.
- Certain facilities, such as the Libra Lecture Hall, the Menucci Lecture Hall and Peabody 228, require additional permission to reserve. Users of these rooms are required to have a full-time university employee present in the room at all times during an event to ensure full safeguarding of the high-tech classroom equipment (e.g., club advisors, event sponsors, and faculty or staff booking a special event in the lecture hall). Assurance of this faculty/staff member presence must be secured prior to booking the Libra Lecture Hall, the Menucci Lecture Hall and Peabody 228.
- All furniture must remain in the room.
- Only "dry erase" markers only are permitted on the white boards. All white boards and black boards should be wiped clean at the completion of session.
- Adjustment of temperature controls is not permitted.
- Students must abide by all fire safety policies.
- If food or beverages are consumed, tables must be wiped clean and all food, bottles/cans, and trash must be placed in appropriate receptacles at the completion of the session.
- All furniture must be set back to its original imprint at the completion of session (e.g. tables returned to forward-facing orientation and all chairs pushed in facing the front of the classroom).
- Windows must be closed and secured at the completion of the session.
- Lights should be turned off when leaving the room.
- Noise levels must be kept low to maintain an environment conducive to academics.
- Common courtesy rules must be observed, including using University resources in a responsible manner and having respectful interactions with others utilizing the space.
- Classroom space for studying has been designated and shall not be reserved for blocks greater than 2 hours.

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

DIGITAL ENVIRONMENT – ACCEPTABLE USE POLICY

1. Overview

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

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

Effective security is a team effort involving the participation and support of every Husson University employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Husson University. These rules are in place to protect the employee and Husson University. Inappropriate use exposes Husson University to risks including virus attacks, compromise of network systems and services, and legal & compliance issues.

3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Husson University business or interact with internal networks and business systems, whether owned or leased by Husson University, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Husson University and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Husson University policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at Husson University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Husson University.

4. Policy

4.1.1 General Use and Ownership

4.1.2 Husson University's proprietary information stored on electronic and computing devices whether owned or leased by Husson University, the employee or a third party, remains the sole property of Husson University. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard policy.

4.1.3 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Husson University proprietary information.

4.1.4 You may access, use or share Husson University proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

4.1.5 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments should be guided by Husson University policies on personal use, and if there is any uncertainty, employees should consult their supervisor, manager or Human Resources department.

4.1.6 For security and network maintenance purposes, authorized individuals within Husson University may monitor equipment, systems and network traffic at any time, per The Husson University Information Technology Department's *Audit Policy*.

4.1.7 Husson University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

4.2.1 All mobile and computing devices that connect to the internal network must comply with the *General Use and Unacceptable Use* guidelines referenced in this document.

4.2.2 System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

4.2.3 Postings by employees from a Husson University email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Husson University, unless posting is in the course of business duties.

4.2.4 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Husson University authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Husson University-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

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

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Husson University employees to parties outside Husson University.

4.3.2 Email and Communication Activities

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

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

4.3.3 Blogging and Social Media

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

5. Policy Compliance

5.1 Compliance Measurement

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

5.2 Exceptions

Any exception to the policy must be approved by the Husson University Information Technology and/or the Human Resources department team(s) in advance.

5.3 Non-Compliance

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

6. Related Standards, Policies and Processes

- Data Classification Policy
- Data Protection Standard
- Password Policy
- Audit Policy
- Privacy & Confidentiality Policy

7. Definitions and Terms

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

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

- Blogging
- Honey-pot
- Honey-net
- Proprietary Information
- Spam

8. Revision History

UPDATED: 03/20/2019

DIRECTORY INFORMATION POLICY

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

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

FIREARMS/WEAPONS

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

Fire Safety & Regulations

Firecrackers or explosives of any kind are prohibited on campus. Smoking of any type, including vaping and smoke-less tobacco products, is prohibited on campus.

In case of fire or alarm:

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

Leave the building as quickly as possible, using designated exit routes. Do not run. Evacuation plans are posted in all campus buildings. Please be familiar with them.

For further information please refer to your EAGLE SAFE mobile app under "Emergency Plans."

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

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

GREEK LIFE POLICIES

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

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

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

Additionally, pledging activities must adhere to the following guidelines:

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

HATE CRIME POLICY

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

HAZING POLICY

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

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

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

By law, hazing activities are defined as:

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

MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

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

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

Procedures for Designation of Emergency Contact Information

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

Official Notification Procedures for Missing Persons

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

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

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

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

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

PARENTAL NOTIFICATION POLICY

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

SMOKE FREE, TOBACCO FREE CAMPUS

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

Policy

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

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

Smoking use by definition includes the use of an electronic smoking device such as e-cigarettes, vape and juuls, with which creates an aerosol or vapor.

Responsibilities

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

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

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

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

Resources

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

For information on tobacco cessation resources and services, contact:

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

Outside Resources:

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

SOLICITATION, SALES PERMITS, RAFFLES, ETC. POLICY

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

STUDENT HEALTH & ACCIDENT INSURANCE

Health Insurance

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

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

The fall 2020 student health insurance premium for this plan will be charged directly to your student account unless you waive the insurance by completing a waiver form. In order to waive this insurance you must complete the online waiver through your student portal at <https://estudent.husson.edu/login.asp> where you will have to provide proof of viable health insurance coverage in order to waive this insurance.

Husson University cannot remove the charges for this insurance from your student account once we send the premiums to our student health insurance carrier. The waiver for Fall 2020, must be completed by September 11, 2020.

Accident Insurance

Husson University is pleased to provide Accident Insurance to our full and part-time students for 2020-2021. The accident policy provides reimbursement for eligible medical expenses resulting from a covered accident(s) which occur during the policy period of 8/1/2020-7/31/2021. The policy is secondary insurance, which means it fills deductibles, copay, and coinsurance for a primary insurance policy.

Eligible medical expenses must be incurred within two years of the date of the accident; with the first eligible expense incurred within 180 days of the accident.

To file a claim you will need an explanation of benefits from your primary insurance carrier, receipts from a pharmacy, and a claim form signed by a University official. Points of contact for this form and additional policy information are the student life office or athletic training.

TAILGATE RULES & REGULATIONS

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

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

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

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

COMMUNITY STANDARDS FOR STUDENT BEHAVIOR

STUDENT CONDUCT CODE

Preamble

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

Preamble to the Student Conduct Code

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

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

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

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

Article I. **Expectations & Responsibilities**

A student may expect to:

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

It is the student's responsibility to:

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

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

Article II. Definitions

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

20. The term “**University Sponsored Activity**” shall be defined as an activity on or off-campus that is supervised, aided, or authorized by the University.

Article III Jurisdiction

1. Scope

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

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

2. Relationship between University Proceedings and Legal Proceedings

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

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

Article IV. Prohibited Conduct

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

- a. Conduct that threatens or endangers the health or safety of oneself or others, including, but not limited to: physical (including use of weapons or other items used as a weapon or in a threatening manner) or verbal abuse, assault, threats, intimidation, harassment, and coercion, including through the use of social media or other means of electronic communication.
- b. Use and/or possession of weapons, even when legally purchased and registered, including, but not limited to: firearms, ammunition, air/gas/spring operated paintball guns or pellet guns, knives (other than utensils), firecrackers, explosives, or any item used in such a manner that harms, threatens, or causes fear to others.
- c. Possession of weapons, as listed in Article V. b, on University premises or at University sponsored activities.
- d. Sexual Misconduct and Sexual Harassment, as defined within the Husson University Title IX Sexual Harassment Policy. All allegations of sexual misconduct will be referred to the Title IX Coordination for review and considerations. To the extent matters of sexual misconduct are not considered under the Title IX Policy, these matters may be reviewed and decided according to the provisions of the Student Conduct Code.
- e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the Complainant is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and constitute violations of this *Policy*.

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

Article V. **Complaints**

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

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

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

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

Article VI. Investigation of Alleged Violations

The Code Administrator will review Complaints of alleged violations of this *Student Conduct Code* or *Residential Policies & Procedures*. If an allegation of sexual misconduct, as defined within the University's Title IX *Sexual Harassment Policy*, is made under this *Student Conduct Code*, the allegation will be immediately referred to the University's Title IX Coordinator. The Title IX Coordinator will work the complainants and respondents as appropriate, consider whether the matter falls within the University's *policy*, and take further actions as needed. Matters that cannot be addressed under Title IX may be referred back for consideration under the Student Conduct Code. In all other cases, if after an initial review of the Complaint, the Code Administrator determines that the Complaint is meritless, the Code Administrator will inform the Complainant that the alleged conduct does not constitute a violation of this *Student Conduct Code* and no further action will be taken. If, however, the Code Administrator determines that the complaint has merit, the Code Administrator will decide whether the Code Administrator, Conduct Officer or an Investigator shall conduct the investigation.

Except as provided below, The Code Administrator:

1. shall assign an investigator to conduct an investigation if:
 - a. The alleged violation(s) may result in a suspension or expulsion; or the alleged violations(s) are made against a recognized University organization (e.g. Team, club, fraternity); or for any other reasons, as determined by the Code Administrator, in his or her sole discretion.
2. shall assign an investigator to conduct an investigation and provide for a live hearing if:
 - a. The alleged violation is sexual misconduct, as defined within the University's Title IX Sexual Harassment Policy, but cannot be addressed under Title IX.

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

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

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

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

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

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

At the conclusion of investigations performed by the Investigator, the Investigator will prepare a written report detailing the information that was collected. The report will include: summaries of interviews with the Complainant, the Respondent, third-party witnesses, and any expert witnesses; summaries of any photographic, electronic and forensic evidence; and a detailed written analysis of the event(s) in question. The report shall be made available, concurrently, to the Code Administrator, the Dean of Student Life, the Complainant and the Respondent. If either the Complainant or

the Respondent believes that the Investigator has inaccurately reported a statement, he or she should immediately request that the Investigator seek clarification from that witness within three (3) business days.

Article VII. **Determination**

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

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

Article VIII. **Sanctions**

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

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

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

Article IX. **Appellate Review Procedures**

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

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

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

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

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

Article X. **Interim Measures**

During the investigation and until allegations are resolved, the Dean of Student Life or Code Administrator, may issue interim restrictions, including, but not limited to the following: no-contact or stay away orders between the Complainant and the Respondent; interim suspension; temporary exclusion from areas of campus; removal from or relocation to another residence hall; changes in academic/course schedules; or limiting participation in certain events, gatherings, or

activities, among other measures. Interim measures should not be construed to suggest that any decision has been made about the merits of the case. Accommodations may be provided to individuals involved, regardless of whether formal proceedings are instituted, including academic/course schedule changes; housing reassignments; safety escorts; safety/crime prevention briefings; and other protective or safety measures. Interim restrictions and accommodations are considered and implemented on a case-by-case basis by the Dean of Student Life or Code Administrator.

Article XI. **Acceptance of Responsibility**

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

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

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

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

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

Updated: August 17, 2020

Husson University Title IX Sexual Harassment Policy

Contents:

- I. Overview
- II. Scope of Policy and Geographic Location
- III. Resources
- IV. Responsibility of University Officers, Faculty and Staff to Report Prohibited Conduct
- V. Definitions
- VI. Reports of Sexual Harassment
- VII. Supportive Measures
- VIII. Other Misconduct
- IX. Formal Complaints
- X. Procedures for Responding to Formal Complaints – the Title IX Grievance Process
- XI. Records
- XII. Training

I. Overview ¹

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

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions, including Husson University, that receive federal financial assistance.² Accordingly, Husson does not discriminate on the basis of sex (including sexual orientation and gender identity), and is committed to responding promptly and fairly to any reports or complaints of sexual misconduct or other forms of sex-based discrimination.

Sexual misconduct of any kind undermines the values and the mission of the University, and it is the responsibility of every member of the Husson community to foster an environment free of such behavior. All members of our community are encouraged to take reasonable and prudent action to prevent, stop and report acts of sexual misconduct. When a report of misconduct is made, the University will take action to protect the person making the report, promote a safe campus community and render sanctions against those found to have violated the policy.

“Sexual misconduct” is broad term used by the University to encompass a wide range of conduct of a sexual nature that is prohibited by Husson University. This policy (referred to as the University’s “Title IX Sexual Harassment Policy” or “Title IX Policy”) applies to certain forms of sexual misconduct – specifically, conduct that constitutes Sexual Harassment as defined under Title IX and which takes place in a Husson University education program and activity. Specifically, this policy addresses the following forms of misconduct, each of which is defined in Section V. of this policy:

- Quid pro quo Sexual Harassment by an employee;
- Hostile Environment Sexual Harassment;
- Sexual assault;

¹ This policy is effective as of August 14, 2020 and covers all reports or formal complaints of Title IX Sexual Harassment (as defined in this policy) filed on or after that date.

² See 20 USC § 1681, et seq. The Title IX regulations are located at 34 C.F.R. Part 106, and include regulatory provisions promulgated on May 19, 2020 [85 FR 30026]

- Dating violence;
- Domestic violence;
- Stalking; and
- Retaliation for reporting or participating in the Title IX process.

In addition to the conduct addressed in this Title IX Policy, the University prohibits a wide range of other types of sexual misconduct which is addressed in documents which include the Student Code of Conduct, the Employee Handbook, and the Faculty Handbook. Individuals are encouraged to speak with the University's Title IX Coordinator, David Casavant, by phone at 207-941-7132 or by email at casavantd@husson.edu if they are not sure which policy applies to a particular situation, if they wish to make a report or file a complaint of misconduct, or if they have any questions concerning possible sexual misconduct or related University processes, services or other supports.

II. Scope of Policy and Geographic Jurisdiction

This policy addresses Sexual Harassment under Title IX that occurs during the course of any University program or activity against: (1) students enrolled at the University; (2) employees of the University (and applicants for employment) with the University; and (3) other individuals participating (or attempting to participate) in a University education program or activity. In order for this policy to apply, the alleged Sexual Harassment must have occurred on Husson University property, or at a University-sanctioned event or program taking place off campus within the United States in which the University has substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

III. Resources

A. Title IX Coordinator and Deputy Coordinator

If you are the victim of sexual misconduct, your safety and medical needs are paramount. Seeking assistance immediately is important to protect yourself and the members of the University community and to preserve physical and other evidence. Husson University strongly encourages anyone who believes that an incident of sexual misconduct has occurred to report the incident as soon as possible to:

David Casavant
Associate Provost & Title IX Coordinator
Husson University
1 College Circle
Bangor, ME
207-941-7132
casavantd@husson.edu
 122 Peabody Hall

Janine Gmitter
Associate Athletic Director/ Heath Athletic Coach
Deputy Title IX Coordinator
207-941-7021
gmitterj@husson.edu
 164A Newman Gymnasium

The Title IX Coordinator and Deputy Title IX Coordinator are available to assist students and other individuals in accessing resources available on campus and in the local community, including local law enforcement. The Title IX Coordinator can also explain the processes available through this Title IX Policy, and other applicable policies and procedures of the University.³

B. Emergency Resources

The following emergency resources are available to all Husson University community members to address any immediate safety concerns. Please contact the following if you or others need immediate assistance:

- Police (City of Bangor): dial 911 or 207-947-7382
- Campus Safety and Security: dial 207-941-7770 – 106 Peabody Hall

C. Confidential Resources

If you wish to report or disclose information confidentially to an agency which will not release your name to any other University official without your consent, please contact one of the following resources:

- Husson University Counseling Services 207-941-7625
- Husson University Health Services 207-941-7625
- Rape Response Services 1-800-310-0000
- Maine Coalition Against Sexual Assault 1-800-871-7741
- Partners for Peace 1-800-863-9909; 1-800-437-1220 (TTY)
- National Suicide Prevention Hotline – 1-800-273-8255

People affiliated with agencies or organizations on the above list are considered confidential resources under Title IX. All other employees of the University must report incidents of sexual misconduct involving a student to the Title IX Coordinator, pursuant to Section IV. below.

Confidential Resources can assist individuals by explaining how the Title IX process and other University processes work; assist individuals with accessing supportive services, accommodations, resources and other services available on and off-campus, and with contacting local law enforcement. The Confidential Resources can also assist individuals with contacting the Title IX Coordinator, if desired. In very rare circumstances, a Confidential Resource may have a professional obligation to share information disclosed to them, particularly if there is a serious risk of danger or a threat to people or property. In addition, such individuals must abide by requirements to report allegations of sexual and/or physical abuse of persons under the age of 18 under Maine law.

IV. Responsibility of University Officers, Faculty and Staff to Report Prohibited Conduct

The University requires all University officers, faculty and staff, including coaches, residential life staff and student employees, to report any alleged incidents of sexual misconduct to the Title IX Coordinator. A report is not required if a student is generally inquiring about the University’s Title IX policy or process, or if a student is talking generally about a situation and does not identify an individual who may have committed a violation of this policy. Only the Confidential Resources listed in Section III.C. above are exempted from this reporting requirement.

Students should be aware that if they discuss an alleged violation of this policy (or other incident of sexual misconduct) with an employee of the University, who is not a confidential resource, that individual will be obligated to report the information to the Title IX Coordinator. If a University officer, faculty or staff member believes that a student is about to disclose a possible violation of this policy, the employee should inform the student that the employee is not a confidential resource and is required to report information about possible sexual misconduct the student discloses to the employee. Students should be aware, however, that even if a University officer, faculty or staff member is required to make a report to the Title IX Coordinator, the student still has the discretion whether or not to file a formal complaint and pursue resolution of the complaint through the Title IX policy or other University policies or procedures.

³ Further information about Title IX and sex discrimination in education programs is available from the Office for Civil Rights (OCR). Inquiries can be referred to: Office of Civil Rights (Boston Office); U.S. Department of Education; 8th Floor; 5 Post Office Square; Boston, MA 02129-3921; (617) 289-0111 (telephone); (617) 289-0140 (fax); OCR.Boston@ed.gov

V. Definitions

A. General Terms

Advisor: An individual, from within or outside of the University, chosen by a party and who may be present in any meeting or proceeding under the grievance process in order to advise the party and participate in the live hearing, in accordance with the requirements stated below.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Consent: Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the Respondent knows or reasonably should have known of such Incapacitation. The use of alcohol or other drugs will never function to excuse behavior that violates this policy, and being intoxicated does not diminish one's responsibility to obtain consent.

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

Decision-Maker(s): The individual(s) appointed by the Dean of Student Life or Chief Human Resource Officer to serve on the Title IX Review Panel.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator or Deputy Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment. A Formal Complaint must be made in writing to the Title IX Coordinator and triggers the University's Title IX Grievance Process under Section X below. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail using the contact information noted above.

Grievance Process: The Title IX Grievance Process is initiated through the filing of a Formal Complaint and is comprised of the procedures by which the Formal Complaint is investigated and resolved (See Section X).

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

Parties: The parties are the Complainant(s) and Respondent(s) to a Formal Complaint.

Report: A communication of alleged Sexual Harassment that triggers the obligation of the Title IX Coordinator to discuss with, and provide to the alleged victim, appropriate Supportive Measures; and to explain the Formal Complaint (Grievance) process under this policy. Any individual may make a Report, whether the individual is the alleged victim or not. A Report is not the same as a Formal Complaint of Sexual Harassment, as defined above.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Sexual Misconduct: An umbrella term used by the University to encompass a full range of conduct of a sexual nature prohibited by the University that may or may not constitute *Sexual Harassment* under Title IX and this policy. Sexual misconduct that is not considered "*Sexual Harassment*" as defined under subsection B. below will be referred by the Title IX Coordinator to the cognizant University office or official(s) responsible for addressing such conduct.

Supportive Measures: Non-disciplinary, non-punitive individuals services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive Measures are discussed in more detail in Section VII. below.

Title IX Review Panel: A panel appointed by the appointed by the Dean of Student Life or Chief Human Resource Officer, consisting of one to three individuals, which will participate in the live hearing following the investigation of a Formal Complaint, make determinations of responsibility, and impose remedies, if warranted. Panels comprised of more than one member will have a designated Chairperson who will preside over the hearing, including making decisions on relevance of questions and evidence.

University: The term University refers to Husson University.

Witness: An individual who has information relevant to a Formal Complaint.

B. Conduct Prohibited under Title IX

The terms defined in this subsection constitute Sexual Harassment prohibited under Title IX when they occur within the context of the University's programs and activities. Sexual Harassment can be committed by any person regardless of gender, sexual orientation or gender identity; and can be committed using technology. For other conduct, including other forms of sexual misconduct, that does not meet one of the following definitions, please refer to other documents such as the Student Code of Conduct, the Employee Handbook, and the Faculty Handbook for information on how such conduct will be addressed by the University.

Sexual Harassment under Title IX means conduct on the basis of sex that includes:

1. *Quid Pro Quo Sexual Harassment by an Employee:* A University employee conditions an aid, benefit, or service on the participation by a student, an employee, or another member of the University community in unwelcome conduct of a sexual nature.
2. *Hostile Environment Sexual Harassment:* Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a complainant equal access to the University's education program or activity.
3. *Sexual Assault:* An offense classified as a Forcible or Non-forcible Sex Offense under the uniform crime reporting system of the FBI, which includes:
 - a. *Forcible Sex Offenses:* Any sexual act directed against another person, without the Consent of the victim (including instances where the victim is in a state of Incapacitation) such as:
 - i. *Forcible rape (except statutory rape):* Sexual intercourse with a person, forcibly and/or without that person's Consent or in instances where the victim is in a state of Incapacitation.
 - ii. *Forcible sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or without that person's Consent or in instances where the victim is incapable of giving Consent because of their youth or because of Incapacitation.
 - iii. *Sexual assault with an object:* Use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly and/or without that person's Consent or in instances where the person is incapable of giving Consent because of their youth or because of Incapacitation.
 - iv. *Forcible fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or without that person's Consent or in instances where the person is incapable of giving Consent because of their youth or because of Incapacitation.
 - b. *Non-Forcible Sex Offenses:* include incest and statutory rape. "Statutory rape" in Maine is defined as a sexual act with another person who is not the actor's spouse and who is under the age of 14, or who is 14 or 15 and the actor is at least 5 years older than the other person.

4. *Dating Violence*: Crimes of violence committed by a person:
 - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) length of relationship; (b) type of relationship; (c) the frequency of interaction between persons in the relationship.

5. *Domestic Violence*: Crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of Maine. In Maine, this includes the following crimes (more information is available at the noted legal citations):
 - a. *Domestic violence assault* (17-A M.R.S. § 207-A)
 - b. *Domestic violence criminal threatening* (17-A M.R.S. § 209-A)
 - c. *Domestic violence threatening* (17-A M.R.S. § 210-B)
 - d. *Domestic violence stalking* (17-A M.R.S. § 210-C)
 - e. *Domestic violence reckless conduct* (17-A M.R.S. § 211-A)

6. *Stalking*: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for their safety or the safety of others; or
 - b. Suffer severe emotional distress.

C. Retaliation

Neither Husson University nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX, or because the individual has made a Report or filed a Formal Complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing. Reports of retaliation should be made to the Title IX Coordinator and will be addressed the Student Code of Conduct, the Employee Handbook, or the Faculty Handbook as may be applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or as a report of formal complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy, constitutes retaliation. The identity of any individual who has made a report or complaint, provides information, is reported to have engaged in misconduct, or is named and/or participates in any proceeding under this policy shall be kept confidential, except as may be permitted under applicable confidentiality and privacy laws and regulations.

D. False Reports and Statements

False reports or making materially false statements in connection with this policy, to any University official or in the course of any University proceeding, is prohibited and will be addressed the Student Code of Conduct, the Employee Handbook, or the Faculty Handbook as may be applicable.

VI. Reports of Sexual Harassment

Any individual who is required to make a report, and others who wish to make a report of Sexual Harassment should contact the Title IX Coordinator listed below at any time. There is no time limit on making reports of Sexual Harassment. Reports are to be directed to:

David J. Casavant; Associate Provost and Title IX Coordinator; casavantd@husson.edu; 207-941-7132. Alternatively, reports can be made using the Eagle Safe app. Individuals making a report can select "Report a Tip" or "Support Resources". "Report a Tip" allows for anonymous reporting. The "Support Resources" option provides another means by which to contact the Title IX Coordinator.

After a Report of Sexual Harassment is made, the Title IX Coordinator will meet with the Complainant if that individual is identified in the Report to discuss Supportive Measures that may be appropriate based on the circumstances of the matter (see Section VII. for a detailed discussion of Supportive Measures). The Title IX Coordinator will then implement any appropriate Supportive Measures. The provision of such measures will remain confidential, to the extent possible under the particular circumstances. In some situations, specific administrators, faculty, staff and/or students may be provided limited information in order for the University to effectively implement a Supportive Measure.

The Title IX Coordinator will explain the process for filing a Formal Complaint under Section IX. below, and the Grievance Process under Section X. The Complainant is under no obligation to file a Formal Complaint. If the Complainant chooses not to file a Formal Complaint, the Complainant may continue to receive appropriate Supportive Measures.

Confidential Resources for individuals who are not required to make a report to a Title IX Coordinator and are not ready to make a report are listed in Section III.C. As noted above, reports of Sexual Harassment may be made anonymously, although the University's ability to respond and support the alleged victim may be limited if the Title IX Coordinator is unable to obtain further information following an anonymous report.

VII. Supportive Measures

Supportive Measures are individualized services provided to either party, without a fee or charge to the party. The measures are designed to restore or preserve equal access to the University's education programs or activities, to protect the safety of parties or the University's educational environment, or to deter sexual harassment.

Supportive Measures will be offered to the Complainant (alleged victim) following a Report of Sexual Harassment. Such measures may continue to be provided a Complainant, and may be modified based on the Complainant's needs, when a Formal Complaint is filed, as well as during and after the conclusion of the Grievance Process under Section X. In addition, Supportive Measures will be offered to Respondents after a Formal Complaint is filed. Supportive Measures are not designed to be overly burdensome to either party and not disciplinary or punitive.

The following are examples of the types of Supportive Measures that may be provided, depending on the particular circumstances of the parties, the allegations, and other relevant factors as determined by the Title IX Coordinator.

- Restrictions on contact between the parties
- Modifications of work or class schedules
- Counseling,
- Extensions of deadlines or other course-related adjustments,
- Changes in work or housing locations
- Campus escort services
- Increased security and monitoring of certain areas of the campus
- Safety/crime prevention briefings
- Leaves of absence
- Other similar protective or safety measures

The provision of any Supportive Measures to the Complainant or Respondent must be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the University to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

VIII. Other Misconduct

When addressing alleged misconduct under the Title IX Policy, the University's primary focus will be on addressing the alleged misconduct and not on other Husson University alcohol or other drug policy violations that may be discovered or disclosed. The University strongly encourages individuals to report alleged incidents of Sexual Harassment or other forms of sexual misconduct and seeks to remove any barriers to reporting. The University recognizes that an individual who is or was under the influence of alcohol or other drugs at the time of the incident may be hesitant to make a report because of potential Student Code of Conduct consequences for such behavior. An individual who reports Sexual Harassment or other sexual misconduct will generally not be

subject to disciplinary action by the University for personal consumption of alcohol or other drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Decisions regarding amnesty under this paragraph will be made by the Title IX Coordinator in conjunction with the Dean of Student Life in light of the circumstances of the particular situation. The Title IX Coordinator, Dean of Student Life or other appropriate University officials, however, may hold an educational discussion with, or recommend other educational or therapeutic remedies regarding alcohol or other drugs for, the reporting individual(s). Providing false claims so as to obtain amnesty is an abuse of process and will be met with stern sanctions.

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

IX. Formal Complaints

A. Formal Complaint Filed by Complainant

An alleged victim of Sexual Harassment (i.e., the Complainant) may file a Formal Complaint of Sexual Harassment to the Title IX Coordinator. A Formal Complaint cannot be filed anonymously. The Formal Complaint may be a written document or through an electronic submission filed with the Title IX Coordinator, and must include the Complainant's physical or digital signature (or otherwise indicate that the Complainant is the one filing the Formal Complaint). The Formal Complaint must include: (1) Information about the alleged violation(s) – i.e., date, time, location, individual(s) who allegedly engaged in Sexual Harassment, a description of allegations (which need not be extensive); and (2) a request that the University investigate the allegation(s). Those filing a Formal Complaint should reach out to the Title IX Coordinator, David Casavant, by calling 207-941-7132, or emailing casavantd@husson.edu.

B. Formal Complaint Filed by Title IX Coordinator

In certain instances when the alleged victim chooses not to file a formal complaint, the Title IX Coordinator may determine that the specific circumstances warrant pursuing a Formal Complaint (e.g., when the Respondent has been found responsible for previous Sexual Harassment or there may be a threat to the safety of members of the University community) and thus, may file a Formal Complaint on behalf of the University. In such cases, the alleged victim will receive notice of the complaint, and will be notified of further information at various points in the grievance process, but the alleged victim is not a party to the Formal Complaint.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate multiple Formal Complaints where circumstances warrant. Such circumstances might include, but are not limited to, situations in which: a Complainant has filed a Formal Complaint of Sexual Harassment against more than one Respondent regarding the same incident; there are multiple complaints against a Respondent; or each of the parties file a Formal Complaint against the other party and arising out of the same facts or circumstances.

D. Dismissal of Formal Complaints

1. The Title IX Coordinator must dismiss a Formal Complaint if the alleged conduct: Does not constitute Sexual Harassment defined under Section V. of this policy;
 - a. Did not occur within the scope of the University's education programs and activities; or
 - b. Did not occur in the United States.
2. The Title IX Coordinator may dismiss a Formal Complaint if:
 - a. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or withdraws particular allegations within the Formal Complaint;

- b. The Respondent is no longer enrolled in or employed by the University; or
- c. If there are specific circumstances that prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or any allegations within the complaint.

The Title IX Coordinator will inform the parties in writing of any dismissal pursuant to this section and explain the reasons for the dismissal. Each party has the opportunity to appeal a dismissal in accordance with Section X. (Subsection I.) of this policy.

Additionally, even if a formal complaint is dismissed pursuant to this Section of the policy, any alleged misconduct that potentially violates another University policy may be addressed under the other policy and will be referred by the Title IX Coordinator to the cognizant University office or official(s) responsible for addressing such conduct.

X. Procedures for responding to Formal Complaints – the Title IX Grievance Process

A Formal Complaint initiates the Title IX Grievance Process implemented by the Title IX Coordinator. This section outlines the significant steps of this process. Additional detailed information about protocols for the conduct of the investigation, live hearing, or other aspects of the grievance process will be provided to the parties, as needed, in a timely fashion.

A. General Obligations of the University

Throughout the Grievance Process, the University will:

- Treat Complainants and Respondents equitably;
- Not presume a Respondent is responsible until and unless such a determination of responsibility is made following a hearing as set forth in subsection F. below;
- Objectively evaluate all relevant evidence;
- Ensure that any individuals involved in the grievance process (e.g., Title IX Coordinator, investigators, adjudicator) have appropriate training, and do not have a conflict of interest or bias for or against either party;
- Follow the reasonably prompt timelines specified in the grievance process and explain any reasons necessitating a delay;
- Provide all required notices of meetings and hearings;
- Provide opportunities for the parties to review and respond to relevant evidence, both favorable and unfavorable;
- Provide the parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice;
- Provide the parties with the opportunity to present witnesses, as well as other evidence;
- Not restrict the parties from speaking about the case for their own emotional support or preparation;
- Assume the burden of gathering evidence and burden of proof (rather than such burdens resting with the parties); and
- Comply with all applicable confidentiality and privacy laws and regulations during the grievance process.

In general, the University will attempt to complete the grievance process within approximately 90 days of the date the Formal Complaint is filed. However, there may be circumstances when the process will take longer due to the absence of the parties or other individuals important to the process, difficulties in obtaining evidence, or other reasonable factors.

B. Notice to Parties and Initial Steps

The Title IX Coordinator will provide written notice of the Formal Complaint and allegations of Sexual Harassment potentially constituting prohibited conduct under this policy. The notice will include:

- Notice of the grievance process and the availability of an informal resolution process;
- Sufficient details regarding the allegations known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five days).

- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination as to whether the Respondent is responsible for prohibited conduct will be made at the conclusion of the grievance process;
- Notice that the parties may have an advisor of their choice, who may be an attorney; and that the parties may inspect and review evidence obtained during the investigation;
- Notice of provisions in an applicable code of conduct or policy that prohibits knowingly making false statements or submitting false information during the grievance process;
- Notice that the University, not either party, has the burden of proof; and
- Notice of the name of the investigator, with sufficient time (no less than five days) to raise concerns of conflict of interest or bias.

If, in the course of an investigation, additional allegations become known and the University decides to investigate the additional allegations, the University will provide written notice of the additional allegations to the parties whose identities are known. Following the filing of a Formal Complaint, the Title IX Coordinator will discuss Supportive Measures with each party and implement such measures as appropriate (see Section VII.).

C. *Informal Resolution Process*

After a Formal Complaint has been filed, and if the Title IX Coordinator believes an informal resolution may be appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation, hearing, and determination process. Informal resolutions cannot be used to resolve a Formal Complaint where the Complainant is a student and the Respondent is an employee.

Informal resolutions can take many forms, depending on the particular circumstances of the dispute. Examples include, but are not limited to: facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a Respondent; apologies; sanctions against a Respondent or requirement to engage in specific services; or Supportive Measures. Both parties must voluntarily agree in writing to participate in the informal resolution process, and either party can withdraw from the process at any time.

In order to initiate an informal resolution, the Title IX Coordinator will provide written notice of the formal complaint and allegations of Sexual Harassment potentially constituting prohibited conduct under this policy. The notice will include the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegation, and any consequences resulting from participating in the information resolution process, including the records that will be maintained or could be shared. At any time prior to agreeing to a resolution, either party has the right to withdraw from the informal resolution process and resume the grievance process.

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

D. *Emergency Leave*

The University, in consultation with the Title IX Coordinator, may place a Respondent on emergency leave during the grievance process if there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of Sexual Harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a Complainant by a Respondent, or a Respondent's threat of self-harm due to the allegations. The Respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal (in a meeting or other opportunity to be heard; not a hearing). The Respondent has the burden to demonstrate why the emergency leave was unreasonable.

Any such decision to place a student or employee on emergency leave shall be made in compliance with any rights of the student or employee under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

E. Investigation

The Title IX Coordinator will appoint a trained, independent investigator to investigate the allegations in a Formal Complaint. The investigator will:

1. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
2. Allow the parties to have their advisor at all meetings or proceedings. The advisor may not make any statements or otherwise advocate on behalf of the party during any meeting or proceeding, except with regard to the live hearing, as described below.
3. Allow the parties to identify fact and expert witnesses, and submit inculpatory and exculpatory evidence.
4. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
5. Consider evidence that is relevant and directly related to the allegations in the Formal Complaint. During the course of the investigation, provide both parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, including evidence which the University does not intend to rely upon in reaching a determination of responsibility, and favorable and unfavorable evidence. The parties will be provided 10 days to submit a written response prior to completion of the investigation report.
6. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the hearing, send the report to the parties and advisors (if any) either in hard copy or electronically, for their review and written responses. At least five days prior to the hearing, the parties may provide a written response to the investigation report to the Title IX Coordinator for consideration at the hearing.
7. The investigative report and the parties' responses shall be forwarded to the Title IX Review Panel in advance of the hearing.
8. The University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

F. Live Hearing

Following the issuance of the Investigative Report, the University shall provide for a live hearing conducted by a Title IX Review Panel [i.e., the Decision-maker(s)] that will consider the evidence, make determinations of responsibility, and impose remedies, including, if warranted, disciplinary sanctions. Panels comprised of more than one member will have a designated Chairperson who will preside over the hearing, and any other Panel members, and decide on relevance of questions and evidence during the hearing. The live hearing will typically be held within 15 days from the issuance of the investigation report.

Features of the live hearings include the following:

- At the request of either party, the parties will be in separate rooms with available technology to allow the parties and the Title IX Review Panel to see and hear the parties and witnesses answer questions.
- Both parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, the University will appoint one for the party at no cost to the party.
- The Panel Chairperson will establish and generally enforce rules of decorum that the parties and advisors must follow.
- The Panel member(s) may ask questions of the parties, their advisors and any witnesses.
- The advisors (and not the parties) are permitted to conduct cross-examination of the other party and any witnesses, by asking relevant questions and follow-up questions, including those challenging credibility.
- All evidence from the investigation that was subject to the parties' inspection and review will be available at the hearing to give each party the opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove someone other than the Respondent committed the alleged conduct or concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove consent.
- If a party or witness does not submit to cross-examination at the live hearing, the Panel member(s) will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Panel member(s) also will

not draw an inference about the determination regarding responsibility based solely on the party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- The Panel may request input from the parties and the University concerning possible sanctions, either during the live hearing or after a finding that the Respondent is responsible for Sexual Harassment.
- The University's legal counsel is permitted to attend the hearing and to provide information or advice to the adjudicator if asked.
- A recording shall be made of the hearing, and made available to the parties for inspection and review.

G. Standard of Proof and Determination of Responsibility

The University uses a preponderance of the evidence standard ("more likely than not") in making determinations of responsibility, for both students and employees. Following the live hearing, the Title IX Review Panel shall make a final determination of responsibility and, if warranted, remedies. The Panel shall issue a written determination, which shall include the following:

- Identification of all the allegations potentially constituting Sexual Harassment as defined in this policy;
- A description of the procedural steps taken from receipt of the Formal Complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this policy (prohibited conduct) to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education programs and activities will be provided to the Complainant;
- The University's procedure and permissible bases for the Complainant and Respondent to appeal as described in subsection I. below.

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the University provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies and Sanctions

Remedies are measures used to ensure that the Complainant has equal access to the University's education programs and activities following an adjudicator's determination. Such remedies may include one or more Supportive Measures described under Section VII., and may include other appropriate measures, depending upon the determination and the needs of the Complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the parties regarding implementation.

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

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

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

Suspension: Termination of student status for a defined period, or for an indefinite period with the right to re-apply after a specific length of time. Suspension may include specific conditions for the student's return. A student returning from suspension

remains on disciplinary probation for the remainder of the student's Husson career. Other restrictions may be imposed as deemed appropriate.

Expulsion: Permanent separation from the University.

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

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

Other Actions: Such other action as the Title IX Review Panel may reasonably deem appropriate. Examples include, but are not limited to:

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

The following are examples of the types of sanctions that may be imposed on an **Employee Respondent** when there is a determination that they are responsible for one or more violations of this policy:

- Written warning.
- Probation.
- Demotion.
- Suspension with or without pay.
- Termination.
- Forfeiture of pay increase.
- Loss of supervisory responsibilities.
- Performance improvement/performance management plan.
- Counseling.
- Training.

In addition to the sanctions above, a **Faculty Respondent** may also receive sanctions that include, but are not limited to:

- Loss of department, division or program chair.
- Loss of research funds or other funds.
- Loss of named chair.
- Loss/relocation of office.
- Restrictions on interaction with department/program.
- Loss of other privileges.

I. Appeals

Each party has the opportunity to appeal a determination regarding responsibility, or a dismissal of a Formal Complaint. Appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or adjudicator had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome of the matter; or

An appeal must be filed in writing (e.g., email) to the Dean of Student Life for students, the Provost for faculty, or Chief Human Resource Officer for employees within ten days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and will not be considered.

Appeals shall be processed according to the following procedures:

1. Appeals will be reviewed and decided by: the Dean of Student Life for student Respondents; the Provost for faculty Respondents; or the Chief Human Resource Officer for staff Respondents.
2. The Title IX Coordinator shall provide a copy of the appeal to the other party. That party shall have seven days to submit a written statement in support of or challenging the outcome of the matter depending on the basis for the appeal.
3. The individual deciding the appeal shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with other University officials before reaching a decision.
4. The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the result and will provide the written decision simultaneously to the parties.

XI. Records

Records in connection with Sexual Harassment Reports, Formal Complaints and all related proceedings shall be maintained for a minimum of seven years, including but not necessarily limited to the following:

1. Each Sexual Harassment investigation including any determination regarding responsibility and any audio recording or transcript of hearings; any disciplinary sanctions imposed on the Respondent; and any remedies provided to the Complainant;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. All materials used to train Title IX Coordinators, advisors, investigators, adjudicators, individuals reviewing appeals, and any person who facilitates an informal resolution process; and
5. Records of any actions, including any Supportive Measures provided in response to a report or formal complaint of Sexual Harassment (and if Supportive Measures are not provided, the basis for such decision).

XII. Training

The University shall ensure that training required by the Title IX regulations is provided to the Title IX Coordinator, investigators, panel members, individuals reviewing appeals, and any individuals who facilitate informal resolutions. Such training shall include, but may not be limited to the following:

1. The definitions of Sexual Harassment under Title IX regulations and this policy;
2. The scope of the University's education programs and activities;
3. How to conduct investigations and the Grievance Process, including hearings, appeals and informal resolution processes;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Decision-makers shall receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant;

6. Investigators shall also receive training on issues of relevance to create investigative reports that fairly summarize relevant evidence; and
7. Training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

The University shall post links to training materials on the University website at the following URL:

<https://www.husson.edu/about/human-resources/title-ix>

Version Published: August 14, 2020.

Husson University reserves the right to amend this policy to better align with or to respond to changes in regulations, case law, or the expectations established by the United States Department of Education. Concerns, questions, or complaints regarding this policy may be directed to:

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

RESIDENCE LIFE POLICIES & PROCEDURES

HOUSING & BOARD AGREEMENT

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

REFUND POLICY OF HOUSING & BOARD AGREEMENT

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

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

ROOM ASSIGNMENTS & CHANGES

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

Room Changes

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

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

RESIDENCY REQUIREMENT

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

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

1. The student is at least 25 years of age upon entering
2. The student is married
3. The student is commuting from Parent(s), Grandparent(s), or legal guardian(s) residence within 30 miles of Bangor, ME. A letter must be provided by one of the aforementioned parties and contain the following information:
 - Statement that student will be commuting from your residence
 - Address and phone number for the said residence
 - Signed by a parent(s), grandparent(s), or legal guardian(s) attesting to the accuracy of information.
4. The student is a military veteran
5. Financial hardship (items needed for submission include)
 - Statement of your situation
 - Documentation to support your claim of financial hardship. Examples of this can include a statement from the Office of Financial Aid showing the aid you receive, documentation of changes in job earnings, letter from you and /or parents indicating the amount of contribution being made to your education expenses, employment termination, etc.
6. The student has a medical hardship that requires me to make other living arrangements.
 - Statement of your situation

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

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

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

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

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

RESIDENCY RELEASE REQUESTS

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

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

July 1 – July 31 - \$500

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

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

GENERAL CAMPUS RESIDENCE INFORMATION

Floor Arrangements

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

Washing & Vending Machines

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

Cable Television & Internet/Wi-Fi

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

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

Cleaning & Maintenance

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

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

PETS

For health and sanitary reasons, pets are not allowed in the residence halls. Fish are the only animals allowed and tanks must be no larger than 10 gallons and must have a filtration system. Residents are responsible for the care and maintenance of the tank; tanks may not be left over break periods. Disposal of waste and contents of tanks may not be done in bathrooms of the residence halls. If any of these animals are found, they will be immediately removed by the Residence Life Staff and associated cleaning fees will be

billed to the student. For a full statement on Animals on Campus, see the University Policies section of the handbook. All students found in possession of an unapproved pet will be subject to the student conduct process or residence informational meeting.

HEALTH AND SAFETY CHECKS

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

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

ROOM KEYS/ACCESS CARD

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

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

TERMS & CONDITIONS FOR RESIDENTIAL STUDENTS

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

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

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

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

3. **Access to Rooms:** The University reserves the right, at the discretion of the Dean of Student Life and/or his/her designee, to enter a room when there is probable cause to believe that there may be a concern regarding policy violations or the health, safety and/or welfare of the resident and/or any member of the student body. Failure to abide by policies and regulations will result in disciplinary action as prescribed by the *Husson University Student Handbook*. Members of the Custodial and Maintenance Department and contracted personnel may enter the rooms for maintenance purposes. When feasible, students will be notified in advance. The Residence Life staff may conduct monthly Health and Safety Checks.

4. **Assignment of Housing:** The University expressly reserves the right at any time during the year to reassign the student to other housing accommodations. In the event of a vacancy, the University reserves the right to assign students to unoccupied beds during the school year. Requests for room changes must be approved through the Office Residence Life.

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

5. **Room/Roommate Changes:** Students are encouraged to try to work with their roommate or to seek assistance from the Residence Life staff if a roommate situation is not resolved. The Resident Director may move or reassign one or both residents if the conflict cannot be resolved. Room changes will not occur until after the first two weeks of each semester.
6. **Room Consolidations:** Most students will initially have a roommate. If a resident moves out or cancels his/her room assignment, the remaining roommate will be asked to do one of the following:
 - a. Select a roommate of his/her choosing.
 - b. Anticipate that a new roommate will be assigned to the room.
 - c. Move into a room where a roommate is needed.
 - d. Request to buy out the single room (space permitting)

7. **Guest Policy**

OVERNIGHT GUESTS – 18 AND OLDER

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

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

OVERNIGHT GUESTS - UNDER 18

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

OVERNIGHT GUESTS - UNDER 16

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

ATHLETIC RECRUITS – OVERNIGHT GUESTS

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

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

8. **Condition of Room:** The student shall maintain his/her room in a clean and sanitary condition and shall not make any additions or alterations to the room. Students are liable for any damages to University property, their rooms, and common areas of the building. The use of nails, screws, tape, paint or any other instrument, which may damage walls/doors, is strictly prohibited. Room inspections will be completed by the Residence Life staff on a monthly basis to ensure that the housing space you are provided is kept from debris and trash, clean and free of fire and health hazards, and maintained in an

appropriate fashion. Students will be billed for furniture removed from a room. Students shall turn over the room and all University property belongings to the University in good, clean condition, reasonable wear and tear accepted. Cleaning charges will be assessed to students upon vacating their room if it is unclean or in disrepair.

9. **Personal Property Loss:** The University is not liable for the loss of money, clothing, other valuables, or for the loss and/or damage to property belonging to the student. This would also include any personal goods stored in the residence hall facilities. It is recommended that students remove personal items during vacation/break periods.

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

10. **Vacations:** In the interest of security, the University reserves the right to secure all residence halls during University vacation periods. Residence halls will be closed during fall break and Thanksgiving break. Students may remain in their placement without cost if they register with the Office of Residence life. Due to the duration of winter break, spring break, and summer recess, there is an additional fee as determined by the Office of Residence Life. The University will publish opening and closing schedules. Students requesting early arrival or late departure times to move in to or out of the residence halls will be charged a rate of \$25 per day. This fee will be placed on their student account. Meals are not provided during approved early arrival or late departure.
11. **Board Plan:** All students living in residence halls and suites are required to have, at a minimum, the 10-meal plan. Students living in The Townhouses are not required to purchase a meal plan but are offered the opportunity to purchase a residential or commuter meal plan.
12. **Storage:** The University does not provide storage facilities for students' personal possessions.
13. **Keys/Card Access:** Each student is issued a minimum of one key and/or an access card. In the event of a:
 - a. Lost room key - a non-refundable \$50 charge will be made for the lock change and issuance of a new key that the student receives from the Office of Residence Life. A stolen key will necessitate a lock change. The student responsible for the key loss may be financially liable for all charges associated with a lock change.
 - b. Lost access card - a non-refundable charge of \$25 will be made for the issuance of a new access card that the student receives from Dining Services.
 - c. Lost mailbox key - a non-refundable charge of \$25 will be made for lock change and issuance of a new key that the student receives from the Mailroom.

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

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

In case of fire:

Secure appropriate clothing, shoes and towel.

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

Leave the building as quickly as possible, using designated exit routes. Do not run. Evacuation plans are posted on each Residence hall floor; each student should be familiar with them.

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

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

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

16. **Electrical Appliances:** Due to fire regulations, cooking in student rooms is **not permitted**. Residence Life staff members are authorized to remove all devices which they deem, in their discretion, to be dangerous. Irons which are UL approved, in good repair and which have a thermostatic control, may also be used in student rooms. Air conditioning units, space heaters, toasters ovens, open coiled burners, George Foreman grills, and microwave ovens (with the exception of the MicroChill® units) are not permitted in student rooms. Additionally, halogen touchier lamps are prohibited in student rooms.
17. **Signs:** Students are not permitted to put signs of any type in any window of a University owned residential facility.
18. **Bunking Beds:** Students are permitted to bunk their beds in the residence halls. Pins will be provided by the Residence Life staff. Students may NOT elevate or loft through the use of blocks, cinder blocks, bricks, "lifts," or other furniture. Students must un-bunk the beds at the conclusion of their residency.
19. **Furniture:** Students cannot remove furniture from the rooms/suites or remove lounge furniture for personal use.
20. **Damages:** Students are responsible for the payment of all damages that occurred within his/her assigned room. Charges for all damages to the premises shall be divided equally among occupants, unless one (or more) occupant(s) accepts responsibility for total damage and notifies the Office of Residence Life prior to the submission of bills. When damage to common areas of the residence halls (i.e., lounges, stairwells, lobbies, hallways, bathrooms) are clearly the result of negligence, carelessness, malicious intent to destroy, or theft, residents of the floor or building will be billed for their share of the repair and/or replacement costs. It shall be the responsibility of all residents to be invested into the residential community and minimize damages and require those who are responsible to pay. All information pertaining to damages should be reported to Resident Assistants, Resident Directors, or directly to the Office of Residence Life. Damage charges will be based on local hourly rates, plus the cost of materials and overhead. All repairs to University property must be completed by University personnel or contractors of the University. Requests for repairs or other maintenance should be reported to your Resident Assistant or Resident Director.

Appeals to damage charges assessed to student accounts may only be contested for 30 days after the charge is posted to the student's account.
21. **Property Disclaimer Indemnification and Assumption of Risk:** Student agrees to indemnify and hold University harmless from liability, loss or damage arising from any situation that is made or suffered on the premises by Student, guests of Student and from any carelessness, neglect or improper conduct of any such persons. Student assumes the risk of loss associated with all personal property on University premises. Subject to provisions of applicable law, University shall not be liable for student's property of any kind (including pets and service or comfort animals) which may be lost, stolen, damaged or destroyed by fire, water, steam, or other-wise, while on University's premises, University shall not be liable for any personal injury to Students or guests of Student unless caused by the negligence of University.

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

Updated: August 18, 2020