

A stylized compass rose logo, composed of several triangular segments in shades of blue and white, pointing towards the top-left.

# **SMCC COMPASS**

**2025 - 2026**  
**Student Handbook**

Helpful Information | Contacts | Planner | Policies

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Notice: This handbook is provided by Southern Maine Community College to students to provide general guidance only. It does not constitute a contract, express or implied, and is subject to change at the College's discretion.

# Key Contacts

**SOUTH PORTLAND CAMPUS - 207-741-5500**

**MIDCOAST CAMPUS -207-844-2102**

## **ADMISSIONS**

207-741-5800

[smccadmissions@maineccc.edu](mailto:smccadmissions@maineccc.edu)

## **ADVISING**

207-741-5835

[smccadvising@maineccc.edu](mailto:smccadvising@maineccc.edu)

## **ADVOCACY RESOURCE CENTER (ARC)**

207-741-5809

[smccarc@maineccc.edu](mailto:smccarc@maineccc.edu)

## **ATHLETICS & RECREATION**

207-741-5927

[smccathletics@maineccc.edu](mailto:smccathletics@maineccc.edu)

## **CAREER DEVELOPMENT & PARTNERSHIPS**

207-741-5994

[smcccareerpartnerships@maineccc.edu](mailto:smcccareerpartnerships@maineccc.edu)

## **COUNSELING**

[www.bettermynd.com](http://www.bettermynd.com)

*Students will receive details once enrolled.*

## **DINING SERVICES**

207-741-5566

[smccmdining@maineccc.edu](mailto:smccmdining@maineccc.edu)

## **HOUSING & RESIDENCE LIFE**

207-741-5967

[smccreslife@maineccc.edu](mailto:smccreslife@maineccc.edu)

## **INTERCULTURAL CENTER & INTERNATIONAL STUDENT SERVICES**

207-741-5880

[smccinterculturalcenter@maineccc.edu](mailto:smccinterculturalcenter@maineccc.edu)

## **IT HELP DESK**

207-741-5696

[ithelp@maineccc.edu](mailto:ithelp@maineccc.edu)

## **FINANCIAL AID**

207-741-5518

[smccfinancialaid@maineccc.edu](mailto:smccfinancialaid@maineccc.edu)

## **LIBRARY**

207-741-5521

[smcclibrary@maineccc.edu](mailto:smcclibrary@maineccc.edu)

## **LISA GORMAN LANGUAGE LEARNING CENTER**

207-741-5801

[dkranin@maineccc.edu](mailto:dkranin@maineccc.edu)

## **REGISTRATION**

207-741-5800 (x2)

[smccregistration@maineccc.edu](mailto:smccregistration@maineccc.edu)

## **SECURITY**

207-741-5553

[smccsecurity@maineccc.edu](mailto:smccsecurity@maineccc.edu)

## **SMCC BOOKSTORE**

207-741-5523

[smccbooks@maineccc.edu](mailto:smccbooks@maineccc.edu)

## **STUDENT ACCESSIBILITY SERVICES**

207-741-5923

[smccdisabilityservices@maineccc.edu](mailto:smccdisabilityservices@maineccc.edu)

## **STUDENT ACCOUNTS**

207-741-5530

[smccstudentaccounts@maineccc.edu](mailto:smccstudentaccounts@maineccc.edu)

## **RESIDENCE LIFE**

207-741-5967

[smccreslife@maineccc.edu](mailto:smccreslife@maineccc.edu)

## **STUDENT ENGAGEMENT**

207-741-5860

[smccstudentengagement@maineccc.edu](mailto:smccstudentengagement@maineccc.edu)

## **TUTORING & WRITING CENTER**

207-741-5535

[smcctutoring@maineccc.edu](mailto:smcctutoring@maineccc.edu)

## **VETERANS SERVICES**

207-741-5926

[smccveterans@maineccc.edu](mailto:smccveterans@maineccc.edu)

## **WORKFORCE TRAINING**

207-741-5955

[smccworkforcereg@maineccc.edu](mailto:smccworkforcereg@maineccc.edu)

# About SMCC

## Mission Statement

SMCC transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed and lead.

## Values

- **Opportunity:** We empower all to explore, experience and become lifelong learners.
- **Integrity:** We respect others, honor diverse viewpoints and challenge each other to do the right thing.
- **Engagement:** We are inclusive and come together to openly communicate, participate and collaborate.
- **Leadership:** We can all be leaders, innovators and stewards of the future.
- **Success:** We pursue excellence as we seek to achieve our goals.

## Quick Facts

In the 2024 Fall Semester, 7,900 credit students attended Southern Maine Community College. In addition, approximately 1,581 people participated in noncredit courses, seminars, workshops and various types of short-term training in the 2024-2025 academic year.

- Our student body is comprised of 64% part-time and 36% full-time students, and 57% female and 43% male students.
- The average student age is 22.

## Diversity, Inclusion and Equity at SMCC

Southern Maine Community College stands unequivocally in support of students, faculty and staff of all races, ethnicities, sexualities, religions, economic backgrounds, veteran status, physical abilities, genders, political beliefs, immigration status, ages and other identities. We are committed to building a respectful, welcoming and inclusive community that celebrates our diversity.

The College is dedicated to cultivating a diverse community to foster learning and intellectual inquiry, and to nurturing a climate and culture that provides all students the opportunity to learn, grow and succeed in college and beyond.

SMCC's values include respecting others, honoring diverse viewpoints and challenging each other to do the right thing. We are inclusive and come together to openly communicate, participate and collaborate.

## Non-discrimination Statement

Southern Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of actual or perceived race, color, religion, ancestry or national origin, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer  
Fort Building  
2 Fort Road  
South Portland, ME 04106  
Telephone: 207-741-5610  
Maine Relay Service: 800-457-1220  
Fax: 207-741-5965  
Email: [smcchumanresources@maineccc.edu](mailto:smcchumanresources@maineccc.edu)  
Online: [www.smccME.edu](http://www.smccME.edu)

and/or

United States Department of Education Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110  
Telephone: 617-289-0111  
TTY/TDD: 617-289-0063  
Fax: 617-289-0150  
E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov) Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

Maine Human Rights Commission (MHRC)  
51 State House Station  
Augusta, ME 04333-0051  
Telephone: 207-624-6050  
TTY/TDD: 207-624-6064  
Fax: 207-624-6063  
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

Equal Employment Opportunity Commission  
475 Government Center  
Boston, MA 02203  
Telephone: 617-565-3200 or 1-800-669-4000  
TTY: 617-565-3204 or 1-800-669-6820  
Fax: 617-565-3196  
Internet: <http://www.eeoc.gov/>

# Succeeding at SMCC

## USE THIS HANDBOOK TO:

- Stay organized and find information and services.
- Organize your schedule with the day planner and write down test dates, work schedules, appointments and other commitments.
- Find information about support services that will help you achieve your personal and academic goals.

## THE COLLEGE CATALOG

The college catalog is another key resource that is important to your success as a student; it is associated with the year in which you enter your degree program and will serve as your guide to all of your degree requirements. The policies in this handbook come from the College Catalog. To view the current College Catalog, visit [www.smccME.edu/catalog](http://www.smccME.edu/catalog).

## STUDENT SUCCESS TIPS

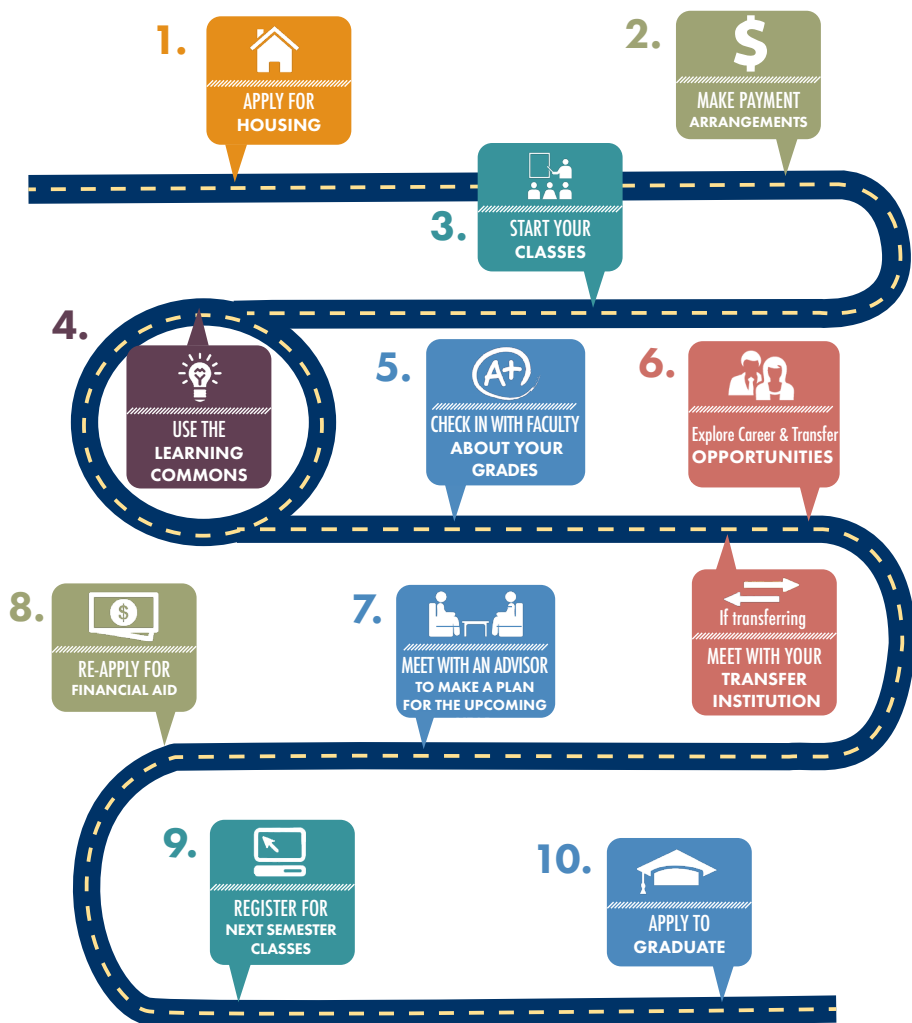
To be successful:

- Get Oriented
- Get Organized
- Take Notes
- Be Prepared for Tests
- Get Involved

## FERPA - Release of Information

According to the Family Education Rights and Privacy Act of 1974 (FERPA), student academic and account information is confidential between SMCC and the student, regardless of the student's age or whether the student is paying the bill. If you want to grant permission for your parent(s), spouse, guardian or another party to be able to discuss the details of your billing information, you will need to fill out a Release of Student Information Form (FERPA) at the Student Accounts Office. The form is also available online by visiting MySMCC > My Student Guide > My Finances & Aid. This will enable Student Accounts Office staff to share billing information only with the person or persons you have named in the Release of Information form.

# Roadmap to Success For Current Students



## Did you know?

You can log into MySMCC from the public website ([www.smccME.edu](http://www.smccME.edu)) and visit My Student Guide to find all the information you need to take these steps to success.

# SMCC Informational Guide

## Residence Life

**Student Life Office**  
P: 207-741-5967

E: [smccreslife@maineccc.edu](mailto:smccreslife@maineccc.edu)

To learn more about residence halls, room / meal plan costs, and apply for housing. Scan here:



## Title IX

### What is Title IX?

- Title IX protects individuals from discrimination based on sex in education programs, or any activities that receive federal funding assistance.

### Who can I contact?

**SMCC Confidential Resource Advisor - Gwen Walsh**

P: 207-629-0442 | E: [mccsra@maineccc.edu](mailto:mccsra@maineccc.edu)

**Deputy Coordinator - Doug Stoves**

P: 207-741-5944 | E: [dstoves@maineccc.edu](mailto:dstoves@maineccc.edu)

### When should I refer a student?

- You should refer a student if they disclose experiences of: domestic violence, sexual violence, stalking, pregnancy, etcetera.

## Disability Services

P: 207-741-5923

E: [mccdisabilityservices@maineccc.edu](mailto:mccdisabilityservices@maineccc.edu)

Learn more about [SMCC ODS](#)

Scan above to register with ODS



## Food Services

### SMCC Dining Options:

SMCC is home to the Seqwolves Cafe and Oceanview Dining, these can be located on the South Portland campus.

The Landing can be located at the Midcoast campus.

Scan here to learn more:



### SMCC Captain's Cupboard:

The Captain's Cupboard is an on campus food pantry open to SMCC students.

South Portland Hours

Scan Here:



MidCoast Hours

Scan Here:



## Crisis Services

BetterMynd Crisis: 1-844-287-6963

Maine Crisis line: 1-888-568-1112

Text: 741 741

WARM line: 1-866-771-WARM

**Living Room Crisis Center**

62 Elm Street, Portland, ME 04101

P: 207-535-2096

Hours: 7 am- 7 pm

SMCC Safety & Security: 207-741-5553

## SMCC Counseling - BetterMynd

### What is BetterMynd?

- BetterMynd is an online service that provides college students with access to confidential counselors via telehealth

### How can I register?

- Scan the QR code to begin registration, this will bring you to [BetterMynd.com](https://www.bettermynd.com)



\*Please note that BetterMynds only offers 5 sessions per semester

## SMCC Advocacy Resource Center

P: 207-741-5809 | E: [smccarc@maineccc.edu](mailto:smccarc@maineccc.edu)

### What is the Advocacy Resource Center?

The Advocacy Resource Center (ARC) provides case management services for SMCC students.

### These services address:

- Housing Insecurity
- Mental Health/Substance Use
- Skills Coaching
- Financial Support & Application Assistance
- & more!



Scan above to learn more:

## Library Resources

Scan here to explore SMCC's Learning Commons:



## Bus Services

With your SMCC ID, you can ride these bus lines for free:

- South Portland Bus Service
- METRO Bus
- METRO Breeze
- Brunswick Explorer

Track the buses live with Transit! Scan here:

Visit <https://www.transit.com/south-portland> to find bus rides, ride times, and more!



# SMCC Student Calendar

Some dates are subject to change. Please visit My SMCC to view the most current calendar.

## FALL 2025 SEMESTER

August 22, Fri.	Residence hall move-in for new students
August 22, Fri.	Midcoast Campus New Student Orientation
August 23, Sat.	Residence hall move-in for returning students
August 23, Sat.	South Portland Campus New Student Orientation
August 25, Mon., 6 a.m.	Add/drop and 100% refund period begins**
August 25, Mon.	Fall classes begin
August 25, Mon., 6 a.m.	Add/drop and 100% refund period begins**
August 25, Mon. - September 5, Fri.	Fall Welcome
September 1, Mon.	Labor Day - SMCC closed
September 2, Tues., 5 p.m.	Add/drop and 100% refund period ends**
September 2, Tues., 5 p.m.	50% refund period for tuition & fees begins**
September 8, Tues., 5 p.m.	50% refund period for tuition & fees ends*
September 22, Mon.	Fall 12-week subterm begins
September 26, Fri. - September 28, Sun.	Friends & Family Weekend
October 1, Weds.	FAFSA for academic year 2026-27 opens online at studentaid.gov/FAFSA***
October 13, Mon.	Indigenous Peoples' Day - SMCC closed
October 18, Sat.	First Fall 8-week subterm ends
October 20, Mon.	Second Fall 8-week subterm begins
October 27, Mon., 10 p.m.	Midterm grades available
October 27, Mon., 6 a.m.	Spring & Summer registration begins for current students w/ >30 credits & veteran students*
October 29, Weds., 6 a.m.	Spring & Summer registration begins for current students w/ <30 credits*
November 3, Mon., 6 a.m.	Spring & Summer registration for new student/dual enrollment begins*
November 11, Tues.	Veterans' Day - SMCC closed
November 17, Mon., 5 p.m.	Last day to withdraw from Full-Semester classes**
November 26 - 29, Weds. - Sat.	Thanksgiving Break - no classes
December 1, Mon., 6 a.m.	Spring & Summer registration begins for all students (open registration)*
December 13, Sat.	Fall classes end
December 15, Mon., 10 p.m.	Final grades available
December 25, Thurs.	Christmas Day - SMCC closed
January 1, Thurs.	New Years Day - SMCC closed

## SPRING 2026 SEMESTER

October 1, Weds.	FAFSA for academic year 2026-27 opens online at studentaid.gov/FAFSA***
October 27, Mon., 6 a.m.	Spring & Summer registration begins for current students w/ >30 credits & veteran students*
October 29, Weds., 6 a.m.	Spring & Summer registration begins for current students w/ <30 credits*
November 3, Mon., 6 a.m.	Spring & Summer registration for new student/dual enrollment begins*
December 1, Mon., 6 a.m.	Spring & Summer registration begins for all students (open registration)*
December 19, Fri.	Spring bill due (pay in full or sign up for a payment plan)*
December 25, Thurs.	Christmas Day - SMCC closed
January 1, Thurs.	New Years Day - SMCC closed
January 9, Fri.	Residence hall move-in for new students
January 10, Sat.	Residence hall move-in for returning students
January 12, Mon.	Spring classes begin

\*Bills are generated and available to view online, on the My SMCC online student portal under MySMCC > My Student Guide > My Finances & Aid within 24 hours of registering.

\*\*Add/drop and Withdrawal periods for shorter term courses are pro-rated based on course length.

\*\*\*The FAFSA for 2025/26 is currently open. The 2026/27 FAFSA application is to apply for financial aid that would be available Fall 2026-Summer 2027.



## SPRING 2026 SEMESTER (CONT.)

January 12, Mon., 6 a.m. ....	Add/drop and 100% refund period begins**
January 12, Mon. - January, 23 Fri. ....	Spring Welcome
January 19, Mon. ....	Martin Luther King Day - SMCC closed
January 20, Tues., 5 p.m. ....	Add/drop and 100% refund period ends**
January 20, Tues., 5 p.m. ....	Withdrawal period begins**
January 20, Tues., 5 p.m. ....	50% refund period for tuition & fees begins**
January 26, Mon., 5 p.m. ....	50% refund period for tuition & fees ends**
February 9, Mon. ....	Spring 12-week subterm begins
February 16, Mon. ....	Presidents' Day - SMCC closed
March 2, Mon., 6 a.m. ....	Fall registration begins for current students w/ >30 credits & veteran students*
March 4, Weds., 6 a.m. ....	Fall registration begins for current students w/ < 30 credits*
March 7, Sat. ....	First Spring 8-week subterm ends
March 9 - 14, Mon. - Sat. ....	Spring Break - no classes
March 16, Mon., 6 a.m. ....	Fall registration begins for new/dual enrollment students*
March 16, Mon. ....	Second Spring 8-week subterm begins
March 27, Fri., 10 p.m. ....	Midterm grades available
April 10, Fri., 5 p.m. ....	Last day to withdraw from Full-Semester classes**
April 20, Mon. ....	Patriots' Day - SMCC closed
April 21, Tues., 8 a.m., ....	Fall registration begins for all students (open registration)*
May 9, Sat. ....	Spring classes end (including second 8-week & 12-week subterms)
May 11, Mon., 10 p.m., ....	Final grades available
May 17, Sun., 2 p.m. ....	Commencement

## SUMMER 2026 TERM

October 27, Mon., 6 a.m. ....	Spring & Summer registration begins for current students w/ >30 credits & veteran students*
October 29, Weds., 6 a.m. ....	Spring & Summer registration begins for current students w/ <30 credits*
November 3, Mon., 6 a.m. ....	Spring & Summer registration for new student/dual enrollment begins*
December 1, Mon., 6 a.m., ....	Spring & Summer registration begins for all students (open registration)*
March 2, Mon., 6 a.m. ....	Fall registration begins for current students w/ >30 credits & veteran students*
March 4, Weds., 6 a.m. ....	Fall registration begins for current students w/ < 30 credits*
March 16, Mon., 6 a.m. ....	Fall registration begins for new/dual enrollment students*
April 21, Tues., 8 a.m. ....	Fall registration begins for all students (open registration)*
May 1, Fri. ....	Summer bill due (pay in full or sign up for a payment plan)*
May 18, Mon. ....	Summer classes begin (including first 6-week subterm)
May 18, Mon., 6 a.m. ....	Add/drop and 100% refund period begins**
May 22, Fri., 5 p.m. ....	Add/drop and 100% refund period ends**
May 22, Fri., 5 p.m. ....	Withdrawal period begins**
May 25, Mon. ....	Memorial Day - SMCC closed
June 15, Mon. ....	Summer 8-week subterm begins
June 19, Fri. ....	Juneteenth - SMCC closed
June 27, Sat. ....	First Summer 6-week subterm ends
June 29 - July 4, Mon. - Sat. ....	Summer Break - no classes
July 6, Mon. ....	Second Summer 6-week subterm begins
July 14, Tues., 10 p.m. ....	Midterm grades available
July 24, Fri., 5 p.m. ....	Last day to withdraw from Full-Semester classes**
August 15, Sat. ....	Summer classes end (including second 6-week and 8-week subterms)
August 17, Mon., 10 p.m. ....	Final grades available

\*Bills are generated and available to view online, on the My SMCC online student portal under MySMCC > My Student Guide > My Finances & Aid within 24 hours of registering.

\*\*Add/drop and Withdrawal periods for shorter term courses are pro-rated based on course length.

\*\*\*The FAFSA for 2025/26 is currently open. The 2026/27 FAFSA application is to apply for financial aid that would be available Fall 2026-Summer 2027.

# My Academics

## ADVISING

**Located on the first floor of the South Portland Campus Center and in the L.L.Bean Learning Commons at the Midcoast Campus. For assistance, contact 207-741-5835 or [smccadvising@maineccc.edu](mailto:smccadvising@maineccc.edu).**

The goal of advising at SMCC is to connect you with your educational and career goals, while developing realistic and efficient plans to achieve them. You are assigned a faculty and staff pathway advisor. Advisors build supportive and informative relationships with you, guiding you to resources and services that will support your success. By answering your questions and developing these relationships, advising leads to your improved engagement, academic performance, and success rates - including persistence, transfer, and graduation rates.

## Faculty Advisors

Faculty advisors will work with you to align your education and career goals and to ensure your success. Your advisor will help you plan your course schedule, find ways to improve your academic success such as connecting you with academic and personal resources here at the College, offer guidance in completing your degree or preparing to transfer to another institution, and help you build your professional qualifications.

The name of your faculty advisor is available on the Anthology Student Portal which you can access by visiting [MySMCC > My Student Guide > Quicklinks](#). Contact your faculty advisor ahead of time to schedule an advising meeting.

## Staff Advisors

Staff advisors will work with you on goal-setting, self-exploration, managing obstacles, supporting motivation, and planning for upcoming semesters.

For general advising assistance, a staff advisor is also available to answer quick questions in the Welcome Center Monday through Thursday 8:30 a.m. to 4:30 p.m. and Friday from 9:30 a.m. – 4:30 p.m.. Our team can help with a range of items including registering for classes, creating a schedule, adding/dropping classes, checking degree progress, using My Maine Guide, understanding College procedures and policies, applying for graduation and more.

## Changing your Advisor

You can choose or change your faculty advisor at any time. To change your faculty advisor, follow the steps below:

1. Download the change of advisor form available [MySMCC > My Student Guide > My Academics](#) or pick the form up at the Welcome Center.
2. Complete the change of advisor form and submit to the Welcome Center.

## BEACON STUDENT NEWSPAPER

The Beacon is the official student newspaper of SMCC and highlights college news as well as features and columns on topics of interest for the student body.

## BOOKSTORE

Located in the Campus Center on the South Portland Campus. For assistance, contact 207-741-5523 or [smccbooks@maineccc.edu](mailto:smccbooks@maineccc.edu) or visit [www.smccME.edu/bookstore](http://www.smccME.edu/bookstore).

Buying your books and course supplies does not have to be difficult! We want to give you the options that make the most sense and fit your needs. The SMCC Bookstore offers a wide range of new, used, rental and digital textbooks, as well as supplies and official SMCC clothing and gift items. Many students receive a book allowance if they have a credit balance on their account after

Financial Aid has been applied to tuition and fees. This allowance may only be used to purchase books and supplies at the SMCC Bookstore. A valid SMCC student ID and current class schedule must be presented to access a book allowance. Forgot your class schedule? You can pull it up on your phone.

You can also order through our website, [www.smccME.edu/bookstore](http://www.smccME.edu/bookstore), and have your books sent directly to your home.

## GLOBAL STUDIES

**For assistance, contact the Global Studies Coordinator, 207-741-5648 or [smccglobalstudiescenter@maineccc.edu](mailto:smccglobalstudiescenter@maineccc.edu).**

The Global Studies Center at SMCC seeks to internationalize the college through the development of a new curriculum, the support of international students and events, and Education Abroad programming. We collaborate with a variety of entities on campus to prepare you for a globalized future.

## Study Abroad/Global Classroom

Global Classroom courses are semester-long online or hybrid classes with at least one week of field experience, generally in an international location. Classes focus on subjects such as world art, business and foreign language. The Global Studies Center can also assist you in researching opportunities through other educational institutions.

## HONORS PROGRAM

**For assistance, contact the Honors Program Coordinator, Eben Miller, at 207-741-5683 or [emiller@maineccc.edu](mailto:emiller@maineccc.edu) or visit the MySMCC student portal and choose My Courses.**

The Honors Program serves you from every discipline by providing the opportunity to engage in an enriched learning experience at Southern Maine Community College. Honors courses are rigorous academic classes that emphasize critical thinking, writing, research and self-reflection. The Honors Program also allows you to develop individualized honors options within courses that are not specifically designated as honors courses.

The SMCC Honors Program is open to all students. You may choose to complete all or only part of the program requirements. If you complete the Honors Program you will be recognized at graduation as a MCC Honors Program Scholar.

Program Requirements:

- Maintain a 3.30 cumulative GPA.
- Maintain a minimum "B" in all designated Honors courses.
- Complete a combination of four honors courses or honors options.

## INTERNATIONAL STUDENTS

**For assistance, stop by the Campus Center on the South Portland Campus or contact the Director of International Student Services at 207-741-5880 or [smccinterculturalcenter@maineccc.edu](mailto:smccinterculturalcenter@maineccc.edu).**

As an international student you will have specific requirements to remain in good standing and in-status with your Student Visa. The college is required to certify you in the government data system each semester to assure that you are following these rules. Students are encouraged to seek assistance with any questions or concerns they may have.

## IMMUNIZATIONS

To upload your immunizations to our secure dropbox, visit [www.smccME.edu/submitimmunizations](http://www.smccME.edu/submitimmunizations). For assistance, contact 207-741-5835 or [smccadvising@maineccc.edu](mailto:smccadvising@maineccc.edu).

Maine state law requires proof of immunization or immunity to certain diseases for enrollment. For detailed information about current immunization and vaccination requirements, visit [www.smccME.edu/immunizations](http://www.smccME.edu/immunizations).

## LEARNING COMMONS

**Located on the 2nd floor of the Campus Center on the South Portland Campus and in the L.L.Bean Learning Commons on the Midcoast Campus. For information on the Learning Commons, visit MySMCC > My Student Guide > My Academics, email [smcclearning@maineccc.edu](mailto:smcclearning@maineccc.edu), or call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102.**

The Learning Commons at SMCC is an integrated, active learning space (both physical and digital) that offers you the resources and expertise you need to enhance your learning outside of the classroom, and the support to reach your academic goals.

The Learning Commons physical spaces on both campuses have ample seating and include both collaborative/group and quiet individual study spaces. In addition to services described below, Learning Commons sites offer computers, including laptops for checkout (South Portland only), quick print stations, color printing, scanning and photocopying.

The online Learning Commons offers easy access and links to scheduled support through the tutoring center, writing center and the library/reference and research librarians. Students may also access the digital learning commons, support videos, and digital workshops via Brightspace.

## Library

SMCC's libraries are student-friendly centers for research, study and casual reading resources. The Library provides students and faculty with a strong collection of current materials selected by our professional librarians to support the academic programs at SMCC. In addition to physical books, periodicals and access to library collections throughout Maine, we have access to thousands of digital books, journals, newspapers and media sources that are available 24/7. Friendly, professional librarians are available in person, by phone and by email to help you quickly find the reliable resources they need. For assistance contact the South Portland Campus at 207-741-5521 or [smcclibrary@maineccc.edu](mailto:smcclibrary@maineccc.edu) or the Midcoast Campus at 207-844-2102.

## Tutoring

Highly skilled, certified faculty, staff and peer student tutors in many subjects and study skills areas are available online and in the Learning Commons and at various locations on the South Portland and Midcoast Campuses. Tutoring services are available for drop-in assistance for you individually or for study groups created by students in a course. Tutoring services are also available by scheduling in advance. If there is not a tutor available for your subject, we will attempt to recruit and hire a tutor for you. For assistance call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102.

## Writing Center

The Writing Center offers professional and in-person peer tutoring and online assistance with writing assignments for any SMCC class on a drop-in or appointment basis. For assistance call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102 or visit MySMCC > My Student Guide > My Academics.

## **LISA GORMAN LANGUAGE LEARNING CENTER**

The Lisa Gorman Center offers in-person tutoring opportunities for SMCC students for whom English is not their first language. The Center tutors meet with students at least once a week depending on their academic needs and support them in different areas of study. Our students can stop by the Center to set up a weekly appointment for the semester and to share what challenges they would like to focus on. Our tutors are highly skilled in supporting multilingual learners and have different areas of professional expertise. The Center works with the Community College system and others to seek and provide support for identified students in obtaining the materials needed for their courses. The Center is open Monday through Friday from 10 a.m. - 4 p.m. We are located inside the library of the Campus Center, Room 217. You can contact the Center by dropping by in person, emailing the Director, Deb Krainin, at [dkrainin@maineccc.edu](mailto:dkrainin@maineccc.edu) or calling by phone at 207-741-5801.

## **REGISTRATION**

For assistance, stop by the Advising Office located on the first floor of the South Portland Campus Center and in the L.L.Bean Learning Commons at the Midcoast Campus or contact them at 207-741-5800 or [smccregistration@maineccc.edu](mailto:smccregistration@maineccc.edu) or visit [www.smccME.edu/register](http://www.smccME.edu/register).

Online registration is available to provide flexibility for you in your course registration. You can add and drop classes through the Advising Office in the Campus Center on the South Portland Campus or at the front desk in the L.L.Bean Learning Commons at the Midcoast Campus at any point from the start of registration through the end of the add/drop period. Here, you can also receive help with any course registration issues related to course prerequisites and corequisites.

## **STUDENT ACCESSIBILITY SERVICES**

The Student Accessibility Services Office is located in the Campus Center on the South Portland Campus. Open from 7:30 a.m. to 5 p.m., Monday through Friday. Office hours are also available at the Midcoast Campus in Brunswick on Wednesday from 9 a.m. to 5 p.m. Students needing an appointment outside regular business hours should call the office at 207-741-5832 to make arrangements.

The Student Accessibility Services Office is committed to the success of students with disabilities. We are a vital part of the campus, ensuring compliance with Section 504 of the Rehabilitation Act and the ADA and its amendments. We offer a welcoming space for all students to gather, have their lunch, study quietly, or grab a snack from our kitchenette, making us an integral and vibrant member of SMCC's diverse community. Additionally, they hosts a USM Social Work Intern each year to promote peer support and community education.

To request academic accommodations, students must provide documentation of their disability. Records can be emailed to [smccdisabilityservices@maineccc.edu](mailto:smccdisabilityservices@maineccc.edu) or faxed to 207-741-5678. Please note that IEPs and 504s are not forwarded by your high school and cannot be used to determine college academic accommodations. Student disability documentation is secured and confidential, and stored separately from academic records. Disability information is not shared without the student's or legal guardian's consent. Once your documentation is received, our office will contact you and schedule an intake appointment to determine your accommodations.

If you do not have documentation or are having difficulty accessing your documentation, please let us know so we can assist.

Students requiring housing, ESA, dietary, and facility accommodations should send all their accommodation requests (including academic) directly to [hjackson@smccme.edu](mailto:hjackson@smccme.edu). The deadline for requesting priority housing accommodations is March 15th in any given year. Requests received after this date will be honored on a space available basis. For additional information, please visit [www.smccme.edu/academics/resources/disability/](http://www.smccme.edu/academics/resources/disability/).

## TESTING

**For assistance, contact the Academic Coordinator of the Testing Center at 207-741-5693 or [smcctestingcenter@maineccc.edu](mailto:smcctestingcenter@maineccc.edu).**

SMCC's Testing Centers offer test proctoring (for specific online SMCC courses), and testing accommodations (such as extended time/quiet space) for qualified students. If you need a test proctored for another college/university, please contact the Academic Coordinator of the Testing Center. Visit [www.smccME.edu/tests](http://www.smccME.edu/tests) for more information, including hours.

## TRIO STUDENT SUPPORT SERVICES

**For assistance, contact 207-741-5670 or [smcctriosss@maineccc.edu](mailto:smcctriosss@maineccc.edu).**

TRIO is a diverse community of motivated students who are empowered to use their core values and strengths to reach their graduation, transfer and career goals. Eligible students are paired with a professional college Success Coach who will collaborate with them to inspire academic and individual growth with personalized advising from the first day of college through graduation. TRIO supports student success and engagement through peer connections, workshops, and events that cultivate the skills needed to stay on track, overcome challenges and thrive in college. To learn more and apply now visit My SMCC > My Student Guide > My Academics.

TRIO SSS is funded by two grants from the U.S. Department of Education.

## WORKFORCE TRAINING

SMCC offers an exciting array of workforce training and courses. Many of these programs are grant-funded (no cost to trainees). Whether you are looking to begin a new career or enhance your professional skills SMCC makes it all possible. To learn more contact us at 207-741-5862 or [smcccareerskills@maineccc.edu](mailto:smcccareerskills@maineccc.edu) or visit [www.smccME.edu/workforce](http://www.smccME.edu/workforce).

## VETERANS SERVICES

**Located in the upper level of the Bay Building on the South Portland Campus. For assistance, contact the Director of Veteran and Military Student Services at 207-741-5926 or [smccveterans@maineccc.edu](mailto:smccveterans@maineccc.edu).**

Southern Maine Community College (SMCC) was founded in 1946 to serve returning World War II veterans. Today, SMCC continues to challenge, engage, and provide unparalleled veteran support. A member of National Association of Veterans' Program Administrators (NAVPA) and Association of Veterans Education Certifying Officials (AVECO), SMCC has a Veterans Resource Center, located in the Bay Building..

### **The College offers:**

- Veterans priority registration.
- Veterans events.
- Veteran work-study employment.
- Combat-wounded parking spaces.
- Official veterans regalia and medal for commencement.

# My Finances & Aid

## FINANCIAL AID

**Located in the Captain's House on the South Portland Campus. For assistance, contact 207-741-5518 or [smccfinaid@maineccc.edu](mailto:smccfinaid@maineccc.edu). FAFSA School Code: 005525**

The SMCC Financial Aid Office is committed to helping you and your family find affordable ways to finance your education. Financial aid is available to eligible SMCC students who apply and qualify.

### Students remember:

- You do not have to be full-time to receive financial aid.
- Federal loans are available to students taking six or more credits per semester.
- Students eligible for a Pell Grant may still qualify taking as few as three credits per semester.
- You can receive the Pell Grant for no more than the equivalent of 12 full-time semesters (six years).

We encourage you to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), which can be found only at [studentaid.gov/FAFSA](http://studentaid.gov/FAFSA) – SMCC's school code is 005525. The FAFSA can be filed anytime; however, Maine residents are encouraged to file a FAFSA by May 1 to be considered for the Maine State Grant.

### Information on the FAFSA is used to determine:

- Eligibility for grants and scholarships (which do not require repayment).
- Federal direct loans (which require repayment after the student ceases to be enrolled for at least six credits).
- On-campus student employment (work-study).

You may check the status of your financial aid through the Anthology Student Portal which can be accessed by visiting [MySMCC > My Student Guide > Quicklinks](#).

## FREE College

Have you heard? If you are a high school graduate from 2022-2025, you qualify for free tuition at SMCC through the Free College Scholarship. This pays for 100% of tuition and mandatory fees for up to two years. For more information visit [www.smccME.edu/freecollege](http://www.smccME.edu/freecollege). Please note, completion of the FAFSA is required. If you are unable to complete the FAFSA, you need to contact the Financial Aid Office directly to see if you qualify for a FAFSA exemption. By filing the FAFSA you may also qualify for additional financial aid that can assist with costs such as housing, books, and supplies.

## iGrad

We encourage you to sign up for and explore iGrad, our free money management tool that can help you navigate your finances, student loans or credit cards. To log in to or sign up for your free iGrad account, go to: <https://smcc.igrad.com>.

## Solutions at ECMC

Solutions at ECMC is a trusted SMCC partner who is dedicated to helping you navigate the student loan repayment process. Solutions at ECMC will reach out to all SMCC student loan borrowers entering repayment on federal student loans to help and provide support throughout the repayment process.

## Academic Requirements for Financial Aid

Financial aid regulations require all students receiving grants, loans and/or work-study at SMCC to maintain Satisfactory Academic Progress (SAP). SAP has three components:

- Grade point average
- Completion rate/pace, and
- Maximum time frame (number of credits attempted vs. credits required to complete major)

SAP standards apply even if you did not receive financial aid in all semesters you attended SMCC. SAP requirements are reviewed at the end of each semester for all students. To meet SAP requirements, you must meet all three of the standards. For more details please visit [www.smccME.edu/SAP](http://www.smccME.edu/SAP).

## Financial Aid Refunds

Payments received from financial aid sources will be applied directly to your student bill. If payments from financial aid and other sources exceed the amount you owe, you may be entitled to a refund of the excess amount. Refunds are typically available around the fifth week of classes each semester. If you qualify for a refund will be notified by the Student Accounts Office. Questions about refunds can be directed to the Student Accounts Office at 207-741-5530 or [smccstudentaccounts@maineccc.edu](mailto:smccstudentaccounts@maineccc.edu).

## Withdrawal and Return of Student Aid Funds

If you have stopped attending your courses at SMCC you should officially withdraw by contacting the Registration/Advising Office. You are considered withdrawn if you do not complete all the days in the semester that you were scheduled to attend. This is applicable regardless of whether you officially withdrew from classes or just stopped attending without officially withdrawing from your classes. If you are considered withdrawn from all of your semester courses before the 60% point of the semester you are subject to the Return to Title IV refund calculation. If you have withdrawn, SMCC is required to determine how much of your semester aid you have earned based on the number of days you remained enrolled in the semester. Any unearned financial aid is returned to federal student aid programs by SMCC and must be repaid by you, which many times results in a balance due to SMCC. It is important to note if you withdraw after the 60% point of the semester you are considered to have earned 100% of your semester financial aid. For more details please visit [www.smccME.edu/R2T4](http://www.smccME.edu/R2T4).

## Working on Campus

Student employees are needed in every area of the College. Working on campus is convenient and provides you the opportunity to make connections with faculty, staff and other students that can significantly enhance your college experience. For more information visit MySMCC > My Finances & Aid > Student Employment.

## APPLY FOR SCHOLARSHIPS

**The Foundation Office is located in the Cates Building on the South Portland Campus. For assistance, contact 207-741-5559 or [smccfoundation@maineccc.edu](mailto:smccfoundation@maineccc.edu) or visit [www.smccME.edu/foundation](http://www.smccME.edu/foundation).**

The SMCC Foundation provides additional financial support for you in the form of scholarships. To apply for and learn more about scholarships visit MySMCC > My Finances & Aid.

## STUDENT ACCOUNTS

**Located in the Captain's House on the South Portland Campus. For assistance, contact 207-741-5530 or [smccstudentaccounts@maineccc.edu](mailto:smccstudentaccounts@maineccc.edu).**

Billing information can be viewed through the Anthology Student Portal which can be accessed through MySMCC > My Student Guide > Quicklinks. We encourage you to monitor your student account throughout the term and contact the Student Accounts Office with any questions or concerns.



Bills will be available to view online starting mid-July for the fall term, early December for the spring term, and early April for the summer term.

### **Pay your bill in full or set up a payment plan (see details below).**

SMCC accepts Visa, MasterCard and Discover cards (debit or credit) online, in person or by phone.

### **To set up a payment plan:**

Visit the Anthology Student Portal which can be accessed through MySMCC > My Student Guide > Quicklinks. If you need assistance, stop by the Student Accounts Office.

### **Payment may be made:**

- **Online:** Visit the Anthology Student Portal which can be accessed through MySMCC > My Student Guide > Quicklinks. If you need assistance, stop by the Student Accounts Office.
- **Phone:** Contact the Student Accounts Office by phone at 207-741-5530 to make a credit card payment.
- **Mail:** Send a check to (we do not recommend mailing cash):  
SMCC Student Accounts Office 2 Fort Road  
South Portland, ME 04106
- **In-person:** Have your payment processed in person during business hours at our student payment windows at the Captain's House on the South Portland Campus.

**SMCC accepts Visa, MasterCard and Discover cards (debit or credit) online, in person or by phone.**

### **Tax Information**

If you are enrolled at SMCC, you may receive an IRS Form 1098-T that reports amounts paid by you for qualified tuition and related expenses. For more information, go to My SMCC > My Student Guide > My Finances & Aid.

# **My Safety & Wellness**

## **ADVOCACY RESOURCE CENTER (ARC)**

**For assistance contact 207-741-5809 or [smccarc@maineccc.edu](mailto:smccarc@maineccc.edu) or visit 185 Benjamin Pickett Street on our South Portland Campus**

### **Support Provided Includes:**

- Case management services to address:
- Housing Insecurity
- Mental Health/Substance Use Services & Skills Coaching
- Physical Healthcare Access
- Financial support and assistance to apply for state and federal benefit programs
- Basic Needs
  - Captain's Cupboard Food Pantry
  - Clothing
  - Household items

Email the team to schedule your appointment: [smccarc@maineccc.edu](mailto:smccarc@maineccc.edu).

## Our Process:

Once you are enrolled as a current student at SMCC, you may refer yourself to the Advocacy Resource Center, which will work with you to create an individualized plan to support your needs.

## COUNSELING SERVICES

SMCC has partnered with BetterMynd to provide confidential, online counseling services to our students from a diverse network of licensed mental health therapists. Once students are registered at SMCC, they will be provided with information on how to register and set up their account through BetterMynd. From there, students can find a therapist through the BetterMynd network of counselors and make appointments. SMCC students receive five free sessions through BetterMynd each semester.

## Services

- Individual counseling
- 24/7 Peer counseling through the Intentional Warm Line (Call 866-771-9276)

## Resources

- Mental health services
- Substance abuse or alcohol abuse counseling
- General information on topics related to mental health

## Emergency Resources

- Emergency: 911
- Campus Security: 207-741-5553
- Intentional Warm Line: 866-771-9276
- Suicide and Crisis Hotline: 988
- Bettermynd crisis Line: 1-844-287-6963

## SECURITY & TRANSPORTATION

**Located in the Fort Building on the South Portland Campus and Orion Hall on the Midcoast Campus. For assistance, contact the Safety & Security Office at 207-741-5553 or [smccsecurity@maineccc.edu](mailto:smccsecurity@maineccc.edu).**

## Security Services

The Safety and Security Office is a student-staffed department augmented by professional security services dedicated to serving and protecting the College. In addition to enforcement of College policies, the Safety and Security Office provides the following services to you: ID Cards, parking permits, lost and found, and personal safety escorts. The Safety and Security Office does not accept payment for permits or fines. All payments must be made to the Student Accounts Office.

If you are a victim of a crime you are strongly encouraged to report those crimes to either the South Portland Police Department or the Brunswick Police Department to pursue their case using the criminal justice system, and to the Safety and Security Office for investigation by the College and possible adjudication under the Student Code of Conduct.

The South Portland Campus Safety and Security Office is located in the Fort Building across from Preble Hall. The Midcoast Campus Safety and Security office is located in Orion Hall on the first floor. Both offices are open 24 hours a day, seven days a week. If you have any questions or are in need of assistance on either campus, please visit the office or call 207-741-5553.

## Security Escorts

Security escorts are available to and from classes upon request. Students, faculty and staff can request a security escort by calling the SMCC Safety and Security Department at

207-741-5553. Students are encouraged to download the free Rave Guardian App. In addition to instant access to SMCC Security and emergency information, the Guardian App offers a Safety Timer that allows you to tell people you trust about a planned trip and notifies them if you're late and provides your location.

## Student IDs

Student ID cards are available in the Safety and Security Office on the South Portland Campus and at Orion Hall in the Midcoast Campus. To obtain your student ID, you must present Safety and Security with a valid state photo ID. For the fastest possible service in obtaining a student ID, please also bring a copy of your current course schedule. There is a \$10 fee to replace student ID cards, payable at the Student Accounts Office.

Your student ID provides access to the SMCC Library and other libraries, the HUB Gym, SMCC activities and events such as concerts, dances, basketball games, residence halls and residence rooms for students living on campus and free bus rides on the South Portland and Portland METRO/Breez and Brunswick Explorer bus lines. It is also needed to access student meal plans or Beacon Bucks in our Dining Hall or Café in South Portland (see Dining Services for more information). Student IDs serve as key cards for residence hall students to access their buildings and individual rooms.

## Parking Permits & ID Stickers

Visit the SMCC Safety & Security Office in the Fort Building on the South Portland Campus or Orion Hall at the Midcoast Campus to pick up your parking permit.

- **To pick up your parking permit:** bring your vehicle registration and current schedule. Once you receive your vehicle permit please affix it to the lower passenger side of your front windshield. This sticker must be displayed at all times. The Parking & Transportation fee is included in tuition and fees.

## Parking & Transportation Tips

**Follow these helpful tips for commuting to SMCC:**

- Ride the bus for free with your validated SMCC ID card.
- Sign up for and check out your carpool options with GO MAINE!
- Arrive early and leave plenty of time to find parking before classes.
- Avoid classes at peak times or consider taking some classes at the Midcoast Campus.
- Take alternative modes of transportation – bicycles, motorcycles, mopeds and skateboards.
- Learn the legal off-campus parking areas that surround the college.
- Getting to SMCC is easy, even without a car. In fact, SMCC encourages students to leave their cars at home and give low-cost commuting options such as carpooling, the bus or cycling a try.

### Ride the Bus for Free!

Our South Portland and Midcoast campuses are accessible by public transit and SMCC offers free, unlimited access to the South Portland, Portland METRO, Brunswick Link and Brunswick Explorer bus services to students with a current, validated SMCC ID during the school year.

**To the bus for free:**

1. Present your SMCC ID when riding Portland Metro, Brunswick Link, South Portland and Brunswick Explorer buses and your ride is free of charge.
2. Please be sure to use transfer tickets between stops. This helps to reduce costs and ensure the program can continue.

For more information, including online bus schedules, please visit: [www.southportlandbus.org](http://www.southportlandbus.org), [www.gpmetrobus.com](http://www.gpmetrobus.com) and <https://brunswicklink.org>.

## **Consider Carpooling**

SMCC urges students and faculty to carpool to help reduce traffic congestion on campus and in surrounding neighborhoods.

Carpooling is a great way to save on gas and get to class and events on campus.

### **To find someone to carpool with:**

- Use the SMCC app or check with classmates to see if there is anyone who lives near you who can share the ride.
- Post a notice on the campus rideboard in the main entrance to the SMCC Campus Center.
- Register with GO MAINE ([www.gomaine.org](http://www.gomaine.org)), the free statewide commuter assistance program operated by Maine DOT and the Maine Turnpike Authority. That will make you eligible for special benefits, including the Emergency Ride Home program.

For more information about registering for preferred carpool parking at the South Portland Campus, contact the SMCC Safety & Security Office.

## **Ride your Bike**

Biking is a low-cost way to commute and good for the environment, too. Both of our campuses encourage bicycle commuters and urge students to take advantage of bike benefits, including the Emergency Ride Home program at GO MAINE. To qualify for those benefits, you must register at [www.gomaine.org](http://www.gomaine.org).

## **Common SMCC Parking Violations**

Vehicles not parked in accordance with College parking policies will be issued an SMCC ticket, which carries a fine of \$25 and possibly a \$40 parking boot fee for:

- Blocking roadways or access to college facilities.
- Parking on the grass or parking in areas not designated for parking.
- Altered, unauthorized, invalid or absent permit.
- Students parking in a faculty or visitor lot.
- Improper display of a permit.
- Parking in a reserved spot.

## **Common City of South Portland Parking Violations**

- Parking in a fire lane or within 20 feet of any fire hydrant or designated by signs
- Parking in a handicapped parking space without a state-issued permit or placard

## **How to Handle a Ticket**

SMCC tickets (orange) must be paid at the Student Accounts Office in the Captain's House. If you believe the ticket was issued in error, you may complete a ticket dispute form in the Safety and Security Office within 10 days of receipt of the ticket. City of South Portland tickets (green) must be paid or disputed at South Portland City Hall, located at 25 Cottage Road.

# My Future

## CAREER DEVELOPMENT & PARTNERSHIPS

**SMCC Career Development & Partnerships provides an infrastructure of career support within the SMCC campus community. As a student, you will be provided online and in-person resources and will receive the education and support needed to take charge of your professional and career development.**

### Career Development Support Services:

Through career-related activities and assignments in the First Year Experience courses, a comprehensive Career Support Brightspace learning module, group career coaching opportunities and individual appointments, and collaborations with other student support staff and faculty, career services will be provided to support four main areas:

- Career Exploration: assessments, exploring the world of work, exploring career options for your major/pathway, goal-setting.
- Experiential Education: searching for internships and other opportunities to gain experience and build your resume, developing networking skills, informational interviews, seeking ways to build career-readiness competencies, building a LinkedIn profile for professional connections, and other career development strategies.
- Connections: employer connections through pathway-specific career fairs, employer networking events, career-readiness and recruitment informational panels, and through other collaborations with recruiters and employer partners.
- Applications: resumes, cover letters, informational prep skills and practice.

Visit "SMCC Career Development" on the Brightspace learning management system to receive information and support materials on all areas of your career development including short "how to videos," downloadable resume and cover letter templates and examples, tips sheets and other resources.

### Career Development modules provided include:

- Resumes – Beginner and Advanced modules
- Cover Letters
- Interview Prep
- LinkedIn
- Informational Interviews & Networking
- Career Exploration & Assessments
- Identifying & Articulating Career-Readiness Competencies
- Internship Information
- Professional Etiquette Skills
- Transfer Links & College Application Materials
- Job Search Strategies
- Preparing for a Career Fair or Employer Event

### Interested in continuing your education after graduating?

The Career Development resources provided to students may indicate that reaching certain career goals may require further education. Students can identify potential transfer pathways that work for them and Pathway Advisors are available to assist with better understanding and navigating these opportunities.

## TRANSFER FROM SMCC TRANSFER AGREEMENTS

SMCC offers seamless transfer options into numerous degree programs at well-known colleges

& universities. This is made possible with Transfer Articulation Agreements. Transfer agreements are partnerships between SMCC and various four-year institutions that provide an outline of the courses that will transfer toward a specific bachelor's degree at those colleges and universities. To view a list of available transfer agreements students can visit [www.smccME.edu/transfer](http://www.smccME.edu/transfer).

## TRANSFER FAIRS

The College sponsors Transfer Fairs during the academic year, and numerous visits from individual colleges. Notification for Transfer Fairs and individual college visits will be emailed to your SMCC email account.

## TRANSFER PROGRAMS

Browse the available transfer programs below. To learn more, visit [www.smccME.edu/transfer](http://www.smccME.edu/transfer).

### Black Bear Advantage

This program allows SMCC students to co-enroll at the University of Maine at the start of their community college education. Students receive dual advising from both institutions, access to UMaine facilities, an accelerated transfer process, priority registration at UMaine, and a waiver of application fees. Please check back for detailed information for this new program to be provided soon.

### Southern Maine Pathways: The SMCC to USM Transfer

SMCC and USM have a partnership for success. This innovative partnership provides students from selected programs a smooth and simple transfer path to compatible programs at USM upon completion of their associate degree. Students who are accepted and graduate from specific programs at SMCC will be assured of streamlined admissions to corresponding programs at USM.

### University of Maine Farmington's Off-Campus Program

UMF and SMCC have partnered to make earning a bachelor's degree easier than ever. Get started by earning your associate degree at SMCC in Early Childhood Education and/or Education and continue on to earn your bachelor's degree from UMF on the same South Portland campus. If you have earned an associate degree or equivalent at another institution you may also be eligible to enroll.

### Vassar College's Exploring Transfer Program

The Exploring Transfer (ET) program at Vassar College is designed for community college students interested in continuing their education at a competitive four-year college. This program is offered during the summer and is co-taught by Vassar and community college professors. Students who apply and are accepted will receive a scholarship that covers tuition, room, board, books, supplies, and a travel stipend. To learn more, visit our Vassar College's Exploring Transfer webpage.

# My Student Life

## ATHLETICS & FITNESS

**Located in the Hutchinson Union Building (HUB) Athletic Center on the South Portland Campus. For assistance, contact [smccathletics@maineccc.edu](mailto:smccathletics@maineccc.edu) or 207-741-5927, or visit [www.gosmccseawolves.com](http://www.gosmccseawolves.com).**

### Athletic Programs & SMCC SeaWolves

The College offers nine intercollegiate sports. They include men's and women's basketball, men's and women's soccer, men's and women's golf, baseball and softball, and women's volleyball.

SMCC Athletics is a member of the Yankee Small College Conference (YSCC), the regional league for the parent national organization, the United States Collegiate Athletic Association (USCAA). SMCC Athletics has won 50 conference championships and has participated in multiple USCAA National Tournaments including winning the 2022 Men's Basketball National Championships and 2011 Individual Men's Golf National Champion (Tommy Stirling). To see game schedules and more, visit [www.gosmccseawolves.com](http://www.gosmccseawolves.com) or follow SMCC Athletics on Facebook, on social media platforms including Instagram and Twitter (@SMCCSeawolves), on youtube (SMCC Seawolves), and streaming providers BlueFrame Technology under Yankee Small College Conference Network.

## Fitness & Wellness

In addition to the intercollegiate athletics program, a variety of fitness programs and recreational activities are offered. With a fitness center at the HUB Athletic Center on the South Portland Campus and a fitness room in Orion Hall at the Midcoast Campus, the Athletics and Recreation Department has something for every student.

## HUB Athletic Center and Fitness Center

Located on the corner of Fort Road and Benjamin Pickett Street on the South Portland Campus, the Hutchinson Union Building Athletic Center serves as the home of the College's basketball and volleyball programs and houses the South Portland Fitness Center. The HUB Athletic Center is complemented by our baseball and softball fields located across the street and soccer fields at Wainwright Complex on outer Highland Avenue. Students, faculty and staff can also take advantage of a series of walking trails around the South Portland Campus known as the "Greenbelt."

## HOUSING & RESIDENCE LIFE

### Residence Life

**Located in the Student Life Office at 185 Benjamin Pickett St on the South Portland Campus and Orion Hall at the Midcoast Campus. For assistance contact 207-741-5967 or [smccreslife@maineccc.edu](mailto:smccreslife@maineccc.edu).**

SMCC has two residence halls, Spring Point Hall and Surfsite Hall, on our South Portland Campus. The Midcoast Campus has one suite-style residence hall, Orion Hall. Each residence hall is staffed by a professional, live-in Resident Director. In Spring Point Hall, pairs of double or triple rooms are connected by a shared bathroom. In Surfsite Hall, students are housed in triple rooms and share a community bathroom on each floor. Orion Hall has single or double bedrooms, each with a private bath, private living area and a small kitchenette. Each hall has common spaces where students can socialize and study. SMCC also has housing available in the University of Southern Maine's Portland Commons Residence Hall located in Portland.

You may occupy your assigned room on the dates specified in the College's calendar; however, the residence halls close during the Thanksgiving break, semester break and spring break. The availability of break housing will be communicated by staff, and students will receive instructions on how to request break housing, if available.

### Dining Services

**Located at the Oceanview Dining Hall & SeaWolves Cafe on the South Portland Campus and the Landing Cafe in the L.L.Bean Learning Commons on the Midcoast Campus. For more information visit [MySMCC > My Student Guide > My Student Life](#).**

### Oceanview Dining Hall

Oceanview Dining Hall is an "all you care to eat" dine-in facility located on one of the most picturesque points in Maine. During Fall and Spring semesters the dining hall is continuously open from 7 a.m. - 7 p.m. Monday-Friday serving three home-style meals a day. On the

weekends, students and guests can enjoy brunch from 11 a.m. - 1 p.m., continuous service from 1 - 4 p.m. and dinner from 4 - 6 p.m. Operational needs vary and during the summer semester either the Oceanview Dining Hall or the SeaWolves Café located in the Campus Center, will be open limited hours and the other will be closed.

### **The SeaWolves Café**

The SeaWolves Café in the Campus Center is an a la carte dining option that features made-to-order sandwiches, salads, grill items and individual pizzas. Homemade soups, bakery items, snacks, cold beverages and coffee are offered 7 a.m. - 10 p.m. Monday-Thursday and 7 a.m. - 4 p.m. Fridays, during the Fall and Spring semesters. If the Café is open in the summer, the hours are limited.

All dining locations are open to the public. **Please note:** Hours of operation are subject to change.

## **STUDENT ENGAGEMENT**

**Located on the lower level of the Bay Building, the Student Engagement office works to provide student engagement and leadership opportunities for students. For assistance, contact the Assistant Director of Student Life at 207-741-5860 or [smccstudentengagement@maineccc.edu](mailto:smccstudentengagement@maineccc.edu) or visit the My Student Life section of MySMCC.**

SMCC complements and enriches the classroom experience by engaging you in a variety of activities outside the classroom. Active participation in extra curricular activities and leadership opportunities increases a student's likelihood to persist and be successful in college. Getting involved provides you an opportunity to build connections with fellow students, faculty and staff and to develop lifelong friends and mentors.

No matter what your interests are, the College provides an opportunity to get involved, from student government, honor societies, technical and trade organizations, intercollegiate athletics and recreation, and student clubs and organizations. For more information on student organizations or how to start a new student organization, stop by the Student Life office in the Bay Building.

### **The Student Life Office**

Located in the lower level of the Bay Building the Student Life Office is a one-stop resource to learn about ways to become involved on campus. The office has information on the student clubs and organizations on campus, how to start a new student organization, community service opportunities, and activities and events on campus. The Student Life office is a great place to learn about student leadership opportunities such as serving on the Student Senate and participating in various leadership education programs. For more information My SMCC > My Student Guide > My Student Life.

### **Mobile App**

The SMCC app brings services to your fingertips and enables you to connect with your classmates and friends. You can access events, calendars, contacts, maps, and more! Download the app and communicate with other students via the campus wall, utilize campus maps, view courses and grades, and stay up to date with events happening on campus. Download the SMCC mobile app at <http://smcc.campusapp.com>.

### **Student Organizations**

Numerous student organizations have offices and meeting spaces located in the Bay Building.

### **The Student Senate**

The Student Senate represents the voices of the students on both campuses in the College governance process and advocates for the interests, ideas and welfare of the student body.



Student Senate meetings are open to all student and happen on both the South Portland and Midcoast campuses. To express your interest or learn more, please email [smccstudentlife@maineccc.edu](mailto:smccstudentlife@maineccc.edu).

## Student Activities Committees

There is a Student Activities Committee on both campuses responsible for organizing campus-wide events such as the Welcome BBQ, Winter Carnival and Spring Fest. The Student Activities Committees have also presented comedians, singers, hypnotists and a variety of other entertainment as well as trips to off-campus events such as hockey games and amusement parks.

## The Captain's Cupboard

Our Mission: The SMCC Captain's Cupboard is an inclusive space addressing food insecurity by providing free access to food, toiletries, clothing, and other essentials. The Captain's Cupboard is run by committed volunteers whose mission is to remove barriers to healthy nourishment and student success.

The South Portland and MidCoast Captain's Cupboards proudly serve ~300 visitors per month.

Our food is generously provided by the Good Shepherd Food Bank, South Portland Food Cupboard, MidCoast Hunger Prevention Program, and Wayside Foods.

Locations: 5 Surfsite Road South Portland, ME 04106  
29 Sewall Street Brunswick, ME 04011

## The Emerging Leaders Program I & II

The Emerging Leaders Program (ELP) at SMCC welcomes all students interested in enhancing student leadership through self-exploration and skill development. The program strives to strengthen students' networks, enhance educational experiences, and prepare students for a variety of roles both at the college and in the community. Utilizing storytelling, group work, and self reflection, students will be exposed to multiple concepts of leadership, leadership strategies and theories, and leadership styles. Through this they will explore themselves and develop a leadership style effective to their unique strengths and skills. As a result of the successful completion of the Emerging Leaders Program at SMCC, students will receive a Certificate of Completion and an Emerging Leaders Program Cord to be worn at the graduation ceremony.

## Collegiate Leadership Competition

Every year SMCC students come together to develop a team to compete in the Collegiate Leadership Competition (CLC). Founded in 2015, CLC provides collegians passionate about leadership with a practice field. Students actively apply their learning via our global leadership competition. We make leadership a tangible, high-impact learning experience for future leaders. Any student interested in practicing leadership is welcome. To express your interest or learn more, please email [smccstudentlife@maineccc.edu](mailto:smccstudentlife@maineccc.edu).

## Phi Theta Kappa

Phi Theta Kappa is the honor society for two-year colleges. All eligible students receive a letter of invitation from the college president to join the College's chapter of Phi Theta Kappa. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence and scholarship among students. The chapter also provides students with the opportunity to serve in the community and to develop leadership skills. Many students join not only to participate in service work and leadership opportunities, but also for the lively fellowship and stimulation of interest in continuing academic excellence. Chapter members are also eligible for transfer scholarships to four-year colleges and universities.

### Membership Qualifications for Phi Theta Kappa:

- Be enrolled in a certificate or an associate's degree program
- Have earned a minimum of 12 college-level credits at SMCC
- Have a minimum cumulative GPA of 3.50

## Intercultural Center

**For assistance, visit the Intercultural Center on the first floor of the Campus Center. Email [smccinterculturalcenter@maineccc.edu](mailto:smccinterculturalcenter@maineccc.edu), call 207-741-5880 or visit the MySMCC student portal and choose My Student Life.**

SMCC's Intercultural Center's mission is to enable asylum seekers, multicultural, and /or multilingual students to achieve academic and personal goals by removing systemic barriers, ultimately aiming to bridge the gap toward an equitable education for all.

# Technology & Email

**Located at the Ross Technology Center on the South Portland Campus. For assistance, contact the IT HelpDesk at 207-331-9666 or submit a ticket at [ITHelp@maineccc.edu](mailto:ITHelp@maineccc.edu).**

The HelpDesk is the central point of contact for technology-related issues and questions, including student email and the MySMCC student portal.

## Using MySMCC

Students can sign into the MySMCC portal by clicking on the "Visit MySMCC" button from the SMCC home page at [www.smccME.edu](http://www.smccME.edu). After clicking on Visit MySMCC, you will be prompted to sign in with your MaineCC login credentials.

**USERNAME:** Username: firstname.lastname followed by @maineccc.edu

**PASSWORD:**

- Newly Created Account = Randomly generated and emailed to personal email address.
- Existing Account = Prior login or reset online

On your first login, you will be required to change your password. Your password will expire every 180 days, and you will be required to change it at that time.

If there is a name conflict because another student has the same name, one will be given a number at the end of their username. For example, if there are two Ali Jones, the second would be ali.jones2. The username and password combination is identical in all student-related systems – the MySMCC portal, Brightspace, student email and general login in labs, the library, and the Learning Commons.

For more information, visit the IT HelpDesk at the Ross Technology Center in South Portland, call 207-331-9666 or go to [ithelp@maineccc.edu](mailto:ithelp@maineccc.edu).

## Email

You must check your SMCC email account regularly or forward your SMCC email account to the personal email account that you regularly access. **SMCC email is the principal means through which the College communicates with students, and official correspondence from faculty and staff will be communicated through SMCC email.**

The College is not obligated to send communications in addition to email, so in most cases, this is the only way in which you will receive very important and timely information.

## Logging into Email

Students can sign into their email by choosing the MySMCC link from the SMCC home page at [www.smccME.edu](http://www.smccME.edu). After logging in to MySMCC, students will see a QuickLink for Outlook Email. Student usernames and passwords are the same as those for the MySMCC student portal (see above). The username and password combination is identical in all student-related systems – the MySMCC portal, computer labs, and student email all use the same username and password. In many cases students will be automatically signed in.

## Computer Labs & Wireless Access

SMCC provides access to more than 700 computers across campus, with most buildings having computer labs specific for the programs in those buildings. There are also open computer labs located in the Library and in the Learning Commons. Students can access common applications such as Microsoft Office or surf the internet.

### Wireless Network Use

Your use of the school's networks is governed by the SMCC Computer and Network Use Policy. In order to use your computer, tablet, smartphone or other device on SMCC's wireless and residence hall networks, you can onboard into the Eduroam wireless network, which will keep you connected automatically, or you can use the open wireless network, which will require you to connect daily or every time you return to campus. To set up Eduroam, connect to the wifi network named SMCC: Start Here and follow the prompts. The IT HelpDesk can assist you with this process if you have difficulties.

### Note on Saving Data

SMCC students are provided a OneDrive account in which you can save files. You can access OneDrive through your web browser by going to [onedrive.com](http://onedrive.com) or by signing in to Microsoft 365 and using the app launcher. Your files in OneDrive are available anywhere you have access to internet.

### Notice for Residence Hall Students

All networking equipment not owned by SMCC including routers, Wi-Fi access points, switches, and extenders is prohibited on any SMCC network – wired or wireless. These devices will cause interference and service interruptions. All SMCC networks are routinely checked for these devices; any found in use will be disabled and a fine will be issued.

## Online Communities & Social Networking

Online communities or social networking sites such as Facebook and Twitter are a great way to connect with new friends and stay connected with old ones. They are also a great way to network with classmates. They can be a resource to find out about or promote campus events and student organizations or to rally around a campus issue or cause. SMCC's social media pages can be found and followed at the following URL's, [www.facebook.com/smccME](http://www.facebook.com/smccME), [www.instagram.com/smccmaine](http://www.instagram.com/smccmaine), [www.twitter.com/smccmaine](http://www.twitter.com/smccmaine), [www.tiktok.com/discover/smccmaine](http://www.tiktok.com/discover/smccmaine), and [www.youtube.com/smccme](http://www.youtube.com/smccme) to stay informed about the latest news and events and to connect with others in the college community. It's important to keep in mind that anyone with an internet connection, including potential employers, has the potential to see anything you post on your social media accounts or anywhere else on the internet. Keep your postings and comments about others courteous and civil. Posting negative information about someone else could be considered harassment and a violation of the Student Code of Conduct. Here are some good tips on how to be responsible with your online image:

- Monitor what other people post on your page.
- Don't post any inappropriate photos and require others to obtain your approval to tag you in their photos.

- Don't write about or post photos of drinking or drug use.
- Don't use language that could be interpreted as hateful.
- Think carefully about posting contact information like your email, phone number or address (including your residence hall room number).
- Take advantage of all privacy settings.

It's also important to realize that information posted on these sites is not always truthful or accurate. Sometimes people will create false profiles to be funny or to take advantage of the anonymity of online interaction. If an online friend wants to meet in person, you should take some of these safety precautions:

- Public places, like restaurants or coffee shops, are best for the first meeting.
- Make a plan for a specific time frame during which you will meet so there is an agreed-upon starting and ending time.
- Make sure someone else knows where you are going and make a plan to check in with that person at an established time.
- Tell your online friend that you are bringing another friend for the first meeting. Tell your online friend that it's a safety issue. Think twice about any reaction that does not support this decision.

# July/August 2025

MON  28		
TUES  29		
WED  30		
THURS  31		
FRI  1		
SAT  2	SUN  3	

# August 2025

MON

**4**

TUES

**5**

WED

**6**

THURS

**7**

FRI

**8**

SAT

**9**

SUN

**10**

# August 2025

MON

11

TUES

12

WED

13

THURS

14

FRI

15

SAT

16

SUN

17

# August 2025

MON

18

TUES

19

WED

20

THURS

21

FRI

22

Midcoast Campus New Student Orientation  
Residence hall move-in for new students

SAT

23

South Portland Campus  
New Student Orientation

Residence hall move-in for  
returning students

SUN

24



# August/September 2025

<div>MON</div> <div>25</div>	<div>Fall classes begin</div> <div>Add/drop and 100% refund period for Fall begins, 6 a.m.</div>	<div>F</div> <div>A</div> <div>L</div> <div>L</div> <div>W</div> <div>E</div> <div>L</div> <div>C</div> <div>O</div> <div>M</div> <div>E</div>	
<div>TUES</div> <div>26</div>	<div>Add/drop and 100% refund period for Fall</div> <div>Midcoast Campus Block Party, 3-6 p.m.</div>		
<div>WED</div> <div>27</div>	<div>Add/drop and 100% refund period for Fall</div> <div>South Portland Campus Block Party, 3-6 p.m.</div>		
<div>THURS</div> <div>28</div>	<div>Add/drop and 100% refund period for Fall</div>		
<div>FRI</div> <div>29</div>	<div>Add/drop and 100% refund period for Fall</div>		
<div>SAT</div> <div>30</div>	<div>Add/drop and 100% refund period for Fall</div>	<div>SUN</div> <div>31</div>	<div>Add/drop and 100% refund period for Fall</div>

# September 2025

<div>MON</div> <div>1</div>	<div>Labor Day - SMCC Closed</div> <div>Add/drop and 100% refund period for Fall</div>	<div>F</div> <div>A</div> <div>L</div> <div>L</div> <div>W</div> <div>E</div> <div>L</div> <div>C</div> <div>O</div> <div>M</div> <div>E</div>	
<div>TUES</div> <div>2</div>	<div>Add/drop and 100% refund period ends for Fall, 5 p.m.</div> <div>Withdrawal period begins for Fall, 5 p.m.</div> <div>50% refund period for tuition &amp; fees begins for Fall, 5 p.m.</div>		
<div>WED</div> <div>3</div>	<div>50% refund period for tuition &amp; fees</div>		
<div>THURS</div> <div>4</div>	<div>50% refund period for tuition &amp; fees</div>		
<div>FRI</div> <div>5</div>	<div>50% refund period for tuition &amp; fees</div>		
<div>SAT</div> <div>6</div>	<div>50% refund period for tuition &amp; fees</div>	<div>SUN</div> <div>7</div>	<div>50% refund period for tuition &amp; fees</div>

# September 2025

MON

8

50% refund period for tuition & fees ends, 5 p.m.

TUES

9

WED

10

THURS

11

FRI

12

SAT

13

SUN

14

# September 2025

MON <b>15</b>		
TUES <b>16</b>		
WED <b>17</b>		
THURS <b>18</b>		
FRI <b>19</b>		
SAT <b>20</b>	SUN <b>21</b>	

# September 2025

MON  22	Fall 12-week subterm begins		
TUES  23			
WED  24			
THURS  25			
FRI  26	Family & Friends Weekend		
SAT  27	Family & Friends Weekend	SUN  28	Family & Friends Weekend

# September/October 2025

MON <b>29</b>		
TUES <b>30</b>		
WED <b>1</b>	FAFSA for academic year 2026-27 opens online at <a href="https://studentaid.gov/FAFSA">studentaid.gov/FAFSA</a>	
THURS <b>2</b>		
FRI <b>3</b>		
SAT <b>4</b>	SUN <b>5</b>	

# October 2025

MON

6

TUES

7

WED

8

THURS

9

FRI

10

SAT

11

SUN

12

# October 2025



<div>MON</div> <div>13</div>	Indigenous Peoples' Day - SMCC closed	
<div>TUES</div> <div>14</div>		
<div>WED</div> <div>15</div>		
<div>THURS</div> <div>16</div>		
<div>FRI</div> <div>17</div>		
<div>SAT</div> <div>18</div>	First Fall 8-week subterm ends	<div>SUN</div> <div>19</div>



# October 2025



MON

20

Second Fall 8-week subterm ends

TUES

21

WED

22

THURS

23

FRI

24

SAT

25


SUN

26

# October/November 2025

MON  27	Advising Month begins  Spring & Summer registration begins for current students, w/ >30 credits & veteran students, 6 a.m.  Midterm grades available for Fall, 10 p.m.		A D V I S I N G  M O N T H
TUES  28			
WED  29	Spring & Summer registration begins for current students w/ <30 credits, 6 a.m.		
THURS  30			
FRI  31			
SAT  1	SUN  2		

# November 2025

			<b>A D V  I S  I N G  M O N T H</b>
<b>MON</b>  <b>3</b>	Spring & Summer registration begins for new & dual enrollment students		
<b>TUES</b>  <b>4</b>			
<b>WED</b>  <b>5</b>			
<b>THURS</b>  <b>6</b>			
<b>FRI</b>  <b>7</b>			
<b>SAT</b>  <b>8</b>	<b>SUN</b>  <b>9</b>		

Frequency	Percentage
Daily	35%
Weekly	25%
Monthly	20%
Other	20%

# November 2025

MON 17	Last day to withdraw from full semester Fall classes, 5 p.m.		A D V I S I N G  M O N T H
TUES 18			
WED 19			
THURS 20			
FRI 21			
SAT 22	SUN 23		

# November/December 2025

MON <b>24</b>			A D V I S I N G  M O N T H
TUES <b>25</b>			
WED <b>26</b>	Thanksgiving Recess begins - SMCC closed		
THURS <b>27</b>	Thanksgiving & Thanksgiving Recess - no classes - SMCC closed		
FRI <b>28</b>	Thanksgiving Recess - no classes		
SAT <b>29</b>	Thanksgiving Recess - no classes	SUN <b>30</b>	

# December 2025

<div>MON</div> <div>1</div>	Spring & Summer registration begins for all students (open registration), 6 a.m.	
<div>TUES</div> <div>2</div>		
<div>WED</div> <div>3</div>		
<div>THURS</div> <div>4</div>		
<div>FRI</div> <div>5</div>		
<div>SAT</div> <div>6</div>	<div>SUN</div> <div>7</div>	

# December 2025

MON

8

TUES

9

WED

10

THURS

11

FRI

12

SAT

13

Fall classes end (including  
second 8-week and 12-week  
subterms)

SUN

14



# December 2025

MON  15	Final grades available for Fall, 10 p.m.	
TUES  16		
WED  17		
THURS  18		
FRI  19	Spring bill due (pay in full or sign up for a payment plan)	
SAT  20	SUN  21	

# December 2025

MON

**22**

TUES

**23**

WED

**24**

THURS

**25**

Christmas Day - SMCC Closed

FRI

**26**

SAT

**27**

SUN

**28**

# December 2025/January 2026

MON <b>29</b>		
TUES <b>30</b>		
WED <b>31</b>		
THURS <b>1</b>	New Years Day - SMCC Closed	
FRI <b>2</b>		
SAT <b>3</b>	SUN <b>4</b>	

January 2026

MON 5		
TUES 6		
WED 7		
THURS 8		
FRI 9	Residence hall move-in for new students	
SAT 10	Residence hall move-in for returning students	SUN 11

# January 2026

Spring Welcome Week

<div>MON</div> <div>12</div>	<div>Spring classes begin (including first 8-week subterm)</div> <div>Add/drop and 100% refund period begins for Spring, 6 a.m.</div>		
<div>TUES</div> <div>13</div>	<div>Add/drop and 100% refund period for Spring</div>		
<div>WED</div> <div>14</div>	<div>Add/drop and 100% refund period for Spring</div>		
<div>THURS</div> <div>15</div>	<div>Add/drop and 100% refund period for Spring</div>		
<div>FRI</div> <div>16</div>	<div>Add/drop and 100% refund period for Spring</div>		
<div>SAT</div> <div>17</div>	<div>Add/drop and 100% refund period for Spring</div>	<div>SUN</div> <div>18</div>	<div>Add/drop and 100% refund period for Spring</div>

MON

Martin Luther King Day - SMCC closed

Add/drop and 100% refund period for Spring

19

**TUES**

Add/drop and 100% refund period ends for Spring, 5 p.m.

50% refund period for tuition & fees begins for Spring, 5 p.m.

Withdrawal period begins for Spring, 5 p.m.

# 20

WED

50% refund period for tuition & fees for Spring

# 21

THURS

50% refund period for tuition & fees for Spring

**22**

**FRI**

50% refund period for tuition & fees for Spring

23

# SAT

50% refund period for  
tuition & fees  
for Spring

24

SUN

# 25

50% refund period for  
tuition & fees  
for Spring

# January/February 2026

MON

**26**

50% refund period ends for tuition & fees for Spring, 5 p.m.

TUES

**27**

WED

**28**

THURS

**29**

FRI

**30**

SAT

**31**

SUN

**1**

# February 2026

MON

**2**

TUES

**3**

WED

**4**

THURS

**5**

FRI

**6**

SAT

**7**

SUN

**8**



# February 2026

<div>MON</div> <div>9</div>	<div>Spring 12-week subterm begins</div>	
<div>TUES</div> <div>10</div>		
<div>WED</div> <div>11</div>		
<div>THURS</div> <div>12</div>		
<div>FRI</div> <div>13</div>		
<div>SAT</div> <div>14</div>	<div>SUN</div> <div>15</div>	

# February 2026

MON 16	President's Day - SMCC closed	
TUES 17		
WED 18		
THURS 19		
FRI 20		
SAT 21	SUN 22	

# February/March 2026

MON

**23**

TUES

**24**

WED

**25**

THURS

**26**

FRI

**27**

SAT

**28**

SUN

**1**

# March 2026



MON 2	Fall registration begins for current students w/ > 30 credits & veteran students, 6 a.m.		A D V I S I N G  M O N T H
TUES 3			
WED 4	Fall registration begins for current students w/ < 30 credits, 6 a.m.		
THURS 5			
FRI 6			
SAT 7	First Spring 8-week subterm ends	SUN 8	

# March 2026

MON 9	Spring Break - no classes		A D V I S I N G  M O N T H
TUES 10	Spring Break - no classes		
WED 11	Spring Break - no classes		
THURS 12	Spring Break - no classes		
FRI 13	Spring Break - no classes		
SAT 14	Spring Break - no classes	SUN 15	

# March 2026



MON 16	Second Spring 8-week subterm begins Fall registration begins for new & dual enrollment students, 6 a.m.		A D V I S I N G  M O N T H
TUES 17			
WED 18			
THURS 19			
FRI 20			
SAT 21	SUN 22		

23

24

# 25

26

**27**

28

29

# ADVISING MONTH

Midterm grades available for Spring, 10 p.m.

# March/April 2026

MON

**30**

TUES

**31**

WED

**1**

THURS

**2**

FRI

**3**

SAT

**4**

SUN

**5**



# April 2026

MON

6

TUES

7

WED

8

THURS

9

FRI

10

Last day to withdraw from Spring classes, 5 p.m.

SAT

11

SUN

12

April 2026

MON

13

TUES

14

WED

15

THURS

16

FRI

17

SAT

18

SUN

19

# April 2026

MON

20

Patriot's Day - SMCC closed

TUES

21

Fall registration begins for all students (open registration), 6 a.m.

WED

22

THURS

23

FRI

24

SAT

25

SUN

26

# April/May 2026

MON <b>27</b>		
TUES <b>28</b>		
WED <b>29</b>		
THURS <b>30</b>		
FRI <b>1</b>	Summer bill due (pay in full or sign up for a payment plan)	
SAT <b>2</b>	SUN <b>3</b>	

# May 2026

MON 4		
TUES 5		
WED 6		
THURS 7		
FRI 8		
SAT 9	Spring classes end (including second 8-week & 12-week subterms)	SUN 10

May 2026



MON 11	Final grades available for Spring, 10 p.m.	
TUES 12		
WED 13		
THURS 14		
FRI 15		
SAT 16	SUN 17	Commencement, 2 p.m.

# May 2026

<div>MON</div> <div>18</div>	<div>Summer classes begin (including first 6-week subterm)</div> <div>Add/drop and 100% refund period begins for Summer, 6 a.m.</div>	
<div>TUES</div> <div>19</div>	<div>Add/drop and 100% refund period for Summer</div>	
<div>WED</div> <div>20</div>	<div>Add/drop and 100% refund period for Summer</div>	
<div>THURS</div> <div>21</div>	<div>Add/drop and 100% refund period for Summer</div>	
<div>FRI</div> <div>22</div>	<div>Add/drop and 100% refund period ends for Summer, 5 p.m.</div> <div>Withdrawal period begins for Summer, 5 p.m.</div>	
<div>SAT</div> <div>23</div>	<div>SUN</div> <div>24</div>	

# May/June 2026

MON <b>25</b>	Memorial Day - SMCC closed	
TUES <b>26</b>		
WED <b>27</b>		
THURS <b>28</b>		
FRI <b>29</b>		
SAT <b>30</b>	SUN <b>31</b>	



# June 2026

MON

1

TUES

2

WED

3

THURS

4

FRI

5

SAT

6

SUN

7

June 2026

MON

8

TUES

9

WED

10

THURS

11

FRI

12

SAT

13

SUN

14

# June 2026

MON  15		
TUES  16		
WED  17		
THURS  18		
FRI  19	Juneteenth - no classes	
SAT  20	SUN  21	



MON

22

TUES

23

WED

24

THURS

25

FRI

26

SAT

27

End of first 6-week  
subterm for Summer

SUN

28

# June/July 2026

<div>MON</div> <div>29</div>	Summer Break - no classes	
<div>TUES</div> <div>30</div>	Summer Break - no classes	
<div>WED</div> <div>1</div>	Summer Break - no classes	
<div>THURS</div> <div>2</div>	Summer Break - no classes	
<div>FRI</div> <div>3</div>	Summer Break - no classes	
<div>SAT</div> <div>4</div>	Summer Break - no classes	<div>SUN</div> <div>5</div>

# July 2026



MON

6

Start of second 6-week subterm for Summer

TUES

7

WED

8

THURS

9

FRI

10

SAT

11

SUN

12

# July 2026



MON  13		
TUES  14	Midterm grades available for Summer, 10 p.m.	
WED  15		
THURS  16		
FRI  17		
SAT  18	SUN  19	

July 2026

MON

20

TUES

21

WED

22

THURS

23

FRI

24

Last day to withdraw from Summer classes, 5 p.m.

SAT

25

SUN

26



# July/August 2026

MON

**27**

TUES

**28**

WED

**29**

THURS

**30**

FRI

**31**

SAT

**1**

SUN

**2**

# August 2026

MON

**3**

TUES

**4**

WED

**5**

THURS

**6**

FRI

**7**

SAT

**8**

SUN

**9**

# August 2026

MON

10

TUES

11

WED

12

THURS

13

FRI

14

SAT

15

Summer classes end  
(including second 6-week  
& 8-week subterms)

SUN

16

# August 2026

MON

17

Final grades available for Summer, 10 p.m.

TUES

18

WED

19

THURS

20

FRI

21

SAT

22

SUN

23

# August 2026

MON

24

TUES

25

WED

26

THURS

27

FRI

28

SAT

29

SUN

30

# College Policies

College policies are updated throughout the year. To view a full list of current college policies view the current SMCC Academic Catalog available to download by visiting [www.smccME.edu/catalog](http://www.smccME.edu/catalog).

## ACADEMIC STANDING

To remain in good academic standing, students must successfully complete 66 percent or more of the total number of credits attempted with a grade point average (GPA) of 2.0 or higher (see grading system). A course is not successfully completed if the student is assigned a grade of F, AF, I, NS or W. Academic standing is calculated following each fall and spring semester. Students who are not in good academic standing will be placed in an academic warning status, placed on probation or suspended.

### Academic Warning

Students who have attempted less than 9 credits and whose cumulative grade point average falls below 2.0 will be placed in an academic warning status. Students on academic warning may not enroll in more than 15 credits and are encouraged to address study issues and to seek tutoring from the Learning Commons.

### Academic Probation

Students are placed on probation if they meet one of the following three criteria:

1. Fail to complete 66% of total credits attempted at SMCC
2. Fail to earn the required semester GPA
  - a. If they've attempted 9-29 credits, they must earn at least a 1.79.
  - b. If they've attempted 30 or more credits, they must earn at least a 2.0.
3. Fail to earn the required cumulative GPA
  - a. If they've attempted 9-29 credits, they must earn at least a 1.79.
  - b. If they've attempted 30 or more credits, they must earn at least a 2.0.

Students placed on academic probation may enroll in no more than 13 credits each semester that they are on probation. Academic support, as defined by the College, is mandatory for students on academic probation. Students who remain on academic probation for three consecutive semesters will be suspended.

### Academic Suspension

Students are suspended from the College if they meet one or more of the following six criteria:

1. Fail to complete 66% of credits attempted at SMCC and fail to earn the required cumulative or semester GPA
  - a. If they've attempted 9-29 credits, they must earn at least a 1.79.
  - b. If they've attempted 30 or more credits, they must earn at least a 2.0.
2. Fail to complete 66% of semester credits attempted while on probation\*
3. Fail to earn the required semester GPA while on probation
  - a. If they've attempted 9-29 credits, they must earn at least a 1.79.
  - b. If they've attempted 30 or more credits, they must earn at least a 2.0.
4. Fail to earn a cumulative GPA of more than 0.0 after attempting 9 or more credits
5. Remain on academic probation for three consecutive semesters

\*Probationary students who complete 66% or more of the credits attempted in a semester, and attain a semester GPA of greater than 2.0, will not be suspended.

### Reinstatement from Suspension

Students who have been suspended from the College may be considered for reinstatement following a minimum of one semester of leave and after providing the College with evidence of increased potential for academic success. An application for reinstatement must be made through the Advising Office and the student may be required to meet with a college representative to develop an academic plan. Reinstated students will be placed on academic probation during the semester they return. While on probation after suspension, if either semester GPA or completion rate fall below

standards, students are academically suspended from the college. If upon return to the college the student is taking 6-8 credits, the student must attain a minimum 50% completion rate for that semester and a 66% completion rate in subsequent semesters to avoid suspension.

### Academic Standing Factors and Results

Total number of credits attempted	GPA (Semester & Cumulative GPA unless otherwise noted)	Completion Rate (cumulative)	Result
0-8	0.00 – 1.99	No minimum	Academic Warning
9 +	0.00 (cumulative)	0	Suspension
9-29	<1.79	>66%	Probation
9-29	>1.79	<66%	Probation
9-29	<1.79	<66%	Suspension
30+	<2.00	>66%	Probation
30+	>2.00	<66%	Probation
30+	<2.00	<66%	Suspension

The scenarios above assume prior good academic standing. While on probation, students are suspended if either semester GPA or completion rate falls below standard.

### Academic Fresh Start

Academic Fresh Start is a one-time opportunity for qualifying students to have prior grades excluded from their grade point average (GPA) when they resume work toward a degree at SMCC after an extended absence. All prior grades will appear on official transcripts. Only grades earned after the Fresh Start is granted will be used in calculating a new GPA. Only Fresh Start grades of C or better will count toward degree requirements.

Conditions:

- A student can only be granted Fresh Start once.
- Fresh Start cannot be granted if a student has earned a degree, diploma or certificate from SMCC.
- The student must not have been enrolled in credit-based course work at SMCC or any other college or university for a minimum of three consecutive years prior to readmission to SMCC.
- The student must have attempted fewer than 30 credits at SMCC prior to readmission to SMCC.
- After readmission, the student must complete 12 semester credits at SMCC with a minimum cumulative GPA of 2.0 and have a credit completion rate of at least 67%.
- Students who meet all conditions must contact their academic advisor and complete the Fresh Start application.
- Students must submit the application to the Registration Office before earning 24 new credits.
- At least 50% of the degree or certificate requirements must be completed after readmission.

### ALCOHOL & OTHER DRUGS

The use, possession, sale or distribution of alcoholic beverages or illegal drugs is prohibited on any College property. In addition, being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College-related events is a violation of the Student Code of Conduct and may result in sanctions up to and including dismissal from the College. Although Maine state law permits the use of medical marijuana by certain authorized persons, federal laws prohibit marijuana use, possession, cultivation and sale at educational institutions that receive federal funds. The use, possession, cultivation or sale of marijuana for

medical purposes is, therefore, not allowed in any Maine Community College System housing or other property; nor is it allowed at any College-sponsored event or activity off campus.

For more information on the Maine Community College System policy on alcohol and other drugs, you may consult the “Consumer Info” webpage under the “About SMCC” tab on the College’s public website, [www.smccME.edu](http://www.smccME.edu).

## **ALTERNATIVE CREDIT**

### **Transfer Credit**

Courses in which a student has received a grade of C or better are accepted in transfer from regionally accredited institutions (“C-” grades are not acceptable). There is no limit on the age of courses accepted for transfer credit. Courses must be comparable to those offered at SMCC in order to meet the requirements of the student’s program. Transfer is determined by the appropriate academic department and administered by either Admissions (new students) or the Advising Office (current students).

Students seeking an associate degree must complete at least 15 of their credit hours directly through the College. Students seeking a certificate must complete at least 9 of their credit hours directly through the College. A request for transfer credit requires submission of an official transcript from the other college. Transcripts should be on file 30 days prior to the semester for which consideration for transfer credit is to be given. Transcripts from other institutions submitted to SMCC will become the property of the College and will not be reproduced and/or mailed to other institutions. A student’s grade point average at SMCC will not reflect grades in courses transferred from other institutions.

Students who wish to transfer credits from SMCC to other colleges should note that the decision to accept credits is determined entirely by the institution to which the student is transferring, although most area colleges readily accept most applicable SMCC credits.

### **Credit by Examination**

#### **College Level Examination Program (CLEP)**

Credit for College Level Examination Program (CLEP) General Exams and selected Subject Exams will be granted in applicable subject area. A minimum acceptable score of “50” is recognized, as recommended by the American Council on Education (ACE), on all exams.

#### **Dantes Subject Standardized Test (DSST)**

Dantes Subject Standardized Tests (DSSTs) are credit-by-examination tests originated by the United States Department of Defense, but open to all learners. For transfer of an applicable course, a minimum acceptable score of “400” is recognized based on the new DSST score scale developed in 2008. For cut score determinations for DSST examinations taken prior to 2008 please see the Registrar’s Office as cut scores vary by subject area.

#### **Advanced Placement (AP)**

For Advanced Placement (AP) Credit, a student will have taken recognized AP examinations during their high school career. Credit is granted for AP exams completed with scores of “3” or higher for which there are comparable courses at SMCC.

#### **International Baccalaureate (IB) Higher Level**

At high schools offering an International Baccalaureate (IB) Program, IB courses culminate in a corresponding IB exam. SMCC recognizes IB achievement by awarding credit in applicable courses to students who score a “5” or above on Higher Level IB exams.



## **Foreign Language Achievement Testing**

Foreign language achievement testing can assist students in receiving credit for a broad array of languages. Both Brigham Young University (BYU) and New York University (NYU) offer exams in over 60 languages. For BYU language tests, language elective credit (counting toward humanities requirements) will be awarded for scores of “8” or higher. Students taking NYU language tests are awarded 3-6 credits of language electives based on their exam scores. Students Scoring a “12” on an NYU exam will be awarded three credits, while students scoring a “14” on an NYU exam will be awarded six credits.

## **Challenge Examination**

Students with documented skills, significant prior learning, and the permission of the Department Chair may qualify to sit for challenge exams in selected courses in their programs, if available, as long as none of the other national examinations listed above can demonstrate learning for college credit.

Challenge exams are designed by faculty appropriate to the subject matter, are based on the current set of learning outcomes, are equivalent to comprehensive final examinations, and are unbiased toward students who have not directly participated in the course.

Students must register and pay a challenge exam fee for the course. Exams are limited to one attempt per course, and may not be attempted if a student previously earned credit at the College in that course. Challenge exam credits do not count toward full-time status for financial aid and the Veterans Administration. Where there is a result of “C” or better, the student will be awarded course credit, transcribed as a “P” grade. The exam does not calculate into grade point average.

## **Credit through Experience**

### **Credential Review**

Students may receive academic credit for some noncredit courses, certifications, licenses, Registered Apprenticeships, etc. gained outside of a higher education setting when it is applicable to a student’s program of study. Any type of credential review assessment will require valid proof of learning such as a license, certification copy, course materials, certifications, or other information. The appropriate subject matter expert will review this documentation of learning as well as utilize the recommendations from the American Council on Education’s (ACE) National Guide to College Credit for Workforce Training to determine if credit can be awarded.

### **Military Review**

Students may receive credit demonstrated by formal service school training programs and off-duty educational activities in the Armed Forces if it applies to their program of study. Such trainings may include basic training, military service school recommendations by the American Council on Education (ACE), and the U.S. Armed Forces Institute correspondence courses.

Students should request military transcripts either through the Joint Services Transcript or the Community College of the Air Force so these can be reviewed for applicable credit. Students requesting Veteran’s Educational Assistance are required to have all previous post-secondary educational experience evaluated in order to be eligible for benefits.

### **Portfolio Review**

When a student has significant prior learning that is applicable to a course required for their degree and no other prior learning assessment method can help demonstrate the learning for college credit, a student will be encouraged to develop a prior learning assessment portfolio. A prior learning portfolio is a written presentation, plus pieces of evidence, assembled and submitted for faculty review of college-level learning equivalent to specific course learning outcomes.

Portfolio review requires that a student show proof of college-level writing credit or be

concurrently enrolled in college composition prior to preparing any portfolio for credit. Students file a prior learning application form with the Associate Dean of Academics and pay an assessment fee for the portfolio.

The portfolio is reviewed by faculty with appropriate subject matter expertise to determine if the narrative and evidence of learning outcomes constitutes a grade level of "C" or better for the course. Students are graded on a pass/fail basis, but this does not calculate into grade point average. Submitting a prior learning portfolio does not guarantee credit award.

## **COLLEGE CLOSINGS & CLASS CANCELLATIONS**

Classes may occasionally be cancelled or postponed due to inclement weather. When weather conditions require the College to change its schedule, it will notify people through emails and texts, a storm message on the SMCC Storm Line (207-741-5900), a message on the SMCC website ([www.smccME.edu](http://www.smccME.edu)) and Facebook page ([www.facebook.com/smccME](http://www.facebook.com/smccME)), and through local media outlets. Students can sign up for text message alerts on the home page of MySMCC through the Update Mobile Phone Number portlet. Announcements for day classes will be made by 6:00 a.m., evening classes by 3:00 p.m. All such missed classes may be rescheduled. A list of courses cancelled by an instructor can be viewed on the My Courses page of My Maine Guide under the Student Cancelled Class List.

## **COLLEGE PARTNERSHIPS & TRANSFER AGREEMENTS**

### **Partnerships with Baccalaureate Institutions**

Many SMCC graduates wish to continue their education and have successfully transferred to a wide range of baccalaureate degree-granting colleges. SMCC students frequently can transfer all or most of their credits from their associate degree programs, but ultimately the decision to accept or deny transfer credit lies solely with the transfer destination.

For a current list of articulation agreements with baccalaureate institutions, please visit the My Career & Transfer page on My Maine Guide or the Transfer webpage on the SMCC webpage, [www.smccME.edu](http://www.smccME.edu).

Please note that these agreements are frequently renewed and may at times be under renewal.

If you have any questions or concerns, please contact Transfer Services at 207-741-5835 or [smccadvising@maineccc.edu](mailto:smccadvising@maineccc.edu).

### **ConnectedEd Pathways**

SMCC and USM have a partnership for success called ConnectEd Pathways. This innovative partnership provides students from selected programs a smooth and simple transfer path to compatible programs at USM upon completion of their associate degree. For more information, see page 19.

### **Greater Portland Alliance of Colleges & Universities (GPACU)**

SMCC belongs to the Greater Portland Alliance of Colleges & Universities (GPACU), a higher education consortium that allows students to cross-register for courses at other participating institutions. If the exact course you need is not available at your home institution, you can take it at a GPACU member school (see below) at SMCC's tuition rate.

## OTHER GPACU MEMBER SCHOOLS:

- Maine College of Art
- Saint Joseph's College
- University of New England
- University of Southern Maine

## GPACU GUIDELINES

- You may not select a course that is offered at SMCC. The intent of the Alliance is to expose you to learning opportunities that are not available at your home institution (regardless of transferability, availability, or schedule conflicts).
- The course(s) you select must meet an outstanding requirement in your curriculum at SMCC (not necessarily a program you intend to transfer into later).
- You must be matriculated, have completed at least 15 college credits, and you must be in good academic standing at SMCC (i.e. not currently on academic warning or probation).
- You must demonstrate that you have met the prerequisites of the selected course.
- Only Fall and Spring semester courses are eligible for cross-registration.
- You are limited to three (3) GPACU courses in a single academic year and five (5) total cross-registrations throughout the duration of your time at SMCC. A course for which you have earned any grade, including No Show (NS), Withdrawal (W), or Failure (AF or F), will count as one cross-registration. A course with separate credit for a corresponding lab will count as one cross-registration.
- You must take credits at SMCC that equal or exceed the number of GPACU credits you request. In other words, you cannot take more credits at other institutions than you do at your home institution in any semester.
- No GPACU requests will be accepted after SMCC's add/drop period, regardless of the add/drop deadline for the host institution, which must also be met. Withdrawal from GPACU courses must happen within SMCC's withdrawal period (we will notify the host institution).

## University of Maine Farmington's Off-Campus Program

SMCC and UMF have partnered to make earning a bachelor's degree easier than ever. Whether you're a working professional looking for a more flexible schedule or are simply looking to continue your education closer to home, UMF's Off-Campus Program is a great way to earn your bachelor's degree when and where it works for you. For more information see page 19.

## COMPUTER & NETWORK USE POLICY

As with any college system, the Maine Community College System (MCCS) seeks to enhance opportunities for individual and collaborative learning and research. As a public institution with limited resources and distinct policy and legal obligations, the MCCS also needs to ensure that such uses are consistent with those resources and obligations. The goal of this policy is to balance these interests and promote responsible and secure use for all.

### A. Application

#### THIS POLICY APPLIES TO:

1. Each college and other entity of the MCCS;
2. All computing resources owned or operated by the MCCS including, but not limited to, all hardware, software, peripherals, networks, network components, accounts, physical and logical data, email and all other data or information transmitted by such equipment ("computers");
3. All employees, students and other persons who use such computers ("users"); and
4. In addition to any other computer use policy adopted by entities within the MCCS, and by entities outside the MCCS that operate resources accessed through or from the MCCS.

## B. General Rules

### THIS POLICY APPLIES TO:

1. **Educational Priority:** The priority use of MCCC computers is to provide direct support for learning, teaching and administration of MCCC programs. Such priority will govern access to MCCC computers.
2. **Use is a Privilege, Not a Right:** Use of MCCC computers and accounts thereon is a privilege, not a right. This privilege is limited by the provisions of this policy, any other pertinent policy or law, and may be withdrawn for violation thereof.
3. **Limited Right of Privacy:** Users may not have an expectation of privacy in their use of MCCC computers or networks. For example, the MCCC reserves the following rights:
  - a. **Periodic Network Monitoring:** The MCCC reserves the right to monitor periodically, randomly and without notice use rates, patterns, speed and system capacity to ensure the efficiency or integrity of the MCCC network and its computers. Such monitoring may proceed only by a person expressly authorized by the MCCC or college president;
  - b. **Inspection of a Particular Account or Computer:** The MCCC reserves the right to inspect those accounts, computers or files that the MCCC has reason to believe are misused, corrupt or damaged. Such inspection may proceed only by a person expressly authorized by the MCCC or college president and as advised by the MCCC general counsel; and
  - c. **Access by Outside Agencies:** User accounts, computers or files may also be subject to access in response to subpoenas, court orders, or other legal or regulatory requirements. Users will be notified as promptly as possible, unless notification is precluded by such subpoena or order.
4. **Limited Designated Forum:** The MCCC computer network constitutes a limited designated forum. This forum is designated for the limited purpose of helping students pursue, faculty to provide, and non-teaching staff to support the colleges' education, training and related programs.
5. **Time, Manner and Place Limitations:** The MCCC reserves the right to limit certain uses on or through the MCCC computers at those times and locations that the MCCC determines are necessary to regulate system capacity and speed. These limitations apply, but are not limited to, the downloading of video, music, photographic and other large data files.
6. **Website and Webpage Development and Management:** Any website, webpage or other portion of a website hosted by a server owned, operated or maintained by a college or the MCCC is the property and speech of the MCCC, and the MCCC reserves all rights to control the access to, content of, and all other aspects regarding such webpages or websites. The Presidents Council may adopt a procedure for controlling the development and management of such webpages and websites, including standards controlling links to webpages and/or websites that are not owned, operated or maintained by a college or the MCCC.

## C. Specific Prohibitions

### Conduct that violates this policy includes, but is not limited to, the following:

1. Displaying, downloading, printing or distributing obscene, sexually explicit or sexually offensive images or text in a manner that constitutes sexual harassment or other violation of law;
2. Violating copyright laws, including the unlawful reproduction or dissemination of copyrighted text, images, music, video and other protected materials;
3. Using System computers for commercial activity, such as selling products or services;
4. Unauthorized access to or use of a computer, computer account or network;
5. Connecting unauthorized equipment to a college or MCCC network;
6. Unauthorized attempts to circumvent data protection or security including, but not limited to, creating or running programs that identify security loopholes or decrypt secure data;
7. Deliberately or negligently performing an act that will interfere with the regular operation of a computer;

8. Deliberately or negligently running or installing a program that, by intent or effect, damages a computer, system or network. This includes, but is not limited to, programs known as computer "viruses," "trojan horses" and "worms;"
9. Deliberately or negligently wasting computing resources;
10. Deliberately or negligently overloading computing resources, such as running excessive programs that use relatively substantial bandwidth and other resources. This includes, but is not limited to, peer-to-peer applications;
11. Violating terms of applicable software licensing agreements;
12. Using electronic mail to harass or threaten another person or organization;
13. Initiating or perpetuating electronic chain letters or unauthorized mass mailings. This includes, but is not limited to: multiple mailings to news groups, mailing lists or individuals; "spamming;" "flooding;" and "bombing;"
14. Misrepresenting or misappropriating the identity of a person or computer in an electronic communication;
15. Transmitting or reproducing materials that are libelous or defamatory;
16. Unauthorized monitoring of another user's electronic communications; or reading, copying, changing or deleting another user's files or software without authority;
17. Communications that use public resources to promote partisan political activities;
18. Communications that are not otherwise protected by law because they constitute, for example, defamation, incitement to unlawful conduct, an imminent threat of actual violence or harm, fighting words, terrorist threats, gross disobedience of legitimate rules, criminal or severe civil harassment or false advertising; and
19. Otherwise violating existing laws or System policies.

## D. Enforcement

Violation of this policy may result in the loss of computing and/or network access; other disciplinary action; and/or appropriate civil or criminal legal action.

## E. Security

Upon recommendations of the college and System directors of information technology, the Presidents Council shall adopt a procedure that provides adequate uniform security for all System and college computers and networks.

## Copyrighted Material/Illegal Downloading

Please be advised that the Recording Industry Association of America, which owns the copyright to a wide variety of musical works, has informed the Maine Community College System that it intends to enforce its copyrights against college students who infringe on those rights by engaging in illegal file sharing.

Prior to being allowed access to the College network, you were informed of the College's network policy, including information about the law regarding infringement of copyright. This notice was designed to make you aware of the law and potential consequences for violation of College policy.

This message reminds you that the downloading or distribution of copyright material that you do not own or do not have the copyright owner's permission to use is a potential violation of both criminal and civil federal law. Copyright material can include movies, television shows, music, games or software.

Copyright holders, such as the Recording Industry Association of America, the Motion Picture Association of America and the Business Software Alliance, are attempting to vigorously enforce their property rights. It is important for you to know that if a copyright holder initiates a case

and serves the College with a legitimate legal subpoena requesting the identity of an individual using an Internet Protocol address alleged to be involved in an infringement, the College will honor that request.

Finally, the College does not sponsor at this time a legal media program. Internet services – as distinct from file share programs – such as iTunes or Napster are available directly and provide legal material. (For example, see: <http://www.campusdownloading.com/legal.htm>.) Do not be confused by claims that any particular file or Internet share program is “legal,” such as DC++ or MyTunes. Whether the programs themselves are legal would, under a recent Supreme Court decision, be a matter for a court to decide. What is important for you to know is that the material being shared on such systems very well might not be “legal” and, therefore, you might be in violation of the law for sharing the copyright protected material exchanged by that system.

## **CONSENSUAL ROMANTIC & SEXUAL RELATIONSHIPS**

Romantic or sexual relationships between employees and students or between certain employees within the MCCS that begin consensually can end acrimoniously. Such endings can and do subsequently lead to claims of unprofessional conduct, sexual harassment in violation of MCCS Policy 202, and/or a conflict of interest in violation of MCCS policy. Such claims, even if ultimately determined to be without merit, are often expensive and time-consuming for the MCCS, and difficult for the individuals involved. Accordingly, the MCCS prohibits consensual romantic or sexual relationships between employees when one employee supervises or otherwise has authority over the other employee, and between an employee and a student when the employee instructs, advises or otherwise has authority over the student. Employees who violate these prohibitions are subject to counseling and/or disciplinary action.

In addition, consensual romantic or sexual relationships between an employee and a student located on the same campus, even when the employee does not instruct, advise or otherwise have authority over the student, can give rise to the same claims described above. Consequently, the MCCS strongly discourages such relationships between an employee and a student located on the same campus.

## **COURSE DELIVERY**

### **Honors Program**

The Honors Program serves students from every discipline by providing the opportunity to engage in an enriched learning experience at Southern Maine Community College. Honors courses are rigorous academic classes that emphasize critical thinking, writing, research and self- reflection. The Honors Program also allows students to develop individualized honors options within courses that are not specifically designated as honors courses.

The SMCC Honors Program is open to all students. Students may choose to complete all or only part of the program requirements. Students who complete the Honors Program are recognized at graduation as SMCC Honors Program Scholars.

### **Program Requirements:**

- Maintain a 3.30 cumulative GPA.
- Maintain a minimum “B” in all designated Honors courses.
- Complete a combination of four honors courses or honors options.

### **Writing Intensive Courses**

A number of courses at Southern Maine Community College are designated as writing-intensive,

indicated with a “WI” credit type on the official transcript. Courses with this designation require ENGL-100 English Composition, or ENGL-101 Enhanced English Composition, as a prerequisite and include student writing and its improvement as primary course objectives.

## Online & Distance Learning

The Online & Distance Learning Program at Southern Maine Community College is an effort to broaden the scope of course content offered via the Internet and to create an environment of creativity and support for faculty members wishing to teach or enhance their courses by offering material online. The ultimate goal of this program is to offer a wide array of individual courses and programs to students enrolled at SMCC who are interested in interactive learning. Many courses use the Internet to enhance the traditional classroom education experience. A wide range of disciplines offer courses online, which allow both traditional and nontraditional students the opportunity to pursue a post-secondary education that may not have been available because of scheduling or distance-related difficulties.

## Internship/Externship

An internship places students with a mentor in an on-the-job learning experience. It is practice-oriented and requires that students apply prior mastery of theoretical work and basic skills. An internship should provide mentored apprenticeship experience in a broad range of functions of the career area and is not simply an entry-level job. An internship is usually the culminating experience in the student's program of study.

Academic credit is based on the number of hours of job experience. Regular work hours are to be maintained. A minimum of 40 clock hours of directed on-the-job time is required for each semester hour of credit; often more time is devoted to the internship than that required for minimum credit. Regular tuition rates are charged based on the amount of credit.

For more information, contact Career Services at 207-741-5994 or [smccccareers@maineccc.edu](mailto:smccccareers@maineccc.edu).

## Practicum

A practicum places students in a practice learning situation. It provides students with supervised observation of a relevant career or profession through exposure to the functioning of an organization as a participant in its operations. Students are encouraged to relate and interpret their experiences through frequent conferences with a faculty supervisor, projects and assignments. A practicum is exploratory rather than culminating.

Academic credit is based on the number of hours of experience. A minimum of 40 clock hours of directed work is required for each semester hour of credit.

## Field Experience

Some courses provide students with the opportunity to participate in a field experience. A field experience places students in a learning environment in the field observing and assisting professionals at work with selected tasks as an introduction to the profession.

The instructor in a course that requires such an experience places students in field experiences. Assignments related to the field experience are part of the overall course evaluation.

## Independent Study

A student may request an opportunity for independent study in an area not covered in normal course offerings. All requests must be in writing and have prior approval of the instructor, department chair and academic dean.

## ENROLLMENT POLICIES

### Full-time/Part-time Status

Full-time status for financial aid is defined as 12 or more credit hours. Fewer than 12 is considered part-time. Credits awarded for transfer coursework, work experience, certification, high school articulation, exemptions, audited courses and challenge exams, including CLEP and AP, are not considered when determining full-time status.

### Maximum Credit Load

Southern Maine Community College restricts student enrollment to no more than 18 credits in a single semester and 12 credits during the summer term.

### Add/Drop

Students may alter their schedules by adding or dropping courses during the add/drop period at the beginning of the fall and spring semesters and the summer term (please refer to the student calendar for dates). Students who officially drop during this time frame receive a refund of the tuition and technology fees for that course (please see the Student Accounts section for refund policy details). Please note that any course that meets for less than the traditional semester length, i.e. 15 weeks, has a pro-rated drop/add period. There is no refund of tuition or fees for non-attendance.

### Attendance

Students are expected to attend all regularly scheduled classes and laboratory sessions. Students who are having difficulties with absenteeism must contact their instructor as soon as possible to discuss the steps they must take to succeed in the remaining weeks of the term. Faculty members have authority to establish attendance standards appropriate to their course. These standards will be clearly stated in the course syllabus.

A student missing one more consecutive class meetings than the number of class meetings per week (4 for a class that meets 3 times a week, 3 for a class that meets 2 times a week, 2 for a class that meets once a week) will be assigned a grade of "AF" (Administrative Failure). A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. There is no refund of tuition or fees for non-attendance.

A family emergency or personal illness may cause a student's extended absence. The student or a family member may contact the Dean of Student Life at [smccdeanofstudents@mainecc.edu](mailto:smccdeanofstudents@mainecc.edu) to request that all instructors be notified of the emergency or to request other assistance as needed. Upon return, the student is responsible for making arrangements with each instructor to complete all course requirements; however, in some cases it may not be possible to successfully complete the course.

SMCC recognizes that students from a variety of established religious traditions have special days of observance during the academic year. Faculty members, when notified by students at least two weeks prior to an intended absence for religious observance, are encouraged to consider such notice as it fits within the confines of their attendance policy stated on the course syllabus. Students who have notified their faculty members of intended absence for religious observation are expected to learn what assignments and/or tests are due or will be assigned during an absence and to arrange, whenever possible, alternate times for fulfilling these requirements.

### Class Attendance ☺ Extracurricular and College-Sanctioned Activities

The primary responsibility of students attending Southern Maine Community College is to meet their individual academic goals successfully. However, the administration, staff, and faculty fully support and encourage student participation in those college-sanctioned activities that enhance the college experience. Students must consider their sports and events schedule when choosing classes.



College sanctioned activities are defined as athletic competitions and events specifically identified by the President or Dean of Academic Affairs (such as a student serving on the Maine Community College System Board of Trustees). College sanctioned events do not include athletic practices, club meetings, and regular on-campus activities. Clinical experiences and off-campus employer-based activities are exempt from this policy. Requests to add an event to the list of college-sanctioned activities must be submitted at least 2 weeks in advance of the trip to be approved by the President or Academic Dean.

Students who engage in any college-sanctioned activity must adhere to the following procedures:

1. Notify each faculty member affected at the beginning of the semester of the potential conflicts and the student's plan to make up the work.
2. Notify each faculty member again the week before the event that will result in an absence.
3. For scheduling changes beyond their control (weather, tournament schedules), notify faculty as soon as possible. Arrange to hand work in or take exams before the absence occurs, if possible.
4. Attend a different section of the same course, if one exists, to take notes, or arrange with another student to share notes.

If the students properly communicate the upcoming absences to the faculty, Faculty will:

1. Not penalize students in their classes for absences due to college-sanctioned activities.
2. Allow students to make up work in a reasonable manner

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act, FERPA, (Section 438 of the General Education Provisions Act 20 USC § 1232g) affords students certain rights with respect to educational records. Students are informed of this right through this catalog and their Student Handbook. These are:

### **Inspection and Review of Records**

Students have the right to inspect and review their education records within 45 days of the day a college receives such request. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The appropriate official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed. The College reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors, to other records to which the student has waived the rights of inspection, and to records containing information about more than one student.

### **Amendment of Records**

Students have the right to request the amendment of records they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, identify the specific part of the record that the student wants changed, and specify the reason why it should be so changed. If the colleges decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding that decision. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

## **Students Right to Prevent Disclosure**

A student has the right to provide written consent before a college discloses personally identifiable information from the student's education records, except to the extent that FERPA or other laws authorize disclosure without such consent.

## **College's Rights to Disclose**

The College may disclose education records without a student's prior written consent under a number of circumstances including but not limited to:

### **Health or Safety Emergency**

The College, may disclose education records without a student's prior written consent under the FERPA exception for an emergency that poses an imminent threat to health or safety.

### **Directory Information**

Unless a student withholds consent through the submission of a Request to Prevent Disclosure of Directory Information opt-out form, the college may disclose certain education records without a student's prior written consent under the FERPA exception for directory information. FERPA permits the college to determine whether to recognize the concept of directory information and, if so, how to define such information and the circumstances of its disclosure. The college recognizes directory information only for use in its own purposes, publications (i.e. Dean's List and commencement programs), recognition of students, and efforts to help students to access specific academic and employment opportunities. In those instances, directory information includes a student's full name; hometown; permanent address; assigned college email address; date of birth; the fact that a student is or was enrolled; enrollment status (e.g. full-time, half-time, or less than half-time); class level and majors/minors; dates of attendance; degrees, honors, or awards received; cumulative credit hours; participation in officially recognized activities and sports; certain biographical information of athletes; and photograph.

For clarity, directory information does not include a student's identification number; telephone number(s); parents' names and addresses; GPA or grades; current schedule; information on academic standing (probation, disqualification, etc.) or whether a student is eligible to return to school; accounts receivable balance; disciplinary records; financial records of parents; student employment records; psychiatric or psychological records; and copies of transcripts from other schools or colleges.

In all other instances, the College regards such information to be part of a student's education record protected from other disclosure under both FERPA and pertinent state law exceptions to the Freedom of Access Act.

### **School Officials with Legitimate Educational Interests**

A college may disclose education records without a student's prior written consent to school officials under the FERPA exception for legitimate educational interests. For purposes of this provision, a "school official" is a person employed by the college and/or the MCCS in an administrative, supervisory, academic or research, or support staff position (including security and health personnel); a person or company with whom a college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

### **Officials of Other Schools**

Upon request, the college may disclose education records without consent under the FERPA exception for disclosures to official of another school in which a student seeks or intends to enroll.

## **Lawfully Issued Orders and Subpoenas**

The college may disclose education records without a student's prior written consent under the FERPA exception for complying with a judicial order or lawfully issued subpoena or to federal and state government agencies and officials as provided by law.

## **Financial Aid for which a Student has Applied**

The college may disclose education records without a student's prior written consent under the FERPA exception for financial aid for which a student has applied such as organizations contributing to a student's financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid.

## **Organizations Whose Work Will Improve College Instruction**

A college may make certain disclosures under FERPA without individual consent under the FERPA exception for disclosure to organizations conducting studies for, or on behalf of, the College for the purpose of improving instruction, if such studies are conducted in such a manner that will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted. Examples would include organizations conducting studies to develop, validate, and administer predictive tests or accrediting organizations carrying out their function.

## **Disclosure to Military Recruiters**

A college must, as required by law, disclose education records without a student's prior written consent to requesting military recruiters. The Solomon Amendment (10 U.S.C. § 983) requires institutions receiving federal funding to provide lists of student recruiting information which includes information which would have been normally denied under FERPA. Military recruiting information as defined by the Solomon Amendment includes: name, address, electronic mail address, telephone listings, date and place of birth, levels of education, academic majors, degrees received, and the most recent educational institution enrolled in by the student.

## **Records of Requests and Disclosures**

The College will maintain a record of requests and disclosures of non-directory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

## **Right of Complaint**

A student with questions or concerns about the student's rights and a college's responsibilities should promptly inform the appropriate college official. Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212-5901.

## **Student Right to Know**

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, SMCC student completion information is available upon request from the College's Office of Institutional Research. Information concerning crimes on campus is available on the College website.

## **HAZING**

Hazing is a violation of Maine Community College System policy, federal, and state law. The Federal Stop Campus Hazing Act addresses reports of hazing by a student organization.

## **The Act defines hazing as:**

any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other

person or persons to participate, that – is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

### **The Act defines a student organization as:**

an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

## **MAINE COMMUNITY COLLEGE SYSTEM PROHIBITION OF INJURIOUS HAZING**

Under Maine State Law Title 20-A M.R.S.A. §10004(2)(B), it is a violation of MCCS policy to engage in the injurious hazing of any student, employee, group, or entity affiliated with a college or the MCCS. "Injurious hazing" means any action or situation on or off MCCS property that recklessly or intentionally endangers the mental or physical health of any such student, employee, group, or entity affiliated with a college or the MCCS.

### **A. Penalties**

Pursuant to Maine State Law Title 20-A M.R.S.A. §10004(3), penalties for violating this policy include, but are not limited to, the following:

1. In the case of a person not associated with the institution, the removal of the violator from MCCS property;
2. In the case of a student or employee, suspension, expulsion, and/or other appropriate disciplinary action; and
3. In the case of an organization affiliated with a college or the MCCS, which authorizes hazing, rescission of permission for that organization to operate on MCCS property or receive any other benefit of affiliation with the MCCS or a college.

These penalties shall be in addition to any other MCCS or college rule of conduct, and to any civil or criminal penalty to which the violator(s) may be subject.

## **REPORTING INCIDENTS OF HAZING**

### **Hazing incidents can be reported to the following:**

Share a Concern with CARE Team

Campus Safety – (207) 741-5553

Associate Dean of Students – (207) 741-5944 – dstoves@mainecc.edu

## **INVESTIGATING INCIDENTS OF HAZING**

In compliance with the Federal Campus Hazing Act and Maine State Law, reports of hazing will be investigated by representatives from the Department of Student Life. Southern Maine Community College will publish a Campus Hazing Transparency Report documenting occurrences and will be updated every six months for the campus community.

## **PREVENTION & BYSTANDER INTERVENTION STRATEGIES**

Southern Maine Community College is committed to providing a safe and secure learning environment for all students, faculty, staff, and guests of the College.

## **ON-CAMPUS USE AND STORAGE OF MICROMOBILITY DEVICES**

Micromobility devices (MD) are vehicles or devices used for human transport that do not require a license to operate and utilize a fuel or battery driven motor for propulsion (e.g. electric bicycle, electric pedal assisted bike, electric skateboard, hover board, self-balancing electric scooter, gasoline powered scooter, moped, etc.) MD are permitted on Southern Maine Community College (SMCC) property; provided that users follow applicable traffic rules. Users are prohibited from operating MD on campus sidewalks and green spaces. MD, and the rechargeable batteries associated with them, are not permitted inside SMCC buildings, residence halls, and facilities for

any reason, including charging, maintenance, or storage. At the users own risk, MD may be stored on bicycle racks provided by the college. Electric mobility aids for individuals with disabilities are exempt from this procedure. Individuals may speak with Human Resources or the Office of Disability Services regarding accommodation under the Americans with Disabilities Act (ADA).

**SCENT POLICY**

Because the scents found in consumer products could trigger allergic reactions and/or complicate health issues in employees, students, and visitors, Southern Maine Community College asks each employee and student to refrain from bringing air freshening products into shared spaces such as open offices, classrooms, restrooms, or common areas. Individuals with chemical sensitivities may speak with Human Resources or the Office of Disability Services regarding potential accommodation under the Americans with Disabilities Act (ADA).

**SEXUAL HARASSMENT**

Sexual harassment, a form of sex discrimination, is a violation of state and federal law and a violation of this policy when engaged in by employees or students. For purposes of this policy, “sex” includes gender as well as sexual orientation, gender identity and gender expression. Any Maine Community College System employee or student who violates this policy or the applicable laws will be subject to disciplinary action.

**A. Maine Human Rights Act and Title VII of the Civil Rights Act of 1964**

Under the Maine Human Rights Act and Title VII of the Civil Rights Act of 1964, sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature, including conduct based on sex, constitute sexual harassment when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational benefits; or
- 2. Submission to or rejection of such conduct is used as the basis for an employment or education decision affecting an individual; or
- 3. Such conduct is so severe or pervasive as to have the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment; and
- 4. A person of reasonable sensibilities would clearly understand that the conduct was unwelcome, harmful or offensive.

**B. Title IX of the Education Amendments Act of 1972**

Title IX of the Education Amendments of 1972 has similar proscriptions against the same types of unwelcome sexual and sex-based conduct prohibited by Title VII and the Maine Human Rights Act, although with different definitions of the prohibited conduct. Title IX also includes sexual assault, stalking, dating violence and domestic violence within the definition of sexual harassment. Jurisdictional requirements must be met for the conduct to be governed by Title IX.

Under Title IX, sexual harassment is unwelcome conduct based on sex that satisfies one of more of the following:

- 1. An MCCS employee conditions the provision of an MCCS aid, benefit, or service on an individual’s participation in unwelcome sexual conduct.
- 2. Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MCCS education programs or activities.
- 3. Sexual assault, domestic violence, dating violence and stalking as defined by federal law and set forth in MCCS Procedure 202.2.

The alleged conduct also must have occurred against a person in the United States participating or attempting to participate in an MCCS education program or activity at a location owned or controlled by MCCS, and MCCS had substantial control over the alleged perpetrator and the context in which the alleged sexual harassment occurred.

## C. Complaints and Investigations

Individuals who believe that they are victims of sexual harassment must contact the Title IX Coordinator to file a complaint. It is the policy of the Maine Community College System to provide fair and impartial investigations, consistent with related MCCS procedures and guidance, that will protect the rights of persons filing sexual harassment complaints, the persons complained against, and the Maine Community College System. All conduct within the scope of Title IX is governed by MCCS Procedure 202.2. All other allegations of sexual harassment are governed by MCCS Procedure 202.1. The Title IX Coordinator will determine the applicable procedure after review of the allegations.

Additionally, individuals may also file a sexual harassment complaint with the Maine Human Rights Commission within 300 days of the alleged incident. Further information is available from the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 287-2326, and/or from the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110, tel. 617-289-0111, TTY/TTD 617-289-0063, and fax 617-289-0150.

College presidents are directed to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for making complaints.

## D. Retaliation

Title IX of the Education Amendments of 1972 has similar proscriptions against the same types of unwelcome sexual and sex-based conduct prohibited by Title VII and the Maine Human Rights Act, although with different definitions of the prohibited conduct. Title IX also includes sexual assault, stalking, dating violence and domestic violence within the definition of sexual harassment. Jurisdictional requirements must be met for the conduct to be governed by Title IX.

## D. False Reports

It is a violation of this policy to intentionally file a report of any kind with a College official when the person knows that such report, by fabrication or material embellishment, is false.

# TITLE IX SEXUAL HARASSMENT PROCEDURE

## A. Introduction

This Procedure applies solely to allegations of sexual harassment that fall within the scope of Title IX of the Education Amendments of 1972. Under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. The purpose of this Procedure is to define the reporting, investigation and adjudication procedures that govern MCCS' handling of sexual harassment allegations within the scope of Title IX and to provide guidance on the application of those procedures.

Allegations of sexual harassment outside the scope of Title IX are governed by MCCS Procedure 201.1/202.1

## B. Definitions

For purposes of this Procedure, the following terms have the following meanings:

1. **"Complainant"** means a person who is alleged to be the victim of conduct that could constitute sexual harassment.
2. **"Consent"** means a knowing, voluntary, and mutual decision among all parties to engage in sexual activity. Consent can be given by words and/or actions, so long as those words and/or actions create clear permission regarding willingness to engage in the sexual activity at the time of the activity. Mere acquiescence to the sexual activity shall not be regarded as consent. Consent has been obtained when a reasonable person the Respondent's position would understand through words and/or actions that the person has voluntarily agreed to the sexual activity, at the time of the activity. Agreement to engage in one sexual activity is not agreement to engage in a different sexual activity. Consent can

be withdrawn at any time and, if so withdrawn, the sexual activity shall stop. Permission from a person who is visibly under the influence of alcohol or drugs or otherwise impaired shall not be regarded as consent.

3. **“Dating Violence”** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. the length of the relationship;
  - b. the type of relationship; and,
  - c. the frequency of interaction between the persons involved in the relationship.
4. **“Domestic Violence”** means felony or misdemeanor 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 cohabitating 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 the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
5. **“Quid Pro Quo”** means an employee of the MCCS conditioning the provision of a College aid, benefit, or service upon a person’s participation in unwelcome sexual conduct.
6. **“Respondent”** means a person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
7. **“Retaliation”** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person’s educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.
8. **“Sexual Assault”** means an offense that meets the following definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting System:
  - a. **“Rape”** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - b. **“Fondling”** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age and/or because of their temporary or permanent mental incapacity.
  - c. **“Incest”** means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. **“Statutory Rape”** means sexual intercourse with a person who is under the statutory age of consent. In Maine, the age of consent is 16.
9. **“Stalking”** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for his or her safety or the safety of others; or
  - b. Suffer substantial emotional distress.
10. **“Unwelcome Conduct”** means conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an MCCS education program or activity.

## C. Prohibited Conduct

It is a violation of the MCCS policy to engage in sexual harassment, or to retaliate against a person who in good faith reports or participates in an investigation under this Procedure. A person may be found responsible for retaliation even if not found responsible for the underlying alleged sexual harassment.

## D. Reports and Formal Complaints

A report can be made informally, anonymously, orally or in writing. Supportive measures are available for students, faculty, or staff making a report. A person making a report alleging sexual harassment is not required to file a Formal Complaint.

Only a Formal Complaint initiates the resolution process set forth in this Procedure. A Formal Complaint must be written and signed by the complainant. Supportive measures are available for complainant and respondents named in the Formal Complaint.

## 1. Reports

- a. Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person.
- b. Reports should be made to the Title IX Coordinator. Presidents, Deans, and Human Resources Managers who receive a sexual harassment report shall immediately share the report with the Title IX Coordinator.
- c. Reports should include enough information to enable the Title IX Coordinator to follow up with the person alleged to be sexually harassed.
- d. The Title IX Coordinator must reach out to, and meet with, the person alleged to be sexually harassed and provide:
  - 1) The option for supportive measures;
  - 2) Information on Violence Against Women Act (VAWA) resources if appropriate; and
  - 3) Information on the Formal Complaint and the Grievance Procedure, including that the person is not required to make a Formal Complaint.
- e. The Title IX Coordinator must document that this information was provided.
- f. If the person does not wish to make a Formal Complaint, the Title IX Coordinator has the discretion to make a Formal Complaint based on the allegation, and would be the signatory, but not a party to the complaint.

## 2. Formal Complaints

- a. Students, faculty, and staff are advised to file a written, signed Formal Complaint with allegations of sexual harassment or sexual assault immediately, or as soon as possible. Formal Complaints must be made while the complainant is participating in or attempting to participate in the education program or activity of the MCCS.
- b. Formal Complaints shall be made to the Title IX Coordinator. Presidents, Deans, and HR managers who receive a Formal Complaint shall immediately share the Complaint with the Title IX Coordinator.
- c. Formal Complaints must be in writing and signed by the complainant or the Title IX Coordinator. The writing could be an email, a web form, or other document. A Formal Complaint must contain as much detail as possible. It must disclose the identity of the person(s) alleged to have engaged in the sexual harassment, and the location(s), date(s) and description of the alleged conduct.
- d. Upon receipt of a Formal Complaint, the institution has sixty business days to conclude the Informal Resolution or conduct the Investigation and issue the draft report. Extensions shall be made only for good cause.
- e. It is a violation of MCCS Policy 202 for any person to intentionally file a report of sexual harassment with an MCCS official when the person knows that such report, by fabrication or material embellishment, is false.

## 3. Mandatory Dismissal of a Formal Complaint

Federal regulations require a Formal Complaint of sexual harassment that does not meet the Title IX criteria to be dismissed from this Procedure. However, complaints against students will be referred to the Dean of Students to assess whether the alleged conduct violates the Student Code of Conduct and should proceed under the Code's Procedures. Complaints against employees will be referred to Human Resources for review. Formal Complaints must be dismissed out of the Title IX Sexual Harassment Procedures if:

- a. The alleged conduct would not constitute sexual harassment under the Title IX sexual harassment definitions, even if proved;
- b. The alleged conduct was against a person not in the United States;
- c. The alleged conduct was against a person not participating, or attempting to participate, in an MCCS educational program or activity; or,
- d. The alleged conduct was not at an MCCS location, not during an MCCS activity or program, or the MCCS did not have substantial control over both the respondent and the context.

## 4. Discretionary Dismissal of a Formal Complaint



MCCS has the discretion to 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 any allegations therein;
- b. The respondent is no longer enrolled at or employed by the MCCS; or
- c. Specific circumstances prevent the MCCS from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

## **5. Appeal of Dismissal of Formal Complaint**

A written notice shall be provided to both parties if the Formal Complaint is dismissed from the Title IX Sexual Harassment Procedure. The notice shall include the right to appeal the decision in writing to the president within two business days of receipt. The request to appeal the decision shall include the grounds for appeal.

## **E. Supportive Measures Offered to a Person at the Time of a Report; Supportive Measures Provide Offered to Complainant and Respondent at the Time of a Formal Complaint**

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

MCCS shall maintain confidentiality for the complainant and respondent of any supportive measures that they receive, to the extent possible. The Title IX Coordinator shall implement and monitor the supportive measures.

## **F. Grievance Procedures**

### **1. Notice of Formal Complaint**

Both the complainant and the respondent shall be notified, simultaneously, that a Formal Complaint has been made. The notice must include:

- a. Details of the allegation (parties, conduct, date, location);
- b. The grievance resolution Procedure, including that the process shall be equitable, prompt, and impartial;
- c. Both parties may receive supportive measures, and the Title IX Coordinator will work with each party to implement individualized measures;
- d. Both parties may have an advisor of their choice;
- e. Both parties may inspect and review evidence;
- f. The respondent is presumed not responsible and a determination regarding responsibility shall be made at the conclusion of the grievance process;
- g. The MCCS bears the burden of proof;
- h. An Informal Resolution process may be available if it is appropriate and the respondent is not an employee; both parties agree in writing to participate; the parties can return to the Formal Grievance process any time until a resolution has been agreed upon; and documents on the agreement to participate, final resolution, or return to formal grievance process will be kept on record; and
- i. It is a violation of MCCS Policy 202 to make false statements in the course of the investigation.

Additionally, under the provisions of the Violence Against Women Act (VAWA), if the Formal Complaint alleges sexual assault, domestic or dating violence or stalking, the notice must include statements regarding:

- a. Preserving Evidence;
- b. Confidentiality;
- c. Law Enforcement;
- d. Counseling, Health and Mental Health resources;
- e. Victim Advocacy and Legal Assistance resources;
- f. Visa and Immigration resources; and
- g. Student Financial Aid resources.

## **2. Emergency Removal of Respondent**

A respondent may not receive any disciplinary sanctions, such as suspension or expulsion, prior to the conclusion of the grievance process. MCCS may remove a respondent on an emergency basis from the time of a report through to the end of the investigation, provided that MCCS:

- a. Undertakes an individualized safety and risk analysis; and
- b. Determines that there is an immediate risk of physical health or safety to any person arising out of the allegations of sexual harassment.

MCCS shall provide the respondent with written notice of emergency removal. It shall also provide the opportunity to be heard immediately following the removal. To file an appeal, students shall contact the Dean of Students and employees shall contact the Director of Human Resources or the president's designee. The Dean of Student/Director of Human Resources decision shall be final.

## **3. Informal Resolution Procedures**

- a. The Informal Resolution process shall be guided by a trained facilitator.
- b. The Informal Resolution process may be available if both parties agree in writing. Informal Resolution process is not available if the respondent is an employee.
- c. Informal Resolution process is available at any time prior to reaching a determination regarding responsibility.
- d. Information disclosed by the parties during the Informal Resolution process is confidential and may not be used as evidence during Formal Grievance process.
- e. The parties may, until the Informal Resolution has been agreed upon, leave the process and return to the Formal Grievance process. Likewise, if the process fails and the parties cannot agree on a resolution, the complaint shall be referred to the Formal Grievance process.
- f. A successful Informal Resolution process will yield an agreement between the parties. Once the agreement is reached the parties cannot pursue the Formal Grievance process for the same conduct.
- g. Agreements to participate in the Informal Resolution process, Informal Resolutions, and the referral to the Formal Grievance process shall be kept as records.

## **4. Formal Resolution Procedures**

### **a. Investigation**

The College shall investigate Formal Complaints of sexual harassment. Both the complainant and the respondent shall have the same opportunity to provide evidence and witnesses to the investigator. If the parties do not agree to attempt an Informal Resolution, the investigation will initiate after the notice.

All parties shall receive written notice of the date(s), time(s), location(s), participant(s), and purpose of all hearings, investigative interviews or other meetings, with sufficient time for the party to prepare to participate. If the investigator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Investigator shall provide notice of the additional allegations.

Further, a College may consolidate Formal Complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

In gathering evidence, the College may not use records that are privileged without obtaining that party's voluntary written consent. Both parties will have equal opportunity to present witness and evidence to the Investigator. Parties shall forward all evidence to the Investigator as soon as the evidence becomes available.

Prior to the completion of the investigative report, the investigator will provide to the parties, and their respective advisors (if the party has one), all gathered evidence directly related to the allegations, and a copy of the draft report. The evidence will either be electronic or hard copy. The parties and their respective advisors (if the party has one) shall not copy, share, post, or otherwise disseminate the evidence. This prohibition does not apply to the use of evidence in a judicial proceeding. The parties have ten business days to submit a written response to the investigator. The investigator will review, and incorporate as appropriate, the responses prior to completing the report. The complete report will be provided to the parties, and their respective advisors, and the parties will have ten business days to submit a written response. Following the completion of the investigative report, the live hearing will be scheduled.

### **b. Live Hearing**

The hearings shall be live and may be aided by technology so that the parties may see and hear the proceedings from separate rooms. A recording of the hearing shall be provided to both parties no later than ten business days after the hearing and shall not be copied, shared, posted, or otherwise disseminated. The hearings shall be conducted by a Decision Maker in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings and shall use the preponderance of the evidence standard. The Decision Maker shall make determinations of credibility and a determination of responsibility.

Three business days prior to the hearing, parties shall be required to confirm attendance; provide the names of their advisor if they have one; and provide their witness list, in the order the witnesses shall be called. The parties shall also be invited to submit their list of cross-examination questions to the Decision Maker for relevancy predetermination.

The Decision Maker shall open the proceeding, recognize the parties and their respective advisors. If a party does not have an advisor at the hearing the College shall provide one, at no cost. The Decision Maker shall question the parties and witnesses. Advisors shall only participate during oral cross-examination of the other party and witnesses. The Decision Maker shall make relevancy determinations on every cross-examination question and follow up question before the question is answered by the party or witness. Advisors may not appeal the relevancy determination of the Decision Maker.

If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker shall not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision Maker shall also not take into consideration a party's decision not to submit to cross-examination in reaching a determination regarding responsibility.

All evidence collected during the investigation shall be available at the hearing. The parties and their respective advisors (if the party has one) shall not copy, share, post, or otherwise disseminate the evidence. This prohibition does not apply to the use of evidence in a judicial proceeding.

The Decision Maker shall issue in writing a responsibility finding which shall include a statement of and rationale for the finding as to each allegation including a determination regarding responsibility, any disciplinary sanctions the College will impose on the respondent, and whether remedies will be provided to the complainant.

### **c. Findings**

The Decision Maker shall issue written findings which shall include:

- 1) Identification of the allegations potentially constituting sexual harassment;
  - 2) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including all notifications to parties, interviews with parties and witnesses, site visits, methods used to gather evidence and hearings held;
  - 3) Findings of fact supporting the determination;
  - 4) Conclusions regarding the application of Policy 202 and, if applicable, the MCCS Student Code of Conduct;
  - 5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanction the College imposes on the respondent, and whether remedies are provided to the complainant; and
  - 6) The grounds and procedures for the parties to appeal.
- Both parties shall be notified simultaneously in writing and provided with the written findings.

### **d. Appeals**

Both parties have the right to appeal the findings and any discipline imposed. Grounds for appeal are:

- 1) Procedural irregularities affecting the outcome;
- 2) New evidence that was not previously available that would affect the outcome; and
- 3) Bias on the part of the Title IX Coordinator, the Investigator, or the Decision Maker.

The appeal request, with grounds for appeal, must be made in writing to the president within two business days of the written notice of findings. MCCS shall notify the other party when an appeal has been filed and both parties shall have five business days to submit a written statement in support of or challenging the grounds for appeal. The president or his/her designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

## **G. Discipline**

Respondents found responsible shall be subject to discipline up to and including dismissal from the College. Student discipline shall be consistent with the guidelines set forth in MCCS Procedure 501.1. Employee discipline shall range from counseling to termination.

## **H. Retaliation**

MCCS will take appropriate steps to ensure that an individual who in good faith makes a report, files a Formal Complaint, or participates in an investigation under this Procedure will not be subjected to retaliation by the Respondent or others. Any person who experiences retaliation is strongly encouraged to report that concern using the procedures in Section D above.

## **I. Protective Orders**

Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender. Only the police, and not MCCS security, have the authority to enforce such an order by arresting or charging a person who violates the order. The complainant should, therefore, promptly inform

the Dean of Students or Director of Human Resources if such an order is obtained so that MCCS may be better prepared to more promptly contact the police if necessary.

## **J. Record Retention**

The College shall maintain records of each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording of the hearing, any disciplinary sanctions imposed on the respondent, any remedies provided to the complainant, any information resolution and the result therefrom, and all training materials for a period of seven years.

## **K. Primary Authority and Annual Training**

The Title IX Coordinator(s) at each college and MCCS System Office shall have primary responsibility for overseeing the application of this Procedure. The Coordinator(s) shall ensure that Senior Officials, Informal Resolution facilitators, Investigators, Decision Makers, Appeals Decision Makers, Resident Directors, Resident Assistants, and other pertinent employees are annually informed about this Procedure, and that all training materials are publicly posted to the College's website. The Title IX Coordinator(s) shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this Procedure.

## **L. Other**

Nothing in this Procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this Procedure.

## **M. Appendix**

The Appendix of services and authorities referenced in Sections D and F above is attached to this Procedure and may be updated as needed, without pre-approval by the presidents.

# **STUDENT SEXUAL MISCONDUCT AND ASSAULT, STALKING, AND RELATIONSHIP VIOLENCE**

## **A. Introduction**

This procedure governs acts by students of nonconsensual sexual conduct, dating and domestic violence and stalking that do not fall within the scope of Title IX of the Education Amendments of 1972. Such acts within the scope of Title IX are governed by MCCS Procedure 202.2. This procedure supplements the MCCS Student Code of Conduct ("Code") by defining the prohibited acts of non-consensual sexual conduct, dating and domestic violence, and stalking governed by this procedure; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The definitions of prohibited conduct governed by this procedure reflect Maine law where applicable and may differ from the federal definitions required in Procedure 202.2.

## **B. Definitions**

For purposes of this procedure, the following terms have the following meanings.

- 1. Reliable consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words and/or actions, as long as those words and/or actions create clear permission regarding willingness to engage in the sexual activity at the time of the activity. Mere acquiescence to the sexual activity shall not be regarded as reliable consent.

Reliable consent has been obtained when a reasonable person in the Respondent's position would understand through words and/or actions that the person has voluntarily agreed to the sexual activity, at the time of the activity. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop. Agreement from a person who is visibly under the influence of alcohol or drugs or otherwise impaired shall not be regarded as reliable consent.

2. **Acquiescence** means a person's submission to engaging in one or more sexual activities without communicating either reliable consent or an express physical or verbal objection.
3. **Sexual misconduct** means the following where there is no reliable consent:
  - A. **Sexual touching** which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, and for the purpose of arousing or gratifying sexual desire; or
  - B. **Sexual contact** which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, or
  - C. **Sexual act**, which means any intentional act when that act involves direct physical contact between the:
    - 1) Genitals of one and the mouth or anus of another; or
    - 2) Genitals of one and the genitals of another; or
    - 3) Genitals or anus of one and an instrument or device manipulated by another person.
4. **Sexual assault** means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:
  - a. Expressly communicated by words or physical act(s) a timely objection; or
  - b. Was visibly intoxicated or otherwise visibly impaired; or
  - c. Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
  - d. Was placed in reasonable fear of physical injury or other harm because of the Respondent's use or threatened use of physical force or other harm.
5. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. the length of the relationship;
  - b. the type of relationship; and,
  - c. the frequency of interaction between the persons involved in the relationship.
6. **Domestic Violence** means one of the following criminal acts against a family or household member:
  - a. Assault- intentionally, knowingly or recklessly causing bodily injury or offensive physical contact;
  - b. Criminal threatening - intentionally or knowingly placing a person in fear of imminent bodily injury;
  - c. Criminal terrorizing- communicating a threat of violence that places a person in fear for their safety or the safety of another;
  - d. Reckless conduct- recklessly creating a substantial risk of bodily injury to another person;
  - e. Stalking- intentionally or knowingly engaging in a course of conduct directed at or concerning a family or household member that would cause a reasonable person to; i) suffer serious inconvenience or emotional distress, ii) fear death or fear the death of a close relation, iii) fear damage or destruction to or tampering with property, or v) fear injury to or the death of an animal owned by or in the possession and control of that person; or
7. **Stalking** means the conduct described in subsection 6.e, but the conduct may be directed at or concerning any person.
8. **Complainant** means a person who believes he or she experienced sexual misconduct or assault by student.
9. **Respondent** means a student accused of sexual misconduct or assault.
10. **Retaliation** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.

## C. Prohibited Conduct

It is a violation of the Student Code of Conduct for a student to intentionally engage in sexual misconduct or sexual assault, or to retaliate against a person who in good faith reports or participates in an investigation under this procedure. A student may be found responsible for retaliation even if not found responsible for the underlying alleged sexual misconduct or assault.

## D. Reports to a College

1. **When to Report.** Students are advised to report allegations of sexual misconduct or sexual assault, stalking, dating violence or domestic violence immediately or as soon as possible.
2. **Where to Report.** Reports should be given to the Title IX Coordinator. Any other employee who receives such a report shall immediately share the report with the Title IX Coordinator. The Title IX Coordinator will determine whether the conduct is governed by this procedure or by MCCS Procedure 202.2 (Title IX Sexual Harassment Procedure).
3. **What to Report.** A complaint may be made orally or in writing, and should be as specific as possible. A report should disclose the identity of the person(s) alleged to have engaged in the complained of conduct, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints “off the record.” Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.
4. **False Reports.** It is a violation of the Code for any student to intentionally file a report of any kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

## E. Information Provided to a Complainant at the Time of a Report

At the time of a report to the Title IX Coordinator, the College shall provide to the Complainant a copy, or hypertext links to copies, of the Code, this Procedure and the Appendices to this Procedure. The Respondent shall receive copies or hypertext links upon notification of the allegation(s). Students are hereby advised of the following:

1. **Preserving Evidence.** It is important to preserve all evidence, including but not limited to physical evidence, text messages, social media, photographs, and security video in any way related to an allegation of sexual assault or misconduct, stalking, domestic violence, dating violence, retaliation, or request for a protective order.
2. **Confidentiality.** The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding reports of alleged violations, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant’s name, statements and allegations to the Respondent. A College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.
3. **Counseling, Health and Mental Health Services.** Counseling, health and mental health support services are available on campus and/or in the area and both the Respondent and the Complainant shall be provided with information to access available services. A list of such services is attached in the Appendix to this procedure.
4. **Law Enforcement.** The complainant has the right to contact, and file a criminal complaint

with, the police. A list of such authorities is attached in the Appendix. The police can advise and assist with the Complainant's option to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender.

- 5. Victim Advocacy and Legal Assistance Services.** Victim advocacy and legal assistance services are also available. A list of such services is attached in the Appendix. **Financial Aid and Visa and Immigration Assistance.** Information regarding student financial aid issues may be obtained from the College's Financial Aid Office. International students may obtain information regarding visa and immigration issues from the College's Designated School Official. A listing of contacts at each college are included in the Appendix.

## F. Investigations

The College shall use the Code of Conduct in conducting an investigation of reports or allegations of conduct within the scope of this procedure.

## G. Interim Steps While an Investigation is Conducted

A College shall consider what interim steps, if any, should be taken until the investigation and findings are complete. Such steps include, for example, changing the affected student(s) academic, living, transportation, and working situations if requested and reasonably available.

## H. Participation During Proceedings

Consistent with the Code, both the Complainant and the Respondent shall have the same opportunity to have others present during internal disciplinary proceedings, including the opportunity to be accompanied to related meetings by an advisor of their choice.

## I. Outcomes

At the time that the College makes its final findings, the College shall in writing notify simultaneously the Complainant and Respondent of:

1. Whether the Respondent was found to violate the Code and, if so, the provisions violated and discipline imposed; and
2. The Respondent's and Complainant's rights under the Code to appeal the findings and any discipline.

## J. Discipline

A violation of this procedure shall result in discipline under the Code. With regard to cases involving sexual conduct, because of the wide range of conduct that exists between cases of violent assault and cases of sexual contact resulting from poor communication, the following guidelines shall assist Colleges in determining the appropriate discipline for each case.

1. **Sexual Assault vs. Sexual Misconduct.** Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
2. **Types of Sexual Misconduct.** Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact, and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.
3. **Cases of Acquiescence.** Findings that a student did not obtain reliable consent and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.
4. **Repeat Violators.** Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a first-offender.

## K. Retaliation

The College will take appropriate steps to ensure that a person who in good faith reports or participates in an investigation under this procedure will not be subjected to retaliation by the Respondent or others. Anyone who has experienced retaliation is strongly encouraged to report



that concern using the procedures in Section D above.

## **L. Protective Orders**

Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender. Only the police, and not College security, have the authority to enforce such an order by arresting a person who violates the order. The Complainant should, therefore, promptly inform the College if such an order is obtained so that the College may be better prepared to more promptly contact the police if necessary.

## **M. Primary Authority and Annual Training**

The Dean of Student and/or Enrollment Services at each college shall have primary responsibility for overseeing the application of this procedure. The Deans shall ensure that Disciplinary Officers, Resident Directors, Resident Assistants, Disciplinary Committee Members and other pertinent employees are annually informed about this procedure. The Deans shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this procedure.

## **N. Other**

Nothing in this procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this procedure.

## **O. Appendices**

The Appendix of services and authorities referenced in Section F above is attached to this procedure.

# **APPENDIX**

## **COUNSELING & MENTAL HEALTH SERVICES**

- **Central Maine Community College**  
<https://www.cmcc.edu/student-life/resources/health-and-counseling/> Student Services  
(207) 755-5293
- **Eastern Maine Community College**  
<https://www.emcc.edu/student-life/resources/counseling/>  
(207) 974-4858  
[sking@emcc.edu](mailto:sking@emcc.edu)
- **Kennebec Valley Community College**  
<https://www.kvcc.me.edu/student-services/resources/counseling-support>  
(207) 453-5150  
[mclement@kvcc.me.edu](mailto:mclement@kvcc.me.edu)
- **Northern Maine Community College**  
<https://www.nmcc.edu/academics/support/student-services/counseling/>  
[https://mynmcc.edu/ICS/Student\\_Support\\_Services/](https://mynmcc.edu/ICS/Student_Support_Services/)  
Students may also contact:  
Aroostook Mental Health Center (207) 764-3319  
Emergency Help Line 207-762-4581 or 1-800-432-7805
- **Southern Maine Community College**  
<https://www.smccme.edu/student-life/counseling/>  
1-800-434-3000
- **Washington County Community College**  
WCCC refers students to: Aroostook Mental Health Center  
<https://www.amhc.org/>  
(207) 498-6431
- **York County Community College**  
YCCC recommends that students contact:  
York County Community Action Nasson Health Care  
<https://yccac.org/health-care/>

## SEXUAL ASSAULT SUPPORT SERVICES

### Maine Coalition Against Sexual Assault (MeCASA)

24 hour statewide sexual assault crisis and support line  
1-800-871-7741 (voice) 711 (Maine Relay)

The regional sexual assault crisis and support centers that comprise the Maine Coalition Against Sexual Assault are:

- **Sexual Assault Response Services of Southern Maine**  
York and Cumberland Counties  
24 hour support line: 1-800-313-9900  
[www.sarsonline.org](http://www.sarsonline.org)
- **Sexual Assault Support Services of Midcoast Maine**  
Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties  
24 hour support line: 1-800-822-5999  
Anywhere in Maine: 1-800-871-7742  
TTY: 1-888-458-5599  
[www.sassmm.org](http://www.sassmm.org)
- **Sexual Assault Prevention & Response Team**  
Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison  
24 hour helpline: 1-888-458-5599  
TTY: 1-888-458-5599  
[www.sapars.org](http://www.sapars.org)
- **Sexual Assault Crisis & Support Center**  
Kennebec and Somerset Counties  
24 hour support line: 1-800-871-7741  
[www.silentnomore.org](http://www.silentnomore.org)
- **Rape Response Services**  
Penobscot and Piscataquis Counties  
24 hour hotline: 1-800-310-0000  
TDD: 1-888-458-5599  
[www.rrsonline.org](http://www.rrsonline.org)
- **AMHC Sexual Assault Services**  
Aroostook, Hancock & Washington Counties  
(207)-498-6431  
[www.amhc.org](http://www.amhc.org)  
United Somali Women of Maine
- **Androscoggin and Cumberland Counties**  
(207) 753-0061  
[www.uswofmaine.org](http://www.uswofmaine.org)

### Other Maine-based Sexual and Relationship Violence Services

- **Maine Coalition to End Domestic Violence**  
<https://www.mcedv.org/get-help/> Statewide Domestic Abuse Helpline 1-800-437-1220
- **Wabanaki Women's Coalition**  
<https://www.wabanakiwomenscoalition.org/connections/> (207) 763-3478

### National Resources

- **National Sexual Assault Hotline:** 1-800-656-HOPE
- **National Sexual Assault Online Hotline:** <https://ohl.rainn.org/online/>
- For a list of resources with particular focus on the needs of LGBTQ persons, see: <http://barcc.org/information/resources-online/glb>

## POLICE DEPARTMENTS

- **Central Maine Community College  
Auburn Police Department**  
60 Court Street  
Auburn, Maine 04210

- (207) 333-6650
- **Eastern Maine Community College**  
Bangor Police Department  
240 Main Street  
Bangor, Maine 04401  
(207) 947-7382
- **Kennebec Valley Community College**  
Fairfield Police Department  
One Police Plaza  
Fairfield, Maine 04937  
(207) 453-9321
- **Northern Maine Community College**  
Presque Isle Police Department  
(207) 764-4476  
43 North Street, Suite 2  
Presque Isle, Maine 04769
- **Southern Maine Community College**  
South Portland Police Department  
30 Anthoine Street  
South Portland, Maine 04106  
(207) 799-5511
- **Washington County Community College**  
Calais Police Department  
43 North Street  
Calais, Maine 04619  
(207) 454-2751
- **York County Community College**  
Wells Police Department  
1563 Post Road  
Wells, Maine 04090  
(207) 646-9354

## **MEDICAL HOSPITALS**

- **Blue Hill Memorial Hospital**  
57 Water Street, Blue Hill, Maine 04614  
(207) 374-3400  
<http://www.bhmfh.org>
- **Bridgton Hospital**  
10 Hospital Drive, Bridgton, Maine 04009  
(207) 647-6000  
<http://www.bridgtonhospital.org/>
- **C.A. Dean Memorial Hospital**  
364 Pritham Avenue, Greenville, Maine 04441  
(207) 695-5200  
<http://www.cadean.org/>
- **Calais Regional Hospital**  
24 Hospital Lane, Calais, Maine 04619  
(207) 454-7521  
<http://www.calaishospital.com/>
- **Cary Medical Center**  
163 Van Buren Road, Suite #1, Caribou, Maine 04736  
(207) 498-3111  
<http://www.carymedicalcenter.org/>
- **Central Maine Medical Center**  
300 Main Street, Lewiston, Maine 04240  
(207) 795-0111

<http://www.cmmc.org>

- **Down East Community Hospital**  
11 Hospital Drive, Machias, Maine 04654  
(207) 255-3356  
<http://www.dech.org/>
- **Eastern Maine Medical Center**  
489 State St., Bangor, Maine 04402  
(207) 973-7000  
<http://www.emmc.org>
- **Franklin Memorial Hospital**  
111 Franklin Health Commons, Farmington, Maine 04938  
(207) 778-6031  
<http://www.fchn.org/>
- **Houlton Regional Hospital**  
20 Hartford Street, Houlton, Maine 04730  
(207) 532-2900  
<http://www2.houltonregional.org/>
- **Inland Hospital**  
200 Kennedy Memorial Drive, Waterville, Maine 04901  
(207) 861-3000  
<http://www.inlandhospital.org/>
- **LincolnHealth**  
35 Miles St., Damariscotta, Maine 04543  
(207) 563-1234  
<http://www.lchcare.org>
- **Maine Coast Memorial Hospital**  
50 Union Street, Ellsworth, Maine 04605  
(207) 667-5311  
<http://www.mainehospital.org>
- **MaineGeneral Medical Center**  
35 Medical Center Parkway, Augusta, Maine 04330  
(207) 626-1000  
<http://www.maine-general.org/>
- **Maine Medical Center**  
22 Bramhall Street, Portland, Maine 04102  
(207) 662-0111  
<http://www.mmc.org/>
- **Mayo Regional Hospital**  
897 West Main Street, Dover-Foxcroft, Maine 04426  
(207) 564-8401  
<http://www.mayohospital.com/>
- **Mercy Hospital**  
144 State Street, Portland, Maine 04101  
(207) 879-3000  
<http://www.mercyhospitalstories.org/>
- **Mid Coast Hospital**  
123 Medical Center Drive, Brunswick, Maine 04011  
(207) 729-0181  
<http://www.midcoasthealth.com/>
- **Millinocket Regional Hospital**  
200 Somerset Street, Millinocket, Maine 04462  
(207) 723-5161  
<http://www.mrhme.org>
- **Mt. Desert Island Hospital**  
10 Wayman Lane, Bar Harbor, Maine 04609  
(207) 288-5081

<http://mdihospital.org/site/>

- **Northern Maine Medical Center**  
194 East Main Street, Fort Kent, Maine 04743  
(207) 834-3155  
<http://www.nmmc.org/>
- **Parkview Adventist Medical Center**  
329 Maine Street, Brunswick, Maine 04011  
(207) 373-2000  
<http://www.parkviewamc.org>
- **Pen Bay Medical Center**  
6 Glen Cove Drive, Rockport, Maine 04856  
(207) 596-8000  
<http://www.penbayhealthcare.org/penbaymedicalcenter/>
- **Penobscot Valley Hospital**  
Box 368, Lincoln, Maine 04457  
(207) 794-3321  
<http://www.pvhme.org/>
- **Redington-Fairview General Hospital**  
46 Fairview Avenue, Skowhegan, Maine 04976  
(207) 474-5121  
<http://www.rfgh.net/>
- **Rumford Hospital**  
420 Franklin Street, Rumford, Maine 04276  
(207) 369-1000  
<http://www.rumfordhospital.org/>
- **Sebastcook Valley Health**  
447 North Main Street, Pittsfield, Maine 04967  
(207) 487-4000  
<http://www.sebastcookvalleyhealth.org/>
- **Southern Maine Health Care-Sanford Medical Center**  
25 June Street, Sanford, Maine 04073  
(207) 283-7000  
<http://www.smmc.org/>
- **St. Joseph Hospital**  
PO Box 403, Bangor, Maine 04401  
(207) 262-1000  
<http://www.stjoeshealing.org>
- **St. Mary's Regional Medical Center**  
P.O. Box 291, Lewiston, Maine 04243  
(207) 777-8100  
<http://www.stmarysmaine.com/>
- **Stephens Memorial Hospital**  
181 Main Street, Norway, Maine 04268  
(207) 743-5933  
<http://www.wmhcc.org>
- **The Aroostook Medical Center**  
140 Academy Street, Presque Isle, Maine 04769  
(207) 768-4000  
<http://www.tamc.org/>
- **Waldo County General Hospital**  
PO Box 287, Belfast, Maine 04915  
(207) 338-2500  
<http://www.wcgh.org/index.html>
- **York Hospital 1**  
5 Hospital Drive, York, Maine 03909  
(207) 363-4321  
<http://www.yorkhospital.com/>

## LEGAL SERVICES

### Pine Tree Legal Services

Free legal services for low –income Maine residents for non-criminal matters

- **Augusta Office**  
Somerset, Lincoln and Knox Counties  
39 Green Street  
P.O. Box 2429  
Augusta, Maine 04338-2429  
(207) 622-4731 or (207) 623-7777
- **Bangor Office**  
Penobscot, Piscataquis and Waldo  
115 Main Street, 2nd floor  
Bangor, Maine 04401  
(207) 942-8241
- **Lewiston Office**  
Androscoggin, Oxford and Franklin  
37 Park Street, Suite 401  
Lewiston, Maine 04243-0398  
(207) 784-1558
- **Machias Office**  
Washington and Hancock  
13 Cooper Street  
P.O. Box 278  
Machias, Maine 04654  
(207) 255-8656
- **Portland Office**  
Cumberland, York, Sagadahoc, Androscoggin, Oxford, Franklin, Lincoln and Knox  
88 Federal Street  
P.O. Box 547  
Portland, Maine 04112  
(207) 774-8211
- **Presque Isle Office**  
Aroostook County  
373 Main Street  
Presque Isle, Maine 04769  
(207) 764-4349
- **All Offices**  
TTY: 711  
<http://www.ptla.org>
- **Cumberland Legal Aid Clinic**  
A legal aid clinic operated by the University of  
Maine School of Law. Services provided to low-  
income individuals with legal cases in Southern  
Maine courts (Cumberland, parts of York, Sagadahoc and Androscoggin counties) for most types of  
civil, criminal, juvenile and family matters.  
Greater Portland area – (207) 780-4370  
Toll free: (877)-780-2522  
<http://mainelaw.maine.edu/programs-centers/clac.html>
- **Maine Lawyer Referral Service**  
A referral service operated by the Maine State Bar Association.  
1-800-860-1460  
<http://www.lrs@mainebar.org>
- **Maine Volunteer Lawyers Project**  
Free legal information and pro bono legal representation for qualifying low-income individuals  
state-wide.  
Portland: (207) 774-4348  
Toll free: (800)-442-4293  
<http://www.vlp.org>

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## NON-DISCRIMINATION NOTICE

### A. Statement of Intent

The Maine Community College System recognizes that unlawful discrimination in educational programs and employment based upon actual or perceived race, color, religion, sex, sexual orientation, including gender identity or expression, ancestry or national origin, disability, age, familial status, genetic information or status as a Vietnam era veteran can foreclose economic opportunity to a significant number of persons. In order to avoid this inequity and to afford all persons the opportunity to achieve their rightful place in society, the Maine Community College System pledges to eliminate unlawful discrimination upon any group protected by state or federal laws and, in addition, to take affirmative action to recruit, and employ qualified members of under-represented groups.

### B. Policy Statement

The Maine Community College System provides equal opportunity regardless of actual or perceived race, color, ancestry or national origin, religion, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information or Vietnam era veteran status pursuant to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System.

Further, as a state instrumentality, the Maine Community College System pursues in good faith an affirmative action employment program pursuant to the Code of Fair Practices and Affirmative Action. (5 M.R.S.A. §781, et. seq.)

### C. Implementation

Authority and responsibility for implementing, maintaining and monitoring non-discrimination, affirmative action and equal opportunity at the Maine Community College System lies primarily with the president of each college and the System. All directors, department heads and equivalent officers are similarly responsible within their areas of jurisdiction. The System president through the System Office shall also help ensure that all units of the System are in compliance with the stated policy of the Board of Trustees, and with all pertinent state and federal laws and regulations.

### D. Implementation

Commonly accessible bulletin boards maintained by the colleges and System Office shall contain the following notice of non-discrimination. The long form notice set forth below shall be posted in a prominent place in each building, and all college publications including, but not limited to, student and employee handbooks, catalogs, websites and other relatively lengthy sources shall contain the notice at the top or bottom of the inside front cover. For websites, the bottom of the homepage should contain a link to the long form notice. The short form of the notice set forth below may be placed in publications that have more limited space, such as flyers, brochures and advertisements in newspapers. Advertisements for employment in newspapers, journals and other sources shall also contain position title, closing date and contact information.

# Notice of Non-Discrimination

Southern Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College’s compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer  
Fort Building  
2 Fort Road  
South Portland, ME 04106  
Telephone: 207-741-5610  
Maine Relay Service: 800-457-1220  
Fax: 207-741-5965  
Email: [smcchumanresources@maineccc.edu](mailto:smcchumanresources@maineccc.edu)  
Online: [www.smccME.edu](http://www.smccME.edu)

Maine Human Rights Commission (MHRC)  
51 State House Station  
Augusta, ME 04333-0051  
Telephone: 207-624-6050  
TTY/TDD: 207-624-6064  
Fax: 207-624-6063  
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

United States Department of Education Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110  
Telephone: 617-289-0111  
TTY/TDD: 617-289-0063  
Fax: 617-289-0150  
E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov) Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>  
and/or

and/or

Equal Employment Opportunity Commission  
475 Government Center  
Boston, MA 02203  
Telephone: 617-565-3200 or 1-800-669-4000  
TTY: 617-565-3204 or 1-800-669-6820  
Fax: 617-565-3196  
Internet: <http://www.eeoc.gov/>

## GUIDELINES FOR USE OF SKATEBOARDS & OTHER SELF-PROPELLED DEVICES ON SMCC PROPERTY

Skateboarding, roller blading, bicycling, and the use of other similar self-propelled equipment are permitted on Southern Maine Community College property; provided that any such equipment shall be used only for transportation in traveling directly from one destination to another; that such use shall be at the user’s own risk and responsibility; and that such equipment may be used only on flat paved surfaces. Use of such equipment for tricks or jumps is not permitted at any time.

## GRADES & GRADING

Grades at Southern Maine Community College are assigned by letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has met objectives of the course. Letter grades signify the following:

GRADES	QUALITY POINTS PER CREDIT	INTERPRETATION
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
F	0.00	Failure



P	None	Equivalent to a "C" (2.0) or better
AF	0.00	Administrative failure assigned at the discretion of the instructor designating unofficial withdrawal (failure to continue attending class)
I	None	Incomplete
W	None	Official withdrawal from a course prior to the 13 <sup>th</sup> week of classes; no credit earned.
NS	None	Failure to appear for any session of a class for which you have registered.

## Computing of Grade Point Average

To compute the grade point average for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits attempted in that semester. For example:

COURSE ATTEMPTED	CREDITS	GRADE	GRADE POINTS	QUALITY POINTS EARNED
MATH-140	3	B+	3.33	9.99
BIOL-100	4	C	2.00	8.00
ENGL-100	3	B-	2.67	8.01
SOCI-100	3	F	0.00	0.00
TOTAL	13			26.00
GPA = 2.00				

To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters. Note: Pass/fail and repeated courses and credits granted through CLEP or AP examinations, work experience or transfer are not to be considered when computing grade point averages.

## No Show Grade

A student who enrolls in a class, and pays any part of the tuition (even if through pending financial aid or another agency), but doesn't appear in class will receive a grade of NS (no show) on the faculty class list and their transcript. They will receive no reimbursement of tuition or fees for the course, the grade will be treated in the same manner as a withdrawal for the purpose of determining the number of credits attempted, and the grade will contribute to any determination of probation or suspension status.

## Pass/Fail

A Pass (P) grade earned in a course that is graded pass/fail is equivalent to a C (2.0) or better.

## Course Withdrawal

A student may withdraw from a course only during the semester in which s/he is registered for that course. Early withdrawal for full semester-length courses is from days 7-10 of the fall and spring semesters. Official withdrawal from a course during this period results in a 50% refund of course tuition and fees. Official withdrawal after the early withdrawal period is available through week twelve of semester-length courses and week nine of summer courses. This period is pro-rated for shorter-length courses (75% of the course length). There is no refund of tuition or fees associated with a withdrawal following the early withdrawal period. The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility and academic standing. Failure to attend or ceasing to attend class does not constitute withdrawal from the course.

## Auditing Courses

Students planning to audit a course are required to pay full tuition and fees, and are also required to meet all course prerequisites and/or corequisites. The request to audit may be made no later than add/drop week. Students auditing a course will not receive a letter grade or credit for the course and may not count course credits toward full-time status or graduation requirements.

## Administrative Failure

An Administrative Failure (a final grade of AF) identifies students who have stopped attending class and who have had no contact with the faculty member for a period in excess of one week. A student may be administratively failed after missing one more consecutive class meetings than the number of class meetings per week (4 for a class that meets 3 times a week, 3 for a class that meets 2 times a week, 2 for a class that meets once a week). A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. At their discretion, faculty may reinstate students who resume attending after the grade has been assigned. There is no reimbursement of tuition or fees for AF grades.

## Incomplete Grades

A faculty member has the option of granting a grade of "incomplete" when an extraordinary event occurring late in the semester prevents a student from completing all required assignments. The purpose of an incomplete grade is to give students an opportunity to earn the grade they would otherwise have received had the event not occurred. The purpose is NOT to give students more time to improve their grade.

## Guidelines

- Each instructor has full discretion in granting an incomplete grade, and the student cannot appeal the decision.
- A student can request an incomplete grade after the end of the 12-week withdrawal period.
- The student must be able to demonstrate substantial progress toward completing all required work at the time an incomplete grade is requested.
- The student must be earning at least a "C" average in the course at the end of the withdrawal period.
- The student must have met the attendance requirements for the course prior to the event that the request is based on.
- Work submitted to satisfy an incomplete grade must meet the same standards as other course work.

## Repeating a Course

A course may be attempted a maximum of three times (initial enrollment and two repeat attempts). All grades including NS, AF, W and F are considered attempts. Original work is expected, at the discretion of the faculty member. For credit courses, the last grade (regardless of whether that grade is better or worse) on any course repeated will be the grade used in computing the cumulative Grade Point Average (GPA) and for determining completion of degree requirements. The repeated course will count only once toward graduation requirements, provided the grade meets requirements.

## Midterm Grades

To help students monitor their academic performance, faculty will submit midterm grades at the 60% point in the semester (Week 10). Midterm grades provide an evaluation of academic performance while there is still time for the student to improve their grade or withdraw from the course. Midterm grades provide no guarantee of either passing or failing grades at the end of the semester. The grades do not factor into grade point average or credits earned or appear on academic transcripts.

## Dean's List

Students completing a minimum of 9 credit hours in courses graded A, B, or C, or P with a semester grade point average (GPA) of at least 3.00 are named to the semester's Dean's List, provided that no grade lower than C was earned in any course that semester and the student is not on probation. Grades lower than C include C-, D+, D, F, W, NS, AF, and I. Only courses numbered 100 or higher are considered for the Dean's List. Students who have asked to be excluded from the College's directory information, by law, cannot be included on the Dean's List published online or in local newspapers.

## GRADUATION REQUIREMENTS

Southern Maine Community College students must meet the following criteria in order to be eligible to graduate from an academic program of study:

- Successfully complete all courses in their associate degree or certificate program.
- Attain a 2.0 minimum cumulative grade point average (GPA).
- Associate degree students must complete at least 15 of their credit hours directly through the College.
- Certificate students must complete at least 9 of their credit hours directly through the College.
- All financial obligations are met.

## Graduation with Honors

Southern Maine Community College recognizes students who meet certain qualifications during the annual commencement ceremony. The following list of honor levels describes minimum criteria:

- **High honors:** Students who have completed degree requirements with a cumulative grade point average of 3.75 or higher.
- **Honors:** Students who have completed degree requirements with a cumulative grade point average of 3.5- 3.7499.
- **Highest GPA:** Students who have completed degree requirements with the highest cumulative grade point average of any student in their degree or certificate program, provided the GPA is 3.5 or higher.

## Second & Subsequent Degrees

A student may apply to earn additional associate degrees. To qualify, a student must complete the required courses for each degree, resulting in a minimum of 15 credits beyond the first degree. A student may not earn more than one Associate of Arts in Liberal Studies degree, regardless of the multiple available concentrations.

## PAY-FOR-PRINT POLICY

In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a \$20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Page per costs are as follows:

- 8.5" x 11" black & white: \$0.10 per page
- 8.5" x 11" color: \$0.50 per page
- 8.5" x 14" and 11" x 17" black & white: \$0.20 per page
- 8.5" x 14" and 11" x 17" color: \$1.00 per page
- 

Duplex (two-sided pages are discounted 50% from the listed page costs)

Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right-hand corner of the screen while logged in to an SMCC computer. More information about the Pay-for-Print Policy is available on the IT Help tab on MySMCC.

## PLAGIARISM

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which he/she is enrolled has knowingly committed such a violation, the faculty member should refer to the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct. The instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course.

The instructor may also refer the matter to the College's disciplinary officer for additional sanctions under the Student Code of Conduct. Sanctions from an instructor may include suspension from the course and a failing grade in the course. Sanctions from a disciplinary officer may include all available sanctions noted in the Student Code of Conduct. Students have the right to appeal the decision of an instructor via the grade appeal process and the sanction of a disciplinary officer via the Disciplinary Committee under the terms outlined in the Student Code of Conduct. These processes are parallel and may result in different findings.

## PROCEDURE ON DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING

Any behavior that constitutes domestic violence, dating violence or stalking under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

In addition, domestic violence, stalking, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

### Domestic Violence

Domestic violence means a felony or misdemeanor crime of violence by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

1. The reporting party's statement;
2. The length of the relationship;
3. The type of relationship; and
4. The frequency of interaction between the persons involved in the relationship.

The term dating violence excludes acts covered under the definition of domestic violence.

### Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial

emotional distress.

## **Counseling & Support**

The College can refer victims of the above mentioned offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense, domestic violence, dating violence or stalking are urged to file a complaint with the respective police departments and/or the College's Safety and Security Department or the Office of the Dean of Student Life. Reports made to the Safety and Security Department are shared with the Office of the Dean of Student Life for disciplinary review or action. The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance.

A full range of support services can be initiated through **Sexual Assault Response Services of Southern Maine** by calling **1-800-313-9900** or domestic violence resources by calling **1-866-834-4357**.

## **Standards of Conduct & The Disciplinary Process**

SMCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct, which is available in the student handbook, the SMCC Compass. The College's procedures for disciplinary action in cases that involve sexual offenses, domestic violence, dating violence and stalking comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA: the accuser and the accused are entitled to the same opportunity, if any, to have others present during the investigative interview and/ or during a Stage Two hearing and attendant proceedings. For further information about the disciplinary system, contact the Dean of Student Life at 207-741-5610.

## **Residency Policy**

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the College. No student, once having been identified as a non-resident student, is eligible for resident classification unless he/she has been a bona fide domiciliary of the state for at least one year immediately prior to registration for the term for which resident status is claimed. If the student is enrolled for a full academic program, as defined by the College, it will be assumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident; thus, the burden will be on the student to prove that s/he has established a Maine domicile by the time of such registration. The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student.

If a student classified as a non-resident marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student's next registration. If a current member of the United States Armed Forces, a veteran of the United States Armed Forces who has been honorably discharged, or a dependent thereof is enrolled in a program of education and uses Chapter 30, Chapter 33, or Fry benefits, that member, veteran, or dependent is eligible for in-state tuition rates, regardless of their state of residence. In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a resident of the United States, they cannot be a resident of the State of Maine.

## **SMOKING POLICY**

The use, sale, distribution or advertisement of tobacco is strictly prohibited on Southern Maine Community College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds, unless specifically authorized by the College.

"Tobacco" includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew

or snuff in any form.

Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property.

## **STUDENT RIGHT TO KNOW**

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, SMCC student completion information is available on the College website. Information concerning crimes on campus is also available on the College website.

## **TUITION BREAK - NEW ENGLAND REGIONAL STUDENT PROGRAM (NERSP)**

Southern Maine Community College participates in the New England Regional Student Program (NERSP). This program allows a limited number of out-of-state students to attend SMCC at a rate of 150% of in-state tuition if they enter an approved course of study that is not available in their state of residence. Various restrictions and exceptions apply. For more information visit [www.nebhe.org](http://www.nebhe.org).

## **WEAPONS POLICY**

Southern Maine Community College (SMCC) is committed to maintaining a safe and secure environment for all of its faculty, staff, students and visitors. Therefore, SMCC does not permit the possession of weapons, firearms, ammunition or any other type of explosive device in its buildings, campus grounds and extension centers.

Discharging of firearms or any other type of projectile weapon or use of other forms of weapons is prohibited on College property.

Exceptions to this policy are:

1. Law enforcement officials in the execution of their duties.
2. Supervised and approved educational programs.

Any violation of this policy is subject to sanction under the SMCC Student Code of Conduct and/or applicable state laws.

## **WITHDRAWAL FROM THE COLLEGE**

A student withdrawing from the College prior to the twelfth week of classes (pro-rated for shorter courses) will be assigned grades of W in all courses. If a student withdraws from school after the twelfth week, the student's instructors will assign letter grades.

A student who has discontinued his/her enrollment at the college for a total of one full calendar year will be officially withdrawn from the College. If the student wishes to the College after being withdrawn, the student will be expected to follow the program curriculum for the academic year in which the readmission becomes effective.'

## **MAINE COMMUNITY COLLEGE SYSTEM STUDENT GRADE APPEALS & ACADEMIC MISCONDUCT**

### **A. Introduction**

MCCS standards of academic integrity require that each college have a process to address a student's legitimate challenge to, or a college's other concerns with, the propriety of a grade assigned by an instructor. Such standards also require application of a consistent process in determining allegations of student academic misconduct. The purpose of this policy is to help ensure that these standards are met.

### **B. Grade Appeals**

An instructor has the authority to assign the grade that the instructor reasonably determines the student has earned. Each college shall also establish a procedure that allows students to appeal the instructor's grade to the department chair and, if not satisfied, to the college's chief academic

officer. Under that appeal procedure, each decision-maker shall give due regard to the instructor's professional judgment. The chief academic officer shall have the final authority to enter the grade on the college's official transcript for that student.

### C. Academic Misconduct

MCCS standards of academic integrity prohibit conduct that constitutes academic misconduct, and conduct that intentionally or knowingly helps or attempts to help another to commit an act of academic misconduct. For purposes of this policy, "academic misconduct" is defined as cheating or dishonesty of any kind in the performance of academic work, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, or the fabrication of information. Common examples of academic misconduct include, but are not limited to, the following:

1. **Cheating** - Cheating is intentional use or attempted use of unauthorized materials, information or study aids in any academic exercise; unauthorized copying from another student's work; representing material prepared by another as one's own work; violating rules governing the administration of examinations; or violating any rules relating to academic conduct of a course or program.
2. **Plagiarism** - Plagiarism is the intentional representation of the words, problem/design solutions, concepts, processes, procedures, compositions, ideas or sequence of ideas of another's as one's own. It includes failing to attribute to the actual author any quotations, paraphrases or the author's ideas.
3. **Fabrication** - Fabrication is intentional and unauthorized falsification or invention of any data, information or citation in academic work.
4. **Forgery** - Forgery includes the falsification or alteration of an allegedly genuine document, or forging a signature on any academic document or record. For purposes of this paragraph, an academic document or record may include a transcript, add/drop form, request for accommodations or advanced standing, or request to register for a course.

### D. Procedures to Address Allegations of Academic Misconduct

To address allegations of academic misconduct, each college shall proceed as follows.

1. **Instructor's Authority** - The instructor shall have the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor's authority shall include the authority to assign a failing grade for the course. The instructor's authority shall also include the authority to require the student to complete additional work for the course. The instructor may consult with the department chair and/or the college's chief academic officer prior to making such decisions.
2. **Appeal of the Instructor's Decision** - In those instances when a student seeks to challenge an instructor's determinations made in Section D.1 above, the college shall use its grade appeal process authorized by Section B above.
3. **Sanctions Beyond those Imposed by the Instructor** - In those instances when a college seeks to apply sanctions in addition to an instructor's determinations made in Section D.1 above, such as probation, suspension or expulsion, the college shall use procedures of the MCCS Student Code of Conduct, provided that the college's chief academic officer or other person(s) designated by the college president shall participate in reviewing the allegations and investigative findings; in determining whether such findings constitute academic misconduct; and in recommending the propriety and/or level of such sanctions.

## STUDENT CODE OF CONDUCT

### I. Purpose of Code

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to:

1. Ensure the orderly administration of the College's academic, athletic and social offerings;
2. Secure the opportunity of all students to pursue peacefully their educational objectives;
3. Protect the health, safety and welfare of the College and the members of its community;
4. And maintain and protect the real and personal property of the College and the members of its community.

This Code applies in addition to other College and System policies and regulations, local ordinances,

and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

## II. Persons Governed by Code

As used in this Code, "student" means any person who:

- A. has been notified of admission to a College;
- B. is taking courses or otherwise pursuing studies at or through a College;
- C. has a continuing relationship with a College even if not officially enrolled for a particular term; or
- D. has withdrawn from a College while a disciplinary matter is pending.

This Code applies to students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

## III. Conduct Governed by Code

This Code applies to conduct, wherever it occurs, that:

- 1. Involves the real property owned, occupied or otherwise used by the College;
- 2) Involves the personal property owned, occupied or used by the College community;
- 3) Involves a College or College-related activity, event or function;
- 4) Poses an imminent or substantial threat to persons or property in the College community; and/or
- 5) Otherwise interferes with the objectives or adversely affects the interests of the

College or members of its community. Examples of violations of this Code include, but are not limited to:

- A. Fraudulent conduct**, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records.

Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

- B. Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College-related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety or any person in the College community.

- C. Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

- D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation



of College or System policy; and/or 6) conduct prohibited by law, College or System policy.

**E. Sexual misconduct and sexual assault**, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

**F. Sexual harassment**, as defined in MCCS Policy 202 and governed by MCCS Procedure 201.1/202.1 and MCCS Procedure 202.2.

**G. Dating violence, domestic violence and stalking**, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

## V. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) special terms and conditions of enrollment and/or participation; 9) forfeiture of room fee, room deposit and security deposit; 10) suspension or dismissal from a portion of the College; 11) suspension or dismissal from the whole of the College; 12) revocation of admission or a degree; 13) withholding a degree; and/or 14) any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

## V. Procedure

**A. General:** In applying the provisions of this Code, MCCS accords students the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of "more probable than not"); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the College's expense.

**B. Stage One:** The College Dean of Student Life ("Dean") and/or Disciplinary Officer ("Officer") (collectively "Investigator") shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator's findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator's decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

**C. Stage Two:** A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer's decision either to dismiss or impose a relatively low sanction in the case.

**1. Request:** A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator's written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

**2. Committee:** A Stage Two proceeding shall be heard by a Disciplinary Committee ("Committee") which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

**3. Hearing:** After receiving the student's request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. Hearing shall be held as soon

as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

**4. Decision:** The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

**D. Stage Three:** A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

## VI. Notice and Receipt of Notice

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

## VII. Coordination of this Code with the MCCS Policy on Special Conditions

When the student conduct at issue involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

## VIII. Certain Athletic Determinations

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College Dean of Students.

For purposes of this provision, "conduct detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

## IX. Traffic Violations

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control of the MCCS shall be processed under this Code only if the sanction

sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

**X. Definitions**

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

“Code” means this Student Code of Conduct; “College” means a college of the Maine Community College System; “College Activity” means an activity under the auspices of the College, including activities of students and student organizations; “College Community” means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; “College Personnel” means any instructor, administrator, employee, committee or contractor of the College or System; “Course” means any class of instruction, regardless of credit, offered by the College; “President” means a College President; “Property” means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. “Property” includes written documents and computer programs, files and resources; “School Day” means a day that the College is open for instruction; “Student Organization” means an organization that acts or purports to act for a student in matters regarding the College; and “System” means the Maine Community College System.

**ADDITIONAL POLICIES**

The following SMCC & Maine Community College System Policies can found on MySMCC and/or the SMCC public website, [www.smccME.edu](http://www.smccME.edu).

- Academic Safety
  - Blood Borne Pathogens and Infectious Diseases
  - Clery Act Campus Crime Alerts
  - Clery Act Sexual Offense Procedures
  - College Crime Reporting
  - College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints
  - Complying with Copyright Laws
  - Computer and Network Use
  - Copyright Law Compliance
  - Criteria for Academic Credentials
  - Definition of Program of Study and Units of Credit
  - Drugs and Alcohol
  - Drugs and Alcohol Brochure
  - Filming and Photography on MCCS Property
  - Firearms
  - Fireworks
  - Free Speech and Orderly Operations
  - Freedom of Access Act Compliance
  - Infectious Diseases
  - Information Practices
  - Native American Tuition Waiver
  - Non-Discrimination, Equal Opportunity and Affirmative Action
  - Notice of Risk to Personal Data
  - Political Activities
- Public Order and Hazing
- Regulation of Student Organizations
- Residence Hall Safety
- Sexual Harassment Brochure
- Sexual Harassment, Sexual Assault and Consensual Relations Policy
- Smoking
- Social Media
- Special Conditions of Admission, Enrollment and Participation
- Student Code of Conduct
- Student Debts, Student Emergency Loans and Student Activity Funds
- Student Grade Appeals and Academic Misconduct
- Student Immunizations
- Student Issues Arising at Clinical Affiliates
- Student Travel for Certain Student Activities Approved by the College
- Transfer Policy
- Tuition, Fees, Charges, Waivers and Refunds
- Uniform FERPA Notice and Policy
- Use of Institutional Names, Logos and Other Marks
- Veterans’ Dependents’ Tuition Waiver

# Campus Maps & Locations

## **SOUTH PORTLAND CAMPUS**

**2 Fort Road • South Portland, ME 04106 • 207-741-5500**

**[www.smccME.edu/southportland](http://www.smccME.edu/southportland)**

SMCC's South Portland Campus overlooks beautiful Casco Bay, making it one of the most picturesque points on the Maine coast. The campus covers 80 acres and includes residence halls and dining accommodations among its 45 buildings, as well as athletic fields, beaches, a pier, historic military fortifications and the Spring Point lighthouse.

The Campus Center is the focal point of the South Portland Campus. It contains the offices of Admissions, Registration, Advising, TRIO Student Success Services, Student Accessibility Services and Career and Transfer Services. It also includes the SMCC Bookstore, SeaWolves Café and student lounges that serve as student gathering spots and a place where events are held throughout the year. The Campus Center's second floor contains the Learning Commons, which includes the Library, Language Center and the Writing Center.

## **MIDCOAST CAMPUS**

**29 Sewall Street • Brunswick, ME 04011 • 207-844-2102**

**[www.smccME.edu/midcoast](http://www.smccME.edu/midcoast)**

SMCC's Midcoast Campus in Brunswick offers state-of-the-art classrooms and laboratories that support studies in business, nursing, liberal arts, sciences and more. Students have access to personalized services and a broad array of in-demand programs and courses. The L.L.Bean Learning Commons on the Midcoast Campus serves as a convenient one-stop shop for student services and support.

## **ONLINE CAMPUS**

**For more information visit [www.smccME.edu/online](http://www.smccME.edu/online)**

SMCC offers online and hybrid courses and online degrees in Liberal Studies and Business Administration. Our online courses are based on the same excellent standards that have been the cornerstone of SMCC for the past seven decades. In addition, you'll get the online support you need to ensure your success on the path to a better future.

## **SATELLITE LOCATIONS**

**For more information visit [www.smccME.edu/satellites](http://www.smccME.edu/satellites)**

### **BIDDEFORD**

Classes held at Biddeford Regional Center of Technology  
10 Maplewood Avenue  
Biddeford, ME 04005

### **BONNY EAGLE**

Bonny Eagle Adult Education  
Classes held at Bonny Eagle High and Middle School  
94 Main Street  
Buxton, ME 04093

### **CASCO/NAPLES**

Lakes Region & Fryburg Area Adult Education  
Classes held at Lakes Region High School  
1877 Roosevelt Trail  
Naples, ME 04055

### **GRAY/NEW GLOUCESTER**

Gray/New Gloucester Adult Education  
10 Libby Hill Road  
New Gloucester, ME 04260

### **PORTLAND**

Deering High School  
370 Stevens Avenue  
Portland, ME 04103

Casco Bay High School  
196 Allen Avenue  
Portland, ME 04103

### **SACOPEE VALLEY**

Sacopee Valley Adult Education  
Classes held at Sacopee Valley Middle School  
115 South Hiram Road  
Hiram, ME 04041

### **WINDHAM**

Windham High School  
406 Gray Road  
Windham, ME 04062

# SOUTH PORTLAND CAMPUS

2 Fort Road, South Portland, ME 04106

[www.smccME.edu/southportland](http://www.smccME.edu/southportland)



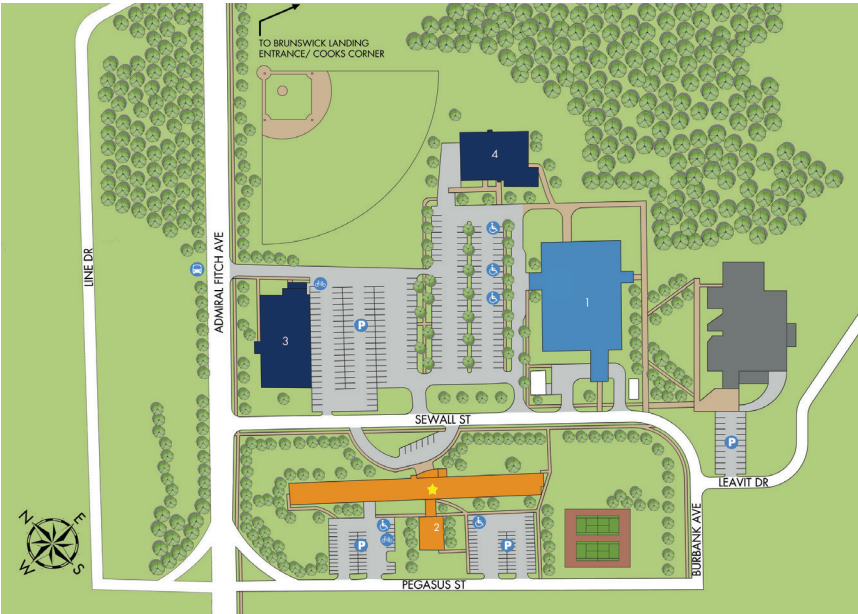
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|--|--|---|--|
| <p><b>5 Surfsite Road</b><br/>Captain's Cupboard Food Pantry</p> <p><b>8 Broadway (8BRWY)</b><br/>Career Development &amp; Partnerships<br/>Communications &amp; Marketing<br/>Workforce Training</p> <p><b>185 Benjamin Pickett Street</b><br/>Advocacy Resource Center (ARC)<br/>Residence Life<br/>Student Life</p> <p><b>71 All Faiths Chapel</b></p> <p><b>49 Art Studio (ARTST)</b></p> <p><b>43 Bay Building</b><br/>Student Engagement<br/>Veterans Resource Center</p> <p><b>86 Campus Center</b><br/>Admissions &amp; Advising<br/>- Admissions<br/>- Health Sciences Pathway Advising<br/>Bookstore<br/>Early College<br/>- Dual Enrollment<br/>- EMBARK<br/>- Jobs for Maine's Graduates<br/>- Maine College &amp; Career Access<br/>Intercultural Center<br/>International Student Services<br/>Library &amp; Learning Commons<br/>Registration<br/>SeaWolves Cafe<br/>Student Accessibility Services<br/>TRIO Student Success Services</p> <p><b>50 Canteen</b></p> <p><b>126 Captain's House</b><br/>Financial Aid<br/>Student Accounts</p> <p><b>88 Cates Building</b><br/>Office of the President<br/>SMCC Foundation</p> | <p><b>115 Computer Science &amp; Engineering Center (CSEC)</b><br/>Computer &amp; Information Sciences<br/>Computer Science &amp; Information Technology Pathway Advising<br/>Electrical Engineering Technologies<br/>Industrial Technology &amp; Transportation Pathway Advising<br/>Science, Engineering, &amp; Mathematics Pathway Advising</p> <p><b>65 Construction Technology (CTC)</b><br/>Building Construction<br/>Heavy Equipment Operations<br/>Waste Water Management</p> <p><b>80 Culinary Arts Center (CA)</b><br/>Culinary Arts<br/>Hospitality Management</p> <p><b>36 Early Childhood Education (ECE)</b><br/>Early Childhood Education<br/>Education</p> <p><b>124 Emergency Training Center (ETC)</b><br/>Emergency Medical Services</p> <p><b>57 Facilities Management</b></p> <p><b>92 Fort Building</b> ★<br/>Human Resources<br/>Security</p> <p><b>3a Hague Hall (HAGUE)</b><br/>Business<br/>Business &amp; Hospitality Pathway Advising<br/>Education, Human Services, and Social &amp; Behavioral Services<br/>Pathway Advising<br/>Maine Community College System Offices</p> <p><b>70 Harborview Hall</b><br/>English<br/>Social Sciences</p> <p><b>79 Health Science Center (HSC)</b><br/>Cardiovascular<br/>Health Sciences<br/>Medical Assisting<br/>Nursing<br/>Nutrition &amp; Dietetics<br/>Radiography<br/>Respiratory Therapy<br/>Surgical Technology</p> | <p><b>124 Heating, Air Conditioning &amp; Refrigeration (HAC)</b><br/>HVAC<br/>Plumbing</p> <p><b>99b Hildreth Media Center (HILDM)</b><br/>Arts, Humanities, Digital Media &amp; Communication Pathway Advising<br/>Communications &amp; New Media</p> <p><b>99a Hildreth Science Center (HILD)</b><br/>Physical Sciences</p> <p><b>31 Horticulture (HORT)</b></p> <p><b>91 Howe Hall (HOWE)</b><br/>Criminal Justice<br/>Emerging Leaders Program<br/>Fire Science<br/>Prayer Room<br/>Public Safety Pathway Advising<br/>Science, Engineering, &amp; Mathematics Pathway Advising</p> <p><b>119 Hutchinson Union Building (HUB)</b><br/>Athletics<br/>Fitness Center<br/>Gymnasium</p> <p><b>77 Jewett Hall (JEWET)</b><br/>Auditorium<br/>Music<br/>Precision Machining &amp; Manufacturing<br/>Welding Lab</p> <p><b>123 Johnson Automotive Technology Center (JAT)</b></p> <p><b>58 Lighthouse Art Studio (LHART)</b></p> <p><b>54 Lighthouse Building (LTHSE)</b><br/>Foundation for Maine's Community Colleges<br/>Maine Community College System Offices</p> <p><b>48 Mr. and Mrs. Fish Building (FISH)</b><br/>Classrooms</p> <p><b>47 Marine Science Center (MSC)</b><br/>Biotechnology<br/>Biological Sciences<br/>Marine Science</p> | <p><b>122 McKernan Hospitality Center (MCKRN)</b><br/>Conferences &amp; Events</p> <p><b>95 Oceanview Dining Hall</b></p> <p><b>93 Preble Hall (PREB)</b><br/>Arts, Humanities, Digital Media, &amp; Communication Pathway Advising<br/>Developmental English &amp; Global Languages<br/>English<br/>Math</p> <p><b>3b Ross Technology Center (TECH)</b><br/>Architectural &amp; Engineering Design<br/>Behavioral Health<br/>Drop-in Computer Lab<br/>Human Services<br/>Information Technology Help Desk &amp; Services<br/>Social Work<br/>Testing Center</p> <p><b>83 Spring Point Residence Hall</b><br/>Central Services &amp; Receiving</p> <p><b>10 Surfsite Residence Hall</b></p> <p><b>62 Sustainability &amp; Energy Alternatives Center (SEA)</b><br/>Counseling Services</p> |
|--|--|---|--|

- BUILDING KEY**
- Academic & Administration
  - Financial Services
  - Student Life
  - Student Services
  - ★ Security

# MIDCOAST CAMPUS

29 Sewall Street, Brunswick, ME 04011

[www.smccME.edu/midcoast](http://www.smccME.edu/midcoast)



- 1** | **LL.Bean Learning Commons  
& Health Science Center**  
Advising  
Bangor Savings Bank Library  
Biological Sciences  
Health Sciences  
Maine Career Center  
The Landing Cafe  
Tutoring

- 2** | **Orion Hall**  
Fitness Studio  
Residence Life  
Security ★  
Student Activities  
University of Maine at Augusta's  
Brunswick Center

- 3** | **Maine Advanced Technology  
& Engineering Center (MATEC)**  
Physical Sciences

- 4** | **Academic Building**  
Hannaford Lecture Hall  
Maine Fire Service Institute

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# My Academic Info

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
ADVISOR: \_\_\_\_\_  
ADVISOR EMAIL: \_\_\_\_\_ ADVISOR PHONE #: \_\_\_\_\_  
EMERGENCY CONTACTS: \_\_\_\_\_

## FALL 2025 COURSE SCHEDULE

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## SPRING 2026 COURSE SCHEDULE

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## SUMMER 2026 COURSE SCHEDULE

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_  
DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Southern Maine Community College transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed and lead.



[www.smccME.edu](http://www.smccME.edu)

SOUTH PORTLAND CAMPUS  
2 Fort Road, South Portland, Maine 04106  
207-741-5500

MIDCOAST CAMPUS  
29 Sewall Street, Brunswick, ME 04011  
207-844-2102