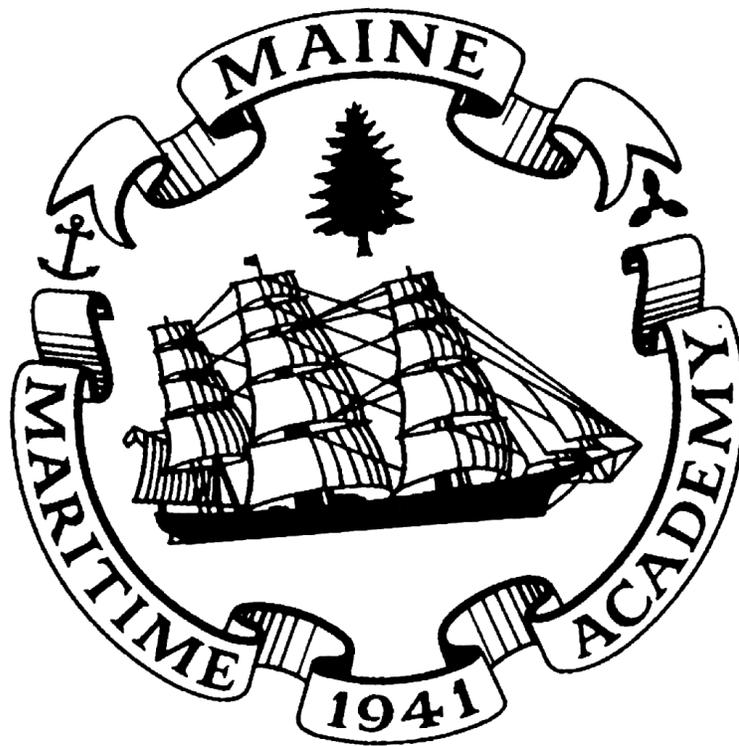


Maine Maritime Academy



2006-2007

STUDENT HANDBOOK



“Learning the Ropes”

“Hands on” experiential learning is an important component of all Academy programs

Welcome to the 2006-2007 Maine Maritime Academy Student Handbook.

Please refer to it any time that you have a question about student life as it is designed to serve as your “Operator’s Manual”.

May it serve you well in the coming year.

Table of Contents

Foreword.....	4
Maine Maritime Academy Vision and Mission	5
Diversity at MMA.....	5
Calendar: Academic Year/Events 2006-2007	8
Campus Guide: Who Reports to Whom and Who Supervises What	14
General Administrative Duties/Areas of Responsibility.....	17
Local Knowledge and Maps	19
Gaining The Leadership Advantage.....	25
Extracurricular Experiences	25
Community Involvement: Leadership, Participation and Volunteerism.....	26
Student Government Association	26
Regiment.....	26
Class Officers.....	26
Committees (See Student Government Association Constitution for details).....	27
Clubs and Organizations.....	27
Service to Your Community	27
Constitution of the Student Government Association	28
General Campus Information: Get Some Answers Here	39
Residential Life and Housing Information	53
Dining Services	65
Student Dining Services.....	66
The MMA Community Code of Conduct	70
Part I: General Regulations (or as they say “The Fine Print”)	70
Part II: Academy Alcohol and Drug Policies.....	76
Part III: Drug Testing Policy And Procedures	82
Part IV: Policies on Sexual Harassment and Sexual Assault	85
Part V: The Judicial Process	89
Academic Policies.....	102
Library: General Information and Policies	104
Academic Computer Services.....	107
Registrar’s Information: Confidentiality of Student Records	111
Sports Information: Intercollegiate and Intramural Sports	116
Office of Safety and Security.....	118
Parking & Traffic Rules, Fees and Regulations	121
INDEX	125
WHAT TO DO IN CASE OF SEXUAL ASSAULT	129
Inclement Weather or Other Major Emergencies.....	131
Reporting Criminal Activity & Emergencies	132

Foreword

This student handbook, along with your catalog and housing contract, serves as your MMA "Operator's Manual." Your handbook contains important information designed to help guide you through your experiences here.

Returning students should take the time to note the updated portions of their handbook. These changes have come about as a result of student questions, comments, challenges and suggestions from each previous year. The goal is to make this book as useful as possible. As you read this book throughout the year, any comments or suggestions are welcome as are any volunteers to help with editing for next year's edition. Contact Deidra Davis or Lauren Garrett to get involved or to provide corrections, suggestions, or recommendations.

Special thanks:



Warmest **thanks** are extended to all the people who contributed their time and effort to creating this year's student handbook. Many folks contributed a great deal of their time reviewing the text for errors. As a team they succeeded in producing a handbook this year that our students ought to find more practical for their needs.

Post Publication Changes/Adjustments

The financial requirements of the Academy, changing costs, state/federal and legislative action and other matters may require adjustments to various fees and policies. The Academy reserves the right to make such adjustments as may be necessary in the opinion of the Board of Trustees or its designated administrator. Such adjustments will be made in accordance with established Academy process governing the nature of the adjustment. The Academy also reserves the right to cancel offerings, to set minimum and maximum class sizes, to change designated instructors and to make decisions affecting the academic and disciplinary standing of anyone participating in a course or program operated by Maine Maritime Academy.

What Are We Doing Here?

Maine Maritime Academy Vision and Mission

Our Vision

Maine Maritime Academy is a career-oriented college that strives to continue to be the globally recognized leader in providing the highest quality maritime, engineering, engineering technology, marine science, and logistics education with facilities and laboratories that are on the leading edge of technological innovation.

Our Mission

Maine Maritime Academy is an international leader in providing an educational environment that stimulates intellectual curiosity, fosters professional competence, encourages rigorous self-discipline, and develops leadership potential through both curricular and co-curricular education. The Academy focuses primarily on marine related programs and prepares graduates for lifelong learning and leadership in a global economy while striving for professional placement for every graduate. Maine Maritime Academy will maintain a talented and experienced faculty, facilities that support high achievement, and a continuing commitment to excellence.

Implications

Our mission statement describes the scope of education that the Academy is undertaking to offer. It is worth noting that our scope of education is defined in more than academic or curricular terms. This college is interested in the performance of students outside the classroom, as well as in it. Thus the term “co-curricular” is explicitly stated in the mission. Accordingly, students at Maine Maritime Academy will find a greater interest from the faculty and administration in the student experience outside the classroom than will be found at other colleges and universities.

Administrators here are concerned about issues such as personal appearance, appropriate and effective language, personal integrity, public image and responsible citizenship. Therefore MMA students are held accountable for those issues to a significant degree. They are part and parcel of the criteria for successful completion of a Maine Maritime Academy program. Students must make themselves aware of this facet of the educational experience at this college, and join in the spirit of its administration as we strive to maximize the student’s learning experience.

Joining the MMA Community

The students of Maine Maritime Academy form a community of men and women assembled for the pursuit of learning. As a member of this group, you have a relationship with several levels of “Community.” These relationships include those with your roommate, your hall section, your fellow students on and off campus, your faculty, administrators and the local and surrounding communities. *Admission to this college carries with it the assumption of both a sense of responsibility for the welfare of our community and an obligation as a responsible citizen to make a positive contribution to the community as a whole.* Also assumed are obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas.

It is understood that for a number of our students the move to college from either high school or the wider world of work or military service can be a particularly challenging time. The amount of work required for academic success is several notches higher. There are many new choices and needs to juggle. For many students this is their first real experience of independence: living away from that safety net of parents and home, becoming responsible for their own schedule, working out who they are, what they are about, and where they want to go, and developing new friends and new relationships. For our students who have been out there in the military service or the work world, there are other challenges such as gearing back up for studies while trying to balance many other family or personal needs.

Diversity at MMA

Maine Maritime Academy like many educational institutions is to some degree a reflection of our larger society. As we have expanded our program offerings and extended our reach globally we have welcomed diversity and the enrichment it brings to our campus and local communities.

Diversity at MMA continued

MMA recognizes that “diversity” encompasses the recognition of an entire spectrum of self- and group- identities. It includes an understanding and appreciation of difference in age, ethnicity, gender, race, culture, nationality, sexual orientation, religion, class, physical ability, and learning ability.

As our campus demographics have changed MMA has worked to address their changing needs. Past efforts have included successful task force initiatives to address the needs of women, international students, nontraditional students, and students with disabilities. We have also worked to clarify handbook policies and initiated a number of mini-classes aimed at meeting some of the challenges of diversity. As these programs and efforts continue we find that we are increasingly challenged by all aspects of diversity to the point where we feel the need to review our programs and develop an all-encompassing plan to guide us as we work to become a more inclusive community at Maine Maritime Academy.

In order to prepare our students to be successful in an increasingly global and diverse work place our Board of Trustees has endorsed MMA taking an active role in developing a dynamic and inclusive living and learning community at MMA. To meet this need, President Tyler has convened a Diversity Action Group to begin working this fall to develop a comprehensive plan that will move MMA closer toward the goal of an inclusive community to better prepare our students for responsible citizenship in a diverse society.

This student handbook is intended to serve as your “*Operators Manual*.” It provides you with useful information about our area, student life at MMA, and hopefully, an understanding of the expectations you must meet in order to be successful here. The expectations expressed through the policies, rules and procedures encompassed within this handbook are designed to support this community’s values of self-discipline, accountability and responsibility to the college community.



Before panic sets in over all the life changes, challenges and requirements facing you, consider the following words of wisdom:

“..... I realized then that I already know most of what’s necessary to live a meaningful life—that it isn’t all that complicated. *I know it.* And have known it for a long, long time. Living it – well, that’s another matter, yes? Here’s my credo:

All I really need to know about how to live and what to do and how to be I learned in Kindergarten. Wisdom was not at the top of the graduate school mountain, but there in the sand pile at Sunday school. These are the things that I learned:

Share everything.
Play fair.
Don’t hit people.
Put things back where you found them.
Clean up your own mess.
Don’t take things that aren’t yours.
Say you’re sorry when you hurt somebody.
Wash your hands before you eat.
Flush.
Warm cookies and cold milk are good for you.

Live a balanced life—learn some and think some and draw and paint and sing and dance and play and work every day some.
Take a nap every afternoon.
When you go out into the world, watch for traffic, hold hands and stick together.
Be aware of wonder. Remember the little seed in the styrofoam cup: The roots go down and the plant goes up and nobody really knows how or why, but we are all like that.
Goldfish and hamsters and white mice and even the little seed in the styrofoam cup—they all die. So do we.
And then remember the Dick-and-Jane books and the first word you learned – the biggest word of all—**LOOK**.

Everything you need to know is in there somewhere. The Golden Rule and love and basic sanitation. Ecology and politics and equality and sane living.”*

* Excerpted from: Robert Fulghum, All I Really Need to Know I Learned In Kindergarten: Uncommon Thoughts on Common Things. (Ivy Books/Ballantine books, 1988) pp. 3-6.

Calendar: Academic Year/Events 2006-2007

This calendar highlights both academic and student life events for the academic year. For a complete listing see the MMA General Calendar on the internal home page. Social events and entertainments will be advertised by posters, flyers, and on the internal home page. *If you have suggestions for social events and want to make them happen, get involved with your Activities & Bands Committee! (Contact the Student Government V.P. for Activities for meeting dates and times.)*

Fall Semester

August 2006

- 20-26 Orientation Leader & Resident Assistant training begins
- 23-26 NROTC orientation
- 25 MTO training begins
- 27-9/3 Registration & Orientation for all New Students (includes RPT beginning on the 24th)

September

- 03 Curtis Hall opens for all returning students (09:00 AM)
- 04 PFD students register through advisors
- 04 Commence Fall Semester classes
- 08 End Add-Drop period (4:00 PM)
- 08 Deadline to submit meal plan change requests
- 23-24 Homecoming
- 25-27 Class Officer elections this week
- 29 Class Officers take Office
- 30-10/01 Family Weekend

October

- 09 Columbus Day holiday – no classes
- 18 Deadline to submit Housing Appeals Board forms and letters
- 20 Freshman mid-semester grades
- 21 Admissions Open House (General)
- 23 Second half PE courses begin
- 23-26 New student Class Officer elections
- N/A Nominations for Student Body Trustee (next nominations in 07/08)
- 27 Full semester Course withdrawal deadline
- 27 New Student Class Officers assume office.
- 29 End Daylight Savings Time (27 at midnight: Set those clocks back)
- N/A SGA Interviews for Student Body Trustee (next process in 07/08)
- 31 Housing Appeals Board meets

November

- 01-16 Registration for Spring semester also Cruise or Coop
- 04 Navy/Marine Corps Ball
- 09 Scheel Scholars and Alumni Wall of Honor awards banquet
- 10 Veterans Day ceremony (Morning classes held 1 hr. earlier)
- 11 Make up day (For classes not held due to Columbus Day)
- 17 Commence Thanksgiving vacation after last Class/**Curtis Hall closes at 5:00 P.M.**
- 26 Curtis Hall reopens 09:00 A.M
- 27 Resume Classes

December

- 09 Admissions Open House (General)
- 15 Fall semester classes end/ Classes held on a Monday schedule
- 18-22 Final Examinations
- 22 Commence vacation (After last exam)/**Curtis Hall closes at 5:00 P.M.**
- 27 Academic Board

Spring Semester

January 2007

- 08-12 USCG examinations
- 14 Curtis Hall reopens at 09:00 AM
- 15 PFD students register through advisors
- 15 Commence Spring semester classes
- 15-18 Resident Assistant (R.A.) selection begins – Information meetings, Time/Place TBA
- 19 Deadline to submit meal plan change requests
- 19 End Add-Drop period (4:00 PM)
- 31 R. A. Applications due (4:00 PM)

February

- 01-06 R. A. Selection: Sign up for Interviews
- 08-16 Interviews for R.A. Selection
- 12 President's Day Holiday - All classes are in session
- 19-23 Student Government Association nominations (Officers and Senate)
- 24 R.A. Selection/Training Seminar
- 26-3/1 Campaigns and Elections for Student Government Association (Officers and Senate)

March

- 01 Deadline to submit Housing Appeals Board forms and letters
- 02 Commence Spring Break after last class/**Curtis Hall closes at 5:00 P.M**
- 11 Curtis Hall reopens at 09:00 A.M.
- 12 Classes resume/Second Half PE courses begin
- 14 Housing Appeals Board meets
- 16 Full Semester course withdrawal deadline
- 26-27 Student Government Association New Officers and Senate assume office
- 28 Regimental Awards banquet

April

- 01 Daylight Savings Time (01 at midnight set those clocks ahead 1 hour)
- 02-05 Curtis Hall room selection for 2006-2007:Days/Times/Place TBA
- 07 Admissions Open House (General)
- 09 Student Life: Participation and Leadership Awards banquet
- 02-12 Registration for Fall 2006 classes
- 14 NROTC Awards Banquet
- 26 Deadline for Clubs and Organizations to spend from budget
- 27 Last day of classes
- 30-05/04 Final examinations

May

- 04 **Curtis Hall closes at 4:00 P.M./Commence summer break (After the last exam)**
- 04 Training Cruise begins
- 05 Graduation
- 09 Academic Board

June

- 25 Cruise Ends (tentative)

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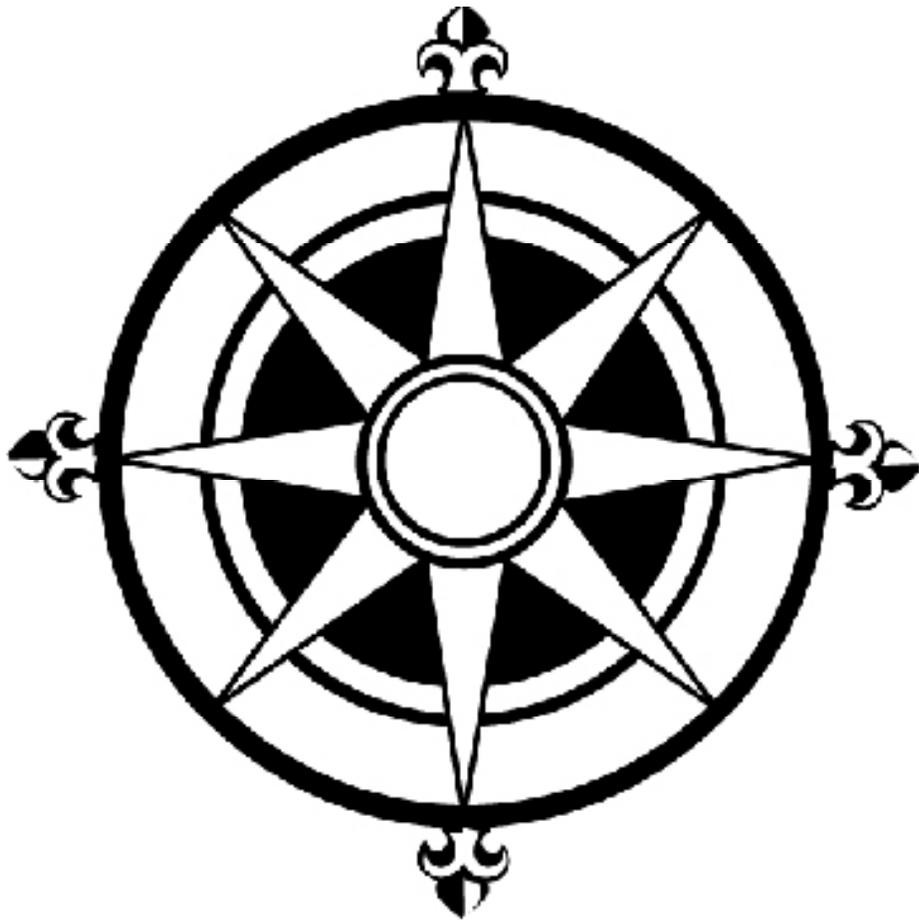
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CAMPUS GUIDE

Who's, Who

Campus Guide: Who Reports to Whom and Who Supervises What

(E-mail addresses are available through the directory on the home page)

President	Leonard H. Tyler, Jr.	326-2221
Director of Advancement	Eleanor Courtemanche	326-2232
-Development	Susie Loustaunau	326-2490
Director of Alumni Affairs	TBA	326-2337
Exec. Director of Planning, Compliance and Administrative Operations	James Soucie	326-2241
Director of Facilities/Purchasing	Stacey Ericson	326-2445
Director of Career Services	Richard G. Youcis	326-2278
-Coordinator, Cooperative Education	Charles Easley, Jr.	326-2333
V.P. Academic Affairs/Dean	John Barlow, Ph.D.	326-2485/2371
Associate Dean/ Director of Distance Learning	Donald A. Dobbin	326-2370
Chair, Arts & Science	Susan Loomis	326-2345
Chair, Engineering	Mark Cote	326-2102
Chair, International Business & Logistics	Shashi Kumar. Ph.D.	326-2454
Chair, Nautical Science	Sam Teel	326-2509
Chair, Marine Sciences	Ann Cleveland	326-2395
Chair/CO, NROTC Unit	CAPT James D. Septele	326-2354
Assoc. Dean, Loeb-Sullivan School	Shashi Kumar. Ph.D.	326-2454
Director of Library Services	Brent Hall	326-2260
Registrar	Tom Sawyer	326-2426
Continuing Education	Victoria Stearns	326-2211
Director of Athletics	James Dyer	326-2451
-Head Football Coach	Chris McKenney	326-2453
-Head Men's Soccer/Sports Information	David Patterson	326-2484
-Head Men's Basketball	Chris Murphy	326-2452
-Head Golf Coach	Paul Dailey	326-2451
-Head Women's Soccer/Basketball Coach	Craig Dagan	326-2372
-Head Lacrosse Coach	Lou Conte	326-2112
-Head Women's Volleyball/Softball Coach	Katrina Dagan	326-2140
-Head Cross Country Coach	Steve Connor	326-2450
-Athletic Trainer	Lee Elwell	326-2459
-Aquatics Director	Ed Biggie	326-2457
-Athletic Equipment Mgr.	Arnold Grindle	326-2458
V.P. Administration, Finance and Governmental Relations	Richard R. Ericson	326-2230
Chief Technology Officer	TBA	326-2715
Director of Information Services	Myron Curtis	326-2257
-Academic Computing	Thomas Woehr	326-2467
-Computer Network Specialist	Norman Yates	326-2111
-PC Specialist	Dallas Towle	326-2467
Director of Fiscal Operations/Purchasing	Diana Snapp	326-2243
Director of Safety & Security	TBA	326-2479
V. P. For Enrollment Management and Commandant	CAPT. P. Jeff Loustaunau	326-2251
Master, T.V. State of Maine	CAPT. Larry Wade	326-2425
Assistant Port Captain/Commandant	CDR. Gary Frost	326-2293
-Company Officer	Lt. Victor Pinkham	326-2287
-Company Officer	Lt. David Hassett	326-2259

V. P. For Enrollment Management and Commandant (continued)

Administrative Coordinator	Lt. Michelle Eaton	326-2250
Marine Operations Manager	Timothy Leach	326-2364
-Sailing Master	Eric Jergenson	326-2410
-Head Sailing Coach	Frederick V. Minson	326-2457
Associate for Public Affairs	Janice Zenter	326-2256
Director of Dining Service	Rick Marshall	326-2460
Bookstore Manager	TBA	326-2430
Dean of Students	Deidra Davis	326-2138
-Director of Admissions	Jeffrey Wright	326-2215
-Director of Financial Aid	Kathy Heath	326-2339
-Director of Health Services/RN	Susan McDonald	326-2295
-Director of Residential Life and Student Services	Lauren Garrett	326-2280
-Residential Coordinator	TBA	326-2204
-Director of Conferences and Assistant Director of Student Services	Amy Gutow	326-2283
-Counselor and Prevention Education Coordinator	Richard Schamle	326-2419

Student Government Association Officers

Executive Board

President	Matt Burk	326-2113
Vice President, Admin	Paul Grindle	“
Vice President, Activities	John Fox	“
Treasurer	Josh Blackwood	“
Secretary	Melissa Smith	“
Student Trustee	Nicole St. Pierre	“
Speaker of the Senate	Travis Wallace	“

Class Representatives

		Room
Senior Class President	Gardner Brown	O/C
Junior Class President	Luke Velho	406
Sophomore Class President	Keenan Vogler	409
First Year Class President	Class Officer election in Mid October	-

Residential Life Student Staff: Curtis Hall

	Room	Phone
Lynsday Dalton	112	326-2(277)
TBA	204	326-2(407)
Daniel Fairweather	229	326-2(401)
Stephanie Clements	251	326-2(402)
Michelle Rounds	278	326-2(404)
Julian Priebe	305	326-2(408)
Emily de Graaff	330	326-2(409)
Cory Fogg	354	326-2(412)
Wesley Horrocks	378	326-2(413)
Jacob Welch	405	326-2(405)
Katherine Carnevale	431	326-2(414)
Dane Johnson	454	326-2(415)
Jeremy Schisler	476	326-2(416)

Graduate Commons

Robert Butters	B-1	326-2(105)
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Regimental, Company and Ship Leadership: “The Wedge”

	Rate	Room
Scott Payne	Regimental Commander (RC)	488
Edward Meier	Regimental Executive Officer (RXO)	487
Joshua Fogg	Regimental Operations Officer (ROO)	O/C
Joseph Guenzel	Cadet Master	O/C
Melissa Smith	Regimental Adjutant (RADJ)	484
Nyssa Hausser	Regimental Master At Arms (RMAA)	O/C
Johannah Shaffer	Regimental Auditor (RAUD)	329
Matthew Burk	Regimental Public Relations Officer (RPRO)	O/C
Brandon Hamilton	Regimental Morale Officer	382
Paul Grindle	Alpha Company Commander (ACC)	486
Christopher Hempstead	Bravo Company Commander (BCC)	478
Joseph Burba	Charlie Company Commander (CCC)	O/C
Amy Jones	Delta Company Commander (DCC)	O/C
Sarah Soper	Drill Team Company Commander (DTCC)	O/C
Andrew Boucher	Band Master	485
Douglas Massy	Pipe Major (Bagpipe and Drum Corps)	O/C
Joseph Guenzel	Cadet Master	O/C
Kevin Quirion	Cadet Chief Engineer	353
Richard Collenburg	Cadet Relief Engineer	O/C
Levitt Storer	Cadet Chief Mate	O/C

...And What They Do

General Administrative Duties/Areas of Responsibility

President

Mr. Leonard Tyler, President of the College, can be reached at his office on the second floor of Leavitt Hall. The President is ultimately responsible to the Board of Trustees for the everyday operation of the Academy, providing institutional leadership and vision to ensure institutional prosperity, and for following the policies and guidelines set by the Board. Besides keeping an eye on the daily college activities, the President and his staff also manage functions that, for the most part, are oriented outside the college's day-to-day activity. This entails the President spending significant amounts of time meeting with State and Federal government officials, interacting with community officials, and participating in fund-raising activities. Accordingly, he is not always on campus to the extent that other administrators are. Students who wish to see him about issues should ensure that they have first attempted to resolve them using the existing procedures before taking them to the President. Failing that, appointments may be made through Annette Dixon, Administrative Assistant to the President/ Secretary to the Board of Trustees. Her desk is located in the reception area of the President's officesuite (PH: 326-2220/2221).

V.P. of Academic Affairs

John Barlow, Ph.D., serves as Dean for Academic Affairs. His office is on the second floor of Leavitt Hall (PH: 326-2485/2371). Appointments to see the Academic Dean or Associate Dean may be made through Cindra Leeman, the Executive Assistant to the Dean. Her desk is located in the reception area of the Dean's office suite (PH: 326-2485/2371). The Academic Dean's office is responsible for the academic program, ADA accommodations, and various offices of academic support. Donald Dobbin, Associate Dean, as well as the Academic Department Chairs, Librarian, Registrar, Director of Graduate Studies, Continuing Education/Distance Learning, and Director of Athletics are all responsible to the Academic Dean. Academic policies appear in the college catalog on line via the MMA Home Page and in the Academic Domain/Policies section of the current MMA Student Handbook.

V.P. of Administration, Finance and Government Relations

Mr. Richard Ericson, the Vice President of Administration, Finance & Governmental Relations can be reached at his office on the second floor of Leavitt Hall directly across from the President's office (PH: 326-2230). He is responsible for many of the administrative details of running a college, particularly those pertaining to Finance and Human Resources. The Director of Fiscal Operations, Director of Human Resources, Director of Campus Safety and Security, all report to this person. Students who have questions regarding their financial accounts should contact one of the staff in the Student Accounts Office located on the second floor of Leavitt Hall down the back wing. Pertinent financial policies are located in the college catalogue.

Director of Facilities Management and Purchasing

Stacey Ericson, Director of Facilities Management and Purchasing reports to the President. Her office is located in the Facilities Management complex behind the field house (326-2445/2440) and handles a wide variety of functions. They coordinate all services related to power, water, heat, transportation, roads/walks, maintenance and repair of buildings and grounds, as well as telecommunications, purchasing, housekeeping, and campus mail. If you need assistance or general information, you are always welcome to call or visit this office (PH: 326-2440/2445).

Executive Director of Planning, Compliance, and Administrative Operations

Mr. E. James Soucie serves as Executive Director of Planning, Compliance, and Administrative Operations. His office is on the second floor of Leavitt Hall (PH: 326-2241). He oversees the Academy's Human Resources department and addresses federal, state, and local regulatory issues. He is also oversees the strategic planning process.

Vice President for Enrollment Management and Commandant

Captain P. Jeff Loustaunau, the Vice President for Enrollment Management and Commandant has an office suite (PH: 326-2250/2251,) located on the first floor of Curtis Hall (Room 135). Captain Loustaunau is responsible for all aspects of student life at MMA. As Vice President for Enrollment Management he has oversight for all aspects of Student Services and the Dean of Students, Director of Dining Services, Associate for Public Affairs, and the Bookstore manager

report to him. In his capacity as Commandant, he has oversight for the professional training of those students who are studying to be licensed by the Coast Guard to work in the maritime industry. He provides leadership to the Port Captain/Commandant's Division, consisting of an Assistant Port Captain/Commandant, two Company Officers, and an Administrative Coordinator. Together, they provide leadership, guidance, and support to the student leaders who work to manage the Regiment of Midshipmen, as well as help and support to all other members of the Regiment. As Port Captain, he is responsible for oversight of the waterfront, Varsity sailing, and the MMA training vessel. The Marine Operations Manager and the Master of the Training Vessel State of Maine report to him.

Dean of Students

Deidra Davis, Dean of Students reports to the Vice President for Enrollment Management and Commandant. Her office is located on the first floor of the Student Dining Center (326-2138) and is responsible for the majority of a student's co-curricular life at the Academy. The departments of Residential Life/Student Activities, Health/Counseling Services, Admissions, Financial Aid, Conferences, and the Barbershop are responsible to the Dean of Students for the various functions of their offices. The Dean also functions as a student advocate. Students should feel free to bring any questions about the college or their personal situations to Mrs. Davis for help in their resolution. Such inquiries are handled with absolute confidentiality. Student Services policies appear in the college catalog and in various sections of this handbook.

Director of Athletics

Jim Dyer, the Director of Athletics is responsible for intercollegiate athletics, intramural, and most recreational and wellness programming and activities. The office is located on the ground floor of the gymnasium, just off the gym parking lot (PH: 326-2450/2451). The head coaches of football, basketball, soccer, volleyball, cross country, softball, lacrosse, aquatics, and golf, as well as the Athletic Trainer and Equipment Manager, report to this office.

Associate for Public Affairs

Mrs. Janice Zenter, the Academy's Associate for Public Affairs, has responsibility for issues of interest to the public that may influence opinions and institutional image. Located in the Student Services Suite on the first floor of the Alford Student Center (PH: 326-2256), this office is the place for students to bring ideas or suggestions for publicity, or to call if in doubt as to whether an issue or activity may be cause for public interest.

Director of Safety and Security

Mr. Thomas P. Dixon, Director of Safety and Security has his office in room 138 Curtis Hall (PH: 326-2479), adjacent to the Quarterdeck entrance on the first level. He and his officers are responsible for providing a safe and secure environment on campus. They provide security patrols and crime prevention programs, conduct internal disciplinary investigations, and provide for internal traffic and parking regulations and enforcement of these regulations. They are also responsible for enforcement of safety regulations. They have personnel on duty 24 hours a day and strive to ensure that the Maine Maritime Academy community remains a safe and pleasant environment in which to live, work, and pursue an education.

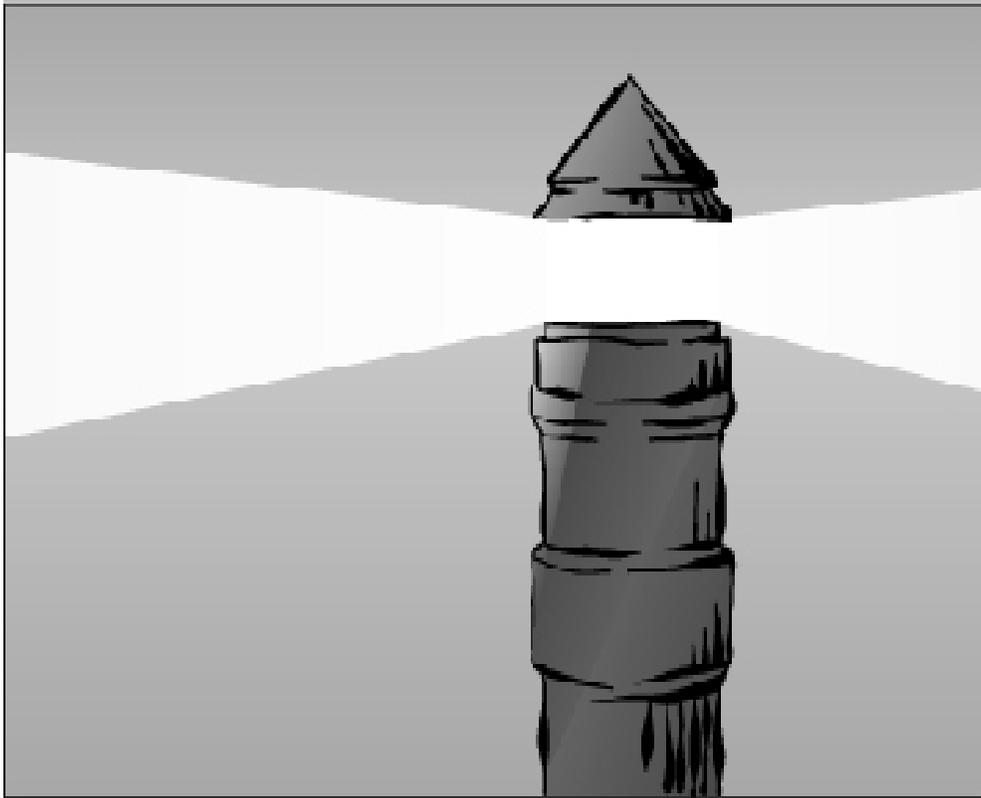
Student Government Association Officers

The Student Government Association officers can be contacted through their office in Room 128 on the first floor of Curtis Hall (PH: 326-2213). A schedule of meetings will be posted on the webpage. See Who's Who for officer names and also the section containing the Student Government Association Constitution for their specific duties and responsibilities

Residential Life Student Staff

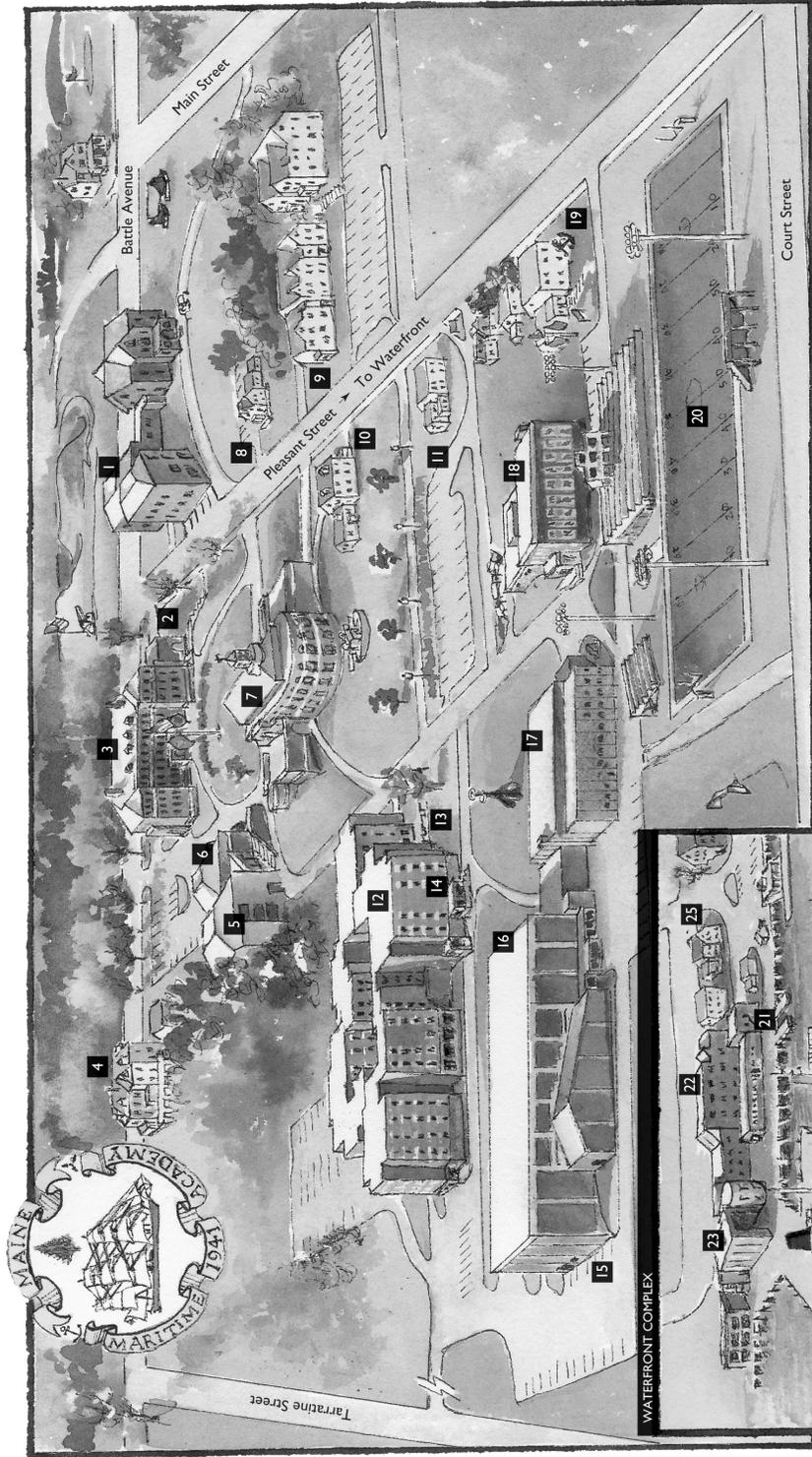
The offices of Residential Life are located on the first floor of Curtis Hall. TBA, Residential Coordinator, has her office in room 133 (PH: 326-2204). She/he reports to Lauren Garrett, the Director of Residential Life and Student Services whose office is room 134 (PH: 326-2280). Robert Butters, the Student Manager for Graduate Commons Housing also reports to the Director of Residential Life and Student Services and can be reached at his suite - B1 (PH: 326-2105). The thirteen member Resident Assistant Staff report to the Residential Coordinator or the Director of Residential life and are to be found in their respective sections of Curtis Hall. See the Residential Life section for specific duties and responsibilities.

Beyond the Campus



Local Knowledge and Maps

- Map of the MMA Campus*
- Castine Directory*



1. **Dismukes Hall:** Registrar, classrooms, science laboratories, and Kennaday Planetarium
2. **Delano Auditorium**
3. **Leavitt Hall:** Receptionist, Alumni Lecture Hall, Cianchette Room, Raymond G. Spruce Lounge, Henry A. Scheel Room, Jalbert Lounge, Conference Room; Network Services; Continuing Education, Development, President, Academic Dean, Human Resources, and Business offices; Guest Rooms
4. **President's House**
5. **Platz Hall:** Nutting Memorial Library
6. **Captain Quick Alumni Hall:** Alumni Affairs, Career Services, Cooperative Education offices
7. **The Harold Alford Student Center:** Dining facilities and dining services offices; Student Postal Center, Waypoint Snack Bar, and Dean of Student Services, and Public Affairs offices; Graduate and undergraduate classrooms; Holmes Alumni Heritage Room (conference room); W. Keith Davis Classroom, and 1954 Lecture Hall (multi-media lecture hall)
8. **PHot House:** Loeb-Sullivan School of International Business and Logistics classrooms, faculty offices, and administration.
9. **Graduate Commons:** Residential complex
10. **Robert S. Walker Admissions & Financial Aid Center:** Admissions and Financial Aid offices
11. **Windlass House:** Faculty offices
12. **Curtis Residence Hall:** Residential complex; Commandant, Residential Life, Student Health Services, and Conferences offices; Student lounge and recreation area, and student government and activities offices
13. **Safety and Security**
14. **Campus Bookstore**
15. **Public Works/Central Receiving Center:** Fieldhouse with basketball, tennis, and volleyball courts, climbing wall; Cary W. Bok Swimming Pool, racquetball and handball courts, weight and exercise rooms; locker rooms
16. **Oakey Logan Alexander Physical Education Center:** Fieldhouse with basketball, tennis, and volleyball courts, climbing wall; Cary W. Bok Swimming Pool, racquetball and handball courts, weight and exercise rooms; locker rooms
17. **Margaret Chase Smith Building:** Gymnasium, athletic offices, and locker rooms
18. **Bath Iron Works Center for Advanced Technology:** Engineering and marine transportation simulators, electrical power lab, and Humanities Lecture Hall
19. **U.S. Navy ROTC**
20. **Ritchie Field:** All-weather in-filled synthetic turf field, press box, and bleachers
21. **Andrews Hall:** Marine science wet lab
22. **Rodgers Hall:** Classrooms, machine shop, and engineering laboratories; Coming School of Ocean Studies classrooms and laboratories
23. **Payson Hall:** Classrooms, engineering laboratories, and boat repair and maintenance facilities
24. **Training Ship State of Maine**
25. **Dirigo House:** Coming School of Ocean Studies faculty offices

Castine Directory: *Town of Castine and Surrounding Environs*

For further information about Castine as well as updated local notices also see:

Official Town Website: www.castine.me.us/

Unofficial Town Website: www.Castine.org

Town Government

Town Offices	Emerson Hall, Court St.	326-4502
	Board of Selectmen:	Tim Sampson Peter Vogell David Unger
	Town Manager	Dale Abernethy
	Town Clerk	Susan Macomber
	Finance Officer	Karen Motycka
	Code Enforcement Officer	Dale Abernethy

The Board of Selectmen generally meets in the public room on the first floor of Emerson Hall once a week on Monday evenings. Agendas are posted on the bulletin board in front of Emerson Hall and in the Castine Patriot.

Motor Vehicles

Castine is a small, residential, town. Many of its citizens like to walk in town and there is one grammar school. The commercial area of Castine is small and parking there is limited, so there is always concern about safety on the streets. It also means that finding a place to park when visiting the local stores can be difficult at times. *The posted speed limit in the village area is 25 MPH.* Students with motor vehicles are expected to respect this limit and be aware at all times that kids who are not used to fast moving traffic may be around when you are driving. The local merchants also ask that you be considerate when parking downtown. Please leave spaces near the stores open so that local patrons who may not be as able as you can find a place to park.

Area Schools

<i>Grammar (1-8):</i>	Adams School	326-8608
	School Street (at top of the Town Commons on Court St.)	
	Bay School, South Street, Blue Hill	374-2178
	Penobscot Consolidated School	326-9421

Drivers please be aware of the school locations and mind your speed in the school zone and around town especially during school opening and closing hours.

<i>High Schools*:</i>	George Stevens Academy, Blue Hill	374-2808
	Liberty School, South St. Blue Hill	374-2886
	Bucksport High, Broadway Extension	469-6650

* Because there is no high school in Castine or Penobscot, local students can choose a school and the town contributes to their fees. (This is not an inclusive list of the H.S. options)

Churches

<u>Trinitarian Parish Church-UCC</u> , Main Street	326-9486
<u>Our Lady of Holy Hope</u> , Perkins Street (Catholic)	326-4952
<u>Unitarian Church</u> , Court Street (Unitarian)	326-9083
<u>Trinity Church</u> , Perkins Street (Episcopal)	326-4180

Safety and Health Services

Castine Volunteer Fire Department (all volunteers welcome)	Reporting fire:	326-4322
Court St. (below the practice fields)	Office:	326-8767

Fire Chief: Randy Stearns

Many MMA students volunteer with the CVFD. This is also where you go to obtain a fire permit.

Bagaduce Ambulance Corps (all volunteers welcome, contact Sarah Hudson at 326-2363)	
Court St. (Behind the Castine Community Health Services)	374-9900
Contact Person at MMA: Sarah Hudson	326-2363

Many MMA students volunteer here and several earn their EMT license.

Castine Community Health Services	
Court St (past the Commons)	326-4348
Physician: Dr. Marjorie Olivari	
Dentist: Dr. Robert Ciano	326-9500

Blue Hill Memorial Hospital	
Water St., Blue Hill	374-2836

Banks

Bangor Savings Bank	ATM available	326-0654
Battle Avenue, Castine		

Union Trust	ATM available	326-8006
Main Street, Castine		

Laundry

Laundry machines for student use are located on all levels of Curtis Hall and in each Graduate Commons building. Special debit cards are needed to operate the machines. Machines that dispense and re-charge these cards are located at the Curtis Hall Quarterdeck. Any problems with the machines must be reported to our service provider: Mac-Gray Laundry Services at 1-800-622-4729. If you have any questions concerning this service you may contact Lauren Garrett (lauren.garrett@mma.edu), 134 Curtis hall. A dry-cleaning service picks up and delivers through the Academy Bookstore.

Library

Located in Platz Hall - upper campus, adjacent to Leavitt Hall and the Alford Student Center. The Wall Street Journal and New York Times are available daily.

The Witherle Memorial Library is the town public library located on Court Street next to the town commons. Students are welcome.

Newspapers

The Castine Patriot, Ellsworth American, and Weekly Packet (Blue Hill) are local weeklies. Most major papers are available through either the Academy bookstore (Curtis Hall), the Castine Variety Store (on the Corner of Main and Water Streets), or the T & C Market (Water Street).

Recreational Facilities:

Alexander Field House: Indoor tennis, squash, racquetball, swimming, basketball, climbing wall and exercise rooms. The facility schedule is posted in the lobby areas. For additional information, call 326-2450/2451.

Backshore Beach: See entry under General Information section.

Emerson Hall (Town Hall), Court Street: Emerson Hall (Recently celebrated 100 years of service to Castine residents) is where the town government offices are located. It also serves as a limited “recreation center” for the town with a small basketball gym and stage on the second floor and a moderately sized meeting room on the first floor. Regular activities there include: aerobic boxing, Yoga classes, karate classes, activities for local kids, and ping-pong.

Fort George is located on Battle Avenue across the street from Leavitt Hall. It is a state owned and town maintained recreational area. The town has a small baseball field there for use by the Adams school teams and summer youth programs. With permission from the Castine Board of Selectmen, it can also be utilized by MMA intramurals and club sports . (Also see General Information).

Fort Madison is located off Perkins Street and overlooks the entrance to Castine Harbor. It is a state owned and town maintained recreational area. A nice place for picnics, contemplation and harbor views (check out the occasional schooner). Good view of the MMA training ship as it departs for and returns from cruise (also see General Information).

Witherle Woods parallels Battle Avenue with it’s main entrance next to the Town water ponds and another behind Fort George. It has many trails both for walking and cross-country skiing. This is private property. Please be a considerate guest. (also see General Information).

Town Dock: The town dock is located at the foot of Main Street, adjacent to the Academy Waterfront. During the summer and fall this is a very busy place as it provides parking for boaters, visitors to Castine, and patrons of several restaurants adjacent to the dock. During the day there is a four hour parking limit (Nov.1-April 30) and limited overnight parking (In the 16 space center aisle, 11 PM- 5 AM, Nov.1 -April 30). If students have classes for more than the allowed times at the waterfront they might consider parking on campus and walking or parking on upper Main Street so as not to block business parking.

Ski Conditions:

Mt. Abram	(207) 875-5003
Big Squaw	(207) 695-1000
Camden Snow Bowl	(207) 236-4418
Herman Mountain	(207) 848-5192
Lost Valley	(207) 784-1561
Saddleback	(207) 864-3380
Shawnee Peak	(207) 647-8444
Sugarloaf	(207) 237-2000
Sunday River	(207) 824-2187

Movie Theaters:

Cinema 1-8, Bangor	(207) 942-1303
Colonial Theater, Belfast	(207) 338-1930
Grand Auditorium, Ellsworth	(207) 667-5911
Movie City Cinema, Bangor	(207) 942-7611
Maine Coast Mall, Ellsworth	(207) 667-3251
Northeast Historic Film (Alamo Theater)	(207) 469-0924
Spotlight Cinemas, Orono	(207) 827-7411



Gaining The Leadership Advantage
Extracurricular Experiences



Community Involvement: Leadership, Participation and Volunteerism

“I am of the opinion that my life belongs to the whole community and, as long as I live, it is my privilege to do for it whatsoever I can.

I want to be thoroughly used up when I die, for the harder I work, the more I live. I rejoice in life for its own sake. Life is no ‘brief candle’ to me. It is a sort of splendid torch which I have got hold of for the moment; and I want to make it burn as brightly as possible before handing it on to future generations.”

- George Bernard Shaw

So what does being a member of this community mean for you? What contribution will you make? You have the opportunity to learn a great deal about yourself and about other people and to make a difference here. You get the chance to help create an environment that will help you academically, socially, and interpersonally. The key to your success at all levels of community is your interaction with and service to the other members of your community. It will be the choices you make each day about how you interact with faculty, other students, and the community at large that will determine how much you learn in your time here, the quality of your experience and the effect you will have.

Participate and leave your mark here! A college education offers you the opportunity to reach beyond your expectations, perhaps beyond your wildest dreams! You, others like you, and people with backgrounds completely different from you are at MMA to learn, change and grow. You will have experiences and make friendships that will last a lifetime. The challenge before you is to make the most of the opportunity at hand. You will discover that education is not confined to the classroom. MMA offers many ways to be involved, and encourages students to be active in their community and in clubs and organizations.

As a student at MMA, there are many avenues of experience open to you. Take the lead in making a difference in our community! Get involved and add to your learning through experience by making things happen.

Student Government Association

The Student Government Association office (Phone: 326-2113) is located in room 128 on the first level of Curtis Hall. The Student Government Association at MMA is an elected body that represents the students according to the Student Government Constitution (last ratified 2-17-04, currently being further revised for Fall ‘04). The purpose of the Student Government Association is to promote the educational and general welfare of the students of Maine Maritime Academy; to anticipate and stimulate the interests of students through a self-governing structure; to speak on behalf of students; to present students’ opinions and to formulate with the faculty and administration policies and procedures concerning college life. All parts of the Student Association shall serve all students equally regardless of sex, age, color or creed..

All full-time students at MMA are encouraged to attend their Student Government Association meetings and to participate fully in the proceedings. The Student Government Association is comprised of an Executive Board, a senate, Class Officers, Clubs and Organizations and members of administration, faculty and student committees as defined in the constitution of this organization. All the current officers are listed in the “Who’s Who” section, and the Student Body Constitution is included in this section.

Regiment

Those students who participate in the Regiment of Midshipmen have additional opportunities to become involved and also to develop their management and leadership skills. Regimental, Company and Ship Rate positions offer management and professional development opportunities to those who attain them. The personal development classes offer training and information on both personal and professional development. These and other regimental opportunities are delineated in the Regimental Handbook.

Class Officers

Class Officers are a component of the Student Government Association and represent their class in that capacity. They will be elected by a majority vote of their class. These elections may be held annually on dates set by Student Government Association and approved by the Dean of Students. Results of the elections shall be submitted to the Dean of Students for certification and publication. Contact any Student Government Association Officer and also refer to the Student Body Constitution for additional information.

Committees (See Student Government Association Constitution for details).

An assortment of committees and task forces allow students to help shape their experiences at MMA.

Graduation Committee (a class function)
Judicial Board
Residential Life Advisory Board
All College Committee
Clubs and Organizations

Curriculum Review Committee
Bookstore Advisory Committee
Residential Hearings Board
Dining Services Committee
Activities & Bands Committee

Clubs and Organizations

Student clubs provide a way to meet new people, participate in co-curricular experiences, and learn more about yourself as a leader and manager. The following list reflects the Clubs and Organizations that are, or have been, available to all students on our campus. Activities change as student interests change. Do not allow this list to stop you from creating your own club. If you're interested in another activity, form a club! Contact a student government member or the Residential Life/Student Activities office for guidance on starting one.

Student Government Association
Activities & Bands Committee
Drama Club
Rifle and Pistol Club
Marine Science and Technology
Yacht Club
Yearbook (Trick's End)
Alpha Phi Omega
Students in Free Enterprise (SIFE)
Society of Naval Architects and Marine Engineers
Society of Women Engineers
Drill Team
Student Athlete Advisory Committee

Ice Hockey
Swim Club
Photography Club
Sail Training Club
Ham Radio Club
Outings Club
Dive Club
Propeller Club
Schooner Crew
Association of Facilities Engineers
Band
Pipe and Drum Corps

Service to Your Community

Maine Maritime Academy encourages and supports volunteerism among its students and employees. Volunteerism, especially within our community is a vital and important element of good citizenship. As an integral part of their education, all students at MMA are encouraged to help by volunteering in our community. Both Residential Life staff and the Regiment of Midshipmen provide community service opportunities through special programs. There are also several service organizations where students can be involved in providing needed help to the college and local communities. The Alpha Phi Omega service fraternity, Bagaduce Ambulance Corps, and the Castine Volunteer Fire Department are examples. In a rural community such as Castine, emergency services are comprised entirely of volunteers, so participation by MMA students is essential to our community's health and safety. Chances of loss of life and property increase exponentially for Castine residents and MMA if students and employees are not allowed to perform their volunteer duties with the ambulance corps and fire department. Faculty and staff need to establish procedures for their classes/labs or maintenance sessions that allow students to respond to community emergencies without worrying about adversely affecting grades or losing credit. These procedures should be discussed when class begins. It is the individual student's responsibility to ensure that his or her instructor/supervisor knows in advance that they are a part of the community emergency response services. When requested in advance by their instructor/supervisor, students must find a replacement when on call. When necessary (i.e. during an exam), instructor/supervisors may request in advance that a student turn off their pagers in class/session. The student is then responsible to notify their service point of contact of any changes. In addition, many of our students are already involved in service programs outside the Castine area. These students are encouraged to let Student Services know about their involvement so it can be noted in their files and recognized as appropriate.

Activities & Bands Committee

The ABC is comprised of the Vice President of Student Government and members-at-large. This board is responsible for planning various student activities for the campus at large. As such, the ABC works closely with the Student Activities office to select and schedule entertainers, film series and speakers, as well as formals and holiday activities.

*College can be the best years of your life . . . Or it can be one long wait for a diploma!
So, GET INVOLVED! Take control of your life. After all, it's your education.*

Prohibition of Facilities use where Discrimination is Practiced

As it is college practice not to discriminate in any way on the basis of age, sex, race, creed, handicap, veteran status or national origin, this policy covers official activities sponsored, financed, and controlled by college personnel and campus organizations, whether these activities are held on or off-campus. If they are held off-campus, they must not utilize facilities where discrimination is practiced. Naturally, the college will not attempt to dictate to individual students, faculty members, or private groups how they should conduct their personal affairs. The above policy applies to all social functions sponsored by undergraduate campus organizations. The failure of student groups to comply with this policy may result in suspension of their social privileges. Repeated offenses by campus organizations could result in the revocation of their charters.

**Constitution of the Student Government Association
Of Maine Maritime Academy**

(Ratified March 2005)

PREAMBLE:

We the undergraduate students of Maine Maritime Academy, in order to provide for the welfare of the student body, and to positively contribute to the well being and growth of the Maine Maritime Academy community; do hereby establish the Student Government Association.

ARTICLE I: NAME

This organization shall be known as the Student Government Association (herein referred to as the SGA), to serve as the governing body of Maine Maritime Academy undergraduate students.

ARTICLE II: PURPOSE

The purpose of the Student Government Association shall be to promote the educational and general welfare of the students of Maine Maritime Academy; to anticipate and stimulate the interests of students through a self-governing structure; to speak on behalf of students; to present students' opinions and to formulate with the faculty and administration policies and procedures concerning college life. All parts of the Student Government Association shall serve all students equally regardless of sex, age, color or creed.

ARTICLE III: PARTICIPANTS

All full-time students of MMA, upon payment of their Student Life fee, have the right to attend and be heard at public Student Government meetings, participate in Student Government elections, and attend Student Government sponsored events.

ARTICLE IV: STRUCTURE

The Student Government Association shall include the Executive Board of the Student Government Association, Class Officers, Clubs and Organizations officers and members of administration, faculty and student committees as defined in this document.

- A. The Executive Branch
 - 1. President
 - 2. Executive Board
 - 3. Committees which aid in the Executive function

B. Legislative Branch

1. Student Senate
2. Committees which aid in the Legislative function

ARTICLE V: ELIGIBILITY FOR HOLDING OFFICE, TERMS OF OFFICE, VACANCIES IN OFFICE

Section 1: ELIGIBILITY FOR HOLDING OFFICE

A: In order to be elected to the Executive Board of SGA, an individual must be a full-time matriculating undergraduate student of Maine Maritime Academy who is in good academic standing as defined by the Academy and who has been enrolled for one full academic year.

Section 2. TERMS OF OFFICE

A. Each member (except for the student body trustee, see section 4.) of the Executive Board shall serve a one-year term and may be re-elected.

1. The term of office of the Executive Board and Senate shall begin on the third Tuesday of March and end on the third Monday of March the following year except for class officers whose term begins September 30.

B. Candidates for the Student Body Trustee position must be permanent residents of Maine, and enrolled as full-time students (see MMA catalogue for definition). In general, depending on the availability of qualified candidates, this position will alternate between Regimental student and Independent students (those who are independent of the regiment). During the fall semester (October/November) the Executive Board of the Student Government will solicit nominations from the student body at large. They will then screen the nominations and recommend a list of three candidates to the Academy President. The President will interview the candidates and send his recommendation to the Governor's office by January first. The finalist must be confirmed by the state legislature. This appointment is for a one-year term. Note: because of the length and timing of this appointment, a successful incumbent candidate who is not graduating may be recommended for appointment to a second one-year term.

1. Student body trustee can hold only one position in the Student Government Association.

C. No student can hold more than one position in the Student Government Association.

D. Student body government officers should conduct themselves in a professional manner. Non-compliance is just cause for impeachment and Executive Board can refer to Senate for impeachment trial. That officer will be given a chance to resign from their position before going in front of the senate for trial.

ARTICLE VI: EXECUTIVE BRANCH, MEMBERSHIP, DUTIES, POWERS, MEETINGS

Section 1. The Executive Board

A. The Executive Board of the Student Government Association shall be composed of President, Vice-President of Administration, Vice-President of Activities, Treasurer, and Secretary.

Section 2. Membership, Duties and Powers

A. President

- Is responsible for and oversees all actions and duties of the Student Government
- Presides over all student government meetings
- Works closely with the MMA faculty or staff advisor for Student Government
- Has the power to veto any board decision once
- Will only vote to break a tie
- Oversees the Presidents of the four classes
- May be invited to attend the MMA President's Executive Board meetings
- Serves as the chair of the Presidents Council

B. Vice President of Administration

- Assumes duties and responsibilities of the President in case of absence or delegation by the President
- Is directly responsible to the President for all actions and duties of the Student Government
- Serves as the Administrative head of the Student Government and will enforce and aid the President's will

B. Vice President of Activities (non-voting member)

- Chairs the Activities Board Council with responsibility for planning and staging activities, events and entertainment on campus.
- Recommend policies and/or implement procedures governing student activities.
- Convene and chair the Activities Board Council.
- Be aware of current issues and student opinion regarding student activities and student organizations.
- Shall keep an updated calendar of campus events posted in the Activities Board Office for reference by members of the Activities Board Council.
- Shall be responsible for maintaining full Activities Board Council.
- Delegate's authority and responsibility to members of the Activities Board Council.

C. Treasurer

- Assumes duties and responsibilities of the Vice President in case of absence or delegation by the Vice President
- Is directly responsible to the President for all actions and duties of the Student Government Association under the presiding President
- Manages the Student Government Association budget (from Student Life fees) and keeps all the relevant financial records and accounts
- Prepares: budget proposals for student government spending, check requests and purchase order requisitions/purchase orders.
- Oversees the four class treasurers and those of clubs and organizations and audits their records three times a year
- Meets bi-weekly with class treasurers
- Chairs the Finance Committee, with responsibility for reviewing allocation requests from clubs and organizations and making recommendations to the Executive Board which passes on its recommendations to Senate for final allocation of funds

D. Secretary

- Assumes duties and responsibilities of the Treasurer in case of absence of or delegation by the Treasurer
- Is directly responsible to the President for all actions and duties of the Student Government under the presiding President
- Is responsible for keeping accurate student government records, publication of meetings (dates and times) and minutes, preparation of any necessary documents and for furnishing that information to all members of the Student Government
- Acts as public relations liaison to the MMA student body
- Oversees the Secretaries of the four classes and will audit their records three times a year
- Serves as the Chair of the Dining Services Committee

E. Student Trustee

- Acts as liaison between the Board of Trustees and the Student Government
- The Student Body Trustee is appointed by the Governor of the State of Maine to serve for one year as a full, voting member of the MMA Board of Trustees and is expected to attend the four board meetings in each year of their term. Generally these occur in August, November, February, and May. He/she also serves as a voting member of the Student Body Government's Executive Board

Section 3. General Duties and Powers of the Executive Branch

- A. Shall create committees with Student Senate approval to aid in the Executive Board function
- B. Shall appoint individuals to aid in the administrative functions of the Student Government Association
- C. Shall review the budget and present it to the Senate for approval
- D. Shall recommend other needed legislation to the legislative branch
- E. Shall submit a written report to the Student Senate at each regularly scheduled Student Senate meeting
- F. Has the authority to re-write/re-propose any ideas or amendments the Senate submits to them. However, they do not have the right to veto it

Section 4. Meetings

- A. The Executive Board shall hold a meeting once every week that the Academy is in session at a regularly scheduled time and place
- B. Special meetings may be called by the President or by request of a majority of members of the Executive Board
- C. After two (2) unexcused absences, that officer will be notified of the two (2) absences; after the third absence there will be a letter going to that officer and to senate. *Notification of absence must be delivered prior to the meeting*
- D. Any member who fails to attend more than three meetings in one academic year without an excuse validated by the Executive Board, will be removed from office
- E. All meetings shall be conducted in accordance with these bylaws and in a professional manner

ARTICLE VII: LEGISLATIVE BRANCH, MEMBERSHIP, DUTIES, POWERS, MEETINGS

Section 1. The Student Senate

A. Membership

- 1. The Student Senate shall be composed of fifteen (15) Senators elected at large
- 2. The Senate will contain three (3) first year students, three (3) sophomores, three (3) juniors, three (3) seniors, and three (3) non-traditional students/off campus students
- 3. The Senate Speaker will be elected by the Senate from among it's members.

B. Voting Privileges

- 1. The Senate Speaker shall vote only in the case of a tie
- 2. The Student Senators receive one vote per Senator

C. Officers

- 1. The Senate Speaker shall be the Chairperson of the Student Senate
- 2. The Senate Speaker is elected by the Senate in the Spring.
- 3. In October of each year a Senator shall be elected Senator Pro-Tem by the Student Senate, to act as Chairperson in the absence of the Senate Speaker
- 4. A Secretary shall be appointed by the Senate Speaker with the approval of the Student Senate.

D. Meetings

- 1. Meetings shall be held at a regularly announced time and place
- 2. Special meetings may be called by the President, majority of the Executive Board, or a majority of the Senate
- 3. A quorum is needed to conduct all business
- 4. A quorum will consist of a majority of the voting members of the Student Senate
- 5. All meetings should be open to the public unless otherwise stated

E. Powers and Duties

1. To initiate and act upon legislation for the general welfare of the membership of the Student Government Association
2. To investigate and act upon all policies and procedures which affect the membership of the Student Government Association
3. To act upon proposed legislation of all committees under the jurisdiction of the Student Government Association and to establish committees which will aid in the legislative process
4. To determine the total dollar allocation for all Student Government Association funded organizations
5. To approve all committees created by the Executive Board
6. To confirm the existence of all Student Government Association organizations
7. To attend their (associated) class officer meetings.

ARTICLE VIII: CLASS OFFICERS

Section 1. The Class Officers

- A. The Class Officers shall be composed of President, Vice-President, Treasurer, and Secretary

Section 2. Time of Service

- A. Class officer elections are held by the Student Government Association. In their first year, class officers are elected in mid October. In subsequent years, class elections may be held at the pleasure of the class in the last week of September or as vacancies arise
- B. Officers may serve continuously or for more than one term if new elections are called
1. Offices must be occupied at all times. In the instant that a vacancy occurs the other officers have the choice of moving up or staying with their current position. Once the positions are determined elections must be held to fill the vacant position

Section 3. Membership, Duties and Powers

A. Senior Class President

- Holds regular meetings with elected Senior Class Officers
- Keeps the SGA President informed of class officer activities
- Plans, coordinates, and oversees special programs that relate to the interests of the respective class
- Acts as a liaison between the Alumni Office and the students of the Senior Class
- Attends scheduled meetings of the President's Council
- Assumes any additional responsibilities or projects assigned by the SGA President.
- Upholds the SGA Constitution and By-Laws
- Keeps regular contact with their class advisor.

B. Junior Class President

- Holds regular meetings with elected Junior Class Officers
- Keeps the SGA President informed of class officer activities
- Plans, coordinates, and oversees special programs that relate to the interests of the respective class
- Plans and organizes the Ring Ceremony to be held in the Spring Semester
- Attends scheduled meetings of the Presidents Council
- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws
- To and organize the cruise hats to be sold in the spring
- Keeps regular contact with their class advisor.

C. Sophomore Class President

- Holds regular meetings with elected Sophomore Class Officers
- Keeps the SGA President informed of class officer activities
- Plans, coordinates, and oversees special programs that relate to the interests of the respective class
- Attends scheduled meetings of the Presidents Council

- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws
- Plans and organize a fundraiser that will both benefit the class and also help a charity of their choice.
- Keeps regular contact with their class advisor.

D. Freshman Class President

- Holds regular meetings with elected Freshman Class Officers
- Keeps the SGA President informed of class officer activities
- Plans, coordinates, and oversees special programs that relate to the interests of the respective class
- Organizes the Cruise T-shirts to be sold in the Spring Semester
- Attends scheduled meetings of the Presidents Council
- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws
- Keeps regular contact with their class advisor.

E. Class Vice President

- Assumes duties and responsibilities of the President in case of absence
- Attends regular Class Officers meetings
- Plans, coordinatse, and oversee sspecial programs that relate to the interests of the respective class
- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws

F. Class Treasurer

- Manages his/her respective class budget and keep all relative records and accounts.
- Attends regular Class Officers meetings
- Plans, coordinates, and oversees special programs that relate to the interests of the respective class
- Records are subject to audit three times a year.
- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws

G. Class Secretary

- Is responsible for keeping their respective class records, publication of minutes and meetings, and preparation of any necessary documents.
- Attends regular Class Officers meetings
- To plans, coordinates, and oversees special programs that relate to the interests of the respective class.
- All records are subject to audit three times a year.
- Assumes any additional responsibilities or projects assigned by the SGA President
- Upholds the SGA Constitution and By-Laws

Section 4. Terms of Office

1. Class officers should conduct themselves in a professional manner. Non-compliance is just cause for impeachment and Executive Board can refer to Senate for impeachment trial. That officer will be given a chance to resign from their position before going in front of the senate for trial.

ARTICLE IX: CLUBS AND ORGANIZATIONS

Section 1. Clubs and Organizations Officers

- A. The Clubs and Organizations Officers shall be composed of President, Vice-President, Treasurer and Secretary

Section 2. Time of Service

- A. Officers for Clubs and Organizations are to be elected no later than March 1st. This will permit new officers to shadow their predecessors, particularly through the budget request/funds allocation process.
- B. It is recommended that they take over their office in the last week of March (no later than April 15th). They will serve until the following year turnover.

Section 3. Membership, Duties and Powers

A. Presidents

- Holds regular meetings with their Club and Organization
- Presides over the Executive Board of their respective organization
- Keeps in regular contact with their club/organization advisor

B. Vice Presidents

- Seconds the President in his/her absence
- Aids the President in accomplishing the goals and objectives of their organization

C. Treasurers.

- Manages their respective organizations' budgets and keep all relative records and accounts
- All records are subject to audit three times a year

D. Secretaries

- Is responsible for keeping their respective organizations' records, publication of minutes and meetings, and preparation of any necessary documents
- All records are subject to audit three times a year

ARTICLE X: COMMITTEE STRUCTURE AND MEMBERSHIP

Section 1. Student Government Committees and Appointments

- A. Interested students should apply to the President of the Student Government if they wish to be nominated to a committee. Applicants will be interviewed and then voted on by the Executive Board of the Student Government. Except as noted otherwise below, nominees to Faculty or Administrative committees and boards are then submitted to the Dean of Students for final appointment. The Executive Board of the Student Government gives final approval to student nominees for committees.

Section 2. Committees

A. FACULTY STANDING/CONTRACT COMMITTEES:

1. **Curriculum Committee**: (Standing) This committee works on long range curriculum planning, including review of the current academic curriculum, and all proposals for changes or additions. In addition to the faculty and staff members: Two students at the discretion of the committee chair (SGA recommends)
2. **All College Committee**: (Contract) This committee serves as a cross-campus communications forum that meets once a semester (more often if needed) to consider any topics of concern that are brought to its attention. The President of the Faculty Senate serves as committee chair and sets the meetings. In addition to the faculty and staff members, the following four students will serve:
 - President of the Student Government Association
 - One regimental, often the Regimental Commander (Regiment appoints)
 - One independent, (at least a sophomore, SGA nominates)
 - One graduate student (appointed by Graduate Studies)

3. **Library Committee:** (Standing) This committee reviews library policies and any recommendations for additions or changes to these policies. In addition to the faculty and staff members one student: shall serve. This person must be a junior (SGA nominates).

B. ADMINISTRATIVE BOARDS

1. **Judicial Board:** This board hears cases involving major infractions committed by MMA students.
 - Composition: Two staff members (one serves as chair), one faculty member (and alternate), and two students (one alternate).
 - Student eligibility: At the discretion of the Chair (SGA Nominates)
2. **Unified Alcohol Hearings Board:** This Board (created in 1997-98) hears any most cases involving infractions of the MMA Alcohol Policy.
 - Composition: Five members, Chair rotates; one faculty member, the Assistant Port Captain/Commandant (or company Officer in his absence), one other staff member (Independent), one regimental student (RXO or in his absence the RC), one independent student and two alternates.
 - Students: Regimental member- defined above
 - Independent members: One, plus two alternates (SG nominates).
3. **Residential Hearings Board:** This board hears cases involving minor misdemeanor and misdemeanor infractions committed by MMA students.
 - Composition: One staff member (chair), three students (one is the Regimental Operations Officer) Student Appointees: Three students: Two full members, one alternate. Minimum of one year experience as a resident student at MMA. Prefer seniors or juniors, hall residents. (SG nominates)
4. **Residential Life Advisory Board:** Purpose to advise residential life, review policies and programs and make recommendations.
 - Composition: Two staff members, eight students (SG nominates) as follows: two from the Regiment (one deck, one engineer), one each from MS, MB, PET, SVO, IBL, and one off campus student. Chair to be chosen from among the students.

C. Student Government Association Committees

1. **Dining Services Committee:** Chaired by the Secretary of the Student Government Association. Members: a group interested in working with Director of Dining Services to improve the dining for the student body. Provides feedback to, and advises Dining Services on student ideas and concerns regarding the quality and presentation of meals and programs.
2. **Finance Committee:** Chaired by the Treasurer of the Student Government Association. Members: The four class treasurers a group interested in working with the funding for the Student Government Association. Evaluates funding requests from clubs and organizations, makes recommendations to the Student Government Executive Board for allocations.
3. **Activities & Bands Committee:** Chaired by the Vice President of the Student Government Association. Members: a group interested in helping with the ABC. In conjunction with Student Activities, oversees the development of social activities and entertainment on campus.

ARTICLE XI. AMENDMENT, ELECTIONS, REFERENDA

Section 1. Referenda and Elections

- A. All Referenda and Elections shall be introduced by the Student Government Secretary and conducted by a committee of MMA students appointed by the Senate and Executive Board. This board will be called The Board of Elections.

- B. The Board of Elections shall be composed of current standing members of the Student Government Association who are not involved in the election.
- C. The Student Senate by a majority vote may hold a referendum to satisfy any question or issue brought before it.
- D. A Student Referendum may be called by a petition of ten (10) percent of the student body.
- E. All elections and referenda shall be conducted in accordance with established Student Government Association election policies and procedures.

Section 2. Elections

- A. Elections for the Executive and Legislative Branches shall be held on the first Tuesday in March.
- B. Elections for class officers shall be held prior to September 30.

Section 3. Amendments

A. Student Senate Initiative

- 1. Amendments to the Constitution of the Student Government Association of Maine Maritime Academy must be approved by a 2/3 majority vote of the Student Senate present and voting.
- 2. If passed by the Student Senate, the amendment must be approved by the membership in a referendum by majority.

B. Student Initiative

- 1. A petition for amendment, if signed by ten (10) percent of the general membership, this shall be presented to the Student Senate.
- 2. Student Senate must approve by a 2/3 majority vote.
- 3. Senate must submit the proposed amendment to the membership for approval in a referendum.

- C. Amendments to the Constitution of the Student Government Association of Maine Maritime Academy must be approved by 2/3 of the Senate and in a referendum with at least fifteen (15) percent of the general membership voting.

ARTICLE XII: RULES OF ORDER

Section 1.

- A. The most recent edition of Robert's Rules of Order shall provide the guidelines for meetings in all branches of the Student Government Association.

Section 2. By Laws

- A. All branches of government of the Student Government Association of Maine Maritime Academy shall retain the right to establish by-laws regarding their internal operation in accordance with the Constitution and legislation of the Student Senate.

ARTICLE XIII: IMPEACHMENT

Section 1. Elected members of the Executive and Legislative Branches

- A. Upon presentation of a petition signed by at least 25 percent of the membership of the Student Government Association in support, charges of impeachment may be brought by any member of the Student Government Association against any elected member of the Executive or Legislative Branch for malfeasance, misfeasance or non-feasance in the office.
- B. This petition must then be presented to the Student Senate for validation.
- C. Upon validation of the petition, trial proceedings shall be set by the Student Senate and a trial shall be held no later than ten (10) class days from the day the Student Senate validated the petition.

- D. If found responsible, the defendant shall forfeit his/her office for the remainder of the term of that office.
- E. The Student Senate may file with the Executive Board for impeachment of one of its members or an elected official of the Executive Branch by a 3/4 vote of the Student Senate in accordance with B and C of Section 1, Article XI.
 - 1. If the Senate files a petition for impeachment on one of the members of the Executive Board the Senate will vote with a 2/3 majority on whom they wish to handle the impeachment.

Article XIII. DISSOLUTION CLAUSE

- A. In the event that the Student Government Association dissolves, “the balance of its total financial and material resources (Excluding academy funds: Student Life fees) shall be retained in the academy clubs and organizations account until such time as the Student Government Association is re-established.”



Lost and Confused?

Get Some Answers Here



General Campus Information

(Based on the most commonly asked questions)

Most students eventually have a need for some assistance. Sometimes you just need basic information and can find your answer in this handbook. If your question or problem is more complicated, you are encouraged to seek advice and/or counsel from the faculty, staff, and/or student leaders who can set you on the right course. This section is designed to assist you in finding information that you need or to identify those particular individuals that are best prepared to help you with your concern. It is not all-inclusive. Also, see the index at the back of the book.

Academic Advisors

Each student is assigned an academic advisor at the start of his/her freshman year. Academic advisors are members of the faculty who in addition to helping a student manage his or her academic progress can also serve as a resource, counselor and mentor. Special academic advisors called “PFD” advisors are assigned to students on academic probation. The purpose of the PFD advisor is to counsel and assist a student in improving their academic performance. (See section on Academic Policies.)

Academy Officials

Students are advised that all Academy staff including Residential Life (full time and RAs), Vice President for Enrollment Management and Commandant’s staff, and security officers are duly appointed officers of the Academy. As such they represent the Board of Trustees and the President. In the normal performance of their assigned tasks, they have the authority to give instructions, and/or directives that are appropriate within the Academy rules, regulations and state laws. Such instructions may include a request for your identification or directing a guest to leave campus. If there is a question concerning an official’s use of his or her authority, or other performance issues, the student should not make this an issue on the spot, but comply with appropriate requests or directives so the immediate issue can be resolved. The student may then choose to contact that official afterward to discuss any question of procedures, or contact her or his supervisor for a review of the matter.

Academic Policy

Refer to the Academic Policies section in your MMA catalogue and this handbook. For further questions or clarification, see Dr. John Barlow, V.P. Academic Affairs/Dean (Phone: 326-3271), located on the second floor of Leavitt Hall.

Academy Drivers

Students or Academy employees who wish to drive an Academy vehicle must first qualify as an Academy driver. Application must be made at the Office of Safety and Security. Applicants must submit their driver’s license for a record check and pass a driving test. Qualified drivers will be posted on a list distributed from Safety and Security. Students who qualify to be Academy drivers are also subject to the random drug testing policy (See Community Conduct Code III., Random Drug Testing Policy).

Activities Fee

This fee provides the funding base for additional activities and programs for the co-curricular life of our students, along with opportunities, via clubs and organizations, for students to gain experience in leadership, management and service to others.

ADA Compliance

Various public laws (including the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) provide for the elimination of discrimination due to special conditions. If a student has questions concerning these matters, or wishes to discuss information about a disability that entitles them to a special accommodation, they need to contact our Associate Dean, Donald Dobbin, in the Academic Dean’s office (Phone: 326-2370). Also see pp. 96-97.

Administrative Interventions

Refer to the Community Code of Conduct, I. General Regulations: Administrative Interventions for the definitions of an Administrative Dismissal or a Medical Leave of Absence (p.63).

Athletics

See Sports (Intercollegiate and Intramural, p.107) and Recreation, p.41.

Automobiles

Students are expected to be aware of our driving and parking information. See the entries for **Motor Vehicles** and **Parking Rules**. Also see *Parking and Traffic Rules, Fees & Regulations* (p. 117) for detailed information.

Backshore Beach

The Backshore beach is located on the Wadsworth Cove Road and is a protected area owned and regulated by the town of Castine. This beautiful, small cove serves as the town's public beach in the summer and fall so it is important for its beauty, and the safety of its users to keep it cleaned up. The Board of Selectmen and town residents are pleased to allow people access to the beach as long as they respect the rules and take care of the area. A permit is required for any fires. This may be obtained from the Castine Fire Chief or his assistant. There is no overnight camping, and noise must be kept at a minimum. Please note that in Maine it is illegal to possess or consume alcohol in public areas.

Band

All musically inclined students are welcome to participate in the MMA Band and Pipe and Drum Corps. This organization has represented the Academy at many special functions and parades locally and throughout the state. The band and piper corps offers special concerts on the campus in the fall and spring, and also performs as Pep/Jazz band at all home football and basketball games. The Brass Quintet performs both with the Band and separately. Regimental members of the band perform at morning formations. For more information contact Commander G. Frost, Assistant Commandant, in 135 Curtis Hall (326-2293).

Barber Shop

The barbershop is located on the first floor of Curtis Hall (inside the "B" doors) and is open to all students, and employees. Haircut rates are posted in the shop and all customers pay as they go. Hours are posted on the door.

Bills: Information/Questions

If you have any questions concerning your invoice, contact Mrs. Diana Snapp, (326-2243), in the Finance Department room 221, second floor, Leavitt Hall.

Bookstore

The bookstore is located on the lower level of Curtis Hall and faces the Field House. You can also check them out on the web. Go to the MMA Home Page and look under Campus Resources for the bookstore link.

Bicycles

Bicycles represent an efficient and environmentally kind way to travel. Many bicycles today are very expensive. One way to protect your bike is to register it at the Security Office and engrave it for identification in case of theft. (See section on Safety and Security for details on this service). Due to a concern for pedestrian safety, bicyclists are asked to exercise extreme caution when riding on the inner campus, especially during the academic day. Bike riders are expected to remain on walks and roadways, and at no time are bikes to be ridden across the grass. Such traffic, particularly in wet conditions, causes hard to repair damage to the grounds. Bike racks have been placed in front of the major campus buildings for your convenience. Please do not bring your bike into any classroom or office building. Bicycles may not be ridden inside the Field House or Curtis Hall as such use may damage surfaces. Storage of bicycles in rooms is permitted as long as they do not interfere with passage into and out of the room/suite.

Bulletin Boards

The various bulletin boards around campus are intended to provide students with up-to-date information on a variety of topics such as "Items for sale," rides needed, apartments for rent and "students who need work," student activities/entertainment, and so on. In the Alford Student Center nothing should be taped on walls as it peels the paint. Please use the bulletin boards provided. One board is dedicated to area and UMO activities such as films, bands, concerts and commercial offerings. If you wish to post something on this board it must be cleared through the Student Services Office across from the mailroom. Items posted on bulletin boards or walls around campus should have the date of posting written in one corner. On a regular basis, postings will be cleared off after a reasonable time. The college reserves the right to remove any posting that it deems inappropriate.

Business and Commercial Activity

Business and commercial activities on campus, or in the residence hall can be disruptive, or raise issues with the local merchant community. The Academy reserves the right to monitor and/or limit this type of activity on the campus. No commercial/business agents of any kind, or for any purpose, shall be permitted on Academy property or on the training vessel to arrange sales or subscriptions to students without the express permission of the Vice President of Administration, Finance and Governmental Relations. Commercial/business agents who have legitimate business with individual students, or groups of students, may be permitted to conduct business with such in accordance with the following provisions:

1. Jewelry salesmen: Prior to the awarding of a contract, representatives of manufacturing jewelers may meet with class ring committees, or members thereof by prior appointments, with and in the presence of the Dean of Students. After a contract is awarded, class committees may meet, by prior appointment, with representatives of the company having the contract.
2. Insurance agents may visit students providing the agent has an appointment with a specific student and has a letter of authorization from the Vice President of Administration, Finance and Governmental Relations. Under no circumstances shall an insurance agent be present at any group meeting of students, regardless of the subject of the meeting, without the express permission of the Dean of Students.
3. Duly authorized visits by commercial/business agents normally shall be confined to the period from the end of class schedule until the commencement of the evening study period, and shall be conducted in such spaces as the Dean of Students may prescribe.
4. Official telephones shall not be used to make appointments or otherwise conduct business.

Student Business and Commercial Activity: Students are prohibited from acting as agents for commercial/business or e-commerce enterprises, or for soliciting orders of any kind, and from engaging in any business for their personal gain or profit on campus, without express permission of the Dean of Students. The provisions of this prohibitive action include the unauthorized disclosures of Academy rosters of students to agents or commercial/business enterprises. Students shall not incur any bills in the name of Maine Maritime Academy, except as authorized by the President or as contracted for legally by the Vice President of Administration, Finance and Governmental Relations for the execution of official business.

Cable TV

All student rooms are cable ready. Students must provide their own television. This service is included in the housing fees. Each room/suite gets the basic cable service (26 channels). The cable offerings are set by agreement between the Castine Selectmen and the area cable provider. Requests for changes or additions must be submitted to the Selectmen. Problems with reception can be reported directly to the provider, but also should be reported to Lauren Garrett, Residential Life, so they can be tracked. Premium channel services (HBO, Cinemax, etc.) may be arranged directly by the student (Service provider is Adelphia at 800-336-9988) at their own expense.

Career Services

This office located in Quick Hall (next to the library) coordinates cadet shipping billets, summer co-op programs and job search information. They offer important resources, information and help as you conduct your search. For further information see Mr. Richard G. Youcis (326-2276).

Climbing Wall

The climbing wall is located in the Field House. It is only available for use when the supervisory staff is on duty. Hours of operation are posted at the wall. All participants must pass a certification test prior to using the wall. The Director of Residential Life and Student Services, 134 Curtis Hall, supervises the climbing wall.

Clubs and Organizations

(See Student Life: Clubs and Organizations)

Community Code of Conduct/Judicial Board/Disciplinary Outcomes

Refer to the Community Code of Conduct, sections I: General Regulations and V: Judicial System for specific information on expectations, rights, judicial process and sanctions. Regimental students should also consult their Company Officer or regimental manual. For further clarification, Independent students may see Ms. Lauren Garrett, Director of Residential Life and Student Services, (326-2280), first floor, Curtis Hall. Regimental students may see Captain Jeff Loustaunau, V. P. for Enrollment Management and Commandant, (326-2250/2251), or CMDR Gary Frost, Assistant Commandant, (326-2293/2250), first floor, Curtis Hall.

Community Service

See Extracurricular Activities for information on community volunteerism. You can also see Lauren Garrett/ Student Services for additional information on getting involved.

Commuter Bulletin Board

The Commuter Bulletin Board is located in the Alford Student Center across from the mailroom. Check the bulletin board from time-to-time for any information from off campus sources.

Computers

Please refer to the section on Academic Computing for information on available computer facilities. All students are expected to have laptop personal computers. All residents of Curtis Hall have internet access in their rooms. See also "E-Mail."

Communications

Official: It is important that a reliable and rapid means of communicating with all members of the MMA community be available. Maine Maritime Academy has invested heavily in our local area network and computers for staff and faculty. All students are required to have laptop computers with the capability to access our local network and e-mail. Access to MMA e-mail is also available world wide via the internet and our home page. In the interest of efficiency and economy, we are using the local area network as our prime communications medium.

Academic division: Official communication within/from the Academic Division of Maine Maritime Academy will be by electronic e-mail. All faculty, and students will be required to have an MMA e-mail address and to download messages in a timely manner. A number of, but not all, staff also have e-mail addresses. (See E-mail).

Copy Machine

See Photocopy Machine.

Counseling Resources

On Campus:

- The **P.O.R.C.H.** - (Prevention, Outreach, Recovery Resources, Counseling and Health Services)
- The P.O.R.C.H. Resource Room – Adjacent to Health Services - contains an assortment of books, pamphlets, videos, and posters on alcohol and drug use as well as related topics such as stress, eating disorders, grief, families, and so forth. Students seeking information, counseling, or just a quiet place to relax and think, are welcome to visit.
- Counseling and Alcohol & Drug Abuse Services, Richard Schamle 326-2419 or 264-2250 (pager)
- Health Services, Susan McDonald 326-2295

Off Campus:

- Outpatient - Peninsula Counselling 326-9162
- Open Door Recovery Ellsworth 667-3210
- Acadia Hospital Bangor Center for Treatment of Chemical Addictions 1-800-640-1211
- Alcoholics Anonymous Hotline 1-800-737-6237
- North East Crisis Services 1-800-245-8889

Local AA meetings –

- Porch Resource Center, just off the Health Services area, MMA: Contact R. Schamle for date and time.
- Trinity Episcopal Church, Tarratine St., Castine: 8 p.m. Tuesdays
All requests for information regarding alcohol and/or drug services will be completely confidential.

Counseling Services

A range of support and counseling services are available to all our students. For help or referral contact Mr. Richard Schamle, Counselor and Prevention Education Coordinator (326-2419, RSchamle@mma.edu, or Pager: 264-2250). His office is located in the Health Services area. You may also see any member of the Student Services staff. If you have trouble locating someone, contact the Dean of Students in the Student Services Office in the Alford Student Center for a referral. Complete confidentiality is maintained.

Course Change/Selection/Add/Drop

See your Academic Advisor and pick up the necessary forms at the Registrar's Office in Dismukes Hall.

Crime Prevention Programs

For information on keeping yourself and your belongings safe, contact the Office of Safety and Security. Also see their section in this handbook.

Damages: Academy Property

Damages that occur in student rooms are the financial responsibility of the assigned resident(s). Damages that are un-attributed in the common areas of residential buildings are the financial responsibility of the residents living in those areas or, as in some cases, of all residents of that building. (Also see: **Residential Life**.)

Damages: Personal Property/Motor Vehicles

See: Insurance (below)

Dining Services

For information on the different meal plans, how to change meal plans, and special needs, see the section on Dining Services. If you have further questions, see the Director of Dining Services (326-2460), either in the dining rooms or their office located on the first level, Alfond Student Center.

E-Commerce

See Business and Commercial Activity.

E-Mail

The Academy provides internet access for E-Mail, Web browsing, and file transfer. These E-mail accounts are the official channel that will be used by the Academy and its employees to communicate with students. All new students are automatically assigned an E-mail account and access code when they arrive at the Academy. Each recipient is expected to download his or her messages in a timely manner. Timely in the context of this policy is interpreted to mean a minimum download frequency of at least once/day during the academic year when on campus. If students wish to have their primary E-mail service from an external provider then they must request that the E-mail sent to their MMA address be automatically forwarded. New students will receive their internet information during fall orientation. All students can access these internet services at the Computer Network Specialist and Web Administrator's office, Lower Level of Leavitt Hall, or directly from their rooms via their computers (an Ethernet card, available through the bookstore is necessary. For more information on E-mail, Internet access, or questions about these services, contact: Norman Yates, Computer Network Specialist and Web Administrator (e-mail address: Nyates@mma.edu) or call: 326-2111 (Also see Communications).

Emergencies (also see Personal Injuries/Accidents)

For **ALL emergencies** contact Security at **326-2479 (Ext. 479)** or go directly to the Quarterdeck, Curtis Hall. All accidents and injuries to students, Academy personnel or other personnel (i.e. guests or visitors on Academy property) shall be reported immediately to the Office of Safety and Security, and a log entry of pertinent facts made accordingly. In all cases of injury, regardless of how minor, the Academy Medical Department shall subsequently be informed. When circumstances dictate, local authorities should also be informed. It is essential that close attention be paid to matters of this nature in case of any liability or insurance problems that may arise concerning persons so involved.

Facilities Management Office

The Office of Facilities Management can be found just inside the garage at the rear of the athletic complex. This office has a wide variety of functions. They coordinate all services related to power, water, heat, transportation, roads/walks, maintenance and repair of buildings and grounds, as well as telecommunications, purchasing, housekeeping, and campus mail. If you need assistance or general information, you are always welcome to call or visit this office (PH: 326-2440/2445).

Final Exams

The schedule for final exams will be posted on the web. Students should consult this schedule and make travel plans accordingly. Students will not be excused from a scheduled final exam due to travel arrangements.

Finance Office (different from Financial Aid Office)

For information or questions about student billing, insurance costs/sign-up, payment of bills, or refunds see Diana Snapp, Director of Fiscal Operations. Located on second floor of Leavitt hall in the back wing (“T”).

Financial Aid/Work study

See Kathy Heath, Director of Financial Aid, (326-2339), located in the Admissions/Financial Aid Office (x), for information on what is available to you for financial aid from local, state, and federal sources and both campus work study and local private community jobs.

Firearms

Provision is made for hunters and other authorized students to store weapons in the rifle range armory. Contact the Office of Safety and Security for further information. No weapons (firearms, paintball guns, archery equipment, knives, martial arts equipment) are allowed in student rooms. All such items must be labeled and placed in weapons storage in the armory (located in the rifle range). Contact the Office of Safety and Security for access. (See also: Firearms, ammunition, weapons, explosives under the Community Code of Conduct: Part I.)

Fire Safety

All residents are expected to familiarize themselves with the fire alarm procedures stated in the Residential Life section, and to study the escape routes posted on the back of the door in their room/suite. Also please study and observe the safety and health expectations for each room/suite. There will be safety and health inspections of all rooms at least once each semester to check for compliance.

Food Service

See Dining Services

Front Desk/Receptionist (Curtis Hall)

The front desk/receptionist operation is an integral part of providing security to residents of Curtis Hall. It is supervised through the Office of Residential Life. Students and regular academy employees work at the front desk. The front desk staff has been instructed to ensure that only students and their registered guests enter the building at night or on weekends, and are empowered to request identification from anyone entering the building. All MMA students are required to show their student ID (see ID cards below) upon request. They also register guests, answer the academy phone, take messages, and loan out equipment such as jumpstart boosters, sleds and snow shovels.

Graduate Commons Housing

Graduate Commons Housing is comprised of two buildings containing 20 efficiency suites. Each suite consists of two rooms plus a bathroom and kitchenette. There are also laundry and storage areas for residents use. Housing in this area is intended primarily to serve students in the Graduate Studies programs. If there is space available we can house undergraduate students who are qualified to live off campus. For more information contact Lauren Garrett, Director of Residential Life and Student Services, 134 Curtis Hall (326-2280).

Health Services

The Health Services offices are located on the lower level of Curtis Hall (entrance just off courtyard door “D”, also off the back lot). Susan McDonald RNC, is our Director of Health Services/RN (326-2295) and is available in the clinic from 07:00 AM–3:00 PM (Mon. - Fri.). No appointments are necessary. Dr. Richard Read, the Academy physician is available in the clinic from 07:00-08:00 AM (Mon.-Fri.). Appointments are recommended.

Housing Policies and Questions

See Residential Life section of this handbook. For additional information or clarification, see Ms. Lauren Garrett, Director of Residential Life and Student Services, (326-2280), first floor, room 134 Curtis Hall, or TBA, Residential Coordinator (326-2204), room 133 Curtis Hall (across from the conference room).

I.D. Cards

Academy student identification cards (I.D.) provide official documentation that you are a member of the MMA student body. Students are expected to carry their cards with them at all times and to produce them upon request to any Academy official or any appropriate external official. Examples of use: the I.D. card is needed to borrow library books, to gain access to the dining facilities, to use your declining balance account at the dining hall or Waypoint. It is also used at the Field House and the Curtis Hall Quarterdeck. A student may also be asked by hall staff or security to show his/her I.D.

for either identification or verification of student status. See the staff at Residential Life (134 Curtis Hall) if you lose or damage your card. A \$10.00 fee is charged for replacement. Please have your payment with you when requesting a replacement I.D. card.

Independent Students

Students who are not involved in the regimental program are designated as “independent” students. This designation is separate from and not to be confused with financial “independent status” as determined by the registrars office and the governmental financial aid programs.

Insurance: Medical or Dental

See Mrs. Diana Snapp, (326-2243), in the Finance Department, second floor, Leavitt Hall, for the details of the plan. See Nurse Susan McDonald to file claims information.

Insurance: Personal Property and Motor Vehicles

MMA and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residential facilities or anywhere else on MMA grounds. Insurance coverage for personal property, including motor vehicles, is the sole responsibility of each student (see “Residential Life” or your Housing and Dining contract). Coverage for personal property may be available under the parents’ homeowners’ or a personal property policy. This should be discussed with their agent. Some insurance companies now offer separate personal property coverage for students. A brochure on one policy will be sent out to students. Students are strongly advised not to keep any item of value in their room/suite that cannot be locked up in their closets or drawers. Whenever residents are away over vacation periods, they should remove all valuables from residential facilities or leave them at their own risk.

Internet Access

See E-Mail for information.

Intramurals

See Recreation.

Kitchenette

There is a small kitchenette in the V.I.P Lounge that is outfitted for students to use for special meals and occasions. See V.I.P Lounge for information on location and use.

Laundry Facilities/Linens

Residential undergraduate students will need to obtain and maintain their own linen. Residential graduate students receive a linen packet that they are responsible to maintain and return upon departure. There is a debit card operated laundry system on campus. Cards are available from a machine at the Curtis Hall Quarterdeck. Laundry facilities are available to residents in Curtis Hall on each floor (Four on the 2nd, 3rd, and 4th floors, one on 1st floor) and the Graduate Commons (basement laundry rooms). There are machines located at the Curtis Hall Quarterdeck where cards can be purchased and also recharged.

Leadership Development/Experiences

All students are invited to get involved in Student Government, which is the Academy student’s voice, or with any club or organization. These are good opportunities to develop leadership and management skills. The Regiment of Midshipmen offers extensive and in-depth leadership and management training and experiences to its members. The opportunities for fun and learning are there, students need only take the initiative and get involved.

Mail, Stamps and Change of Address

Each student is issued a mailbox located in the Alford Student Center. Stamps may be purchased in the bookstore or local post office. Packages may be picked up at the student mailroom, first level of Alford Student Center, during posted hours. Contact Facilities Management (PH: 326-2440) or the Student Services office (PH: 326-2136) for packages when the mailroom is closed. Summertime: Leave a forwarding address on the form provided and send a change of address notice to all correspondents (including magazines, CD companies, etc). Without a forwarding address, mail will be returned to sender.

“Meal Card”

This is a common misnomer for the MMA Student Identification Card. See I.D. card above.

Meal Plans

See Dining Services.

Messages: Personal or Emergency

- *Emergency: Contact Safety and Security at 326-2479.*
- Important Personal: It's best to give family, friends and relatives your own room/suite phone number. (See: Telephone). Otherwise, Mon - Fri. from 8:00 A.M. to 4:00 P.M. they may contact Student Services at 326-2250, 2204, 2280 or 2206. Depending on schedules, these messages may not be delivered until after 7:00 P.M. After 5:00 P.M. and on weekends friends and family may contact the Quarterdeck (PH: 326-2290).

Motor Vehicles

The requirements concerning motor vehicles are the same for all students (Regimental or Independent). Also see the section on Parking Rules. Students with motor vehicles are reminded to be good neighbors in the town of Castine. Please realize that *there is a speed limit (25 MPH) in the village area* and that there are many young children here. For their safety as well as yours, please pay particular attention to the area around Adams School (Court St.) in the mornings and afternoons. Parking is also a problem in the downtown area and around campus. Students are asked to respect the parking rules and limitations. As much as possible, walk to and from the waterfront. FYI, the town does have a towing policy for illegal parking. Students who speed, or repeatedly violate parking regulations in the town may be subject to loss of their parking privilege at MMA and possible campus judicial action. For further information or motor vehicle registration, contact Tom Dixon, Director, Office of Safety and Security (PH: 326-2479).

Note: People often ask why not expand into the field behind Curtis Hall off Tarratine Street? This field is privately owned and not available for our use. Please respect the rights of the property owners. There should be no vehicles driven or parked on this field.

NROTC

See Captain Chris Kopang, USN, (326-2354), at the Navy ROTC House located on Pleasant St. next to the football field, for information.

Off Campus Living

Students who meet the requirements for eligibility (23 yr. of age by Dec. 31, 2006; 2 yr. military service with honorable discharge; married or completed six semesters on campus at MMA) may obtain a Permission Request/Registration: Off Campus Living form (available on Lt. Michelle Eatons's desk, 135 Curtis). Students who wish to move off campus for the following year will want to attend a special seminar on off campus living and how to look for a place (TBA). The application must be submitted to Ms. Lauren Garrett, Director of Residential Life and Student Services, before the end of the first two weeks of an academic semester. Students who are eligible for off campus living, but sign up for rooms in the spring must submit their forms to cancel their reservation by July 31 for fall, or December 22 for spring or be subject to a fee. Unless you meet the above stated guidelines, you are required to live on-campus. Students, who do not meet these requirements but wish to apply, must file a written request with the Housing Appeals Board (see Residence Hall Policies and Regulations for Appeals information). In moving off campus please remember that you have chosen to become a member of a greater community beyond the campus, and as such, you are expected to act responsibly according to their standards. Failure to do so reflects badly on the college and may result in disciplinary action. It also makes it more difficult for other students to find rentals in town.

Parking

See Motor Vehicles.

Payroll (Student)

Students who work on campus must complete time sheets through their supervisor. Any questions concerning their pay should go to their supervisor first. Student time sheets are processed bi-weekly in the Human Resources office by Debbie Grindle (PH: 326-2334), second floor of Leavitt Hall. Student paychecks are distributed through the student mailboxes.

Personal Injuries/Accidents

Reporting: All accidents and injuries to students, Academy personnel or others (i.e. guests or visitors on Academy property) shall be reported immediately to the Office of Safety and Security and a log entry of pertinent facts made accordingly. In all cases of student injury, regardless of how minor, the Academy Medical Department shall subsequently be informed. When circumstances dictate, local authorities should also be informed.

Other Requirements: In cases of accidents involving significant (beyond simple first aid) injuries to personnel as delineated above, a report of injury shall be made on the prescribed form (available in the Director of Safety and Security's Office) and submitted to the Office of Safety and Security. Statements from personnel concerned and witnesses, if any, shall be included on the form. In matters requiring photographs, the security office can take them digitally. Copies will be retained at the Academy Medical and Security offices. It is essential that these incidents be carefully documented in consideration of any liability or insurance questions that may arise.

Photocopy Machine

There is a photocopy machine available for student and public use during open hours in the MMA library. Cards for the operation of the copier may be purchased from a vending machine in the same location.

Quarterdeck (at Curtis Hall)

The Quarterdeck is the main entrance to Curtis Hall. The front desk and a telephone (PH: 326-2290) are there. Students and staff working for Residential Life operate the desk during the academic year. Services include registration of guests and visitors, taking messages, radio contact with security and residence life staff, and loaner equipment (Jump start boosters, sleds, snow shovels). *Hours of operation* are from 5:00 P.M. to 6:00 A.M. Mon – Fri. and 24 hours on weekends, closed during long breaks. As time allows, residential staff may relay messages during evening rounds. Students are required to show their ID card upon request when entering the Quarterdeck at night.

Random Drug Test Program

A large number of MMA students and staff are required to participate in the random drug test program administered through the MMA Health Services (see Drug Testing Policy and Procedures)

Recreational Services/Intramural - Smith Gym/Field House/ Outside Fields/Waterfront/Golf Course/Outside Tennis Courts

Students have a wide variety of recreational facilities available to them. Please be sure to check with the Director of Athletics' Office (parking lot level, PH: 326-2450/2451) for times, reservation of facilities and restrictions and costs that might be associated with use.

Smith Gym Usage -	Basketball & Volleyball only.
Field House -	Racquetball courts, squash court, rope climb, basketball, walleyball, weight rooms, aerobic machines, swimming, volleyball, tennis and a climbing wall (Contact Lauren Garrett, Student Services for information/use of the Climbing Wall.)
*Turf Field	Frisbee, football, soccer, lacrosse, softball, sun tanning, general recreation, intramural, clubs, varsity teams, etc.

**To use the lights on the field after sunset, arrangements must be made in advance with the Athletic Director*

Grass Field -	Same as above
Waterfront -	Sailing, relaxing, boat usage (See Sailing Master, Waterfront)

Each area has general rules concerning safety and times available and you should check in advance. It is the student's responsibility to be aware and to respect schedules and closing times.

Refunds

If I leave MMA, make dining plan changes, or move off-campus, how do I get a refund?" Refunds of housing and dining fees are calculated on a weekly pro-rated basis. See Mrs. Diana Snapp, (326-2243), at the Finance Office, second floor, Leavitt Hall, for specific information. The student security deposit is only refunded after graduation.

Rifle and Pistol Range

There is a rifle and pistol range (.22 cal. only) located on the lowest level of Curtis Hall. The entrance is located opposite the outside entrance to the Student Health Services office (at the foot of the stairs leading from the courtyard to the back parking lot). The range is supervised by a faculty or staff advisor and there is an active Rifle and Pistol Club. This is also the location of weapons storage for any student (hunters, recreational shooters) who brings a weapon to campus. See Campus Security to register and store weapons. Check with Lauren Garrett, Student Services for information on how to

contact the current advisor for the rifle range. (See also: Firearms, ammunition, weapons, explosives under the Community Code of Conduct: Part I.)

Rights and Responsibilities of students

“What rights do MMA students have?” Review the information under the Residential Life: Rights and Responsibilities, the Community System, and the Judicial section of this handbook. For further explanation or clarification of these rights contact Lauren Garrett, Director of Residential Life and Student Services, (PH: 326-2280) 134 Curtis Hall.

Roller Blades

Roller-blading is not permitted outside or inside any Academy property, including the Field House and Curtis Hall.

Roommates

- Assignments: Generally, only new students have assigned roommates. Normally, upper class students designate roommates at room selection each spring (exception: consolidation).
- Problems between roommates? Not everyone is automatically skilled in living with others and the adjustment takes an effort from each person to learn how to interact with each other, respect each other’s rights, and to get along. If you and your roommate are not getting along, and you are not sure how to approach him or her, you can consult with your RA for guidance. They have been there and are trained in helping roommates adjust through their own efforts or by mediation.
- Requesting roommate changes: The process starts with your Resident Assistant. Discuss your problems and reasons for requesting a change. Can this be worked out? If you still want to pursue a change then see the Residential Coordinator, 133 Curtis Hall (PH: 326-2204) for further discussion.

Sailboats

“What rules are there and how do I get a sailboat for use after hours?”

See: “Waterfront” information in this section and the Sailing Master at the waterfront (PH: 326-2410/2364).

Security

The Office of Safety and Security is located in room 138, just off the Quarterdeck entrance on the first level of Curtis Hall. For further information, refer to the section on Safety and Security or see Mr. Thomas P. Dixon, Director of Safety and Security. (PH: 326-2479).

Sexual Harassment/Assault

Students seeking clarification of the policy or procedures concerning sexual harassment or assault, may contact any of the following people: Professor Sue Loomis, Humanities (PH: 326-2345); Deidra Davis, Dean of Students (PH: 326-2138); Lauren Garrett, Residential Life/Student Activities (PH: 326-2280); or Richard Schamle, Counseling Services (PH: 326-2419 or Pager: 264-2250). (For more complete information, refer to the section on Sexual Harassment and Sexual Assault policies.).

Single Rooms

Due to general housing needs, we are limited in the number of rooms available for single occupancy. Single rooms are only offered if we have empty spaces. They are primarily awarded through a lottery process that occurs at the end of the third week of each semester. The single fee is 1.5 times the double occupancy rate and cannot be pro-rated. For full information on single rooms see the Residential Life section, Regulations and Policies. For follow up questions or to sign up, contact the Residential Coordinator, 133 Curtis Hall, (PH: 326-2204).

Smoking Policy

Smoking is prohibited within all campus buildings including the residential facilities and the Student Dining Center. See: Community Code, Pt. I: General Rules and Regulations for complete policy statement. There will be designated smoking areas near some locations on campus. There is no smoking within the Curtis H. courtyard or within 50 feet around Curtis Hall or Graduate Commons. There may be similar limits at other buildings on campus, check for postings. Receptacles will be available for disposal of all smoking materials. Smokers are expected to respect any designated areas and to keep them clean.

Soft Drink Machines

Locations: first floor of Curtis Hall (two locations), and the upper lobby of the field house.

Sports (Intercollegiate and Intramural)

See Sports Information Section.

Student Activities

The Activities Board Council of Student Government works with the Student Services office to provide a wide range of entertainment and activities (dances, movies, mini-concerts, comedians) on campus. It takes student involvement to plan and run these programs. To get involved or for more information, contact John Fox, Student Government Association Vice President for Activities, Lauren Garrett, Director of Residential Life and Student Services, (326-2280), Room 134 Curtis Hall, or the Residential Coordinator (326-2204), Room 133 Curtis Hall.

Student Government Association

See section titled "Community Involvement and Leadership".

Study Skills

See Professor Susan Loomis (326-2345) in Dismukes, Room 113, for listings and location of the various labs and tutoring services available to you.

Telephones

All student rooms are wired for telephone service. It is the responsibility of each student to provide their own telephone and to make arrangements directly with the Verizon Telephone Company for service. (See: Residential Life: Daily Living, section 10. b. for contact information). All students, on or off campus, are required to provide the office of Residential Life with their current phone number. On campus students must complete and return the form supplied by their RA. Off campus students must provide the number on their Off Campus Request form. If you have a change of number follow the above on campus instructions. Student telephone numbers will be placed in our database and made available through the Curtis Hall Quarterdeck desk unless otherwise requested in writing to the Registrar's office.

Temporary/Vacation Housing

Temporary housing can be arranged for those students who cannot go home, have delayed departures or early arrivals during breaks when Curtis Hall is closed. This housing may be in Leavitt Hall (\$15.00 PP/per night) if space is available or may be arranged with people in the area. Contact Lauren Garrett or TBA to make arrangements.

Transportation (Medical needs and for Vacations)

A. *Emergency care, health services, or medical appointments:* It is the Academy policy to assist students with transportation for emergencies or medical and urgent care appointments if they are unable to arrange transportation themselves. For emergencies contact Safety and Security (PH: 326-2479). For urgent care or medical appointments contact Susan McDonald at Health Services, 326-2295. The cost (other than for emergencies) is: \$15/\$45.00 to Blue Hill or Bucksport, \$25.00/\$60.00 to Belfast, Bangor, or Ellsworth. Lower cost is for Academy driver only (if student has access to a vehicle), higher is for driver and vehicle.

B. *Airport/Bus Shuttle:* At the beginning and end of vacation periods and the end of the academic year, Student Services helps coordinate transportation to and from the airport and bus stations in Bangor for students. Due to insurance regulations the Academy no longer has vans available for this type of shuttle transportation but the Conferences Office can help students arrange for rides using local limo/van transportation businesses. The costs will vary depending on how many students are willing to share the expenses. Students should contact the secretary in the Conferences Office or Lauren Garrett in Student Services for advice and assistance with transportation needs.

Travel Plans

Travel in and out of Castine can be a challenge. It's important to check school schedules and Curtis Hall opening and closing times. Do not assume that early arrivals and late departures are simple. For necessary information, refer to these topics: Transportation, Temporary/Vacation Housing, Final Exams, and the Academic Calendar. Also see the section on Residential Life: Vacation and Break procedures as well as any web information provided prior to breaks.

Tutors/Labs

See Professor Susan Loomis, (326-2345) in Dismukes 113, for listings and location of the various labs and tutoring services available to you.

Vegetarian Dietary Needs

See the section on Dining Service. For further questions you may contact either the Director of Dining Services, Lauren Garrett, Director of Residential Life and Student Services, or your representatives on the Dining Service Subcommittee. If you feel that you have a health issue contact Nurse McDonald at Campus Health Services.

Vending Machines

Vending machines for the convenience and use of students have been installed in the residence hall. These machines are not Academy property, they belong to a private vendor. However, a percentage of the revenue is contributed to the Welfare and Recreation fund for student benefit. Any suggestions for offerings or problems with a machine should be reported to Mr. Sheridan, (jsherida@mma.edu). Lost money can be refunded at the Cashier's office (2nd floor Leavitt). Abusive treatment of these machines will be cause for their removal. Physical damage to the machines will be billed to residents.

BILGE Recreation Center

The BILGE Recreation Center, located on the lower level of Curtis Hall below the Phase III classroom, is a place for students to go to relax. Services available include cable T.V., fresh popcorn, pool table, board games, and a small kitchenette (available for small groups who want to plan a special meal. See the Bilge Mmanager for special arrangements).

Waterfront

Student access to waterfront equipment is a unique characteristic of our college. Powerboats, sailing craft, yachts and other floating equipment at the Academy must necessarily serve two functions: instruction and recreation. To do so safely, it is required that all persons embarking on such craft exercise proper diligence and care at all times in order to safeguard personnel and equipment. Rules, regulations and instructions concerning the use, operation and maintenance of all floating equipment shall be in accordance with the President's Order memorandum on this subject. From time to time, the Marine Operations Manager and/or the designated Academy Sailing Master may also prescribe other instructions and procedures.

All students and employees who use our boats, i.e. act as part of a crew of any Academy vessel, either documented or undocumented, shall be subject to the Random Drug Testing policy.

Other instructions:

1. Students embarking on all Academy-owned floating equipment (includes the dock floats) for any purpose must wear an appropriate personal flotation device.
2. Students must receive permission from Mr. Tim Leach, Marine Operations Manager to keep privately owned boats at the Academy.
3. Designated powerboats that are maintained in readiness for emergency purposes shall not be used by the students for any other purpose without specific approval from the Marine Operations Manager and/or the Academy Sailing Master.
4. The embarking of student guests on all of the Academy's floating equipment for recreational purposes shall be as prescribed by the Marine Operations Manager.
5. Students placed in a disciplinary probation status shall lose all extra-curricular boating privileges until such time as they are removed from that status.
6. All persons signing out an Academy small boat for recreational purposes must check out with the Academy Sailing Master and will be held responsible for the safe operation of the boat at all times. Hazardizing a boat or culpable negligence will not be tolerated. All offenders will be subject to disciplinary action.

Violations of rules, regulations or instructions concerning floating equipment, and of the provisions of this article, will subject students to loss of extra-curricular boating privileges at the Academy, as well as disciplinary action.

Waypoint

Located on the first level of the Alford Student Center, the Waypoint is the Academy snack bar and small performance, entertainment area. This is where Student Activities and the Activities Board Council program entertainment (bands, comedians, D.J. s etc.). Also available (subject to change): board games, video games, air hockey, foosball, and pool table (326-2468).

Weapons

See Firearms and Rifle and Pistol Range.

Work study

See Financial Aid for contact information regarding eligibility and awards. See Student Payroll for information on your work study checks.

Witherle Woods and the Forts

Witherle Woods is a park-like area between Fort George and the "Back Shore" side of Castine. It is a protected area owned by a combination of private citizens and the Maine Coast Heritage Trust (Forts George and Madison are state owned and town maintained. Permission from town is required for use by groups). There are many trails suitable for walking, jogging, bicycle riding, or X-C skiing throughout the woods. **Please note:** Consumption of alcohol is prohibited. *Watershed Protection Area:* Motor vehicles (including motorcycles, ATVs, snowmobiles) are prohibited. *Fire Danger:* Camping and camp fires are prohibited. These restrictions apply to both the woods and the forts. The owners and overseer are pleased to allow people access so long as they respect the rules and take care of the area. Intramural coordinators or club sports officers, and other interested people need to apply to the Castine Board of Selectmen for permission to use the forts.





Housing Information and Policies



Residential Life and Housing Information

Introduction

Maine Maritime Academy prides itself on both developing and educating the whole person. This is the core concept of all our programs. By choosing to attend the Academy, students gain an opportunity to develop their own “learning contract.” The Academy offers the means, opportunities, guidance and support for a student to gain an education in every aspect of his or her life. Each student will make choices that determine how much he or she may gain from these opportunities and what the quality of that experience will be.

A student who participates to the best of his or her ability in all aspects of her or his education (academic curriculum, extra-curricular programs such as the regiment and/or student organizations, and residential life programming), generally makes a positive contribution to campus life and leaves here with the best of experiences.

In accordance with this commitment, the Department of Residential Life is primarily focused on guiding students in their development as individuals, encouraging self-discipline, and fostering respect for the rights and privileges of others. Policies, rules and regulations provide residents with some structure in their choices. Educational and social programs developed by the staff offer students opportunities for honing important life skills in interpersonal relations and life management.

Curtis Hall at MMA is the largest student residential facility in the state of Maine. It houses up to 580 students in a given year. Most residents live in double rooms and share either semi-private or larger bathrooms. This close grouping of a large number of people creates a living environment unlike any that most students have previously experienced. It is not quite like living at home, nor should a student expect that it would be. However, it can become a home with a community format.

The success of a residential community such as ours requires a collaborative effort between the residential life staff and residents. It’s important for all residents to remember that in choosing the Academy, you have agreed to be a part of this community and to play a part in making it a desirable living environment for all residents. Our concern is to help you learn to live, work and communicate with others and to manage a shared living environment in ways that will provide a safe, healthy, balanced atmosphere (i.e. study, socialize, sleep, play). Residents must learn to appreciate how much they depend on each other in these community living spaces and why it is so important that they respect each others rights and privileges. They will also see how their personal contributions will have the strongest impact on their residential experience. The residential life staff is here to guide them in these efforts

Some useful principles to guide residents in their efforts to develop a desirable living environment include the practice of “*responsible freedom*” and recognition of the basic rights, responsibilities and privileges of all resident students.

The Concept of “Responsible Freedom”

“Freedom is the opportunity to discipline oneself before someone else does it for you.”

Kurt Hahn, Founder of the Outward Bound program

Developing your community in the spirit of Responsible Freedom is a continuous educational process, which involves demonstrating self-respect and showing consideration for the rights and needs of others. It means that individual residents may adopt the lifestyle that they wish to have provided that their actions don’t infringe upon the rights of others. It is not a license for residents to do anything they please without regard to the wishes, needs, or sensitivities of the other members of their community. The individual’s freedom to choose her or his actions must be accompanied by an equal acceptance of responsibility for consequences that may stem from a particular choice. Residents must also be prepared to make and accept compromise where needs overlap. It is by knowing and fulfilling your responsibilities as a resident that you can ensure that each other’s rights and privileges are also respected. Resident students need to seek out the positive characteristics in their peers rather than becoming involved in fault finding or malicious rumors. It’s important that they speak directly with their peers and do so with empathy (i.e. put yourself in their shoes and treat them as you

would want to be treated by a friend or neighbor). This approach will be a most successful and positive experience if you remember to practice the **four “C’s”** of human interaction. They are:

Consideration, Communication, Civility, and Compromise

Treating people better, sharing information about yourself so others can know and understand you and working out solutions through cooperation will contribute greatly to a more positive situation by heading off future problems.

Rights and Responsibilities of Residents

As a member of our community, you have the right to:

- Be treated by other residents and staff members with the same respect and consideration that you would give to them.
- Study without undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others (especially roommates) will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room/suite and the facilities provided for residents.
- Discuss any concerns with Residential Life staff members who may assist you in addressing your concerns.
- Expect that these rights will be respected.

As a member of our community, your responsibilities include:

- Verbally expressing your views in a civil manner to the person(s) involved, should you believe that your rights were violated.
- Treating other residents and staff members with the same respect and consideration that you would expect to receive from them.
- Understanding and abiding by all policies and regulations necessary for the residence hall and campus communities to function.
- Respectfully responding to all reasonable requests from fellow students.
- Willingness to make and accept compromises where individual needs conflict.
- Responding to and cooperating with Residential Life and other Academy staff members.
- Ensuring that your guests or visitors comply with the rules as well as understanding that you are responsible for their actions and that you must escort them while they are in the building.
- Recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

The Residential Life Team consists of the Director of Residential Life and Student Services, the Residential Coordinator (R.C., lives in), and thirteen Resident Assistants (R.A.s) in Curtis Hall, a Residential Manager in the Graduate Commons, and you (the residents). The Director of Residential Life and Student Services’s office is in room 134 Curtis Hall. The Resident Coordinator’s office is in room 133. He or she also has an apartment off the courtyard just past the Quarterdeck entrance. Each RA is responsible for a section of a floor (roughly 40 residents). The Graduate Commons Residential Manager resides in apartment in ‘B-1’ on the first floor of the larger unit. Finally, as a resident, you have your living space as chosen or assigned and the common areas you share with other residents.

The Director, RC, R.A.’s, and Commons Manager have a variety of responsibilities to perform. They are charged with facilitating the development of an appropriate environment for living and learning. Within this role, they are involved in working with residents to resolve issues of noise control, cleanliness, vandalism, and when necessary, enforcing Academy rules and policies. R.A.s also provide feedback to the residence hall staff on issues in the hall that need attention, student interests that should be addressed, and the general “state of the student body.”

You can help with these efforts by joining the Residence Hall Advisory Board, a group that meets with the staff to discuss residential living policies, housing patterns, and other issues. Contact the Director of Residential Life and Student Services or the RC for further information.

One of the many tasks for R.A.s is doing special “programming” with their residents and other students. These programs usually are developed for an R.A.s hall section and can be anything from mini-topic presentations, 3-on-3 basketball tourna-

ments, trips to The Maine Center for the Arts, L. L. Bean or Monday night football/pizza parties. There are many possibilities and a budget to support these activities. The goal is to provide residents with many activities and varied educational opportunities from which to choose.

Ultimately, the most important team member is you. Each and every resident bears responsibility for the creation of a positive living environment that supports your interdependence with all members of the MMA community. The Director, RC, and R.A. s are there to help things along but as a resident you are expected to be aware of and to respect the needs of your neighbors as a whole and to have the initiative to help get things done. We are, after all, part of the larger interdependent community.

Staff Duty Hours:

In order to provide assistance to residents, both the professional and student paraprofessional staff have regular office and/or duty hours. These hours are as follows:

Director of Residential Life and Student Services: Office hours: M-F, 9:00 AM-5:00 PM, (hours subject to change). Please leave a note at the office or use e-mail (lauren.garrett@mma.edu) if you are having trouble connecting. Duty supervisor hours: 7:00 PM – 7:00 AM, one night/week and one weekend/month.

Residential Coordinator: Office hours: M-F, 10:00 AM-3:00 PM, (Hours subject to change). Please leave a note at the office or use e-mail if you have trouble connecting. Duty supervisor hours: 7:00 PM–7:00 AM, five nights/week and two weekends/month.

Graduate Commons Manager: Office hours: As needed for the changing demands of the job. Duty supervisor hours: 7:00 PM – 7:00 AM, one night each week and one weekend/month.

Resident Assistants: “Office Hours:” As determined by their supervisor. Duty hours: 7:00 PM - +/-11:00 PM weeknights, 7:00 PM to 1:00-2:00 AM, as necessary on weekends. They are “On Call” for any problems (excluding lockouts) after those hours until 7:00 AM. The names of the duty R.A.s at night are posted at the Quarterdeck.

Student Residential Facilities

There are two student residential facilities on the MMA campus. The Curtis Residence Hall and the Graduate Commons housing. The Curtis Residence Hall has a total capacity of 582 beds. Rooms are primarily set up as doubles. Bathrooms are either shared by pairs of rooms or by six rooms. Curtis Hall is occupied by undergraduate students. The Graduate Commons Housing has a total capacity of 40 residents. It consists of one bedroom apartments (most are furnished for double occupancy) and houses both graduate and older undergraduate students. The regulations and policies for student residential facilities as stated in the catalogue, the current student handbook and their Residential and Dining License agreements apply to all student residential facilities except as specifically noted in some sections.

Student Residential Facilities: Regulations and Policies

MMA is a residential college. All students at MMA are required to live on campus with certain exceptions. Students who are married, over the age of 24, military veterans with two years of service and an honorable discharge, or students who have completed six semesters in residence at MMA are eligible to apply to live off campus. There is an appeals process for students who do not qualify, but feel they have mitigating circumstances that may qualify them for an exception. The Residential Appeals Board meets in early November and March. Refer to the section on this board for further information.

The Residential and Dining License Agreement that you signed, and the current Student Handbook explain both the Academy’s and your own responsibilities as a student at MMA and as a resident in our student residential facilities. The following general policies apply to students living in student residential facilities on campus and also to students and their guests and MMA guests visiting those facilities.

1. Room/Suite Assignments/Housing Status

- A. By agreement, students are licensed for the use of space in a room/suite. Students are assigned to rooms/suites at the discretion of the institution. Specific responsibility for housing placements is assigned to the Director of Residential Life and Student Services. In Curtis Hall, new students are assigned through a roommate matching process and by major. Returning students in general participate in a room lottery. In the Graduate Commons, suites are assigned through a process that includes an application, screening and if interest is high, a lottery.
- B. Requests for roommates will be considered but the institution reserves the right to assign rooms as it deems necessary. In Curtis Hall, all double rooms and all rooms sharing semi-private baths will only be assigned to

students of the same sex. Academy policy does not permit cohabitation. In the Graduate Commons, married couples are permitted to occupy suites.

- C. In both Curtis Hall and the Graduate Commons, housing assignments will not be changed or exchanged between students without the express permission of the Residential Coordinator or Director of Residential Life and Student Services. Nor, in the Commons, will subletting be authorized. If a room/suite change or exchange is requested, it must be approved in writing by the appropriate Coordinator/Manager and the Director of Residential Life and Student Services no later than the end of the second week of the semester or graduate module.
- D. Single rooms in Curtis Hall are primarily assigned through a lottery on a space available basis during the room change process at the beginning of each semester. An additional, non-prorated, single's fee is assessed. When a single room occurs by default (roommate leaves or is moved) the remaining roommate's situation will be evaluated and they will be subject either to a single room charge or consolidation with another resident. The student should contact the Residential Coordinator right away. Under ADA guidelines, there may be exceptions such as access to a special study room, made for students with special needs. Contact the office of the Provost/Academic Dean for further information.
- E. *Residential Appeals Board*: Students who do not meet the eligibility requirements for living off campus [23 years of age as of December 31 2006, married, 2 year veteran with honorable discharge, carrying under 6 credit hours, or having completed six semesters living on campus] may request an exemption from the residential requirement in order to live off campus. **Housing Exemption Request forms are available at the Financial Aid Office. The completed form along with a required request letter must be submitted no later than the deadlines posted in the calendar in the front of this handbook and the MMA General calendar on the web.** The Board is composed of the three or four staff members, one student (a non-traditional student living off campus) and meets twice a year, once in early November and again in early March. Check the academic calendar in the front of this book for the exact dates (place and times TBA). Exemption request letters must be typed, and state the reason(s) for requesting an exemption. Completed Housing Exemption Request forms with the accompanying letter must be submitted to Kathy Heath, Director of Financial Aid and Chair of the Residential Appeals Board. If the appeal is for medical reasons it is to be addressed to Deidra Davis, Dean of Students. Each applicant will be notified when and where to appear before the board. The board decides whether to grant or deny an exemption. Appeal of the Board's decision is to the Vice President for Enrollment Management and Commandant who renders a final decision (See Appeals process under Judicial section).

2. Security of Student Room/Suites

Castine is generally a relatively quiet and safe place. However, it is possible to become complacent and not take building or room/suite security seriously. Recently, we have had incidents of someone entering student room/suites during big events like the Homecoming march-on parade and graduation and stealing cash. So crime does exist here and students should take this into consideration the next time they leave their room/suite door open or decide to prop open a locked door.

During the check-in process, a room/suite key is issued to each resident by a member of the Residential Life staff (Resident Assistant, Residential Coordinator, Director of Residential Life and Student Services or the Commons Manager) issues. Each student living in the Graduate Commons is also issued an outside door/laundry room key. Having their room/suite key provides residents with the ability to maintain the safety and security of their assigned room/suite. Each resident signs a Key Issue/Responsibility slip acknowledging that they accept responsibility for their key, the condition of their assigned room/suite, and any actions taken in their room/suite by them, their visitors or guests (invited or uninvited) that may lead to disciplinary action. Residents are solely responsible for any personal belongings in their rooms/suites. MMA assumes no responsibility for the loss or damage of personal belongings (See: General Information: Insurance/Personal Property). Residents are cautioned to carry their room/suite keys at all times and to lock the door when they (residents) are absent from their rooms. Charges will be levied for lost keys or damage to locks or lock replacement.

A. No student shall enter the room/suite of another student uninvited unless there is an emergency or valid perception of an emergency, which warrants an immediate response. A student entering a room/suite uninvited is trespassing. Under this regulation any student present in another student's room/suite with permission is considered a "visitor" of at least one of the assigned residents of that room/suite (see regulations for "Visitors and Guests").

B. Designated Academy officials (see Search and Seizure policy) are permitted to enter student room/suites at reasonable hours, designated by notice, for the purpose of carrying out their assigned tasks and functions (such as safety and health inspections, regimental inspections, repair or maintenance). Except for some regimental inspections, it is a courtesy but not required, that the student be present. Regimental Rates, Midshipman Training Officers (MTO), and Resident Assistants are authorized to participate in inspections where deemed acceptable by a professional staff supervisor.

C. Designated officials (members of Students Services division, Safety and Security officers, Regimental Staff officers,) may also perform authorized searches of room/suites as defined in the Community Conduct Code: General Regulations. (see Search and Seizure policy).

D. All other officers and Academy personnel may enter a room/suite only by invitation and with the student present.

E. *Locked out?* Occasionally a person gets locked out of his or her room/suite by mistake. This is not unexpected as anyone can make a mistake. However students who consistently forget their key and get locked out may be subject to a fine or other disciplinary action. A third occurrence may be considered proof of a lost key and the student will be responsible for a lock change at their own expense (\$25.00).

1. *What to do if locked out.* A student who is locked out during the day should first see any available R.A (a list is available at the Quarterdeck), the RC, or Ms. Garrett. If no one is available, see Security. If the lockout is at night they must find a duty Resident Assistant (check at the Quarterdeck Reception for names and contact info) if it's prior to 2300. After that time see Security. In any case, you may have to be patient and wait a few minutes until someone is free to help you.

F. In addition to their room/suite key, each resident has one closet/locker and one desk drawer capable of being padlocked (padlock not included). It is recommended that residents lock their valuables in these spaces at all times when they are out of the room/suite. Closets and drawers will not be entered outside of normal inspections (see B above) for any reason unless authorized by the Dean of Students, the Director of Residential Life and Student Services, the Director of Safety and Security or the President, and only with probable cause.

G. *Unoccupied room/suites* – Any empty room/suites will be secured and locked by Residential Life or Facilities Management. Unauthorized entry into empty room/suites is considered trespassing.

3. Security of the Building

A. The security office is located at the Curtis Hall Quarterdeck where officers can be reached in the event of an emergency. Officers perform regular rounds in and around the building from 7:00 P.M. – 6:00 A.M.. During the Academic year, a Residential Life desk staff member is located on the Quarterdeck from 5:00 P.M. – 6:00 A.M.

B. For the safety and security of all residents, the outer doors of Curtis Hall are locked at 11:00 P.M. After that hour, entrance is through the Quarterdeck. Students must be prepared to show their MMA student I.D. card. Guests must show their guest pass and also be accompanied by their host or hostess.

C. Students who see suspicious or unknown persons in the buildings should contact Security or Residential Life staff immediately. (Also see “Security Awareness and Crime Prevention” in this handbook)

4. Visitors & Guests

A. MMA students are only permitted to have **visitors** (other MMA residential students) and **guests** (Non-residential MMA students or other non-MMA people) in their room/suites/suites under the following conditions and regulations:

1. Student hosts are responsible for the safety and well being of their guests and visitors as well as ensuring that their guests and visitors comply with all Academy rules and regulations, particularly those involving alcohol. *Hosts are expected to accompany their guests any time that they are away from the host's room/suite.*

2. **All guests of students must be 18 years of age or over unless he or she is a member of the host's immediate family.** Exceptions to this rule must be requested in writing and approved by the Dean of Students no less than one week prior to the visit.

3. Residents of Curtis Hall are required to have all *guests* (any non-residential MMA students or other non-MMA people) register and receive a Guest Pass on the Quarterdeck after 1700 on weekdays and any time on weekends. MMA students who live off campus but wish to visit friends overnight must also be registered. The guest must present a picture I.D. that shows his or her age. MMA students are required to show their MMA I.D. card to register as a guest. Residents of Graduate Commons must register guests with the Graduate Commons manager and in his/her absence, with the Student Services/Staff Duty Supervisor (Can be reached via the Curtis Hall Quarterdeck).

4. Guests who are not staying overnight must leave Curtis Hall by midnight. Overnight guests and off campus visitors stays are limited to 72 hours (i.e. up to three days in a row).

5. Students who fail to register their guests or to escort them within the building are subject to disciplinary action and their guests may be requested to depart Academy property immediately.
- B. Residents may, on occasion, host a visitor or guest of the opposite sex overnight in their room/suite under the following conditions: Overnight stays by guests or visitors must not violate the rights of roommates to use their room/suite. Guests/visitors must comply with the regulations specified in "A" above. Students hosting visitors (other MMA students) must not violate the same sex housing policy (C.).
- C. Academy policy prohibits cohabitation in student housing, and all room/suite assignments are same sex. However, a student may occasionally have a guest of the opposite sex remain overnight in their room/suite, but only if their roommate agrees with the visit. The 72-hour rule applies.
- D. Students who introduce unauthorized visitors or guests into their room/suites or other restricted areas will be cited under the Academy Rules and Regulations governing conduct and discipline.

5. Vacation and/or Holiday Break Procedures

- A. During the academic year, when vacation breaks occur that are a week or longer in duration, the Academy closes the Curtis Hall residential facilities. The Graduate Commons will remain open. Refer to the academic year calendar in this handbook and information published separately by Residential Life for specific closing and opening times.
- B. Procedures for academic year vacation closing: Residents must close windows and curtains, and unplug all electrical appliances with the exception of telephone answering machines, and fish tank heaters. Also, be sure to lock your door on the way out. Hall staff will check room/suites at closing time.
- C. Students who are absolutely unable to leave during a break when Curtis is closed must see the Residential Coordinator to make arrangements for temporary housing (see General Information: Temporary Housing).
- D. **Curtis Hall is not available to students during the summer break period.** Students must remove all personal gear from their rooms and complete prescribed checkout procedures (Also see Residential Hall rules & regulations, par. 9).

6. Departures/closings: Unexpected, End of Semester, End of Year Closing

- A. **Emergencies:** Sometimes emergencies or changing situations necessitate that students leave (ex. leave of absence) the Academy unexpectedly. In such cases, the student must contact the Registrar's office and complete the checkout process in order to ensure proper withdrawal/leave and refunds if applicable (see D below for hall checkout procedures).
- B. **End of Fall Semester Departures:** Each year some students leave the Academy in December. Those who expect to leave in December must vacate their room/suites and check out by the end of their semester finals. Students who are notified over the Christmas break that they must leave due to academic reasons may vacate over the break or following their appeal if applicable (see D below for checkout procedures).
- C. **End of the Year Departures:** At the end of the academic year Curtis Hall closes and all students must vacate their rooms twenty-four hours after their last exam and no later than the end of finals. Students going on cruise must move to the ship by that time (see D below for checkout procedures).
- D. **Hall Checkout Procedures:** All students are advised to follow a checkout procedure at the time they graduate or separate from the Academy for a period of time. This process clarifies any questions about billing and/or refunds and ensures all the other necessary connections for leaving in good order. You start at the Registrar's office to receive instructions on which offices you must see for clearance. Once completed, residents of Curtis Hall must have all belongings packed and if possible out of the room/suite (see 11 General Items, E. for storage information). The room/suite must be clean and in good order, windows shut, curtains pulled closed, and all trash removed to the dumpster. Where applicable, the semi-private head must also be cleaned. Contact your RA or the Residential Coordinator according to published procedures for checkout. Staff will check your room/suite (semi-private head if applicable), and common area and collect your key. Non-residents only need to see the staff as directed in their checklist instructions. You should also be sure to complete a forwarding address form with the mailroom.

7. Care and Maintenance of Rooms/Suites and Common Areas

All students shall be responsible for the care of their assigned room/suite (includes the semi-private bath) and the furniture and equipment therein. The full replacement cost for repairs to the room/suite or the repair or replacement of furniture and equipment therein, beyond normal wear and tear, shall be billed to the student. (*Also see para. 8. Room/Suite Condition and Inventory Report below.*)

Each Resident Assistant is assigned a cleaning supplies closet and a vacuum for use by the residents of their section. Students who borrow the vacuum must sign it out from their RA indicating their room number and time out. They are expected to return it in one hour unless otherwise agreed upon with the RA. Any resident who uses the last cleaning item, roll of TP, or other items are asked to let the RA know that more are needed.

Students will not tamper with, remove or attempt to repair any of the equipment installed in their room/suites, such as electrical fixtures, computer/telephone ports, heating, lighting, furniture, etc. Broken and damaged items shall be reported to the Director of Residential Life and Student Services via the Resident Coordinator or Resident Assistant and arrangements will be made with the Academy Facilities Management office to complete the repairs.

Additionally, students are responsible for the condition and cleanliness in their sections of the hall and the common hall areas in general. As residents of the larger community, students will develop section contracts and programs to provide for cleaning in their common areas and to take responsibility for preventing damages and other problems in the hall. Any damages that students do not step forward and take responsibility for will be billed to all the residents or to those in the section if it is reasonable to expect that it is their responsibility.

8. Rooms/Suite Condition and Inventory Report

As a part of the check-in process each resident completes a Room/Suite Condition and Inventory Report. This form has listed the general condition of the room/suite and is for the protection of each resident from unnecessary charges. All discrepancies, damages and replacements must be recorded by a staff member and reviewed and signed by the occupant. This form will be turned in to the Residential Coordinator and kept on file until the occupant moves out. At that time, the room/suite will be inspected and any damage or defacement that is not considered to be normal wear and tear, or was not previously cited on the form will be noted and the report forwarded to Facilities Management for repair and billing at full replacement cost. Students may also be billed collectively for unassigned damage in common/public areas of Curtis Hall or the Graduate Commons.

9. Basic Standards of Cleanliness and Appearance of Rooms/Suites

A. Students are responsible for maintaining their room/suites (and semi-private bathrooms where applicable) in a high standard of cleanliness and order.

B. Only furniture authorized by the Academy will be permitted in a student's room/suite (See para. D.1 below). Under no circumstances is a student authorized to detach anything fixed to the walls or to remove, modify or exchange between room/suites any of the assigned Academy furniture without the permission of the Director of Residential Life and Student Services.

C. All student room/suites will be subject to periodic Safety and Health inspections as posted. In addition, Regimental student room/suites will be inspected for safety and sanitary reasons on a regular basis (as posted in the Regimental Manual/POD).

1. The following standards for conditions of room/suites will be checked:
 - a. Assigned furniture kept in the room/suite.
 - b. Carpets kept clean and vacuumed regularly.
 - c. Walls, mirrors, shelves, ledges, windowsills, and all articles of furniture and equipment kept clean.
 - d. Radiators, light fixtures and inside of windows shall be kept clean.
 - e. Semi-private bathrooms/heads: The residents of both rooms sharing a semi-private head are responsible for keeping it clean. This is an important health concern. Shower stalls and toilets should be scrubbed weekly. Materials for cleaning are provided in a locker in each bathroom. Contact your RA or Housekeeping for additional materials.
 - f. Fire and electrical safety needs (See Daily Living, section I. Fire and Safety information)

A copy of the inspection form will be provided to each room/suite showing any deficiencies. A re-inspection will occur within a reasonable time to allow for correction of any problems.

D. *Decoration of Room/suites*: Most students enjoy fixing up their room/suites for a more homelike feeling. They are encouraged to do so provided that they comply with safety and maintenance needs as well as demonstrate consideration for other members of their community by adhering to the following rules:

1. *Extra furnishings/Personal Equipment: Curtis Hall*: Due to the size of rooms and equipment provided, fire and safety considerations make it is necessary to limit extra or different types of furniture. Only 1 extra piece (“easy” chair, couch, or futon, etc.) is permitted per room/suite. Extra lamps, fans, wastebaskets, etc. will not be included as part of the room/suite furniture. These items must be provided by the room/suite occupants and must meet Academy standards for safety requirements. *Graduate Commons*: A furniture/equipment package is included with each apartment/suite. These packages vary between Graduate and Undergraduate students. Students are responsible for the condition of this equipment.

NOTE: In all academy residential facilities, any additional or different equipment that a resident is interested in having, that is not specifically addressed within these regulations must be cleared specifically through the Director of Residential Life and Student Services or the Residential Coordinator, and must meet Academy standards and safety requirements.

2. Room/suites are provided with built-in hanging rods and cork boards for decorative pictures, materials, etc. No decorations will be affixed to the walls by any means that damages the paint or wall surface. No decorations, T.V. cables or other wires will be affixed to the ceiling (including the metal frame strips). No nails, tacks, tape, screws, glue, etc. are to be used on Academy equipment other than tacks/tape on the corkboard provided. Any such damages will be the responsibility of the resident(s).
3. Safety needs require free, unimpeded movement in and out of room/suites. Residents must maintain a clear path to the door. Vision into the room/suites may not be obstructed so room/suites can be checked quickly in the event of an emergency. No cloth, paper or any potentially flammable material should be on or near lights. Torchiere type lamps are not allowed. Ceiling and desk lights cannot be dimmed by use of colored bulbs or masking of any sort. There is to be nothing hanging on, in or out of windows other than the curtains provided.
4. Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.
5. *Holiday Decorations*: Any decorations must meet all fire/safety and electrical requirements as stated in other portions of this handbook. Holiday decorations in particular can be problematic. Lights are allowed when used with approved extension cords. *Live or cut Christmas trees or fir cuttings are not permitted.* Use good sense in your holiday spirit and keep the hall safe for all residents.
6. *Decoration of Doors*:
 - a. Name/Door Tags: All Regimental students are expected to display nametags (available at the yeoman’s “Shack”) on their doors. Such tags are also available to any Independent students who want them. Requests from independent students can be made through your RA.
 - b. Cork or erasable message boards are permitted on doors as long as their attachment does not damage the door or the paint.
 - c. Nothing else shall be placed or written on any door that will cause damage to the door or its paint.
7. *Lofts and other “do-it-yourself” projects*: The building of lofts in, or otherwise modifying room/suites, is not allowed for fire/safety and maintenance reasons.

E. *Windows*

1. Window screens where they are in place must not be removed or tampered with.
2. Each window is fitted with an approved set of curtains. It is not permitted to change these curtains, nor to display or hang anything else in, on, or out of the window.

3. It is not permitted to throw anything out of windows.
4. Broken or cracked windows must be reported immediately to an RA or Security. The cost for repairs will be charged against the assigned room/suite occupants where negligence is apparent.
5. Help conserve energy. During cold or inclement weather, keep windows closed at all times, except for ventilation needs when occupied. Also close them during vacation breaks.

F. *Lights*

1. Residents are asked to turn off room/suite lights at all times when the room/suite is not occupied.
2. Residents are allowed to have extra lights/lamps in their room/suites with the exception of the ‘torchiere’ style lamps (upturned shade with light source on top). These can be a serious fire hazard.
 3. Residents are not allowed to mask or color permanent room/suite lights, or exchange the bulbs for anything except white lights.

G. *Electrical Equipment/Appliances*

1. Unauthorized electrical equipment (not permitted in residential facilities) includes: such appliances as hot plates (Ex.: G. Forman grills), toaster ovens, electric fry pans, soldering irons, electrical tools, electric blankets, heating lamps or pads, torchiere type lamps, etc. unless authorized by the Dean/Director of Residential Life and Student Services.
2. Authorized electrical equipment (permitted in residential facilities) includes: TV, VCR/DVD, stereo, microwaves (snack size) (except for regimental 4/c), computer, hair dryer, coffee maker, hot pots with closed coils (for heating water and soups), and a hot air popcorn popper are allowed. *One small refrigerator (up to 3 cu. ft.) per room/suite is also authorized (except for regimental 4/c). Regimental students should also refer to their class privileges list for any further restrictions.
3. Only electrical appliances or equipment that are certified by “Underwriters Lab., Inc. (UL)” or the equivalent thereof are authorized for use in the residence halls.
4. Only extension cords or multi-plugs that feature a built in circuit breaker or surge protector are authorized for use in student room/suites. If there is a question of approval the Director of Safety and Security will rule on acceptability.
5. It is recommended that residents limit the number of electrical appliances that are in operation at a time.
6. The use of outside T.V. or radio aerials or antennas is not permitted as each room/suite has a cable TV port in it. Connector cables may be available from Mr. Shawn Heath in the maintenance room by the elevator, Curtis Hall.

10. Daily Living

Noise: In a concrete block building such as Curtis Hall or an apartment style building such as the Graduate Commons, noise is something every resident is concerned about at some time. After all, one person’s “good tunes” may be another’s noise pollution. Given the demands of our academic and training programs here it is not uncommon to find students trying to catch up on their rest or their studies, and unnecessary noise levels only add to the stress. Residents are expected to keep the volume of sound from televisions, stereos, electronic games and other devices at a level that can be heard only in their room/suite. This also applies to the social gatherings that often go with these devices. Due consideration must be afforded other students, particularly if you receive a direct request for quiet from another student or an R.A..

A. *Quiet Hours/ Quiet Sections*

Academics are an important part of student life here. Residents are expected to practice consideration and respect for each other. Some students need to study more than others and regimental schedules often require early hours. The **Quiet/Consideration Hours** policy is designed to support this concept. Quiet hours are to be **observed Sunday - Thursday after 7:00 P.M. and after 12:00 P.M. on Friday & Saturday**. During these hours there should be no loud noise in the hallways and music/loud noise should not be heard outside the students room/suite. Headphones are recommended. **Students are expected to respond in a reasonable and courteous manner to requests for quiet at any time.** There is also a section designated as a **quiet area**. Here the quiet hours policies apply as designated by the residents of that area. Residents from other areas who travel through this section are expected to respect the needs of the people living there and keep their conversations at a quiet level so as not to disturb them.

B. *Telephone*

1. Telephones for use with phone cards/credit cards are available on the first floor of Curtis Hall (next to the first floor computer lab, Room 127) for those students who do not have a phone. These telephones are the property of MMA and may be removed at any time, if abused.

2. Each room/suite is wired for telephone service. Arrangements for residential phone service are strictly between the occupants and Verizon. Call to arrange service (NE: 800-585-4466, Outside NE: 800-998-7540). You must provide them with your building name and room/suite number. If the service is to be in Curtis Hall, give them the following reference phone no. (207) 326-2290. The institution is not responsible for any relocation costs incurred by any type of room/suite change. (See also Student Life Information)

C. *Food In Room/Suites*

Only foodstuffs that can be prepared in authorized electric equipment can be cooked or heated in room/suites (this includes coffee/tea, or popcorn using a hot air popper). Also see D. "Cooking in Room/Suites". Care must be taken anytime that you use any type of cooking/heating equipment. Do not leave hot pots and such going when no one is present in the room/suite. Any foodstuffs/snacks kept in room/suites must be stored in sealed containers to avoid attracting bugs.

D. *Cooking in Room/Suites*

Curtis Hall: The only cooking that is authorized (See 9.G.) in rooms in Curtis Hall is that which can be done in an approved, closed coil hot pot or popcorn popper or small microwave oven (see "Electrical Appliances" re: acceptable equipment). There is a small microwave available to students in the BILGE Lounge. The BILGE Lounge also has a kitchenette that is outfitted with cooking gear. Small groups can use this facility for special meals. See your R.A., the BILGE Manager, or the Director of Residential Life and Student Services for further information.

Graduate Commons: Each suite has its own kitchen facilities so cooking is authorized in the Graduate Commons. Residents are cautioned to use care when they cook as we have had problems with false fire alarms due to smoke from cooking. Consider ventilating the area before, during and after cooking. Residents of the Commons should also become familiar with the approved electrical appliances/equipment.

E. *Linen/Laundry facilities*

Laundry facilities are located in the residential buildings. All the machines are card operated. There are two machines for purchasing cards or adding money to a card located at the Curtis Hall Quarterdeck. Undergraduate residential students in Curtis Hall are required to obtain and maintain their own linen. In Curtis Hall, there are four laundry facilities on each of the 2nd, 3rd and 4th floors. On the first floor they are located within each living area. Graduate students occupying the Graduate Commons will be provided with a linen packet. They are responsible to maintain it and return it upon departure. There is a laundry room in the basement of each building in this area for residents of the Commons.

F. *Musical Instruments*

Students are permitted to play musical instruments in their room/suites only at a time and in such a manner as not to disturb other students. They cannot be played during exam week study hours. It's strongly recommended that electronic instruments be played with earphones.

G. *Pets*

No pets may be kept at the Academy or taken into the Residence Hall or other buildings by a student or his/her guests with the exception of tropical fish in an approved aquarium.

H. *Storage Facilities/Procedures/Time Limit*

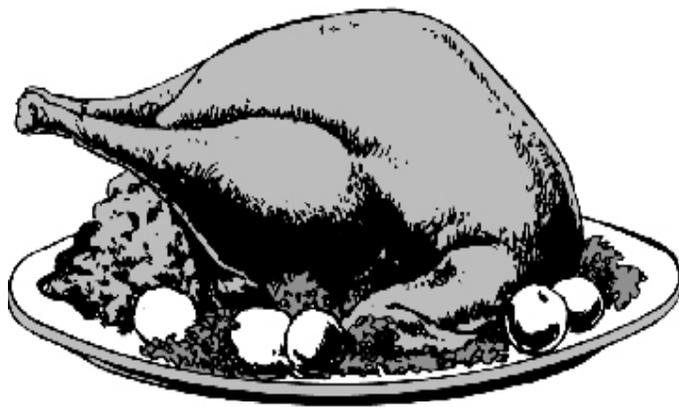
The Academy assumes no responsibility for personal belongings placed in storage and has only limited storage facilities available to students in each residential facility. In Curtis Hall, there is one storage room located in each floor section and the RA for that area manages it during the academic year. In the Graduate Commons, there is one storage room located in the basement of the "A-B" building. Commons residents must contact the manager for access. Label all items with your name, the room number and storage date. Due to the limited space available and fire regulations, we cannot store furniture. Storage room walkways cannot be blocked. Items stored without authorization (i.e. in a U/A. locker, U/A furniture, incorrectly labeled, etc.) may be removed and disposed of immediately. Items left in storage and uncalled for in over three months will be removed and thrown out.

I. Fire Safety Information

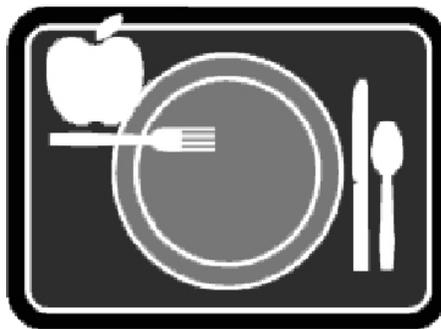
1. **Fire Alarms:** It is Maine state law that during a fire alarm the building must be evacuated immediately. The alarm will ring until the building is fully evacuated and the fire department arrives. Once the fire department is on the scene, the fire chief or assistant fire chief is in charge of the building and its residents. Everyone must go to an area that is well away from the building for safety, do not linger in the courtyard or stand in driveways/roads. Emergency vehicles must have clear access. In inclement weather you may wait inside the Field House, which will be opened for that purpose.
2. **Fire Alarm: All Clear:** Curtis Hall: ***The All clear signal is given when the red lights next to the primary entrances stop flashing, not when the alarm is silenced.*** In the event of an alarm, residents cannot re-enter the building until it has been checked for fire safety (usually +/-50 minutes if everyone cooperates) and the fire chief gives the all clear. Graduate Commons: The all-clear signal is given when the horns are turned off.
3. **Fire Detection/Alarm system:** Curtis Hall has an addressable alarm system. It features smoke detectors and evacuation alarm horns/strobe lights in student rooms, heat detectors in bathrooms, and evacuation alarm horns/strobe lights, smoke and heat detectors in all hallways. Any time a detector is activated its location is recorded on the system board at the Quarterdeck. Smoke detectors in rooms ring first only in that room when activated and a trouble alert sounds at the Quarterdeck and in security. The source can then be checked. If the trouble continues it goes to general alarm. Activation of other detectors immediately sets off the general alarm. Whenever the general alarm is activated it will be sounded through the horns and strobe lights will flash in all rooms and hallways. Graduate Commons has smoke and heat detectors that set off the building alarm when activated.
4. **Sprinkler System:** In addition to the Fire detection/alarm system, there is also a sprinkler system in Curtis Hall and Graduate Commons.
5. **False Alarms: Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal.** Under state law it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/unintentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any persons found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department. Residents and fire department members may become desensitized to alarms and fail to respond in a timely fashion. Residents should be able to rely on the alarm system to function properly and to know that when activated there is truly an emergency. Nationally, more students are hurt responding to false instances of emergencies.
6. **Possession/use of candles, incense, oil burners, or other flammable materials or other flammable items such as live Christmas decorations that can or do produce open flames or burning embers, is not permitted in the residential facilities**
7. Unauthorized use of cooking equipment or possession or use of proscribed electrical /equipment appliances (see sections 9. g. and 10.d.) constitutes a serious fire hazard.
8. **Smoking is prohibited anywhere near or inside Curtis Hall and the Graduate Commons.** This includes student rooms, inside the Curtis Hall courtyard, and anywhere within the vicinity of Curtis Hall or the Graduate Commons. There are two designated areas with hard shelters provided and people are to go there to smoke. One is beside Curtis Hall and one is in front of Curtis hall. There are also posted limitation and designated areas for some other campus buildings for those who need to smoke on campus.
9. Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of state law and could be subject to criminal action. They will be brought to the Quarterdeck to the Student Services staff member on duty who is overseeing the staff response and crowd control. If deliberate non-compliance is verified, the student will be subject to a \$25.00 fine payable within five class days and may also face additional disciplinary action if warranted.

10. If alcohol is suspected as a contributing factor to non-compliance, a breathalyzer test will be administered to the student. If alcohol is verified as a factor the student may be referred to the Unified Alcohol Hearings Board for disciplinary action.
11. The view into a room/suite or the bed(s) in a room/suite cannot be impeded by furniture or any form of curtain or screens. Also, nothing can be hung from the ceilings in the rooms or hallways.
12. The path in and out of each room/suite must be kept clear.
13. As the fire department checks the building during a fire alarm, all violations of state and Academy laws/rules/regulations regarding fire safety, will be reported to the Office of Safety and Security. Administrative certificates of search will be issued following the alarm for the purpose of correcting the reported deficiencies.

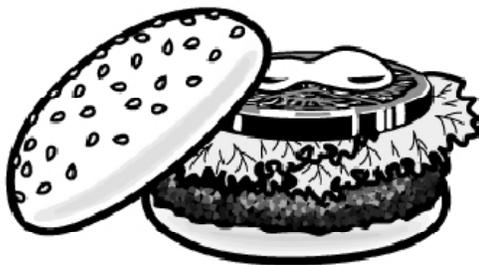




What's Cooking?... (for breakfast or lunch or...)



Dining Services



Student Dining Services

The SODEXHO Corporation contracts with MMA to provide dining services for our students, employees and conference programs. This has been a long-standing and very successful relationship. Their management team and staff are committed to providing services to achieve superior customer satisfaction. They have done an excellent job providing service both on the campus and the training cruise.

Check out our web site for weekly menus and other helpful information. Use this site to send us your favorite recipe for potential use as a special offering or in the regular menu. See the MMA internal web page, Dining Services.

1. *Method of Serving*

All meals served in the main dining facility are either cafeteria style (unlimited seconds available) through our food court or buffet style for special set ups in the main or middle dining rooms.

2. *Dining Hall*

There are three dining rooms located on the second floor of the Alford Student Center. The primary dining area is the “Main” dining room that has some great views out to the harbor. The “middle” dining room can be used to expand the main dining room for more seating or buffets and has access to the patio. It also serves as a separate dining room for special meals or conference groups. There is also a small “private” dining room for special groups and events. Occasionally these spaces are utilized for student activities such as formal dances or small concerts.

3. *Access to the Dining Hall*

Students with meal plans or declining balance cards are required to present their MMA student ID card with the appropriate code on the back in order to enter the dining hall or to make declining balance purchases there or in the Waypoint.

4. *Meal Hours*

Meal hours are posted in the Dining Hall and on the internal home page (Services, Dining Services, Menus, Hours of Operation) It is the student’s responsibility to learn this schedule and to ensure that they arrive within the posted times for meals. The Dean of Students will approve all changes in meal hours necessitated by special events. These changes will be posted in advance.

a. When classes conflict with meals- Students who cannot make it to a scheduled meal due to a class conflict can make alternative arrangements for a meal equivalency from the Waypoint. See a manager or the cashier at the Waypoint for the necessary form.

5. *Removal of Food from the Dining Hall is prohibited*

Any student, MMA employee, guest, or visitor who is either under contract, declining balance agreement or pays cash at the door is expected to eat their meal in the dining facility during the posted hours. With the exception of a small snack (cookie, ice cream) or a tray for a sick student as approved by the management, food is not to be removed from the dining facility. (For cases of academic conflict schedules see “When classes conflict.....” above)

6. *Guests of Students/Complimentary Meal Passes*

MMA students are able to host a few guests for a meal in the Dining Center. In order to accommodate students with guests, each meal plan is awarded a limited number of complimentary guest passes per semester. A student with a 21 MP may use four (4) complimentary passes per semester, and a student with a 14 meal plan may use two (2) complimentary passes per semester. Complimentary passes are not part of a meal plan. As these passes are complimentary, unused passes are non-refundable, non-transferable and are not rolled over from one semester/year to the next.

7. *Declining Balance Card Program*

A declining balance account can be used in the Dining Hall or the Waypoint. It works for meals and snacks or to sponsor a guest. [Residents of Curtis Hall please note: A declining balance account cannot be substituted for your required meal plan (21 or 14)]. There are two options. Option #1 is a cash card, declining balance program. It is only available to

graduate commons residents, student commuters or Academy employees (also see 5-meal lunch plan). Option #2 is available to any student with a regular meal plan who wants to supplement his or her plan (see #9 below). Each option requires a cash deposit (min. of \$50, then increments of \$25, larger deposits earn bonus dollars). Each use requires that the customer's MMA I.D. card be "read" by the machine at the check-in counter. This ensures that the appropriate amount is deducted from his or her account. Cash in a declining balance account is not transferable to another student. Cash in a declining balance account rolls over from semester to semester and year-to-year but must be used up prior to graduation or departing the college. There are no refunds. Declining balance accounts may be opened through the Office of Dining Services located in the lower level of the Alford Student Center or the MMA Finance Office.

8. *Personal Appearance*

A tradition of neat, clean, respectful demeanor and appearance runs deep at the Academy. Anyone entering the Dining Hall, which is a high profile, public area for MMA, is expected to dine in clean attire and eat in a civilized manner. For example, the wearing of a hat at the table is inappropriate. They are required to adhere to the following standards of dress: must have a shirt or top that covers back, chest and underarms (no tank tops or muscle shirts); either pants, shorts, a skirt or dress; footwear (shoes, sneakers, clean boots or sandals). Prohibited: Bare feet; soiled or heavily stained clothing/uniforms, boiler suits, lab coats, swim suits or sweaty work out gear; animals/pets. In addition, offensively coarse, sexually or racially offensive language and/or graphic displays explicitly displayed on clothing are not permitted in the dining areas. Regimental students may have additional requirements or restrictions and should also refer to their regimental manual. Anyone who fails to comply with these standards will either be asked to change before entry or to leave the dining area.

9. *Meal Plans*

Contracting for meals provides students with the convenience of having their meals prepared for them, allowing more time and energy for studying and activities. There are two regular meal plans (14 or 21 meals per week) and one commuter plan (lunch only, Mon-Fri.) offered. Students residing in Curtis Hall are required to choose either a 14 or 21 meal plan. They cannot substitute a declining balance account or the commuter plan (see Residential Life, 10.D. Cooking in your rooms). Missed meals cannot be transferred to other students or guests nor can they be credited for future use (see #10. Meal Plan Fees below). The declining balance program may be used as a supplement to any contracted meal plan (see #7 above). Any student residing in the Graduate Commons during standard semester classes is not required to have a meal plan but may elect to do so. Graduate students participating in shorter modules (primarily summer) are only offered the declining balance plan due to schedule conflicts.

10. *Meal Plan Fees*

Students often ask what they are charged per meal and if they can get a refund or a credit for missed meals or transfer them to a guest or another student. The answer to these questions is that meal plans and fees are developed based on averages of participation. These calculations take into account that not all students eat all the meals offered in a contract plan. By comparing the number of people enrolled in each plan with our past experience of participation rates, management can predict across the semester and the year, an average number of meals per plan. So each student on a meal plan actually pays for an average number of meals/week. The cost per meal is lower than a walk-in, pay-as-you-go program because with planning there are cost savings in purchasing, labor allocation and in reduced waste. There is no real loss to the student due to missed meals because they have already been calculated into the package. In effect, a student who eats all meals contracted actually profits a little.

11. *Dining Contracts*

Dining contracts are available through the Residential Life office. Contact the Residential Coordinator, room 133 Curtis Hall or the Director of Residential Life and Student Services, Room 134 Curtis Hall.

12. *Meal Plan Changes*

Requests to change meal plans must be submitted in a typed and signed letter of request or an e-mail via your MMA account (Please note: You must state your name, student ID number, your current plan, the requested plan, your signature and date) *no later than the end of the second week of each semester*. All requests for meal plan changes must be submitted to the Director of Residential Life and Student Services, Room 134 Curtis Hall. (lauren.garrett@mma.edu) Applications for the declining balance plan are available at the Dining Services Office or at the Waypoint cashier, both in the Alford Student Center.

13. *Dining Services Committee*

This is a standing student committee under the purview of the Student Government Association. Its' purpose is to provide the Director of Dining Services and his staff direct feedback from students regarding programs offered, quality and presentation of the food, and any other concerns that students may have pertaining to Dining Services. The committee is comprised of the Secretary of the Student Government Association who serves as the chair and any interested students. Students who may want to participate in this committee should apply to the Secretary for an appointment. The Director of Dining Services serves as advisor to the committee.

14. *Comments and Feedback* (The "Napkin Board")

Alongside the customer line as you enter the Food Court there is a bulletin board with pieces of paper and napkins pinned to it. This is for comments and questions which get responses from a dining services manager. This board provides students with another way to offer feedback, both positive and negative to the Dining Services staff about the service, presentation and quality of the meals. In the past these comments have brought many changes and it keeps the staff on their toes. Not only are the comments often productive, but their creative approach can provide an endless source of light entertainment!

14. *Nutrition and Dietary Health Needs*

Our dining services strive to be on the cutting edge with trends popular among college students from a variety of demographics. The meals served are nutritionally sound and include offerings from all the major food groups. The salad and deli bars are always fresh and provide a variety of items on a rotating basis. Nutritional information is posted on our web site for individuals who wish to access it

If a student believes that he or she has a health problem related to dietary or nutritional concerns they are encouraged to talk directly with any member of the management team. If there is a medical concern, they must also contact the nurse at Health Services. In each case every effort will be made to accommodate special needs. There are recommended dietary plans available, or students may be referred to a professional dietician for further help. If the student intends to request a medical accommodation with Dining Services or release from their meal plan, they must first obtain an evaluation from the Academy physician.

15. *Vegetarian or other Special Dietary Needs*

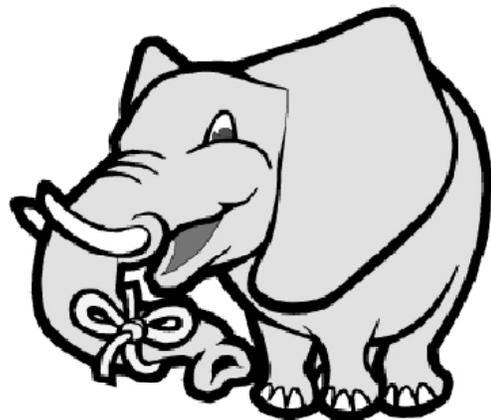
As the dietary needs and health interests of our students have diversified, the Dining Services staff has worked hard to provide reasonable vegetarian offerings or to accommodate other special dietary needs. Vegetarians have a variety of options and are welcome to provide their favorite recipes for use in the regular menu, as are all students. Students who are pursuing a vegetarian diet or who have other special dietary needs may want to get involved with the Dining Services committee. They may also benefit from recommended dietary plans based on the Dining Services offerings and prepared by a professional dietician. Contact the office of Dining Services for more information.



All We Really Needed to Know,

We Learned in Kindergarten.

However, lest we forget.....



The MMA Community Code of Conduct

Introduction

All societies place restraints both formal and informal upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. Our Community Code of Conduct is intended to provide students with an understanding of the expectations they must meet in order to be successful here. Community life and a successful experience here depend upon a commitment to a sense of responsibility for oneself and for other people. Members of our academic community are expected to act with honesty and integrity, and to treat others and their property with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within this handbook, the regimental manual and the MMA catalogue, are designed to support our community values of respect, self-discipline, accountability and responsibility to the college, local and state communities.

There are other college rules and regulations published separately. Residence hall regulations and the traffic rules are examples of such not published within the General Regulations. The Code does, however, provide the framework within which violations of such rules and regulations may be handled. In addition, no statement or lack of provision in these regulations affects the responsibility of every person to respect local, state, or federal ordinances, regulations or laws.

Maine Maritime Academy expects all members of its community to act reasonably, maturely, and appropriately at all times both on and off campus. MMA claims off-campus jurisdiction when enforcing its disciplinary policy. Students may be held accountable to both civil authorities and to the college for acts, which constitute violations of the law or of the rules and policies outlined in this handbook when such conduct is judged to be detrimental and contrary to the college community and its standards, whether or not the offense occasions action by a criminal/civil court. Whenever such actions do occasion action by a criminal/civil court, disciplinary action at the college will normally proceed during the pending period of criminal proceedings and will not be subject to challenge on grounds that criminal charges involving the same incident have been dismissed or reduced.

Part I: General Regulations (or as they say “The Fine Print”)

Academic Plagiarism or Academic Dishonesty

At the heart of an academic community is the need for academic integrity. Individual academic development necessitates a serious approach to learning and an honest appraisal of one’s performance to determine one’s most effective and efficient scholarly effort. There must be an accurate evaluation of past efforts to ensure successful future study. Purposeful, fraudulent representation in scholarship is not only harmful to the individual involved, but detrimental to the efforts and wellbeing of an academic community. Academic dishonesty is defined as any willful attempt to submit or represent scholarship that is not the result of your own honest effort. Individual members of the faculty using sanctions, such as course failure or the assignment of extra work, adjudicate many incidents of plagiarism and cheating. However, these actions do not prohibit a charge of academic dishonesty from also being brought to the either the Honor Board, or a judicial board when warranted.

Administrative Interventions

a. Administrative Dismissal: Sometimes a student fails to comply with an administrative requirement of the Academy. Such requirements include, but are not limited to, financial obligations, required documentation for medical needs or necessary immigration documentation. Persistent failure to comply with such administrative requirements may be cause for dismissal by the Provost, VP for Administrative Affairs or their designee. A student so dismissed may appeal that dismissal to the President’s office. Such an appeal must be made in accordance with the appeals procedures as stated in this community code.

b. Administrative Leave of Absence: Medical Reasons: A student may experience difficulties in his or her personal life that cause them to exhibit an on-going pattern of behavior that may threaten or interfere with his or her safety and welfare, and the safety and welfare of other students, faculty, or staff. These behaviors may warrant an intensive medical/mental health intervention that cannot be accomplished with the resources available to them through MMA. The academy physician and/or counselor will evaluate the circumstances and decide if a student’s mental/physical condition and/or pattern

of behavior warrant an intensive medical/mental health intervention. The academy physician may then recommend that the Dean of Student Services place that student on an Administrative Leave of Absence for Medical Reasons. A student placed on such leave cannot request to return until he or she has satisfactorily resolved his or her issue(s). An Administrative Leave of Absence for Medical Reasons may specify the conditions that constitute a satisfactory resolution of the issue(s) (including who coordinates the indicated treatment and/or program) and when the student may request to return to MMA. Requests to return from an Administrative Leave of Absence for Medical Reasons must be made through the Dean of Students. A student who has been placed on an Administrative Leave of Absence for Medical Reasons may appeal that decision to the President's office. Such an appeal must be made in accordance with the appeals procedures as stated in this community code.

Assault and/or Battery

The safety from harm of every individual in a college society is a necessity. Assault is defined as an attempt, or willful offer to attempt to do hurt to another, without the actual doing of the hurt threatened, as by lifting a fist or stick in a threatening manner, or verbally stating the intent of such attempts. Battery is defined as the beating of another. This definition of harm includes every willful, angry, and violent or negligent touching of another's person or clothes, or anything attached to his person or held by him or her.

Certificate of Search (administrative)

This is the written authorization that must be provided to residents of a room/suite or vehicle owners in the event that their room/suite/vehicle has been or is to be searched for disciplinary reasons. If the search is generated by a "plain view" or a verbal authorization circumstance then the completed form will be supplied within 72 hours of the event. Certificates of search can be authorized by the President, Dean of Students, Director of Residential Life and Student Services, Director of Safety and Security or their designees. It must specify the reasons for believing such a search is necessary, the objects sought and the area to be searched. An effort will be made to conduct the search in the presence of one or both of the residents. However, inability to locate the residents will not be cause for a delay in the search.

Conduct Unacceptable

Conduct Unacceptable occurs when a student exhibits conduct or a pattern of conduct, on or off campus, that involves either a major breach of honor or discipline or constitutes a failure of the individual to live up to his or her community obligations and responsibilities, when their actions are unfavorable to the wellbeing and character of the Maine Maritime Academy community. Such conduct includes, but is not limited to, off campus violations of the federal, state or local laws, any serious breach of conduct regarding personal integrity, blatant disregard or disrespect for authority, the rights of others, or the safety of self or others. It also includes any pattern of lesser conduct that collectively constitutes a major breach. The Academy acknowledges that, as society develops, the definition of what is considered a major breach of conduct as defined under this regulation may also evolve. Therefore, decisions as to what constitutes "Conduct Unacceptable" will be open to constant interpretation by the college and the Judicial Board. Such decisions will not be attempts to limit individual rights except where those acts are unfavorable to the wellbeing and character of the Maine Maritime Academy (see also: Community Conduct Code: Introduction, Residential Life: Rights and Responsibilities, and Judicial System).

Disciplinary outcomes: Administrative Hearings

No disciplinary outcome or action shall be imposed upon a student by or in the name of the college except in accordance with this Conduct Code and where applicable, with the Regimental Manual. (See: section IV. Judicial Process, E. Disciplinary outcomes or the current Regimental Manual).

A. Individual Offenses

1. Expulsion or suspension from the Academy or any lesser sanction may result from the commission of any of the following offenses:
 - a. Academic dishonesty.
 - b. Theft.
 - c. Assault and battery.
 - d. Vandalism.
 - e. Fraud.
 - f. Lewd or indecent conduct that interferes with the goals of the Academy or is detrimental to the welfare of the Academy community.

- g. Illegal use/ possession of drugs or related paraphernalia.
 - h. Unauthorized entry.
 - i. Harassment or hazing
 - j. Two or more (or the repetition of) offenses listed in Section 3 below.
 - k. Weapons
 - l. Sexual Assault
 - m. Sexual Harassment
 - n. Unauthorized or illegal use of alcohol
 - o. The inappropriate use or abuse of academy computer services
 - p. Arson or other serious fire safety violations
2. Disciplinary probation or any lesser sanction may result from the commission of any of the following offenses:
- a. Disorderly conduct, including that resulting from drunkenness, not considered lewd or indecent.
 - b. Violations of residence hall regulations.
 - c. Repeated violations of traffic rules.
 - d. Gambling.
 - e. Failure to abide by a lawful order of a college official acting within the realm of his/her authority.

B. *Group Offenses*

Living organizations, societies, clubs and similar organized groups are responsible for compliance with Academy regulations. Upon satisfactory proof that a group has encouraged, or did not take reasonable steps as a group to prevent violations of Academy regulations, that group may be subjected to permanent or temporary suspension of charter, social probation, denial of use of college facilities or other similar sanctions (See: V. Judicial system, 1.a. 2 for further information).

Disorderly Conduct

Disorderly conduct is that conduct which is offensive to good morals or public decency, safety, peace or order. Such conduct includes, but is not limited to, public drunkenness, unruly or turbulent actions, the use of abusive language, lewd and obscene acts or gestures, or repeated violations of other regulations of the Academy (traffic rules, residence hall regulations, etc.). It is recognized that as society develops, the definition of what is considered good for public peace, morals, etc. may also evolve. Accordingly, the decision as to what constitutes obscenity, lewdness, unruliness, etc., will be open to constant interpretation by the college and the Judicial Board. Such decisions will not be attempts to limit individual rights except where those acts are unfavorable to the well-being and character of the Maine Maritime Academy.

Equal Opportunity/Affirmative Action

Maine Maritime Academy shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of age, race, color, religion, sex, sexual orientation, national origin or citizenship status, age, handicap, or veteran status in employment, education, and all other areas of the Academy. The Academy does not discriminate on the basis of handicap in admission or access to, treatment or employment in its programs and activities, in compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations. In addition, the Academy does not discriminate on the basis of sex in its educational programs or activities, in compliance with Title IX of the Education Amendments of 1972 and the implementing regulations. Persons or organizations that violate this policy will be subject to disciplinary action that may include expulsion from the college.

Firearms, Ammunition, Weapons, and Explosives

The Academy strictly prohibits the possession and/or use of firearms, any other device designed to propel projectiles, such as paintball guns, spear guns, slingshots, bows, fireworks or explosives and other potentially deadly weapons anywhere on Academy property except as specified herein. Students are not permitted to bring to campus or store on the campus any weapon, including any gun, rifle, pistol, explosive, switchblade knife, dagger or other martial arts weapons except as allowed for training or competition purposes, or as allowed under separate policy orders or memos. Provision is made for hunters and other authorized students to store weapons in the rifle range armory. Contact the Office of Safety and Security for further information. No weapons (firearms, paintball guns, archery equipment, knives, martial arts equipment) are allowed in student rooms. All such items must be labeled and placed in weapons storage in the armory (located in the rifle range). Contact the Office of Safety and Security for access.

Fraud

Responsibility for one's own actions is a cornerstone principle in the sound structure of a living, learning society, and a necessity in the development of personal character. Possession of instruments which contain or constitute false identification

information or furnishing such instruments or false information to Academy officials or others with intent to deceive is a personal abrogation of such responsibility and is contrary to the well being of a college community. Such fraud includes, but is not limited to, the forging, alteration, or misuse of college property, including library material, private property on the campus, auto decals, identification cards, grade reports or other personal identification instruments requested by an Academy or other official. This includes giving another student your ID card or using another student's ID card to get meals at the dining center.

Gambling

Gambling for money or stakes representing money is prohibited at the Academy and on board the training vessel at any time.

Harassment

Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that are made with the intention of causing fear, intimidation or damage to property and that do result in fear, intimidation or damage to property constitute harassment. This may be an overt action or covert act such as obscene or offensive, coarse graffiti written where the victim(s) will view it.

a. *Harassment by telephone/computer:* Using a telephone/computer or allowing a phone/computer to be used to make offensively coarse obscene or otherwise harassing statements to a person or persons (see harassment) or repeatedly calling and hanging up or messaging, or e-mailing with intent to harass.

b. *Discriminatory Harassment:* Defined as any behavior/action, or written/verbal statement(s) that meets three criteria: That it targets a protected class (gender, race, religion, sexual orientation), that it is unwelcome and repetitive (persistent), and that it results in the deprivation of a persons access, opportunities, rights or peaceful enjoyment.

Hazing

In accordance with Maine state law and Academy policy, injurious hazing of any student is prohibited. Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health of a student, enrolled in a public institution. Accordingly, no person or organization at MMA shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a student. Any person associated with the college who violates this policy shall be subject to disciplinary action that may include expulsion or other sanctions. Any organization that violates this policy shall lose all right to conduct activities on campus or to receive any benefits/support from the college, including any right to claim an affiliation with it. Any non-Academy personnel who violate this policy will be removed from and thereafter banned from the campus or any Academy property or function. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal process and penalties.

Protests, Pickets and Demonstrations

A. Statement of Policy

MMA respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. It is the policy of the college to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers and to protect the exercise of these rights from disruption or interference. The Academy also respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is no less dependent on ordered liberty than any other freedom and it understands that the harassment of others is especially reprehensible in a community of scholars. The substitution of noise for speech and force for reason is a rejection and not an application of academic freedom. A determination to discourage conduct that is disruptive and disorderly does not threaten academic freedom; it is rather, a necessary condition of its very existence. Therefore, MMA will not allow disruptive or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive action or disorderly conduct shall be subject to disciplinary action, including expulsion or separation, and also to charges of violations of law.

B. Rule

Disruptive picketing, protesting, or demonstrating on MMA property or at any place in use for an authorized Academy purpose is prohibited.

C. Definition

Disruptive picketing, protesting, or demonstrating consists of any conduct that directly interferes with the orderly operation of the college or with the lawful pursuits of any member of the college community or any person otherwise on Academy premises with the express or implied permission of the Academy. Without in any way limiting the scope of the foregoing definition, the following actions are specifically prohibited:

1. Unauthorized occupancy of college facilities or buildings.
2. Interference with the rights of students, faculty, staff or persons who are guests of the college to gain access to any college facility for the purpose of attending classes, participating in interviews, conferences, or any other proper purpose.
3. Interference with the orderly operations of the Academy by breach of other forms of disturbance.
4. Interference with Academy traffic, be it pedestrian or vehicular.

D. Implementation

Violation of the rule stated above shall lead to appropriate disciplinary action. The President or his delegated representatives may bring charges of such violations. Lack of a prompt response to a cease and desist order from the President or his representative will constitute an aggravation of the offense.

E. Amendments

These regulations on pickets, protests and demonstrations may be changed or amended by the Academy at any time, but any such change or amendment shall be effective only after due notice or publication.

Search & Seizure Policy:

Entry into Student Rooms: Students who reside in academy residence halls are assured the privacy of their rooms and freedom from unauthorized entrance into, or search of, their rooms. However, the Academy is obligated to maintain reasonable supervision of the residential areas and associated common areas to promote an environment consistent with the aims of an academic community. Therefore, all student residential rooms, living spaces and common areas (semi-private and large common heads, lobby and lounge areas, passageways, ladder-ways, and storage/cleaning lockers) are subject to search by authorized Academy officials when circumstance show that there is sufficient probable cause to do so.

To foster these conditions, the following regulations are in effect:

1. *Safety, Health, Regimental Inspections, Maintenance and Repair:* Residential Life staff, Safety & Security, Regimental, maintenance and custodial personnel may enter assigned rooms at reasonable hours on days designated by notice, for the purpose of carrying out their assigned tasks and functions. This notification, when feasible, shall be posted on the residential facilities bulletin boards or other prominent spaces, stating the range of dates, and for what purpose, rooms will be entered. Employees in the above categories may report on the condition of Academy facilities and equipment or on the overall health and safety condition of the room/suite. Following safety and health inspections, residents shall have written notice stating those items reported as a result of such inspections. Upon receipt of this notice the occupant must contact the Residential Life person in charge of their building within forty-eight (48) hours to discuss correction of the reported irregularity. (The written notices must, as well, advise the occupant that subsequent investigation or repair related to damage may henceforth occur at any time during the normal work week.). In accordance with the existing residential regulations, the Director of Residential Life and Student Services and/or his designee will handle inspection reports related to physical facilities or furnishings.
2. *Search and Seizure*
 - A. *Student Rooms:* No person, with the exception of those listed in Section 1 above, shall enter rooms that are assigned to students living in Academy residential facilities, except under the conditions listed in part D below.
 - B. *Common Areas:* Defined as the semi-private bathrooms, common bathrooms (in the horseshoe areas of Curtis), lobby areas, passageways (hallways), ladderways (stairwells), storage/cleaning lockers, laundry rooms and lounges located within student residential facilities. They are subject to search by authorized Academy officials when circumstances provide sufficient probable cause to do so. (Refer to The Judicial Process). The conditions listed under part D below.

C. Any student owned or operated motor vehicle parked on Academy property may be subject to search by authorized Academy officials when circumstances provide sufficient probable cause that creates a reasonable belief of illegal use of the vehicle (violation of Academy policy/regulations or state or federal laws) and when deemed necessary to protect the best interests of the Academy. (refer to The Judicial Process). The applicable conditions are listed under part D below.

D. Conditions under which a student room/suite, common area or vehicle may be entered and/or searched.

Any one or more may apply depending on the location.

1. Consent of the occupant(s)/owner/operator. Not applicable to readily accessible spaces in common areas.
2. Presentation of a properly drawn, court ordered, legal search warrant served by an officer of the court.
3. Presentation of a written authorization form/administrative certificate of search signed by the President, the Dean of Students, the Director of Residential Life and Student Services, the Director of Safety and Security, or persons publicly designated to act as their representatives (or when immediate action is warranted, either by the physical presence of, or by verbal consent granted via telephone*). Not required for readily accessible spaces in common areas
4. In the event of an emergency situation of immediate threat either to the safety of the occupant(s) or the preservation of the building*.
5. *Plain view searches*: If a contraband/prohibited item is present in a student room/suite, common area or vehicle and it is in plain view of an Academy official, that official has sufficient cause to immediately enter the room/suite/common area/vehicle to seize that item and to search that space*.
6. All packages and/or bags, boxes, or suitcases in, or brought into student residential facilities are subject to full inspection upon the request of any academy official/staff.

**(In the event of either a verbal consent, emergency, or plain view search of an assigned student space, written authorization will be provided to the resident(s) within three work/class days following the search).*

3. *Administrative Certificate of Search*: The written authorization form (See: 2. D. 3 above) must specify the reasons for believing such a search is necessary, the objects sought and the area to be searched. When the search involves a student room/suite or vehicle, an effort will be made to conduct the search in the presence of one or both of the residents or owner. However, inability to locate the residents will not be cause for a delay in the search.
4. *Record of Search*: The request for a search, if approved by the designated authorities, shall be kept in records with the authorization until the time of the student's graduation and shall be available to the student for examination. These records will be kept completely separate from the student's permanent record. Should the search figure in any hearing within the Academy, the authorization shall be attached to the hearing record; if no action is taken following an authorized search, notation of this fact shall be filed with the authorization. Note: All security reports are by law open to other law enforcement agencies.

Smoking Policy

Maine State Law prohibits smoking in any public buildings with an exception made for residential spaces. However, out of concern for fire safety and the possible effects of secondary smoke on resident's health, smoking is prohibited in and within 50 ft. around any student residential facility. The MMA policy, as stated in President's order 4-96, states that smoking is not permitted in ANY facility of MMA except for the following specifically designated areas: The T/S State of Maine: at the pier - outside, on deck; at sea - at the discretion of the Master. For purposes of this policy, "smoking" is defined as carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off tobacco smoke. This policy will be incorporated into the MMA Health and Safety Policy manual (section 16,7) and the Student Handbook. All Academy employees and students are required to comply with this policy. Violations will be subject to the appropriate actions as defined in their respective handbooks/manuals and contracts. Students who use other tobacco products (chewing tobacco, snuff, etc.) are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles. Faculty classroom policies include the above smoking policy. They also prohibit the use of other tobacco products in the classrooms and violations are subject to disciplinary action.

Theft

Theft within a campus community cannot be tolerated. By the nature of a campus, the community depends upon the principles and goodwill of individuals to be free from the worry of theft. Opportunities for a thief are more numerous on a campus than in other segments of society. Accordingly, a thief is a serious threat to the well-being and mutual trust among individuals in a college society. Theft is defined to be the unauthorized appropriation or possession of any article or service clearly not the property or privilege of the respondent(s).

Unauthorized Entry

There are many reasons why certain areas of the Academy are at times “off limits” to many personnel. These include safety, security and organizational needs, to name a few. Persons entering Academy spaces plainly marked as such, or any locked or unlocked space that is not their assigned room, without the expressed permission of an Academy official duly authorized to do so shall be accountable for unauthorized entry. Academy spaces include, but are not limited to, classrooms, residence hall rooms, storage rooms, office spaces, maintenance spaces, dining commons, gym, student government spaces and library.

Vandalism

The willful or ignorant destruction, damage or defacement of property belonging to others has been defined as vandalism which is a detriment to the college community. This policy covers not only Academy-owned property, but that of others as well. Vandalism that occurs in student housing spaces that is unattributed to individuals is charged either to the residents of that section or the building as a whole.

Community Code of Conduct

Part II: Academy Alcohol and Drug Policies

I. Philosophy

The Maine Maritime Academy Alcohol and Drug policies are designed to enhance and protect the mission of the institution and the quality of the learning environment. The abuse or illegal usage of alcohol or drugs by members of the Academy community is contrary to the intellectual and educational purpose for which the Academy exists. (See Part V. Alcohol and Drug abuse: General Information below).

Students, faculty, staff, administrators and guests are expected to adhere to Federal Regulations and Maine state laws, as well as the Academy regulations regarding the use of alcohol and drugs. Any member of the Academy community, who through their use or abuse of alcohol or drugs, creates a public disturbance, damages property, presents a danger to themselves or others, or otherwise interferes with the mission or reputation of the Academy will be held accountable for their choices and actions. Any disciplinary action taken will be according to the procedures outlined in these policies and the Judicial System (See: Community Code of Conduct, Part V. Judicial System: Jurisdiction, General procedures and Unified Alcohol Hearings Board).

In addition, those persons involved in Coast Guard license programs need to be aware of their accountability to that organization regarding the use or abuse of alcohol or drugs. The following is a partial list of Federal Regulations and Maine state laws, as well as stating the Academy regulations.

II. Implementation

1. The implementation and enforcement of the alcohol and drug policies is the responsibility of all members of this learning community. In particular, individual members are expected to be responsive to the needs of this institution, to obey state law, and to keep alcohol and drug use from jeopardizing the primary learning mission of the college. Therefore, all persons in this community should be concerned when these policies are breached and should take appropriate action when this happens. We all have a stake in the safety and welfare of our colleagues and in the reputation of the institution.
2. Violations of the alcohol and drug policies should be reported to supervisors, campus security, residential life staff or members of the Ship’s Captain/Vice President of Enrollment Management and Commandant’s Department as appropriate. Such reports shall be handled in accordance with the procedures published in the various student, staff and faculty handbooks, dependent upon the seriousness of the offense.

III. Alcohol Policy

I. Applicable Federal and State law

A. Federal

1. Coast Guard statutes are currently enforced “by the prosecution of those individuals operating a vessel negligently or while intoxicated, and through administrative remedies such as civil penalty actions and suspensions and revocation proceedings.” (FR Vol. 53, No. 224, pg. 47064)

General operating rules for vessels inspected, or subject to inspection under Chapter 33 of Title 46 United States Code.

While on board a vessel inspected, or subject to inspection, under Chapter 33 of Title 46 United States Code, a crew member (including a licensed individual), pilot, or watchstander not a regular member of the crew:

- (a) Shall not perform or attempt to perform any scheduled duties within four hours of consuming any alcohol
- (b) Shall not be intoxicated at any time
- (c) Shall not consume any intoxicant while on watch or duty
- (d) May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated (33 CFR ch. 1, 95.045 (7-1-90 Edition)).

Students as well as staff come under the purview of these statutes. The Coast Guard currently enforces these statutes after a serious marine incident occurs. Such an incident includes whenever a crewmember is injured requiring medical attention beyond common first aid. For these reasons and the general safety of students under training, any person involved with the training ships/boats of the Academy, except as authorized by the President of the Academy or his/her designee cannot permit alcohol and/or other drugs on board.

B. State (See www.state.me.us, judicial, Maine State law for complete listings)

1. It is illegal for any person under the age of 21 to possess liquor or imitation liquor except in their home in the presence of their parents. (MSRA 28A, chapt. 81: 2051)

The only exception to this law is when an underage person is under the supervision of his/her parent(s) in their own home. The Academy is not considered “home” to any persons except faculty/staff residing on Academy property.

2. It is illegal for any person to present false identification, either written or oral, in order to obtain alcoholic beverages. (MSRA 28a, chapt. 83:2087)

3. It is illegal for any person (regardless of age) to furnish liquor or imitation liquor to a minor, or to allow a minor under that person’s control, or in any place under that persons control, to possess or consume liquor or imitation liquor. (MSRA 28a, chapter 83:2081)

4. It is illegal for any person to sell liquor without a license issued by the state. (MSRA 28a; Chapter 83: 2078)

A State of Maine liquor license is required to sell alcohol. (This law makes it illegal for students or other organizations to finance events that include alcohol.) The law does not allow the selling of tickets for alcohol, donations, or raffles, nor for the profits from an event to be used to pay for alcohol served there.

5. It is illegal for any person to possess open liquor containers or consume liquor in any public place after being forbidden to do so by a law enforcement officer or within 200 feet of a conspicuously posted sign. (MSRA 17; 2003-A)

6. Any non-licensed social host (a person who does not have a Maine Liquor License) can be sued for negligent or reckless conduct. (MSRA 28a, Chapter 100: 8, Maine Liquor Liability Act)

Negligent conduct: Serving liquor to a minor or an intoxicated person, if the defendent knows or a reasonable and prudent person should have known the person being served was a minor or is visibly intoxicated.

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

Note: Since employees and organizations at MMA are part of the college, it is possible that the Academy would also be named in any suit arising from the actions of those persons. Accordingly, there are guidelines established by the Academy to minimize and manage the risk of such lawsuits. Employees and organizations (including those who use our facilities) who wish to host functions wherein alcohol is served must do so under the established Academy regulations, and assume responsibility for managing the event. Employees and organization officers who approve the event may also be held responsible.

II. Academy Alcohol Regulations

1. Persons 21 years of age and over may only possess and/or consume alcohol on campus in locations and/or at functions where the serving of alcohol has been approved by the appropriate Academy Officials (generally, the Dean of Students). *The only authorized locations: Waypoint/snackbar, Graduate Commons rooms/suites (For personal consumption by residents only).*
2. It is prohibited by academy Policy/Regulations for residents to possess, consume or transport alcohol anywhere within Curtis Hall (regardless of the person's age). It is illegal to possess, consume or transport alcohol in public places on campus except as exempted below. "Public" places at the Academy include all outside property and inside all public buildings such as Leavitt Hall, Dismukes Hall, the gym and field house, T/S State of Maine, Payson Hall, etc.

Note: It will be assumed that possession or display of open or empty alcohol containers in rooms, semi-private heads, passageways or other public spaces implies consumption.

- a. In incidents of possession or consumption, a security officer may offer a Breathalyzer test to each student present. Refusal/inability to take this test may be construed as an admission of guilt.
 - b. Any student present in a room/suite/space in Curtis Hall where there is proof of alcohol being present may be charged as an accomplice whether or not they have been consuming alcohol.
 - c. A security officer may immediately escort off campus any student's guest who violates the Academy's alcohol policy. The Academy also reserves the right to issue a trespass notice and to turn the case over to the county or state authorities for their consideration and the possible issuance of a court summons.
 - d. *Residents of Graduate Commons* (who are over 21 Years of age :YOA) may possess/consume alcohol within their room/suite. This is a privilege granted to G.C. residents as responsible adults. They are expected to handle the use of alcohol in Graduate Commons as responsible adults and limit it's use to their personal consumption. Hosting parties in units/suites or common areas will not be tolerated. If you have questions on this definition, contact the G..C. Manager or Director of Residential Life and Student Services.
 - e. *Residents of G.C.* are permitted to transport unopened alcohol containers (in limited quantities appropriate for personal consumption only) to their own rooms/suite.
 - f. All students residing in campus Residential facilities are prohibited from providing a place for minors to possess/consume alcohol as per state law (See section/paragraph I.B.3. of this policy for specifics)
 - g. Consumption/possession of alcohol by students over 21 YOA may be permitted at designatæd locations on campus only within strict Academy guidelines and with the permission of the Academy authorities.
3. **Violations of the alcohol policy that involve the production and/or use of false identification instruments are serious offenses (felonies in Maine) and may be referred to state or local authorities for their consideration.**
 4. "Acting Under The Influence" when that behavior is disruptive constitutes a violation of the Academy Alcohol and/ or Drug Policies, and will not be accepted as a defense or an excuse for breaching any Academy rules or regulations. For this purpose, "Acting Under the Influence" is defined as impaired functioning. When a student exhibits one or all of the following behaviors:
 - a. He or she is belligerent and non-responsive to directions from public or Academy officials
 - b. His or her actions may jeopardize his or her own safety/welfare, or the safety/welfare of others
 - c. His or her actions are disruptive to the good order of the residential facility.

He or she may be charged with Acting Under the Influence.

If alcohol is suspected as the cause, a security officer will offer a breathalyzer test to any student who is being charged with acting under the influence. Refusal/inability to take the breathalyzer test implies that the student is in fact intoxicated. If drug use is suspected as the cause, the officer will make an evaluation based on his or her observations of behavior, physical signs, other physical indications, or statements made by that individual.

5. If Academy funds are used to sponsor any activity or event, on or off campus, the Academy Alcohol Policy is in effect. Alcohol will not be the primary focus of any event and, where served, there will be sufficient quantities of alternate non-alcoholic beverages and food available. Sponsors of events where alcohol is served are responsible for the following:
 - a. Managing the event, including the monitoring of the use of alcohol.
 - b. Clearing with appropriate officials in Student Services and/or Safety and Security and scheduling the event at least 48 hours ahead of time.
 - c. Signing for responsibility of the event (liability implications). The signing of a form will constitute a contract between the sponsors and the college, the breaching of which will be considered a violation of college regulations.
 - d. Not mentioning alcohol in event publicity.
 - e. Keeping the number of guests to the approved level.
 - f. Cleaning up after the event and paying for any damages. If the Academy has to do any extra cleanup, sponsors will be billed for costs plus a fine.
 - g. Sponsors may not advertise the event, sell tickets, purchase alcohol, sign entertainment contracts, or formalize any other facet of the event prior to obtaining permission and accepting responsibility for the event.

Note: there are a variety of reasons why an event needs to be scheduled, which includes coordinating the college calendar and providing adequate security. By signing the scheduling form, information can formally be distributed where it needs to be for the benefit of the whole campus operation.

6. Alcohol is prohibited at any event designed primarily for freshmen or sophomores.
7. The consumption of alcohol is forbidden at campus athletic events.

IV. Academy Drug Policy

Maine Maritime Academy has a “Zero Tolerance” policy and therefore prohibits its students and employees from possession, use, or distribution of illegal drugs or drug paraphernalia. This includes but is not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, “designer drugs” and illegal steroids, except for legally authorized medical purposes. Both federal and Maine laws forbid unauthorized possession and distribution of drugs in the classes specified. In addition, the presence and use of any of these substances within the Academy community is contrary to the intellectual and educational purposes for which the Academy exists (See section V. Alcohol and Drug abuse: General Information below).

The Academy considers a violation of the drug prohibition a serious matter and reserves the right to take action appropriate to the circumstances of each case. Action taken by the college in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the Academy.

Rules governing violations are as follows:

1. Adjudication of alleged violations of the MMA Drug Policy as stated in the first paragraph above will be determined by the Dean of Students, in accordance with the procedures outlined under the community code of Conduct Part V., Judicial Process. In the case of non-students, adjudication of alleged violations will be by comparable authorities and their appointed delegates. It is expected that authorities will exercise professional judgment in referring indicated cases to Academy health and counseling services, in keeping with the second paragraph of this policy statement.

2. The grounds that may constitute occasion for referral to a hearing officer/board and subsequent assessment of penalties are:
 - a. Information that indicates possession, use, or distribution of illegal drugs, or drug paraphernalia (as stated above) or the illegal distribution of any prescription drug.
 - b. Conviction of an employee or student of the Academy on a drug charge by a court of law.
 - c. Failure to pass a drug test (constitutes proof of use).
 - d. "Acting Under The Influence" is a violation of Academy alcohol or drug policy, and will not be accepted as a defense or an excuse for the breaching of any Academy rules or regulations. For this purpose, Acting Under the Influence is defined as impaired functioning exhibited by the student (See: Alcohol Policy, II. MMA rules and regulations, 2.5. Acting Under the Influence, for a full definition).
 - e. A finding by the appropriate Academy hearings board/officer, in conformity with the principle of due process, of sufficient information that a member of the college has violated the drug policy.
3. The maximum penalty to be imposed within the Academy upon a student for the possession, use, or distribution of illegal drugs or drug paraphernalia, or the illegal distribution of any prescription drug, is dismissal with prejudice. Other members of the Academy shall be liable to appropriate, comparable penalties.

v. Alcohol & Drug Abuse: General Information

The Academy recognizes that ignorance or innocence concerning the serious risks associated with the abuse of alcohol and illicit drugs threatens the safety of members of its community. The institution therefore seeks to provide as much information as it can about the consequences of substance abuse. The Academy recognizes also that the illicit use of alcohol and/or drugs may reflect emotional problems and is prepared to assist its members involved in their use through counseling.

The associated risks include, but are not limited to the following:

Alcohol

Moderate use of alcohol (0-2 drinks a day, no more than 3 drinks if not drinking daily, not more than 1 drink per hour, never drinking to cope with stress and never drinking and driving) presents very little risk for health or impairment problems. However, excessive use of alcohol greatly increases the risk for lifestyle related problems. Three drinks or more daily increases the risk of high blood pressure. Of the 47,093 deaths from car crashes in 1988, 23,350 (49.6%) were alcohol related. Women who drink two or more drinks per day during pregnancy increase the risk of delivering a baby with birth defects. On the average, heavy drinkers shorten their life span by 10 years.

Marijuana

Short term effects of smoking marijuana include: short term memory impairment, altered sense of time and space, reduced ability to perform tasks requiring concentration, swift reactions and co-ordination. Young people who use marijuana regularly may not develop at the same level, emotionally and intellectually, as their peers. Marijuana smoke contains more cancer-causing agents than tobacco smoke and because marijuana users typically hold the smoke in their lungs as long as possible, lung problems can develop in less time.

Stimulants: Cocaine and amphetamines

Stimulants are highly addictive. The cycle of stimulant use happens when users continue to use to avoid the depressed mood that follows the high. This is extremely hard on the body, particularly the heart. Depression and cross-addiction to depressants is not uncommon. Loss of appetite can lead to malnutrition. Sudden Death Syndrome (SDS) associated with cocaine use, can occur even to first time or infrequent users.

Hallucinogens: LSD, Peyote, Psilocybin mushrooms, PCP

Because all of these drugs are created illegally, it is difficult to regulate the quantity of the chemical consumed. For instance, street doses of Peyote, Psilocybin mushrooms, and LSD often contain amphetamines, STP, PCP, and other contaminants. Impaired perceptions with hallucinogen use may lead to self-inflicted injuries, accidents and violence.

ALCOHOL, DRUGS and YOU

People have used alcohol and drugs for many years, for many reasons, including: to relax, to relieve stress, to manage “bad” feelings, to fit in, or just because it’s around! You do not have to be addicted to alcohol or drugs for it to cause a problem.

Alcohol or drug abuse occurs when problems or potential problems arise out of an individual’s use, and they are unable or unwilling to cut down or quit using altogether to avoid the problems.

Abuse can be a single occasion or a pattern of continued use. Often a person will abuse drugs or alcohol for quite some time without connecting the changes in their life to their use. Many people are unaware of the long term health risks associated with alcohol and drug use.

Addiction arises out of repeated abuse of alcohol or drugs, and includes physical symptoms of craving and withdrawal. When addiction is reached, the only treatment is lifelong abstinence. Often people who are addicted will need medical attention during withdrawal, and emotional and social support in recovery.

MODERATION

Moderate or low risk use of alcohol (according to health and research findings):

- 0-2 drinks per day
- No more than three drinks if not drinking daily
- Not more than 1 drink per hour
- Never drinking to cope with stress
- Never drinking and driving
- Adjusting quantity downward if risk factors outlined below apply

Recent research suggests that moderate (or low risk) alcohol use for women is 0-1 drinks daily, and not more than 2 drinks on any one occasion. This difference is the result of biological differences including: size, hormonal differences, fat/muscle ratio and stomach enzymes.

Drugs are illegal, and we cannot recommend any use of illegal substances as moderate. Alcohol is illegal for those under 21.

AM I USING IT, OR IS IT USING ME?

- Has your drinking increased in the last year?
- Have you ever tried to limit or control your drinking?
- Has your drinking (or hangovers) caused you problems at work or school?
- Have you ever felt responsible for or regretful about how you’ve behaved when you’re drinking?
- Have you ever had a memory lapse after drinking?
- Do friends or family express concern over your drinking?
- Have you had health problems because of your drinking?
- “Moderate” drinkers won’t answer yes to any of these questions.

ARE YOU AT RISK?

Some of the factors that put people at higher risk for abuse and addiction are:

- Family history of alcoholism or drug abuse
- Early high tolerance to effects of alcohol or drugs
- Dramatically increased tolerance over time
- A social group that sees excessive use (or drunkenness) as normal
- Symptoms of depression, low self-esteem, or high stress
- Recently suffered loss or failure

I HAVE THIS FRIEND...

If you found yourself answering yes for someone else to the above questions, ask yourself these additional questions:

- Do I ever cover for this person because of his/her alcohol use?
- Is it becoming difficult to talk openly?
- Do I attempt to control the quantity of alcohol they consume?

ALCOHOL and DRUG ABUSE affects families, friends, co-workers of the abuser.

Community Code of Conduct

Part III: Drug Testing Policy And Procedures

Maine Maritime Academy complies with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for all students and employees whose position or academic major require this testing. All students and employees who act as part of the crew of any Academy vessel, both documented and undocumented, and in addition, when transporting students in Academy vehicles shall be subject to this policy. Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S.Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license are automatically subject to random drug testing without notice. Additionally, since drug testing and “zero-tolerance” policies have become a fact of life in the industries in which most of our students will be working, as co-op students and as employees, it is the Academy’s policy that any student pursuing an academy Cooperative Education Experience (COOP) must participate in the random and pre-employment drug testing program. Additionally, any students who are in a disciplinary status for any violation of our drug or drug testing policies may be subject to increased random drug testing.

Medical Review Officer (MRO)

In accordance with 16.370 Maine Maritime Academy’s contract physician shall act as Medical Review Officer (afterwards referred to as the “MRO.”).

Employee and Student Assistance Program

The Director of Safety and Security and the Director of Human Resources shall be responsible for subpart D 16.401 as it applies to Academy employees. The Academy counselor shall be responsible for its’ implementation with students. Training will be conducted as required annually. Documentation of training will be held in the Office of Safety and Security.

Protocol - Disclosure

A. Employees

1. The prospective employee whose position requires random testing will be notified of the Drug Testing Policies and Protocols by the Human Resources (HR) office.
2. The prospective employee will be required to sign an Information and Consent Form regarding random drug testing.

B. Students

1. Information about the applicability of drug testing for students is contained in the Undergraduate Catalog under Admissions: Drug testing.
2. The Drug Testing Policies and Protocols are stated in this section of the Student Handbook.
3. All students will sign an Information and Consent Form regarding the MMA drug testing

program. This form will be signed at matriculation and placed in the students' file in Health Services.

Protocol – Random Testing

- A. According to Title 46, an approved laboratory must be used. MMA complies with this regulation.
- B. A comprehensive list of all employees and students required to be tested (the “pool”), will be compiled and up-dated throughout the year. This compilation will be done either by the Human Resources Assistant or the Administrative Assistant in the Vice President of Enrollment Management and Commandant’s office.
- C. This list will contain only the names and social security numbers (SSN) of those people in the “pool”. This information will be given to the Administrative Assistant in the Vice President of Enrollment Management and Commandant’s Office and entered into the designated database.
- D. All students and employees in the Random Drug Testing Pool will be subject to reasonable suspicion/ cause testing at all times during matriculation and employment at Maine Maritime Academy. This includes a reasonable and articulate belief that the individual has used a dangerous drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use; as well as finding material proof (drug or paraphernalia) on their person, in their assigned dorm room/suite, assigned place of business or assigned state room/suite on the TSSOM during a legitimate search authorized by the appropriate supervisor.

Procedures – Random Testing

- A. On designated days during the academic year, during the training cruise and the summer months, the Administrative Assistant in the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Office or designee will utilize a randomized program to select names and SSN’s for testing from the “pool” database.
 - 1. The Dean of Students, and/or Director of Residential Life and Student Services in consultation with the Director of Health Services/RN will determine the testing dates for those students who have been placed in an increased random testing status.
- B. A copy of the list will be given to the Director of Health Services/RN, or Ship’s Nurse (during cruise).
- C. Notification:
 - 1. Responsibility for notification of designated personnel is as follows:
 - a. A member of the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Staff will notify Regimental students
 - b. The Director of Residential Life and Student Services, Residential Coordinator, a member of the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Staff, or the faculty will notify Independent students.
 - c. The Executive Assistant to the Dean will notify members of the faculty.
 - d. The Marine Operations Manager or his assistant will notify Waterfront employees.
 - e. The Vice President for Enrollment Management and Commandant during the academic year, and the appropriate ship’s Captain during the training Cruise will notify the vessel crew.
 - f. During the months of May, June, July and August, the MMA Human Resources Department will administer the random drug test program. The HR Administrative Assistant will notify randomly selected employees to report to the MMA Health Services Office to be tested.
- D. Testing
 - 1. All persons selected on the designated day must upon notification, report directly to Health Services with their Academy I.D. card or equivalent and remain until the test is complete.
 - 2. Health Services personnel will perform the test when the employee/student reports to Health Services.
 - 3. This test will be administered in compliance with the Title 46 Code of Federal Regulations 16.230 and all applicable Maine Maritime Academy policies as stated in this handbook.

E. Test Results

1. Listed below are the circumstances under which a student/employee is considered to have failed to pass:
 - a. The student/employee refuses to be tested.
 - b. The student/employee fails to immediately as directed to report to be tested or leaves the testing area before being tested.
 - c. The student/employee has a positive test. This determination is made by the Medical Review Officer (MRO) after an interview with the student/employee and his subsequent review and interpretation of a positive test result from the laboratory findings in accordance with 49 CFR 40133.
 1. Claims of exposure to “second hand smoke” will not be accepted as a reasonable explanation for a positive test. No clinical evidence supports this type of claim.
 - e. The student/employee consumes any substance, other than legally prescribed medications, that alter or attempt to alter the test result. (Example: Hemp seed oil)
 - f. A student/employee attempting to alter or altering his/her specimen during a test. This conduct will result in severe disciplinary action.
2. In the case of an employee who fails to pass:
 - a. The MRO shall report the positive test result to the Director of Human Resources.
3. In the case of a student who fails to pass:
 - a. The MRO will notify the Dean of Students in writing. In his/her absence or if unavailable, notification will be given to the V.P. Academic Affairs/Dean.
 - b. The MRO will recommend increased random drug testing evaluation and treatment according to the Coast Guard Protocol. This drug testing must be done at Maine Maritime Academy unless waived by the MRO.
 - c. The Dean of Students or V.P. Academic Affairs/Dean upon notification by the MRO, will impose those safeguards necessary to ensure that the student will not participate in those activities or perform those duties that will affect the safety of personnel or safe operation of any Academy vessel, vehicle or machinery. Further, the student will not be allowed to participate in the Academy Cruise, Cadet Shipping and Co-Op programs. This positive test will also result in disciplinary action (see Academy Drug Policy section #2).
 - d. The Dean of Students or V.P. Academic Affairs/Dean will send a letter to the following personnel on campus informing them of this fail to pass result: V.P. Academic Affairs/Dean, Registrar, Vice President of Enrollment Management and Commandant, Academic Advisor, Director of Facilities Management, Marine Operations Manager, Director of Safety and Security, Director of Career Services, Coordinator of Cooperative Education (reference para. c. above).
 - e. In accordance with the MMA Drug Policy (see Academy Drug Policy section #2), failure to pass a drug test will be considered as proof of use and therefore a violation of the Community Code of Conduct. The Dean of Students and the Vice President of Enrollment Management and Commandant of Midshipmen will determine the appropriate hearing process in accordance with the MMA Community Code of Conduct, Pt. V and the current Regimental Manual.
 - f. If the student has been issued a Merchant Marine Document, the Registrar will inform the United States Coast Guard of the test result.
 - g. The student will sign a form acknowledging that he/she understands the restrictions imposed on him/her in E.3.c.
 - h. All required watches, classes and other activities denied by this action must be made up by graduation.
 - i. When a student has been dismissed due to illegal drug use, he or she may be required to complete a program of increased random drug testing, evaluation, and treatment as accorded in the U.S. Coast Guard protocols before he or she can apply for re-admission to the Academy.
 - j. Any student who has completed a program as required in “i” above and who has subsequently been readmitted to the academy may be subject to increased random drug testing as determined by the Dean of Students.
 - k. The student is responsible for any costs they incur as a result of the required testing, treatments or increased random testing as specified in “i” and “j” above.

Procedure – Pre-Employment Testing

A. Employees

1. Maine Maritime Academy will accept drug test results from previous employers when the tests generating the results are in compliance with the U.S.C.G. regulations on Random Testing.
2. Pre-employment requirements:
 - a. Human Resources will notify Health Services that a potential new employee has been requested to have the drug test administered.
 - b. A drug test will be administered in Health Services.
 - c. Health Services will notify Human Resources of the result. This result will be placed in the employee's medical record.
 - d. If the result is positive this person is not employable at Maine Maritime Academy.
 - e. The signed consent form will be placed in their personnel file.
3. Notification of employment will be given to the Administrative Assistant in the Vice President of Enrollment Management and Commandant's office by copy of the consent form so that the name can be added to the pool.
4. Employees may also request to be tested when the need arises for renewal of Coast Guard licenses, new employment, or other reasons. A fee will be charged.

B. Students

1. Any student may request to be tested prior to an employment situation. A fee will be charged.
2. This test will be done in Health Services at a time mutually agreed upon between the student and Health Services personnel.
3. Qualifying for drug free certification is a pre-requisite for all students in the random test program who plan to participate in a Co-operative Education course (Cadet shipping or co-op) in the spring or summer of the current academic year.
 - a. The drug test must be administered through the MMA Health Services program, an approved USCG site.
 - b. As this test is not part of Random Testing there is a \$25 fee which will be added to the student's bill.
 - c. This test must be completed between January 1st and March 25 in order to qualify for a coop in the spring or summer of the current academic year.
 - d. Any student who has been tested and certified drug free through the MMA random drug testing program between Jan. 1 and March 25 of that academic year and who also has a co-op in the spring or summer of the same year will not need to re-test for their co-op.
 - e. Once a student has been tested and certified drug free it is the students' responsibility to collect their certificate from Health Services and bring it to the Co-op Office or Career Services office to be placed in the students' file.
 - f. Most companies hiring co-op students will also require that the student pass a pre-employment physical and demonstrate they are drug-free immediately prior to starting work.

Community Code of Conduct

Part IV: Policies on Sexual Harassment and Sexual Assault

Section 1. Policy on Sexual Harassment

1. Sexual harassment is a form of sexual discrimination in violation of Title IX of the Civil Rights Act. Such conduct is inappropriate and will not be condoned at Maine Maritime Academy. Anyone who engages in sexual harassment subjects himself or herself to disciplinary action up to and **including termination/dismissal**.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or participation in an Academy sponsored education program or activity
 - b. Submission to or rejection of such conduct, by an individual, is used as the basis for academic or employment decisions affecting that individual

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working or educational environment, particularly in the residence hall.

This institution reaffirms the principle that its students and employees have a right to be free from sex discrimination through sexual harassment by any member of the academic community.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty or professional staff. When the authority and power inherent in faculty/staff relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and not consented to in order to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions of mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe that they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

Formal procedures will not be initiated without a written, signed complaint. An individual found to be responsible for sexual harassment is subject to disciplinary action for violations of this policy, consistent with the existing procedures applicable to that individual (student, faculty, or staff).

Discussion of Academy Policy on Sexual Harassment for Students

Maine Maritime Academy is committed to maintaining an environment free of inappropriate and disrespectful conduct and communication of a sexual nature, especially when such conduct, imposed on another person, adversely affects a student's relationship with a faculty member, member of the staff, or another student. Sexual harassment is a form of misconduct that violates the integrity of human relationships. Essentially its occurrence is marked by inappropriate personal and sexually-oriented attention by anyone and may include, but is not limited to:

1. Generalized sexist remarks or behavior, including but not limited to:

- Sex oriented teasing or abuse, verbal or written
- Disparaging remarks about one's gender, anatomy or sexual preference
- Sex-stereotyping jokes, references or examples
- “Wolf” whistling or other offensive sounds
- Obscene gestures
- Unwelcome suggestive looks or gestures
- Unwelcome leaning over or cornering
- Unwelcome pressure for dates

2. Inappropriate and offensive sexual advances, including but not limited to:

- Pressure, subtle or overt, for sexual activity, including unwelcome knocking or banging on a door
- Unwelcome physical contact, such as patting, pinching, or deliberately brushing up against a person.
- Coercive or implied solicitation of sexual activity or display of sexual behaviors as prerequisite to implied or overt promises of preferential treatment relevant to faculty, staff or student performance.
- Physical assault (See Sexual Assault Policy)

Procedures

In the event a student believes that she or he has been subjected to sexual harassment that student has several different options available to them in seeking help, advice, and/or informal or formal action. These are not mutually exclusive steps, nor

do they have to be done in order. The student may choose to approach the problem one way, or to follow a progression of steps. The procedures involved in each option and who they can talk with for clarification or advice are explained below.

I. Informal Complaint Procedures

- a. In circumstances where personal safety is not in danger, a student who believes that he or she has been subjected to sexual harassment should make a reasonable effort to resolve the matter on a personal basis, clearly communicating to the offending party that the behavior involved is unwelcome. If such an interaction is too threatening to the person being harassed they may want to consult first with Professor Sue Loomis, Humanities, (326-2345) or Deidra Davis, Dean of Students, (326-2138) for clarification, advice, and help. They have been designated as initial contacts or student advocates in these circumstances. Other resources may be any number of appropriate Academy personnel (counselor, other members of the Student Services staff, advisor, or Human Resource Officer are some examples)
- b. If, after the above informal discussions have occurred the offended student feels that the situation is unresolved, or if her or she wants the behavior noted, they may choose to make an informal report/complaint of the incident to the Dean of Students. This should be done as soon as possible.
- c. The Dean of Students, or the Human Resources Officer will then attempt to ascertain the relevant facts, inform the alleged offender of the nature of the complaint and attempt to resolve the complaint through an informal process of mediation, including discussions with the parties involved. The complainant and the alleged offender each has the right to choose and be accompanied by a supporting member of the Academy community during discussions. Lawyers, however, are not permitted at any such hearings.
- d. If the offender is not a student, the complaint will be forwarded to the Director of Safety and Security or to the Human Resources Officer if that person is a member of the administration or staff.

II. Formal Complaint Procedures

- A. If the informal procedures have not achieved a resolution satisfactory to the complainant, he or she may continue the complaint into formal procedures. That choice must be expressed in writing to the Dean of Students (or the Director of Human Resources in the case of administration or staff). No further action will be taken without such a written statement.
- B. If the information suggests that there has been a serious or persistent act of sexual harassment, the Dean of Students, or the Human Resources Officer will within 30 days after the written complaint was filed complete appropriate procedures for redress under the judicial/grievance/complaint procedures relevant to the alleged offender. (Student Handbook, Presidential Order 1-88, as amended.)
- C. If the complainant or alleged offender disagrees with the decision of the above, they may appeal the decision to the President of the Academy in writing within 10 days of the decision. The decision of the President will be final.

III. General Provisions

The Academy encourages students and employees to resolve sexual harassment problems through the procedures set forth herein before taking them to outside agencies or the court. In the event outside redress is sought the Academy may, at its discretion, withhold further action on the complaint pending the results of such agencies. Confidentiality by all parties is necessary to protect the rights of individuals and the Academy. Retaliatory action against any complainant is expressly forbidden and will be treated as a separate and distinct cause for complaint. However, this prohibition of retaliation does not impair the rights of alleged offenders to seek legal redress. In cases of unusually serious conduct or when retaliation is a distinct possibility the Academy may take whatever precautions it deems necessary to protect all parties. This may include temporary or permanent transfers to classes or jobs, or suspension of the party or parties involved.

Section 2. Sexual Assault Policy

I. Overview

The sexual assault policy aims to eliminate sexual assault on the Maine Maritime Academy Campus through comprehensive educational programs, rigorous enforcement of campus standards, and cooperation with the criminal justice system. The policy and procedures seek to provide any victim of sexual assault with immediate and long-term services. A victim of sexual assault has the right to report the offense to the Maine State Police.

II. Policy

The safety from harm of every individual in a college society is a necessity. Sexual assault is any physical sexual contact, as defined by Maine law, to which one has not given consent. Such conduct will not be condoned at Maine Maritime Academy. This means the individuals involved must state clearly what they do and do not want to occur between them. (Consent is willingly and verbally agreeing to specific sexual contact or conduct.)

Maine Maritime Academy is a residential, educational community committed to providing a safe atmosphere. In doing so, we are obligated to protect the dignity, safety, and self-respect of all members of the College community. The College will not tolerate any known acts that interfere with this commitment including any form of sexual intimidation, abuse or assault, which includes all incidents of criminal sexual conduct as defined by Maine Law.

In accordance with Maine Maritime's assumption of a sense of responsibility for the welfare of the community and an obligation on the part of each individual to respect the rights of others, a student who violates the College standards for sexual conduct could be subjected to sanctions under the Undergraduate Community Conduct Code: Judicial System, even though he or she may not be prosecuted in the criminal justice system for that conduct. Violators of this policy will be subject to disciplinary measures up to and including dismissal with prejudice. Maine Maritime Academy is committed to referring members of the College community who are victims of sexual assault to trained Sexual Assault Counselors. Currently we are affiliated with Downeast Sexual Assault Services as our primary referral point.

The Dean of Students shall ensure that campus-wide educational programs are conducted annually. They take various forms such as in-class presentations, public display of information, residence hall programming, staff training, etc.

III. Definitions

Sexual Assault

Sexual assault refers to any sexual act without the explicit consent of the recipient of the behavior. In many cases, this may involve force. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring an individual or any attempt to take advantage of an individual under duress or incapable of making a decision on her or his own is a direct violation of the policy. This includes situations in which an individual is under the influence of alcohol, drugs and/or prescribed medications. Force may include, but is not limited to, the use of or display of a weapon, physical battering or immobilization of the other person.

1. Rape

Rape is the most serious form of sexual assault and it is also the most extreme form of behavior prohibited by this policy. Rape refers to penetration, however slight, accomplished through force and against the wishes of the other person. Maine Law has replaced the charge of rape with the charge of gross sexual assault.

2. Acquaintance Rape

Sexual assault by a date, boyfriend, girlfriend, spouse, casual friend or an acquaintance constitutes acquaintance rape. Regardless of the relationship between the perpetrator and the victim, the same criminal law, campus regulations and penalties apply.

3. Sexual Contact

Sexual Contact includes touching intimate parts of the body, including thighs, genitals, buttocks, the pubic region or the breast/chest area or the clothing covering those parts and/or using intimate parts of the body to touch another individual.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

See Emergency Information at the back of this handbook from immediate steps!

MORE INFORMATION ON REPORTING A SEXUAL ASSAULT

Students who have been raped or sexually assaulted in any way have been victimized. Their assailants are at fault and this behavior is not acceptable. In order to stop this type of criminal activity, we encourage victims to report what has happened to them. This reporting will ensure help for the victim and remediation for the perpetrator. Reporting to Maine Maritime Academy's Campus Security simply means that trained professionals are handling the investigation and attempting to preserve the scene. The victim maintains control of the decision to follow through with proceedings through the criminal justice system. Recognizing the different needs of victims, there is a range of ways to report the perpetrator's behavior. A student may pursue any or all of these options.

If the victim desires criminal prosecution through the courts, the matter should be reported to the police. The County Prosecutor's Office provides a victim witness advocate to help and inform victims of sexual violence in moving through the prosecution process. Campus Security can assist you with this procedure. A police report does not require a victim to prosecute. It is the victim's decision, hers or his alone, whether charges will be brought forth, even if one has spoken to the police or Campus Security.

If the offender is a Maine Maritime Student and the victim does not want to take action through the courts, but does want the Academy to take formal action against the offender, the matter should be reported to the Dean of Students. The Dean of Students will remove from Campus any student who is viewed by the Academy as a threat to another's safety and well-being. The Dean of Students may also authorize changes in academic or living arrangements of the victim if requested and if reasonably possible. At this time the Dean of Students will examine the compiled information regarding a case and will decide proper on-campus procedures for adjudication. If decided that adjudication is warranted, the established College Judicial procedures will apply.

Community Code of Conduct

Part V: The Judicial Process

Introduction

The campus judicial system as described herein and in the regimental manual, applies to all students at MMA. It is designed to encourage making mature decisions and developing appropriate behaviors and positive community involvement within an academic environment. There is a fundamental difference between the nature of student discipline and that of criminal law. The latter is concerned primarily with punishment, the former, in accordance with the educational mission of the college is concerned with preparing students to function effectively in their community. The intent is to reinforce the values of self-discipline, accountability and responsibility to the college community.

As these are administrative hearings, the policies and procedures used differ from those of the criminal process (See Section I. C. Due Process). Therefore each student should familiarize himself or herself with the following explanation of our judicial process. Regimental students should also become familiar with the judicial process presented in their regimental manual

Parts I-IV of the Community Conduct Code address expectations for student behavior. Student conduct that violates the Academy regulations shall be considered an offense under this conduct code. Such conduct occurring within the bounds of the college is of primary significance. However, when such conduct occurs outside the college, it shall also be considered an offense under the Conduct Code if it is judged to be detrimental and contrary to the college community and its standards, whether or not the offense occasions action by a criminal/civil court. (See I. General Procedures, *Jurisdiction* below). Occasionally student's exhibit behaviors that unintentionally violate or create the impression that they intend to violate the Academy regulations when the investigation indicates that this may be the case, he behavior will be evaluated for either disciplinary or administrative action. Behaviors that are in violation of the Code of Conduct shall be punishable by the sanctions listed under "Disciplinary Outcomes."

Based upon our two student lifestyles (i.e. Regimental or Independent) we have two, often interrelated, tracks in our disciplinary process and its' outcomes. Both tracks and their associated outcomes provide the student with a quantified measure of his/her standing regarding the Academy's social/behavioral expectations. Those students pursuing the regimental lifestyle are subject to mast hearings and "demerit" based outcomes that consist of marks placed upon a student's disciplinary record following a determination of responsibility. This program is defined in the regimental manual. Independent students, those not involved in the regimental program, are subject to board hearings and "points" based outcomes consisting also of marks placed upon a student's disciplinary record following a determination of responsibility. The Points program also features a defined merit review process providing for the possibility of earning a reduction of points. The Points program is defined in this handbook. One difference between these disciplinary tracks is in the quantity of marks a student may receive.

The range of actions that a student is held responsible for determines the quantity of marks a student may receive.

Section I. General Procedures

A. Jurisdiction:

1. *Individual Offenses:*

- a. **On-campus violations:** When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/law/regulation within the college environment, other than the minor rules and regulations concerning the residential facilities or motor vehicle policies, the Dean of Students, or his or her designated representatives, will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be referred to the appropriate channel for investigation and disciplinary action.
- b. **Off-campus violations:** When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/law/regulation outside of the immediate college environment, the Dean of Students, or her or his designated representatives, will evaluate that information. This may be the receipt of a citation from a law enforcement officer, and/or conviction by a court of law. If such conduct is judged to be detrimental and contrary to the college community and its students, or otherwise interferes with the mission or reputation of the Academy the student(s) involved will be referred to the appropriate channel for investigation and disciplinary action.
- c. **Alcohol violations:** Whenever information is presented indicating a student may be responsible for violating a state, federal or college rule/law/regulation pertaining to alcohol use/abuse, the Dean of Students, or his or her designated representatives, will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be referred to the appropriate channel for investigation and adjudication by the Unified Alcohol Hearings Board (see section IV, Unified Alcohol Hearings Board)
- d. **False I.D. cards:** The falsification of documents, particularly drivers' licenses is a felony. Therefore, when information indicating that a student may have violated the Academy's Alcohol Policy through the production and/or presentation of false identification is present, the Dean of Students will determine adjudication of the incident. He or she will decide whether to convene the Unified Alcohol Hearings Board or refer the case to the respective student lifestyle board.
- e. **Violations other than those stated in "1.a-d" above,** will be adjudicated by the appropriate Hearing Board/Officer as stated below:

1. **Regimental students:** Generally are referred to the Vice President for Enrollment Management and Commandant's Department (refer to the Regimental Manual) unless the violation involves MMA Code of Conduct: General Regulations, and it is deemed best to refer to either the Residential Hearing or Judicial Boards.

2. *Independent students:*

- a. **Minor Violations:** Complaints comprising minor violations (i.e. minor misdemeanors, misdemeanors) of Academy residential regulations will be heard by the Residential Hearing board or they may request an administrative hearing with the Residential Coordinator. The Residential Coordinator may refuse to adjudicate a case if in his or her opinion the incident warrants the broader evaluation of the hearings board. (See section I F. Offense Classifications, A., B.).
- b. **Major Violations:** Complaints comprising major violations, (i.e. violations where serious probationary conditions, suspension, or dismissal are likely actions if the information is substantiated), will be heard by the Judicial Board. They also have the option to request an administrative hearing before the Dean of Students. The Dean of Students may refuse to adjudicate a serious case if in his or her opinion the incident warrants the broader evaluation of a judicial board. (See section I F. Offense Classifications, C.)
- c. **Parking and Traffic Violations:** The V.P for Administration is responsible for adjudicating violations of campus traffic regulations. When deemed necessary, the Dean of Students will adjudicate off-campus violations of traffic regulations.
- d. **Too Many Points?** When a student accumulates a high number of points (independent students), or there is an intervention with a student demonstrating a pattern of social actions that could potentially lead to suspension or dismissal, the Dean of Students may convene an Administrative Review Board.

2. *Group Offenses*

- a. Living organizations, societies, clubs, and similar organized groups are responsible for compliance with Academy regulations. Upon satisfactory proof that the group has encouraged, or did not take reasonable steps as a group, to pre-

vent violations of Academy regulations, the group may be subjected to permanent or temporary suspension of charter, social probation, denial of use of college facilities, or other like sanctions

- b. The determination that a group is liable to disciplinary outcomes under the foregoing paragraph 1, and of the sanction to be imposed, shall be made by the Judicial Board at a hearing, subject to normal hearing procedures, for that purpose. The President or principal officer of the group must be given reasonable notice of the time and place of said hearing and the nature of the charges. That person, and/or any other member of the group, is entitled to attend and be heard at the hearing.
- c. Nothing herein authorizes the imposition of individual disciplinary outcomes on any person except in accordance with the section on individual offenses.

B. Determining Charges

The following factors are considered in determining the type and classification of a charge and who to charge.

1. Offenses not specifically listed shall be regarded as falling under the classification of the most similar offense.
2. A student who is present when an offense is being committed and who does not attempt to stop the offense from being committed, or does not leave the scene, may be considered an accomplice and subject to the same charges as the principal offender(s). (i.e. being present in a room/suite where there is alcohol will carry the same charge as that of the resident(s) of that room/suite receive).

C. Due Process:

1. As these are administrative hearings, the law has no general requirement that due process procedures for student disciplinary cases provide for legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, application of principles of former or double jeopardy, compulsory production of witnesses, or any of the remaining features of federal criminal jurisprudence. Those are legal procedural issues for criminal courts and college hearings are administrative in nature. Rare and exceptional circumstances, such as when criminal charges are pending, may require provision of one or more of these features in a particular case to guarantee the fundamental concept of fair play.
2. In all cases, a student will receive at least three working days advance notice of the date of a hearing, will be clearly informed of the nature of the complaint being brought against them, the grounds upon which the hearing is being held, will be informed of the nature of the information to be presented, and shall be given an opportunity to present his or her response to the complaint, grounds, and information (see a. below). He or she will receive discipline based only on grounds that are reasonably supported by the information presented.
 - a. *Response vs. Non Response:* A respondent may choose not to make a statement or to answer questions in their hearing for their own reasons (Ex. Advice of counsel if an external court action is pending). As this is a choice the respondent makes, it will not cause the Hearing Officer or Chair of the Hearing Board to defer the hearing if they deem there is enough information presented to proceed with the hearing. Hearings Officers and Hearing Board members are cautioned not to draw any inferences, positive or negative from a respondents choice not to make a statement or answer questions. They are to base their conclusions only on grounds that are reasonably supported by the information presented.
3. Any student who has been accused of having committed a class III. Major Infraction or a Class II. Misdemeanor and who is appearing before the Judicial Board will be expected to select a member of the faculty or staff who can serve as an advisor to guide them through the process (depending on which board and the level of offense, see section II. Definitions: "Advisor") In the event the student is unable to obtain an advisor, one will be appointed for them. A student who does not want an advisor may also choose to waive his or her right to have an advisor but this action is not recommended.
 - a. *Advisor vs. legal counsel:* As these are administrative hearings, no legal counsel will be permitted to participate in the hearing. An exception to this rule may be made when criminal charges are pending. Then, in order to protect the respondent's rights within the external legal process, legal counsel may attend and observe the hearing and counsel the respondent regarding his/her participation but may not actively participate in the hearing.

D. Hearings Boards:

1. *The Unified Alcohol Hearings Board*

Refer to section III, Unified Alcohol Hearings Board

2. *The Residential Hearings Board*

The Residential Hearings Board shall consist of the Residential Coordinator, who serves as the non-voting chair (in conflicts of interest, the Director of Residential Life and Student Services will chair the board), and three students (generally not first year students, one serves as alternate) who are current residents of Curtis Hall. The Student Government Executive Board nominates two student members for confirmation by the Director of Residential Life and Student Services. Their appointment is for one academic year. The Regimental Operations Officer (ROO) will serve as the third student member. The Board will hear information as presented to it according to the rules of due process as described in paragraph "C" of this section. The Board, after hearing the information, will deliberate in private to determine responsibility/non-responsibility of the respondent(s) and the appropriate action to take. The Chair will only vote or make recommendations when board members cannot come to a mutual decision. The final decision will be communicated to the respondent verbally at the end of the hearing and in writing within twenty-four (24) hours of the hearing. Proceeding results will be recorded in the respondent's personal file at Residential Life. Appeals of these decisions are to the Dean of Students for a final determination (see section I. General Procedures, G. Appeals Process)

3. *Judicial Board*

The Judicial Board shall consist of one faculty, two staff (one acts as chair), and three students (one serves as alternate). The Faculty Senate as per the Faculty Constitution and By-laws will appoint the faculty member. The Student Government Executive Board nominates two student members for confirmation by the Director of Residential Life and Student Services. Appointments will be for one academic year. In instances where it is determined that a case involving a regimental student or students is to be brought to this board, the V.P. for Enrollment Management and Commandant or his designee will be included as an additional member of the Judicial Board. In some instances involving both regimental and Independent students, a joint Judicial Board and Class I hearing following their respective processes, may also be held. The Board will hear information as presented to it according to the rules of due process as described in paragraph "C" of this section. After hearing all the information presented the Board will deliberate in private to determine responsibility or non-responsibility of the respondent(s) and recommendation(s) for appropriate action, if any to the Dean of Students, who will render the final decision. Discussion and vote, each member having one vote will determine the level of responsibility and recommendations for sanction(s). The Chair will only vote or make recommendations when board members cannot come to a mutual decision. The Board's determinations and recommendations along with the Dean of Students final determination will be communicated to the respondent by the Dean of Students both verbally and in writing within twenty-four (24) hours of the conclusion of deliberations. Proceedings will be recorded by the Board and forwarded to the Dean of Students for her or his consideration in the event of an appeal. Punishments or sanctions imposed by the Dean of Students are effective immediately even if an appeal is to be filed and will remain in effect unless modified through the appeals process. Appeals of the decisions of the Dean of Students are to Vice President for Enrollment Management and Commandant (See section I. General Procedures, G. Appeals Process).

4. *Administrative Hearing*

An Administrative Hearing is a disciplinary procedure involving a meeting with an administrative hearing officer (either the Dean of Students or their designee, the Director of Residential Life and Student Services, or the Residential Coordinator). The hearings officer will hear the information as presented according to the rules of due process described in paragraph "C" of this section. After hearing the information presented the hearings officer will deliberate in private to decide both responsibility and the appropriate action. Notification of outcomes and appeals follow the same procedures as the board hearings. Administrative hearings may be assigned in some cases or respondents may request to have an administrative hearing as an alternative to a board hearing. The appropriate hearings officer may deny the request if he/she feels that the case should go before a board.

Appeals of Administrative Hearing decisions are to the person's immediate supervisor. (See section I. General Procedures, G. Appeals Process)

5. *Administrative Review Board*

An Administrative Review Board is a disciplinary procedure involving a meeting with the Dean of Students and any other staff or faculty that he or she deems appropriate. The Review Board is convened in cases of high accumulation of points (independent students), reviews of probationary status, as an intervention with a student who is demonstrating a pattern of social actions that could potentially lead to suspension or dismissal, or by a student's request for a merit review. The board will review a student's personal and academic record, current social behaviors, relevant information according to the rules of due process described in paragraph A of this section, and the student's goals and/or statements. After hearing the relevant information and statements, the review board will deliberate in private to decide both responsibility and the appropriate action. The final decision is rendered by the Dean of Students and will be communicated to the student verbally at the end of the hearing and in writing within twenty-four (24) hours of the hearing. Proceedings will be recorded in the Student's personal file at Residential Life.

Appeals of the decisions of the Dean of Students are to the Vice President for Enrollment Management and Commandant (See section I. General Procedures, G. Appeals Process)

6. *Honesty*: Any statement or information given by respondents or witnesses appearing before any hearings board is made on each individual's personal honor and the board members expect honesty in all statements. Any person who lies during a hearing will be subject to immediate dismissal from the Academy regardless of the determination made regarding the original charge(s)

7. *Confidentiality of Proceedings*: The Chairperson will remind the Board members and all participants in the hearing of the confidentiality of the proceedings and of all information and statements presented; and will direct that they comply with Academy regulations/policy governing implementation of the Family Educational Records Privacy Act of 1974 as amended.

E. *Disciplinary outcomes* (see section II. "Definitions," and section I.F. "Offense Classifications Table" for further illustration):

1. Disciplinary outcomes as a result of all judicial hearings will be one or a combination of the following:

- a. He or she is not responsible for the complaint, no formal action necessary.
- b. He or she has a limited responsibility that warrants a Letter of Reprimand or Warning.
- c. He or she is responsible for the complaint and is subject to one or more of the following penalties:
 1. Points (See #E. 3 below and section II. Definitions). Demerits (See Regimental Manual)
 2. Probation with or without specific conditions
 3. In cases involving alcohol: Assignment to the Alcohol Edu Sanctions program, or mandatory counseling/assessment or assignment to a treatment program.
 4. Remuneration for damages/fees
 5. Monetary fine.
 6. Community work assignment/service. Or XD's for regimental students.
 7. Educational projects/programs/activities as defined by the Hearings Officer/Chair.
 8. Increased random drug testing
 9. Restriction of campus activity or privilege
 10. Suspension (The student forfeits all refund opportunities)
 11. Dismissal or dismissal with prejudice (The student forfeits all refund opportunities)

2. Outcomes may differ: An outcome from an administrative hearing shall be awarded as is judged to be appropriate to the severity of the behavior evaluated. As our students progress in their college career they are expected to develop maturity in their decision-making and therefore be held more accountable for their actions. In support of this concept, the person's age, the length of time s/he has been enrolled at the college, overall previous record, and repetition of an offense may be factors considered in determining sanctions (i.e. a Junior may be held more accountable than a new student for the same offense).

3. *Point System* (independent students): Point accumulations and subsequent outcomes :

- a. The conduct year will commence on admission to the Academy and will terminate and begin anew at the end of the second term of each academic year.

b. Point limits for each class per conduct year and for total enrollment are as follows (See “c” below):

Class	Probation	Year	Total Enrollment: Not to exceed 60 (4/5 yr), 30 (2 yr).
Sr./Jr.	15	20	
So./N.S.	20	25	

- c. Cumulative points will provide a reference for the determination of a student’s suitability to remain at the Academy. Any independent student who exceeds his/her yearly or total enrollment points limit may be subject to summary dismissal and therefore shall be referred to an administrative hearing with the Dean of Students.
- d. Students who have been found responsible for misdemeanor or major offenses or a pattern of minor misdemeanor offenses, or who are in jeopardy of exceeding their academic and/or total enrollment points limits, may be placed in a probationary status by the appropriate hearing board or officer. Students placed in this probationary status will have their minor offenses adjudicated by the Director of Residential Life and Student Services. They may be subject to loss of privileges such as having a private vehicle on campus, T.V./cable, refrigerators, use of waterfront or athletic recreational facilities, participation in extracurricular student activities, being allowed to live in or to enter the residential buildings and involvement in varsity or intramural sports

F. Offense Classification and Outcomes Table (Also see *General Procedures, E. Disciplinary Outcomes*)

In the table that follows, the examples of violations and outcomes given are intended to be illustrative, they are not all-inclusive. The intention is to provide students with an understanding of the types of violations covered and the range of outcomes that may be applied. Disciplinary outcomes are sometimes not the same in all cases. Each case is evaluated on its own information (see E., Disciplinary Outcomes).

A. **Class I: Minor Misdemeanor:** This classification consists of minor violations of the regulations, of conduct reflecting an unintentional breach of discipline or inappropriate conduct that has limited impact on good order, safety, or personal integrity or honor. These offenses are typically referred to the Residential Coordinator or the Residential Hearings Board. However, if alcohol is involved, then these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not an all-inclusive list):

General: Noise; pranks; missing required meetings (RA section, Personal Development, assigned work time, etc); posting or otherwise introducing pornography/obscenities (not involving disrespect).

Visitation: Guest doesn’t carry their pass; unescorted guest.

Safety/Health/Security: Violation of the no smoking and other tobacco product policies (first time); unauthorized (U/A) electric equipment; U/A appliances; U/A pets/animals; habitual lockouts (3 or more); failure to carry/produce I.D. upon request (first time); room/suite or semi-private head excessively dirty (health issue).

Range of Outcomes for Class I: Minor Misdemeanor Infractions: The range of outcomes may include but not be limited to the following:

1. Letter of Reprimand, up to Disciplinary Probation.
2. Points: 1 - 5
3. Community worktime/service assignments:

	Minimum	Maximum
First time:	1 hr.	2 hrs
Second time:	2 hrs	6 hrs
Third time:	6 hrs	10+ hrs

B. **Class II: Misdemeanor:** This classification consists of offenses which involve a serious failure on the part of the student to accept and uphold his/her responsibilities to the Academy, to those in a position of authority or to his/her fellow students. The degree of seriousness that differentiates “Misdemeanors” from “Major Infractions” is determined by the level of intent and degree of culpability of the offender. These offenses may be referred to the Residential Hearings Board, or the Judicial Board depending on the circumstances. However, if alcohol is involved, these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not a conclusive list):

General: Minor vandalism; disorderly conduct; repeated noise violations; disruptive behaviors; failure to comply with the requests of college officials (includes RA staff & Security officers); failure to carry/produce I.D. upon request (repeat offense) being abusive towards staff or others; pornography or obscenity (a more serious nature, intent of disrespect); repetition of minor violations.

Theft: Minor incidents of theft such as minor theft of services (example: stealing food from the mess deck.); U/A use of personal property (CDs, tapes, computer, etc).

Visitation: Repetition of minor violations, hosting either unregistered guests/visitors or guests/visitors who violate the Community Code of Conduct, or violation of no-cohabitation policy.

Safety, Health (violations that place people at risk): U/A opening of secured doors; propping secured doors open; trespassing (U/A entry into academy buildings, spaces or student rooms.); failure to vacate the building during a fire alarm, violations of the no smoking policies (2nd and subsequent times).

Range of Outcomes for Class II: Misdemeanor Infractions: The range of outcomes may include but not be limited to the following:

1. Points: 4 - 8
2. Disciplinary Probation for one semester to one year with specific conditions which can be one or any combination of the following:
 - a. Community Work time/Service

	Minimum	Maximum
First time	4 hrs	6 hrs
2 nd time	6 hrs	8 hrs
3 rd time	8 hrs	10+ hrs

- b. Counseling assessment to determine assignment to either checkpoint, evaluation, or treatment programs.
 - c. Restriction of campus activities or privileges

- C. ***Class III: Major Infraction:*** This classification consists of offenses that reflect a serious breach of conduct regarding personal integrity, a blatant disregard for authority or the rights and/or safety of self or others. These actions would potentially involve suspension or dismissal and typically would be referred to the Dean of Students or the Judicial Board. However, if alcohol is involved, these cases may be referred to the Unified Alcohol Hearings Board.

Types of offenses/violations included in this classification (not an a;; inclusive list):

General: Academic dishonesty; intentional actions that obstruct any facilities within the college such as buildings, passageways, hosting a U/A underage guest.

Assault: Personal actions that result in any physical harm to person(s); sexual assault.

Drug Policy: Possession, use, sale, or distribution of drugs that jeopardizes or endangers the welfare of oneself or others, or which contributes to other irresponsible or offensive student actions or behaviors, such as possession, use, sale or distribution of drug paraphernalia.

Conduct Unacceptable: Conduct Unacceptable is defined as that conduct or pattern of conduct which involves a major breach of honor, discipline, or an individual's failure to live up to his or her community obligations and responsibilities. When those acts violate the law and/or are unfavorable to the well-being and character of the Maine Maritime Academy community they may be considered a violation of the MMA community conduct code. This applies to activities that may occur on or off campus.

Harassment: Sexual harassment; actions of individuals or a group that result in disturbance or distress to others.

Theft: Stealing college property or property belonging to others; major theft of services (eating at dining services without a meal plan or paying the fee, stealing from vending machines); repeating any misdemeanor theft offense.

Vandalism: Significant damage or destruction of college property or property belonging to others.

Safety/Health (violations which may result in illness or injury to others): false alarms, arson, tampering with fire or safety equipment, possession of and/or burning of candles/incense/oils, continuous violations of the no smoking regulations, possession or use of weapons (includes martial arts equipment), firearms, fireworks, incendiary devices or explosives.

Visitation: Hosting guests who violate the Community Conduct Code at this level.

Range of Outcomes for Class III: Major Infractions: The range of outcomes may include but not be limited to the following:

1. Suspension or Dismissal

G. The Appeals Process

1. Paths of Appeal:

- a. In general, for administrative decisions/actions the first line of appeal is to a person's supervisor, followed by the appropriate Vice President. Appeals to the President are considered the last resort in these cases.
- b. For Judicial decisions, refer to the specific description of each board for the correct appeals officer.
- c. Appeals of decisions by the Housing Appeals Board must be directed to the V.P. for Enrollment Management and Commandant who renders the final decision.
- d. Appeals of decisions by the Unified Alcohol Hearings Board must be directed to the Dean of Students who renders the final decision.
- e. The President hears all appeals of academic disenrollment decisions. Refer to the section on academic policies here and in your college catalogue for full details.

2. The administrative procedures for all appeals are as follows:

- a. An appeal must be in writing and must cite the circumstances of the case and the basis for the appeal. An appeal focuses responsibility on the student or group. It is not a re-hearing of the case. You may only appeal based on one of the four reasons listed below:
 1. Alleged procedural error that substantially affects the rights of the respondent.
 2. Introduction of new information of a character that would directly affect the finding of the hearing.
 3. Incompatibility of the finding of the hearing with the information presented.
 4. Excessive penalty
- b. The appeal must be submitted to the relevant Appeals Officer within three (3) class days following receipt of a written notice of a disciplinary/administrative outcome or action. The Appeals Officer may choose not to consider the appeal, to hear the appeal with the student present, or to grant the appeal outright.
- c. The Appeals Officer will notify the appellant within ten (10) working days of the receipt of the appeal letter that their appeal has been denied or that a hearing has been scheduled. Any days that the Appeals Officer is away from campus are not included in the notification count.
- d. The Appeals Officer may elect to review the case with the other relevant academy faculty or staff without the student present and without a formal hearing.
- e. When the President is the Appeals Officer, his or her decision on the appeal is final.

H. Merit Reviews for Points Reductions

The goal of this disciplinary system is to promote mature decision making and developing appropriate behaviors and positive involvement. This review is designed to encourage students to become more involved at the Academy and community-at-large in positive activities and to be an active service volunteer. It also recognizes those who make these positive contributions.

1. Students who have accumulated points on their disciplinary record, but who have had no violations for two semesters and can demonstrate good citizenship and positive involvement, may apply to the Dean of Students for a merit review for the purpose of having their points removed or reduced.

A merit review will consider any or all of the following: the student's disciplinary record, active and continuous involvement in campus activities (clubs/organizations, sports.), service to the Academy and to the community at large and recommendations (faculty, staff, residence staff, other supervisors, etc.). It is the student's responsibility to make sure their file is updated regularly and to present his or her case for a reduction. The student may choose to have an advisor in this process.

2. When the accumulated points are due only to minor misdemeanor offenses, the Dean of Students or his/her designee may conduct a merit review. If their accumulated points include misdemeanor and/or major offenses, an Administrative Review Board will perform the merit review.
3. If a reduction in points is warranted then the student will have their yearly and total records reduced as stated below. The original record of the incident and points assigned will remain in the student's record.
4. As a result of a merit review, points derived from minor misdemeanor offenses can be removed from the totals. In general points derived from misdemeanor offenses can be reduced by two thirds (2/3). Points derived from major offenses can be reduced by one third (1/3). In outstanding cases as determined by the review board, all points may be removed from the student's totals.

I. Revocation of Probation

In the event that a student has been placed on disciplinary probation and subsequently is found responsible for a violation of a regulation by any other college hearings board/officer, his/her probationary status may be revoked, and the student may be subject to suspension, dismissal or other appropriate sanctions. The revocation of probation will not automatically occur. In such a case he/she shall be entitled to a Hearing, and an Administrative Review Board will be convened to determine whether his/her probation as a result of his/her original action should be revoked, based on the conduct which gave rise to the second incident. Once the board has made its determination, the Dean of Students will then decide the appropriate sanctions if any. Notification to the student will be according to the procedures in paragraph "C".

J. Amendment and Construction

The Dean of Students or his/her designee upon consultation with the President and Executive Committee of the Academy may amend the Judicial Procedures and Regulations of MMA at any time. All questions not covered by the foregoing articles may be resolved by using existing institutions or by amendment.

Section II. Definitions (in alphabetic order)

Advisor: Any student charged with an offense under the Academy regulations may be required to have an advisor to help guide them through the judicial process. This requirement depends on the hearings board and the nature and level of the offense charged. It is generally the student's responsibility to select their advisor, but he/she may have one appointed for them by the hearings officer if they are unwilling or unable to find one. Any member of the faculty or staff (with the exception of any Student Services or Vice President of Enrollment Management and Commandant's staff who may be connected to the hearing) may serve as an advisor. The advisor is expected to appear at the hearing with the respondent. They will assist the respondent with his or her defense prior to and during the hearing, and if necessary, assist them in their responses to questions during the hearing. The advisor's role is not that of a lawyer, but of a guide to ensure that the rights of the student involved in the judicial process are protected. It is the student's responsibility to address the hearings officer(s) in any hearing and to question any witnesses as appropriate, but they may consult with their advisor at any time.

Checkpoint/Evaluation/Treatment programs: In cases involving violation of the alcohol policies or the use/abuse of alcohol or other drugs, a student may be assigned to one or a combination of these programs. Checkpoint is required of all first time alcohol offenders. It is an on-line interactive self-assessment and education computer program that is available in the Dean of Students office. The evaluation program is generally assigned to second time offenders and involves meeting with the Coordinator for Substance Abuse Education to evaluate further their behavior and their involvement with alcohol or drugs. This may involve more than one meeting. Students who are repeat offenders or their usage is of such a nature as to require help are assigned to set up a treatment program. This involves working with the person mentioned above to develop and fulfill a treatment program, and may possibly involve a referral to an agency away from campus.

Community Work time: Students found in violation of Academy policies may be required to perform work hours cleaning in or around the residence hall or other appropriate areas of campus. They may also be directed to perform a service task such as developing a program with an RA or helping with a town project. For service tasks they will be assigned an advisor to work with. The hearings board or hearing officer will determine the number of hours deemed appropriate in each case. Generally the work sessions are at 4:00 PM on weekdays and occur in two hour blocks. *These assignments take priority over any other student activity other than regularly scheduled classes (this includes clubs, sports, etc).* Failure to complete the required hours as prescribed will result in suspension from the Academy. The Dean of Students or her or his designee must approve exceptions to this rule.

Complainant: Person(s) responsible for filing the initial complaint.

Demerits: This is a disciplinary system applicable to regimental students that consists of a mark or marks placed on a student's personal record at the Vice President of Enrollment Management and Commandant's office following determination of guilt for a violation of Academy regulations. The use of a demerit system is intended to provide the student with a measure of his/her standing with regard to regimental and social violations. The Regimental Manual defines how this applies to regimental students.

Dismissal/dismissal with prejudice: Dismissal is a formal separation of a student from the college. It is a termination of "student" status at the institution and, therefore, a cessation of any arrangement or agreement, implied or otherwise, between that person and the college. Dismissed persons must apply for re-admission to the college through the Admissions Office. Dismissal with prejudice occurs when the student's violation(s) is of such a serious nature that once he or she has been dismissed, they will not be eligible to apply for re-admission at any time.

Disciplinary Probation: A student is placed in this status when he or she is allowed to remain at the college under specific conditions or "terms" as a result of a violation of the MMA Conduct Code. Violation of disciplinary probation may lead to suspension or dismissal of the student. Failure to adhere to the conditions of probation, or a further violation of the conduct code constitutes violation of disciplinary probation. This will result in the student being subjected to an administrative review, which will determine the appropriate disciplinary action. The time span of the probation, the probationary terms, and the recommended disciplinary outcomes to be levied if those terms are broken will be indicated in writing to the student when they are placed under this status.

Points and Merit Review: These disciplinary outcomes are applicable to independent students and consist of points placed on a student's personal record at the Student Services office following determination of guilt for a violation of Academy regulations. The goal of the points and merit review system is to promote and recognize mature decision-making, appropriate behaviors and positive involvement. It also provides the student with a measure of his/her standing with regard to social violations. Accumulation of points beyond limits stated in the judicial policy may lead to administrative review and additional disciplinary actions. The Student Handbook defines how this applies to students who are not in the regiment.

Reprimand, Letter of: Indicates that the student has a limited responsibility for the charge. Further violations of the Community Code of Conduct or other regulations may result in more serious action. The board or hearings officer may choose to include specific educational sanctions that the student must fulfill.

Respondent: Student(s) responding to the "complaint" of a violation.

Restriction of Campus Activity or Privilege: A student's campus activities or privileges can be limited or restricted. Examples: Having a private motor vehicle on campus, being allowed to live in or to enter the residential buildings, the ability to use any Academy facilities other than those necessary for academic work (i.e. Alford Student Center/dining room, athletic complex, waterfront, etc), involvement in extracurricular student activities, varsity or intramural sports, or having certain appliances [stereo, T.V. or refrigerator].

Suspension: Suspension is a temporary informal separation of the student from the college that may be short term (pending a hearing) or long term (one semester or more). Specific dates and any required conditions are stated to indicate the terms and period of suspension. Students under short-term suspension are responsible for all academic work that occurs while away from the Academy in a suspended status. A student under a long-term suspension must notify the Registrar's Office in advance of their intent to return to campus but, since they retain student status, no formal application to return is needed if the student returns within the stated time limits/conditions of their suspension. Students asking to return outside of the stated time limits must follow the readmission policy as published in the Undergraduate Catalog.

Undergraduate: A person will be considered an "undergraduate" if he/she is currently enrolled in the undergraduate college in any classification (see catalog). This includes those who are also employees, as well as former students or prospective students to the extent of being able to plan provisional holds on admission or readmission.

Section III. The Unified Alcohol Hearings Board

1. *Composition:* The Unified Alcohol Hearings Board shall consist of five members: one regimental staff member (Assistant Port Captain/ Commandant, or a Company Officer); one other staff member who is not on Vice President of Enrollment Management and Commandant's staff (appointed by the Dean of Students), representing the independent students; one regimental student (Regimental Executive Officer, or in his absence, the Regimental Commander); three independent student (to be chosen from a pool of independent students, two serve as alternates); and one faculty member (appointed by the Faculty Senate as per the Faculty Constitution and By-laws.) The Board will choose a chairperson from the faculty or lifestyle representatives. The appointments will be for one academic year.
2. *Procedures:* The Board will hear information as presented to it according to the rules of due process as described in paragraph A of this section. The Board, after hearing the information will deliberate in private to determine the responsibility or non-responsibility of the student(s) and the appropriate disciplinary outcome(s) to impose. The Chair will only vote or make recommendations whenever board members fail to come to a mutual decision. The Board's decision or recommendation will be communicated to the student verbally at the end of the hearing and in writing within forty-eight (48) hours of the close of the hearing.
3. *Appeals:* Appeal of Unified Hearings Board decisions must be made to the Dean of Students. In cases where the Dean of Students suspends or dismisses a student the appeal is to the President (see section I. General Procedures, G. Appeals process).
4. *Jurisdiction:* When information indicates that the Academy's Alcohol Policy has been violated as defined both herein (a, b, c,) and under the MMA Community Code, Part V. The Judicial Process (Sect. I.A.1a-e), the incident will in most cases be assigned to the Unified Alcohol Hearings Board* for adjudication.
 - a. When a student "introduced" or was in possession of alcohol on (and in some instances, off) campus. (This applies to any empty alcohol containers. No display/storage of alcohol empties will be allowed in Curtis Hall.)
 - b. A student "provided alcohol to minors and/or furnished a place for minors to drink."
 - c. A student appeared to be acting under the influence (impaired functioning) and was in violation of Academy regulations or at personal risk.

**Exception to 4:* When regimental students are participating in the annual training cruise they will also be subject to the Cruise Alcohol Policy as stated in the relevant cruise manual.

5. *Disciplinary Outcomes:* Alcohol violations
 - A. Any student who is found to be "providing" i.e. furnishing alcohol or a place to consume alcohol to minors (persons under 21 years of age) may be referred to local authorities for a court summons as well as the following outcomes:

1. First Offense:
 - a. Disciplinary probation until graduation.
 - b. Notification of the violation by letter to parents/guardians of financially dependent students
 - c. Demerits or Points
 1. Regimental students receive up to 100 demerits and the associated XDs
 2. Independent students receive up to 20 points and up to 20 hours work time
 - d. The student will be subject to a \$200 fine to be paid at the Student Services Office, Alford Student Center (across from the mailboxes) within 5 class days of the decision. Failure to pay a fine may result in suspension from classes
 - e. Counseling assessment to determine assignment to either evaluation or a treatment program. Direct contact must be made with the counselor within 5 class days
 2. Second Offense:

The board will recommend to the Dean of Students that the student(s) be dismissed from the Academy.
- B. Any student who is found to be in violation of the Academy's Alcohol Policy regarding illegal possession or consumption of alcohol or who is judged to be acting under the influence (impaired functioning) to the extent that he or she is disruptive and/or may jeopardize his/her own safety/welfare, or the safety/welfare of others will be subject to the following sanctions:
1. First Offense:
 - a. Assignment to the Checkpoint program. Direct contact must be made with the counselor within 5 class days.

In addition they will be assigned one or all of the following:

 - b. Disciplinary probation for a period of up to one year.
 - c. Notification of the violation by letter to parents/guardians of financially dependent students.
 - d. Demerits or Points
 1. Regimental students receive up to 50 demerits and the associated XDs
 2. Independent students receive up to 10 points and up to 10 hours work time.
 - e. The student will be subject to a \$100 fine to be paid at the Student Services Office, Alford Student Center (across from the mailboxes) within 5 class days of the decision. Failure to pay a fine may result in suspension from classes.
 2. Second Offense:
 - a. Disciplinary probation until graduation.
 - b. Notification of the violation by letter to parents/guardians of financially dependent students*.
 - c. Demerits or Points
 1. Regimental students receive up to 100 demerits and the associated XDs.
 2. Independent students receive up to 20 points and up to 20 hours work time.
 - d. Counseling and assessment to determine assignment to a treatment program. The student must make direct contact with the counselor within 5 class days.
 - e. In addition they may be assigned the following outcome when the board judges it to be appropriate:
 - A \$200 fine to be paid at the Student Services Office, Alford Student Center (across from the mailboxes) within 5 class days of the decision. Failure to pay a fine may result in suspension from classes.

*Note: -Those students who are financially independent are required to sign a waiver during registration if they do not want a letter forwarded.
 3. Third Offense:
 - a. Recommendation from the board to the Dean of Students that the student be dismissed from the Academy effective immediately, for a minimum of one semester.
- C. Students who have been dismissed from the Academy as a result of a recommendation from the Unified Alcohol Hearings Board must apply for re-admission through the Admissions office.
1. In order to be eligible to apply, they must prove to the Dean of Students that they have successfully completed an approved alcohol program (counseling, rehab, etc).
 2. The Dean of Students will also review evaluations from the Vice President for Enrollment Management and Commandant (for regimental students) or the Director of Residential Life and Student Services (for independent students).
 3. The student's case will then be decided at the next meeting of the Academic Board.
- D. In the event that a student who has been re-instated (see C. above) is again found to be in violation of the Academy's Alcohol Policy, the recommendation will be made to the Dean of Students that the student be dismissed with prejudice from the Academy (see Section II. Definitions: Dismissal)

Making the Grade



The Academic World

Academic Policies

The full statement of all academic policies is to be found in your college catalog (on-line or hard copy) and published by the Academic Dean whenever modified or added to. *Students should always keep a copy of their college catalog together with their student handbook*, as you are responsible for knowing those college policies that affect you. If you have any questions concerning your academic standing or how you may be impacted by a policy, please see your Academic Advisor or the Registrar. If they cannot help you, make an appointment to see the Academic Dean.

Final Exams

The schedule for final exams will be posted on the web during the first week of each semester. Students should consult this schedule and make travel plans accordingly. Students will not be excused from a scheduled final exam due to travel arrangements.

Appeal of Academic Grades

From time to time differences of opinion may occur regarding the grading by one of your instructors, or other academic matters that you feel have not been satisfactorily handled. While the Academy is committed to fair treatment, it recognizes the instructors responsibility to assign grades, to set standards and to deal with other academic matters. The steps open to you to resolve judgments that you feel have been inappropriate in your situation are:

- a. Make an appointment for a private office hour to discuss the matter with the instructor to be sure both parties fully understand the particulars at issue. It is hoped that appropriate mediation of the matter can be reached during this time. Be sure to bring with you any relevant papers or graded material to clarify the discussion. Often such meetings make it clear that the instructor's judgement was appropriate. Other times it may be clear that a change of grade is warranted. You may be asked to demonstrate your knowledge in the matters under consideration.
- b. Should the matter still be unresolved, your advisor or the instructor's department chair should be consulted. Further discussion between the instructor and these individuals may lead to further considerations.
- c. The Academic Dean is the last avenue for relief. The Dean may conclude there is no reason for further consideration, or, if circumstances warrant, may decide a wider review of the matter should take place. However, the faculty member has the ultimate responsibility for determination of grades.

Academic Board

The Academic Dean chairs the Academic Board. It is composed of the academic department chairs as well as the Dean of Students/Enrollment Management, the V.P. for Enrollment Management and Commandant, the Registrar, the Director of Admissions, Director of Financial Aid (non-voting), and one faculty member elected for a one-year term. The Board reviews the academic standing of all students at the conclusion of each term and recommends appropriate administrative action to the President.

Special Academic Categories

Students who fail to meet established academic standards may be subject to one of the following administrative actions:

Academic Warning

The mildest form of sanction issued by the Academic Board. Students will be placed in an academic warning status when their academic performance does not meet minimum graduation standards or if their performance warrants official cautioning by the Board.

Academic Probation

The Academic Board may place a student on academic probation because of unsatisfactory academic performance. Students on academic probation are considered to be at academic risk. In order to ensure that satisfactory progress is made toward correction of academic deficiencies these students will be placed in the P.F.D (Performance Fostering and Direction) Program (see Students at Risk Policy below). Normally, remaining two consecutive semesters on academic probation without significant improvement will result in a recommendation for academic dis-enrollment. Remaining on academic probation beyond this point may jeopardize a student's financial aid status.

Students at Risk Policy

Students at risk are defined as all students currently on academic probation. They are automatically assigned to the Performance Fostering and Direction (P.F.D.) program. Each PFD student will:

- Be required to meet with an assigned “special” advisor once a week and to meet regularly with their academic advisor (these advisors generally collaborate to get the student back on track).
- Not be allowed to register for more than 16 credit hours of course work per semester
- Be required to retake successfully all required courses he/she failed
- Be required to retake all courses required as part of their major and for which he/she received a grade of “D”
- Be removed from the “at risk” category only after they have obtained a cumulative QPA of 2.0 or higher

Academic Disenrollment

Students not meeting the established academic criteria in regard to the minimum quality point average and minimum successfully completed credit hours may be recommended to the President for academic disenrollment. Students dis-enrolled for academic deficiencies will not normally be eligible for readmission within six months of dis-enrollment. Students who have been dis-enrolled twice will normally not be eligible for readmission.

Appeals of Academic Disenrollment: Students who have been dis-enrolled for academic reasons may appeal this decision to the President after discussion with the Dean, and if appropriate, with parents. The President must receive their appeal letter within 10 working days of receiving their notification of dismissal. Appeals should clearly state the specific grounds for an appeal including, if warranted a detailed plan of remediation.

Academic Forgiveness Policy

Students with prior poor academic performance may petition, on the advice of the Academic Dean and with the approval of the Academic Board, to have certain courses removed from the calculation of the overall Quality Point Average. This policy is restricted to students that are returning after a number of years’ absence or have changed majors. The intent is to remove from calculation of the QPA, courses that are no longer appropriate for the new degree program that the student is currently pursuing. The Academic Board has traditionally interpreted this policy for students who have changed majors as applying only after the student has demonstrated satisfactory progress in course work in their new major.

A student may also appeal to the Academic Board for forgiveness of a complete set of semester(s) grades. Such forgiveness will be for unusual circumstances only. All grades in that (those) semester(s) will normally be changed to a “W”. Unusual circumstances that occur after mid-semester will not cause a first-half semester grade to be removed from the calculation of the student’s overall grade point average.

Study Skills/Learning

See Professor Susan Loomis in Dismukes, Room 113 (PH: 326-2345) for listings and location of the various labs and tutoring services available to you.

Learning Disability Support Services

Maine Maritime Academy provides supportive services to students with learning disabilities through the Academic Dean’s Office (ADO). The purpose of these support services is to provide the opportunity for educational success and personal growth in college programs at MMA. The supportive services are designed to promote student independence and equal access to classroom and college-related activities for those students with a demonstrated learning disability.

Associate Professor Donald Dobbin, Associate Academic Dean (326-2370/2371) has been designated as the person responsible for handling requests for accommodation of students with learning disabilities. His office is located in room 209 on the second floor of Leavitt Hall.

To receive accommodations you must meet with the Associate Academic Dean and provide the following:

1. Certification - You must document your learning disability with the Academic Dean’s Office by providing written recent documentation from a qualified specialist which establishes the nature of the disability, including the basis for the diagnosis and the dates of testing.
2. You must provide a recommendation from a qualified specialist of the accommodation(s) specifically appropriate for offsetting the effects of the disability.
3. The Academy may also conduct an independent review of the records submitted and/or request you to submit to an independent medical examination.

4. You must sign a release form that allows the Academy to notify professors that you have been certified as having a learning disability and that certain accommodations are required. Under the law only those with a “need to know” may see documentation. Faculty do need to know what accommodations are necessary but do not need to see the documentation.

5. After approval by the Academic Dean’s Office for specific accommodations, you will be given a letter to show to your instructor as you choose. You will be required to meet with your instructors and request the accommodations. You are responsible for doing so in a timely manner. Faculty are not required to anticipate special student needs. If you ask for an accommodation late in the semester, the instructor is only required to provide accommodations from that time on and does not need to offer make-up exams etc.

Accommodations must be appropriate and reasonable. The qualified specialist who has conducted the diagnosis usually determines the nature of the accommodation. The reasonableness of the accommodation is that it meets the needs of the student and is within the resources of the institution as a whole to provide. If you believe that a faculty member has denied you a reasonable accommodation, you may appeal that decision to the ADO. If you believe that the ADO has denied you a reasonable accommodation, that decision may be appealed to the President’s Office. You may also file a formal complaint to the Maine Human Rights Commission.

As a student with a learning disability, you have the first responsibility of documentation and notification through the proper channels. You do not have to request an accommodation if you do not desire to. In all cases, the purpose of the accommodation is to assist you to meet the specific academic requirements of your courses and program.

Library: General Information and Policies

VISIT THE LIBRARY ONLINE: <http://bell.mma.edu/~library.edu/>

LIBRARY HOURS

When classes are in session:

Monday-Thursday	8:00 am-11:00 pm
Friday	8:00 am-4:30 pm
Saturday	10:00 am-6:00 pm
Sunday	2:00 pm-10:00 pm

During vacations (Thanksgiving/winter/spring):

Monday-Friday	8:00 am-4:30 pm
Saturday-Sunday	CLOSED

Summer hours:

Monday-Friday	8:00 am-4:30 pm
Saturday -Sunday	CLOSED

The Nutting Memorial Library is located in Platz Hall, which was built in 1979. Platz Hall is centrally located on campus, representing the library’s central role in college life. The library supports Maine Maritime Academy’s programs in engineering, transportation, management, logistics, and ocean sciences. The library’s mission is to support the college’s instructional programs, to provide for learning outside the classroom, and to serve as a public resource by preserving Maine’s maritime heritage. The library’s holdings are particularly strong in the areas of maritime studies, marine technology, and nautical history.

COLLECTIONS

Main Collection (2nd floor)

The circulating collection is located on the second floor. Books are arranged on the shelves by call number. The library uses the Library of Congress classification system, which employs an alphanumeric call number scheme. The online catalog displays the location “Main” before the call number for books in the circulating collection.

Periodicals (2nd floor)

Current issues of journals and newspapers are shelved on the second floor. Backfiles of periodicals in print are housed in the basement, arranged alphabetically by title. Periodicals on microfiche or microfilm are kept on the first floor, and microform readers are available. Periodicals, whether single issues or bound volumes, cannot be checked out.

Reference Collection (1st floor)

The reference collection is located on the first floor. Reference materials include handbooks, encyclopedias, manuals, directories and statistics. The online catalog displays the location “reference” before the call number for books in the reference collection. Reference books cannot be checked out.

Government Documents

The library is a selective government depository, emphasizing maritime, engineering, oceanographic, and business documents. There is a microfiche reader available for viewing documents on microfiche. Most government documents can be checked out.

Maps and Charts (2nd floor)

The library is a depository for the National Imagery and Mapping Agency and the National Ocean Survey. Maps and charts of the world and of the territorial waters of the U.S. are kept on the second floor. Maps and charts cannot be checked out.

Special Collections (2nd floor)

The library’s Special Collections, shelved in the reading room, are housed on the second floor. Areas of strength are maritime history, Maine history, and World War II. The online catalog displays the location “Special Collection” before the call number for books held in this area. Materials in Special Collections cannot be checked out. Please see a librarian for assistance.

Non-Print Materials (1st floor)

In addition to books, the library’s holdings include videocassettes, DVD’s, audiocassettes, compact discs, and computer discs. These non-print materials are kept at the Circulation Desk. Non-print materials are included in the online catalog, and most of them can be checked out.

LIBRARY POLICIES

Circulation

Maine Maritime Academy students, faculty, and staff must present an Academy ID card in order to borrow library materials. Non-Academy borrowers who are Maine residents may request a library card. Library cards are free, but there is a \$5.00 replacement charge for lost cards. The loan period for books is four weeks. Renewals are allowed if there have been no other requests for the materials. Reference books, journals (single issues or bound volumes), and materials in Special Collections do not circulate. All loans outstanding on the last day of classes of each term will be considered overdue. Late fees will be assessed after that date. A minimum replacement fee of \$50, will be charged for lost or damaged materials.

Course Reserves

Materials placed on reserve for courses will be held at the Circulation Desk. Borrowers must present an Academy ID card to use reserve materials. The instructor determines the loan periods for reserve materials. Late charges for reserve materials are \$1.00/hour.

Quiet Area

The entire second floor of the library is a designated quiet area. Please keep conversation to a minimum in the reading room and elsewhere.

Computers

There are seven library computers for research and information needs and three computers available to Academy employees and students for general use. Neither word processing nor spreadsheet software is available on those workstations, and a time limit of 30 minutes may be imposed at the discretion of the library staff.

Food/Beverages

Food and beverages may be enjoyed ONLY on the first floor. The library staff reserves the right to confiscate food or beverages found elsewhere in the library.

Interlibrary Loan

Books or articles from journals that are not owned by the library may be obtained from other libraries through Interlibrary Loan. The library provides this service for Academy students, faculty, and staff. Delivery of books or articles via ILL generally takes 5-10 days and is usually free of charge.

Photocopy

The library provides a photocopy machine for the convenience of library users, and all users are subject to copyright regulations. Photocopy cards may be purchased from a dispenser located in the library.

Miscellaneous

Smoking or chewing tobacco is not allowed anywhere in Platz Hall. Pets are not allowed in the library. An adult must accompany children under the age of 16.

LIBRARY DEPARTMENTS AND STAFF

Director of Library Services Brent Hall, Librarian	326-2260
Public Services Rebecca Whitney, Assistant Librarian	326-2263
Technical Services Sarah Danser,, Assistant Librarian	326-2262
Acquisitions and Periodicals Charlene Kent, Library Assistant	326-2264
Government Documents Caroline Hudson, Library Assistant	326-2265

Quick/Platz Hall carries the name of John Platz, who served as President of the Board of Trustees of Maine Maritime Academy for nearly 15 years. He was a graduate of Harvard Law School and senior partner in the Lewiston law firm that bears his name.

The library is named for Capt. Kelvin L. Nutting. A 1930 graduate of the U.S. Naval Academy, he joined Maine Maritime Academy in 1960 after his retirement from the Navy. Initially a mathematics instructor, he later became Academic Dean, Executive Officer, and Acting Superintendent.

Academic Computer Services

General Information

On the Internet: Computer Services website can be found on www.mma.edu and is continually being updated and refined to provide a good recourse for students concerning our services.

Offices: The IT Dept is located in Leavitt Hall.

- Chief Technology Officer: (TBA) – Basement Floor
- Director of IT: Myron Curtis – 2nd Floor
- Network Manager: Norm Yates – Basement Floor
- Systems Programmer / Web Development: Tom Woehr – Basement Floor
- PC Specialist: Dallas Towle – Basement Floor
- PC Specialist / Cruise IT: (Hiring in process) – Basement Floor
- Database Systems Programmer: Chet Michaud – 2nd Floor
- Database Systems Programmer: Suzie Hutchings – 2nd Floor

Curtis Hall Computer Lab: First floor of Curtis.

Student Technicians will be staffing this area. Hours are posted in the Lab and on the web. (www.mma.edu)

Network Policies and Practices:

Purpose

Maine Maritime Academy provides access to the Internet and internal network facilities for its faculty, staff and students to support the educational functions of the institution. Since this resource is finite and must be shared by all users, Maine Maritime Academy reserves the right to limit individual access and/or use in order to maximize its availability to the entire user community. This document will identify reasonable expectations and unacceptable behavior on our network.

Network Behavior

Students and staff shall not infiltrate external or internal computing systems or networks. Students and staff shall not disrupt a system or interfere with another's ability to use any systems. Students or staff shall not crack passwords or otherwise acquire or view data that is protected, by compromising security measures. We reserve the right to disconnect any computer from the network that causes disruptions whether intentionally or not.

Thoughts on Electronic Communication Tools & Forums

Introduction

Electronic communication tools and forums (i.e. AIM, Facebook, MySpace, LiveJournal, etc.) are, like most of the Internet, a great innovation! They offer you an opportunity to interact with an extraordinarily expansive universe of new people. You can create your on-line identity and learn more about these tools and forums to create new relationships and communities. For the entrepreneurially minded, it might be an introduction to business as you think of how to "market" yourself, while others with particular social identities or hobbies can use it to find friends with common interests.

People make the technology, not only in the fundamental sense of discovery and invention, but also in the sense that they make it happen and that they shape it in ways that reflect our basic humanity. However, our basic humanity is vulnerable to context, circumstance and interpretation. Thus it is important to remember that electronic communication tools and forums create as many obligations as they do opportunities for expression. Below are five concepts to keep in mind when you utilizing these outlets of expression.

Five Things to Think About When Utilizing Electronic Communication

I. Invincibility

Well before Facebook, MySpace, and LiveJournal there was a student who used a chat room to post some facts about the size of his genitalia. What a surprise it was when he went for his first job interview, nicely tailored in a new suit and armed with a good G.P.A., and was rejected. Fortunate for him, there was an alumnus on the search committee who told him the reason: the hiring committee had looked him up on the Internet and found the boasting posting! Frantically, the

student called university officials and asked them to remove it, which they could not because a commercial ISP was the domain of the information. In time, the student learned about the complex procedure in which he had to engage in order to have the posting removed. It never occurred to him that a relatively harmless boast could cause him so much trouble.

Other examples from around the country include students whose posted pictures of themselves partying bolstered the administration's case when the underage students were charged with alcohol abuse; a student who applied to be an RA but was rejected because the staff reviewing applications found the student had posted inappropriate material on-line; or the students reprimanded for extreme and possibly libelous statements that they made about a professor on their Facebook postings.

THOUGHT: Think about not only your marketability today as a person, but whom you might want to be in five or ten years when posting an "identity" on the Internet. Remember, just because it this is new technology does not absolve you of the responsibility to use it in legal and appropriate ways — including taking into account your obligations regarding proper conduct as a member of the Academy community.

II. Caching

In the days before Google became the dominant search engine for the Internet, ISPs that hosted chat rooms had policies regarding caching information. Nowadays, Google is the main corporate entity with which one deals when it comes to cached information. To date, Google has tended to be good about removing material within a certain number of days following a proper request. But what exactly does caching mean to you?

Caching, in effect, means that if you post something on-line, even for just a day or so, even just to be funny or to make a point, and even if you take it down or change it, it remains accessible to the rest of the world on the Internet anyway.

Take a moment to think about how you want to "brand" yourself on the Internet. Almost everyone is more complex of a person than a single label can explain, but for most people it takes time and effort, if not real friendship, to get to know someone. Don't give people an excuse to think of you in a single dimensional way. What you put out on these sites about yourself should be an invitation to the rest of the world to get to know you better.

Then consider what it takes to get something removed from Google. You must go through their policy process¹ for removing information from their caching technology. Not only is that a lot of bureaucracy, but also you should know that while Google is the dominant search engine on the Internet today, it might not be tomorrow. Moreover, other search engines operate currently on the Internet and so it is not just Google whom you might have to contact in order to remove a page.²

¹Google offers a [Privacy questions / Removing information from Google's search results](#) page, as well as [removal information for webmasters](#).

²You may also want to check whether the material has been stored in the [Internet Archive's](#) Wayback Machine.

*THOUGHT: Think about how willing you are to go through the bureaucracies of at least three to five search engine companies to remove cached material **before** you post something about yourself on-line.*

III. Freedom of Expression

Because Maine Maritime Academy is a state institution, we observe the First Amendment on free speech. However, we know that with freedom comes responsibility. Electronic communication tools and forums are an excellent example of that sobriquet. No official at the Academy is going to monitor your postings on the internet. Most students are adults and we intend to treat you that way. It is time for you to be away from your families and make your own decisions about who you want to be.

This is not because Maine Maritime does not care; indeed, its officials care deeply about you and your development. It is just that we all believe you are of an age and maturity that it is time you learned about freedom and responsibility for yourself. It also means, however, that it is up to you to set your own limits and create your own identity and to be responsible for the consequences, given that you live in the real world of rules, discipline, employers with their own interests as well as other people who, like it or not, will make judgments about what they see.

With that said, there may be a time when an official has an "educational" conversation with you about how you have decided to portray yourself, be it on the internet or otherwise. There may also be a time when alleged violations of policy

laws come to our attention, and so we must then act accordingly.

IV. Responsibility

Here is the responsibility part: **no one is going to limit those people who are authorized to use the Internet or view your postings from seeing what you post on-line.** The Internet is an open, unlimited international community (that is why it is such an exciting innovation!). For example, Facebook is open generally to .edu addresses. That authorization includes faculty and staff — as well as alumni. Such people might be members of your family, your parent's neighbors, the local bank manager where you want to get a loan for a new car, or a shipping company with whom you might want a summer co-op . . . **anyone, world wide!**

Thus, if you are applying for a job as a RA there is nothing keeping the residence hall staff from looking you up. Trying to get a deal on car insurance? Who knows, maybe that agent went to MMA! Do you really want him seeing a photograph of you bombed out of your mind? In other words, there is nothing to keep just about anyone from looking you up. On Facebook, MySpace, and LiveJournal you have absolutely no expectation of privacy.

You also might want to take a moment and reflect on your physical safety when posting information about yourself. No expectation of privacy, especially when combined with the full range of humanity, means that you may be exposing yourself to someone who may not have the same values, assumptions about appropriate behavior, or may even have a mental defect or disease which could put you at risk as a victim of criminal behavior. Very likely you would not place a sign in the front of your house describing intimate details of your personal life, private sexual matters, detailed comings and goings or anything else that someone less careful and competent than you might construe as an invitation for communication or even harassment and stalking that could prove dangerous. Use physical space as your guide . . . so consider not posting on-line what you wouldn't put on a poster for your room door.

THOUGHT: With the freedom to post what you want comes the responsibility to do so in your interests not only for today, but also for who and what you want to be tomorrow. And also think of your personal safety. Cyberspace can have the effect of creating an illusion of intimacy that could prove dangerous for you in reality. Use the manners of behavior in physical space both in how you present yourself and how you interpret other people on-line as a guide.

V. The Law

Most of the time when we talk about these electronic communication tools, it is on a very individual level. Yet, there is another angle to consider: the privacy of others. "Privacy" is a complicated matter in American law. It evokes everything from the right to family planning through Fourth Amendment search and seizure to torts, or civil rights, "to be let alone" in our person.

Watch what you say! If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel. Moreover, if you post photographs or information about someone that can be construed to be an "invasion of their privacy" (say while they were sleeping in their own bed) or "false light" (say suggesting that they are of one sexual persuasion when they are of another), then you may be liable for a tort under the broad rubric of "privacy."

THOUGHT: Think not only about what identity you create for yourself online, but also how you represent others. At the very least, be sure that you take their feelings into account. You would not want to find yourself as a defendant in a tort case that alleged you invaded their privacy.

Conclusion

Electronic communication tools and forums, along with much of the Internet, are great innovations that allow users to express their humanity and an opportunity to create new communities. As such it represents an environment in which one can make choices about their identity, at least as one chooses to represent themselves publicly. That freedom does not suggest that one can do so with impunity, however. As we live in a society in which expression is judged in legal, policy, and even personal ways, it is important to remember the consequences of that expression no matter how fleeting or fun in the moment it might seem to be.

This can all be summed up easily in a "Golden Rule." Don't say anything about someone else that you would not want said about yourself. And be gentle with yourself too! What might seem fun or spontaneous now, given caching technologies, might prove to be a liability to your identity in the future. Have fun and make productive use

of these new, exciting technologies, but remember that technology does not absolve one of responsibility. Behind every device, behind every new program, behind every technology is a law, a social norm, and business practices that warrant consideration.

Internet and Email

Email and Internet access is provided for the tenure of your stay at MMA. It is expected that students check their email on a daily basis and visit www.mma.edu for official announcements and schedules. Commercial use of these services is prohibited.

Copyrighted material / Illegal Activities

Students and staff are not allowed to use MMA's network to download copyrighted material or to perform illegal activities. The IT Dept will cooperate with those who have jurisdiction to investigate matters involving violations of copyright and illegal actions.

The complete network policy document is provided at orientation and found at www.mma.edu

Laptop / Desktop Connectivity:

Wired: Data ports are provided in all dorm rooms, classrooms and various points across campus.

Wireless: 802.11b/g access is available at the Alford Student Center, Dining Hall, Library, on board the training ship, portions of BIW and is progressing to other locations on campus. Wireless signs will be posted in areas of coverage

Registering your computer: Laptop and desktop network cards must be registered for use on the network. MMA provides an online registration process for your network cards which includes downloading and installing Norton Anti-Virus and making some registry changes so that Norton Anti-Virus can update off our server. Details can be found at www.mma.edu

Dial up: Dial up Internet Services are provided for off-campus students. The current phone number for this is 326-4157 and only a valid email account is need for access. Further details can be found at www.mma.edu

Required Software for Students:

Microsoft Office: Maine Maritime Academy has standardized on the Microsoft Office suite of programs. Students are required to submit their papers in a format that is readable to the MS Office suite. *Maine Maritime Academy provides all registered students with a copy of Microsoft Office* - Check our website for details on methods to obtain a copy.

Anti Virus: It is required that you use our copy of Symantec / Norton Anti-virus, provided to students at no charge to participate on the network.

Curtis Hall Computer Lab

Hardware

- Desktop PC.s
- Data ports for laptops
- 1 laser printer

Software on Lab Computers

We cannot install student software on the lab PC.s, due to copyright considerations. Microsoft Office, Firefox, IE and courseware requested by faculty will be installed on the lab computers. A list of installed software will be provided online.

Usage

The lab PC.s are cleared each day any data you save to the lab PC.s hard drive will be deleted, so it's wise to save any needed data. We recommend using a USB drive for reliable and convenient storage .

Laser Printing

- Laptop computer users are welcome to use the laser printer
- Academy supplies plain copier paper for academic use in the computer lab.
- Paper refills are available through the Student Support Technician.
- Students are asked to supply their own paper for any personal use.
- Please limit your personal (non-academic) printing during peak lab usage.

Student Behavior

In an attempt to ensure a pleasant working environment, certain rules will be enforced. Students are expected to avoid unacceptable levels of noise, disruptive behavior, horseplay, and to honor the ban on all tobacco products. Food and drink is allowed. You may be asked to leave the computer lab for failure to respect these simple rules.

Technical Staff & Receiving Help:

Computer Lab Support Technician / Help Desk

Leavitt:

We will have two PC Specialists on the bottom floor of Leavitt to assist students with computer and network issues. We will attempt to assist to whatever reasonable degree, to be determined by the technician. We will make every attempt to assist the student in preserving academic and personal data on their computer, to a reasonable degree. This does not include illegal downloads or excessive personal data.

If we are unable to solve the issue the student will be directed to their vendor for support, but we will assist in this if possible.

Curtis Hall:

There will be a Student Support Technician on duty in the Curtis Hall computer lab, hours to be posted on the door of the computer lab. The technician's duties include maintaining the equipment in the lab, as well as answering student questions about the operation of the equipment.

The Student Support Technician will assist in connecting laptops to the network and changing passwords.

The Student Support Technician is also there to help determine the appropriate solution if problems arise with your personal laptop. This may mean assisting in basic troubleshooting, driver installations or assisting students in contacting their vendors for support.

A phone is provided in the Curtis Hall computer lab for making toll-free calls to your computer manufacturer for help in troubleshooting.

Registrar's Information: Confidentiality of Student Records

I. In compliance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 USC 1232g), commonly referred to as FERPA, Maine Maritime Academy has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and Academy policy warrants. Copies of this policy are available upon request from the Office of the Registrar. Students will be informed of these rights annually in the Student Handbook. President's Order 5-95 is hereby canceled.

II. FERPA applies to the records of students presently enrolled, former students and alumni, but does not apply to applicants seeking or denied admission to the Academy, nor does it apply to non-matriculated students. Under the provisions of this order, no personally identifiable information from a student's education records will be disclosed without his/her prior written consent except where prior written consent is not required by FERPA or this Order.

A. Type, Maintenance Life, Location, and Custodial Responsibility of Education Records.

1. The principle education record of each student is kept in the Office of the Registrar. The Registrar is responsible for these records, which will be retained for a period of 5 years following a student's graduation or last date of attendance. The sole exception to this policy regards the academic transcript, which will be maintained in perpetuity.
2. Other offices that maintain records are listed below. Inquiries concerning those records should be made in writing to the individuals concerned. Except as noted, records will be retained for the number of years indicated after graduation or last date of attendance.

<u>Type</u>	<u>Location/Custodial Responsibility</u>	<u>Retained</u>
Athletic Participation	Director of Athletics	6 years
Alumni	Alumni Director	Indefinite
Admissions	Director of Admissions	5 years
Financial Aid	Director of Financial Aid	5 years
Cadet Shipping/COOP Placement	COOP Education Administrator	5 years
	Director of Career Services	5 years
Disciplinary & Conduct	V.P. for Enrollment Management and Commandant	See note
Counseling	Academy Counselor	10 years
Health/Medical	Director of Health Services	10 years
Continuing Education	Academic Dean's Office	10 years
Residential Life	Director of Residential Life & Student Services	5 years
Graduate Studies	Assoc. Dean, Loeb-Sullivan School	5 years

Note: Disciplinary/Conduct records will be maintained for 5 years beyond the projected graduation date based on academic major and date-of-enrollment.

3. All custodians noted above may be reached at Maine Maritime Academy, Castine, ME 04420

B. Inspection and Review of Records

1. The student has the right to review and inspect all the documents in his or her records except as noted below. The request for review and inspection must be in writing (FERPA Form 1, Request for Access to Student Files) and be addressed to the custodian of the file. That person will comply as soon as feasible; under the law this must be done within 45 days after receipt of the request. Exceptions to the review policy are:

- a. Evaluations and recommendations, when the student has waived the right to review;
- b. Financial records and statements of the student's parents
- c. Medical/health records may be reviewed by an individual student or his/her representative who has been designated in writing for the express purpose of reviewing these records. The review shall take place only under the direct supervision of Academy health service personnel.
- d. Documents classified by law as non-educational which include the following
 1. Personal files maintained by faculty or staff which are held in the maker's sole possession and are not accessible to or revealed to any other person
 2. Law enforcement records, kept separate from education records, and available only to law enforcement officials.
 3. Counseling, psychological or psychiatric records in the custody of the Academy counselor and used only for counseling of a student and by those providing counseling. (These records may be reviewed, only with the student's written permission, by an appropriate professional of the student's choice, but are not otherwise available to students or members of their families.)
 4. Medical records created or maintained by a physician or other professional or paraprofessional (acting or assisting in his or her professional or paraprofessional capacity) and which are used only in connection with the provision of treatment to the student. These records may not be disclosed to anyone other than individuals providing the treatment but, with the student's written permission, they can be reviewed by a physician or other appropriate professional of the student's choice.
 5. Alumni records which contain information about a student after he or she is no longer in attendance and which do not relate to the person as a student.
- e. If, after inspecting and reviewing a record, the student has any question about it, he or she may request an oral or written explanation and interpretation of it.
- f. The student may also secure a copy of every document in a folder (less those excepted in paragraph II.B.1 above). These will be made by the Academy (normally within 8 school days) under the same terms, conditions, and charges as for a student copy of a transcript. Copies, however, will not be supplied if the student has an overdue debt to the Academy or has failed to return all books to its library. If an original or source document exists elsewhere (e.g. records of other schools), copies will not be sent to a third party or copied.

A. Correction of Record

1. If, after inspecting or reviewing a record, the student believes that any information contained therein is inaccurate or misleading or violates his or her privacy or other rights, the student may request, in writing, that the office which maintains the record amend it. Under the provisions of FERPA, this right to challenge is not intended to permit contesting of a grade. It is intended to allow students to question the substantive judgements that are correctly recorded.
2. The office must reach a decision and inform the student of this decision in writing within a reasonable period of time after receipt of the request.
3. If the office refuses to amend the record in accordance with the student request, the student has the right to a hearing.
4. The hearing will be conducted by a board of review appointed by the President, consisting of a person or persons who do not have a direct interest in the outcome of the hearing.
5. The hearing will be held within a reasonable period of time after the student has made the request, and the student will be given notice of the date, place, and time, reasonably in advance of the hearing.
6. The student will be afforded a full and fair opportunity to present information relevant to the issue raised, and may be assisted or represented by individuals of his or her own choice, including an attorney (at no expense to the Academy).
7. The decision of the board will be based solely upon the information presented at the hearing and will consist of a written statement given to all parties concerned, summarizing the information and stating the reasons for the decision.
8. If, as a result of the hearing, the board supports the complaint of the student, the education records of the student will be amended accordingly and the student will be so informed.
9. If the board decides against the student, the student has the right to place a statement commenting on the information in the record. This explanation will be maintained by the Academy as part of the education record of the student (as long as those records are maintained) and whenever a copy of those records is sent to any party, the explanation will accompany them.

A. Disclosure of Information From Records

1. No office maintaining an education record of a student will disclose any personally identifiable information from that record to anyone other than the student without the written consent of the student, except as provided below. A record of persons (other than Academy employees) having access to the file (FERPA Form 2, Access Records) shall be maintained in the file of each student. This record will be available upon request to the student.
2. The records of the student may be disclosed without written consent to academic and administrative employees within the Academy who have a legitimate educational interest in the information. Legitimate educational interest means the demonstrated need to know by those persons who act in the student's educational interest. This includes the following persons and the staffs acting under their instructions: the President and members of the Board of Trustees; the Dean and Chair of the student's department; the Registrar; the V.P. for Enrollment Management and Commandant; the Director of Security; the Directors of Finance and Financial Aid; the National Student Loan Clearing House; Vice-Presidents; appropriate guidance staff and/or academic or disciplinary boards; members of scholarship committees; any faculty member or administrator to whom, or to whose office, the student has addressed an educational request, application, or inquiry, for which the records are needed to prepare a reply.
3. The Academy also reserves the right to forward a student's education records to another school in which it understands that the student is currently enrolled, or seeks or intends to enroll, without the written consent of the student.
4. The records of a student will be disclosed without written consent to those federal and state governmental agencies and officials provided by law.
5. The records of a student will be disclosed without written consent to an agency to which the student has applied for or from which he or she has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
6. The records of a student will be disclosed without written consent to certain educational agencies and institutions, as permitted by law.
7. The Academy reserves the right to furnish to parents or guardians of financially dependent students any information relating to such student's academic, disciplinary or financial status. The Academy will assume that an undergraduate student is financially dependent unless the student informs the Office of the Registrar on FERPA Form 4, Notification

of Emancipated Status, within 10 days of registration each school year that he or she is financially independent.

8. The records of a student will be disclosed without written consent in order to comply with a judicial order or subpoena.

9. The records of a student will be disclosed without written consent in a health or safety emergency, as provided by law.

10. The following information related to a student is considered directory information and the Academy reserves the right to disclose it without the student's consent unless the student, within 10 days of the start of the Fall semester (or, in the case of graduate students, the end of the first module or each academic year), informs the registrar in writing (on FERPA Form 5, Request to Prevent Disclosure of Directory Information, available in the Registrar's office) that all such information is not to be made public without written permission: student's name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information (e.g. class schedule; distinguished academic performance). A new form for non-disclosure must be completed each academic year.

11. Though directory information is releasable in response to inquiries, it will not generally be Academy practice to publish directories per se. The sole exception to this policy is the e-mail directory published on the Academy's in-house-accessible web site.

12. FERPA allows the disclosure of the results of a disciplinary proceeding in the cases of crimes of violence. The information may be released to the victim of the crime or the victim's designated representatives. It should be noted that FERPA does not mandate the disclosure of this information merely because it is requested. The decision to disclose remains within the discretion of the Academy.

13. Under common law, the privacy interests of an individual expire with that individual's death. Accordingly, the disposition of records held by the Academy that pertain to a deceased individual is not a FERPA issue but a matter of college policy. These records will not be released without the written permission of the executor/executrix of the estate (or parents of dependent students). This policy will remain in effect for a period of 20 years from the date of death after which period the Academy reserves the right to permit access without permission.

14. Records released in accordance with these regulations shall be transmitted with a letter informing the requestor that such information is to be used only by those individuals in the deliberation warranting the request. If compliance with this restriction is not acceptable, the recipient shall be required to return all records, unused, to the issuing office (FERPA Form 3).

15. Social Security Numbers (SSNs) are utilized for student identification on Academy records and forms. Personal checks submitted for any fees will have SSNs written on them. If a student prefers not to have his or her SSN on a check, please submit payment by cashier's check or money order. Academy staff will write the student's SSN on checks where a student/parent has not already done so.

E. Upon matriculation, the master student record (created in the Admissions Office) will be purged of any items which have fulfilled their admissions-related purpose and which will no longer be required in the student's academic career. The following documents will normally be retained: application, birth certificate, social security cards, copies of letters of acceptance and other Academy correspondence, high school and college transcripts, etc. Records will be purged by the Admissions office prior to transfer to the office of the Registrar.

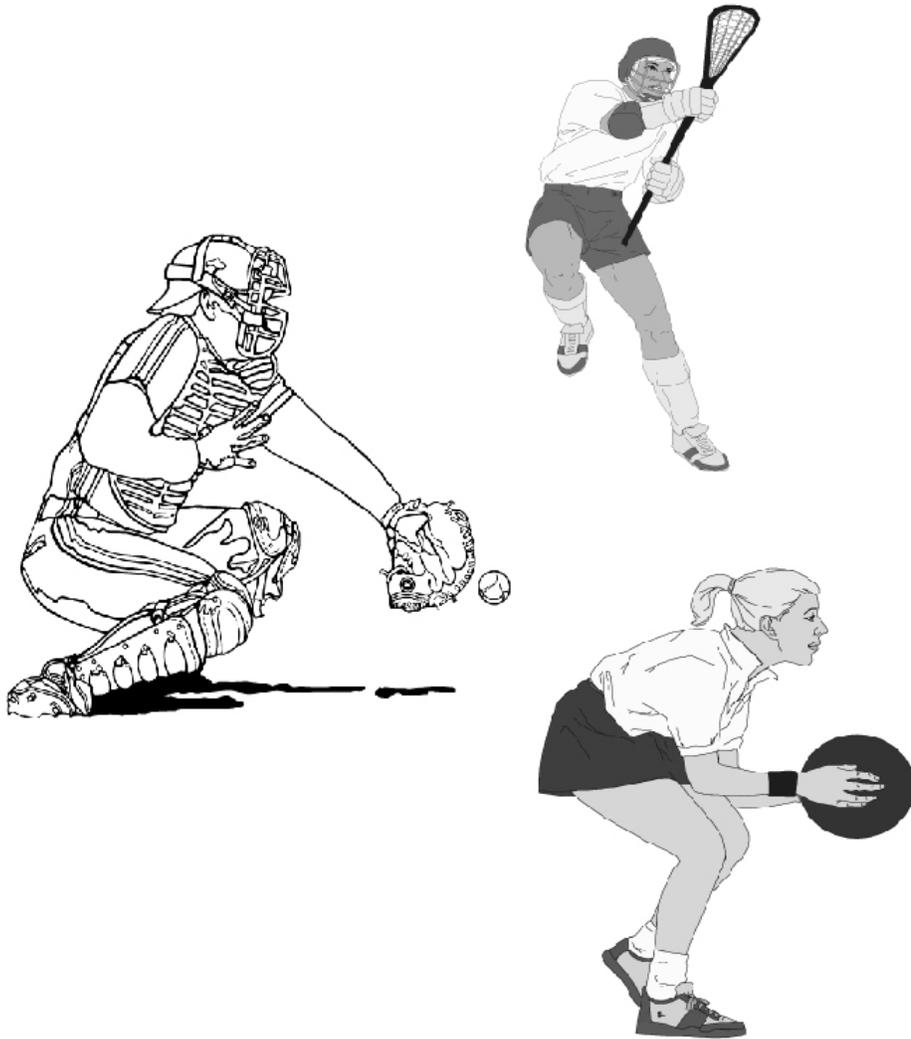
III. Right of Complaint

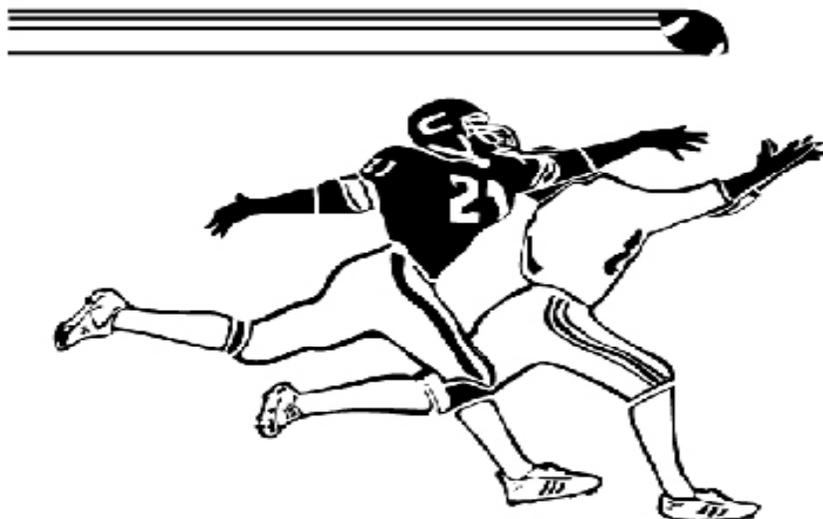
Students who believe that the Academy is not complying with the requirements of the Family Education Rights and Privacy Act or any regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

Family Policy Compliance Office
U.S. Department of Education
Washington, DC 20202-4605

The full text of the Act, as amended, is available for inspection in the Office of the Registrar.

They've got Game!!!





Sports Information: Intercollegiate and Intramural Sports

A large percentage of full time MMA students are chosen each year for the privilege of participating in varsity athletics. These students commit a great deal of their time and energy to preparing for and participating in the sport(s) of their choice and they are expected to adhere to high standards of performance academically, athletically, and personally.

You probably have noticed that these students work hard and give a lot. Hopefully you also realize how much they appreciate any support you can give them at their contests. All students are encouraged to give a little of their time to show support for the commitment made by our varsity athletes. Going to games is a great way to take a break, relax and have some fun.

So, attend some games - all home contests are free to MMA students (you may be asked to show your student ID cards). Occasionally, outside groups may be renting our facilities and you are also welcome to attend their events free of charge. These will be advertised on the “Activity” calendar in the Campus Connection (newsletter) and posted on our doors.

School colors – royal blue, gold and white
School nickname – *Mariners*

Varsity Sports - The Athletic Department welcomes all students to try out for a team of their interest. Full time students can compete on the following varsity sports teams:

Men’s and Women’s soccer, cross-country running, sailing, and basketball.
Men’s football, lacrosse, and golf
Women’s softball and volleyball

Refer to the MMA Internal Home page under Sports for schedule information.

Intramural Sports- Contact the Director of Athletics (PH: 326-2450/2451), located in the Smith Gymnasium, lower level, regarding your eligibility. (Also see: General Information, Recreational Services.)

Safety and Security



****PLEASE NOTE: 911 SERVICE IS NOW AVAILABLE IN CASTINE**

Office of Safety and Security

Introduction

At Maine Maritime Academy, the safety of our students, faculty and staff is always at the top of our agenda. We make available to them the information and resources that they can rely upon as members of the campus community to help make their environment safe. We are committed to providing the Maine Maritime Academy community with a safe and pleasant environment in which to live, work and pursue an education.

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

Valuable items such as computers, stereos, cameras, and televisions should be marked with an engraving instrument (loaned by the Office of Safety and Security at no charge).

The Office of Safety and Security subscribes to the procedures and standards stipulated by the Uniform Campus Crime Reporting Act. In support of this effort, the office promulgates a variety of rules, regulations and procedures relating to the safety and security of the Academy Campus. All students, staff and visitors are expected to abide by them. From time to time, modifications to these procedures will be communicated to the campus community through appropriate channels. It is the responsibility of each student to ensure that his or her personal conduct remains in accordance with Academy safety and security regulations, in addition to provisions of state and federal law.

The Office of Safety and Security adheres to the Clary Act, and the Wetterling Act and in doing so has posted the public log and other important information on the Maine Maritime Academy Web Page (See: Campus Resources: Safety and Security). Also available is the Maine State Sex Offender Registry which may be viewed at the Security office upon request.

Security Department and Staffing

The Academy Safety and Security Department is located within the administrative framework of the Academy. The Director of Safety and Security is responsible for the management of this department and reports to the Vice President of Finance, Administration and Governmental Relations. He/She also ensures that all Safety and Security services are coordinated with other key Academy officials.

The Campus Safety and Security Department provides continuous year-round security and emergency service to the Academy community. Twenty-four hour patrol services are provided with access to local/county and state emergency services. Maine Maritime Academy requires that all applicants for security officer positions must meet certain training requirements of Maine State Law and Maine Maritime Academy Policies.

Security Awareness and Crime Prevention Programs

The Maine Maritime Academy Safety and Security Department believes that crime prevention education programs provide a great asset in minimizing and/or preventing crime. The following is a list of crime prevention programs offered at Maine Maritime Academy.

1. New Student Orientation

An introductory crime prevention program is presented to all incoming students at the beginning of each academic year. Lectures, brochures and other printed materials are presented to all students and employees.

2. Crime Prevention Officer

The Safety and Security Department has designated Capt. A. Stone as our Crime Prevention Officer. His duties include the following:

- a. Conducting workshops for resident life staff, students and employees.
- b. Distributing printed material on crime prevention and safety matters.
- c. Assisting in preparing and presenting safety and security bulletins and crime statistics.
- d. Registering bicycles.
- e. Issuing engravers.

Personal Safety

Personal safety is taking steps to protect yourself from crimes. Personal safety involves:

1. **Avoiding Crime.** Without a doubt, prevention is your best protection against crime.
2. **Trust your instinct.** If you suspect something is wrong or a situation seems dangerous, you may be right! Don't dismiss suspicious people, cars or situations. Report them to the Safety and Security Office immediately.
3. **Keep your door locked.** Leaving it open for even one minute is an invitation for problems. Always lock your door. **Never** let anyone else use a key entrusted to you. If your key is lost or stolen, report it to Residential Life and Safety and Security right away. **Never** leave your room key in an obvious place. Always carry it with you.

General Safety

1. If you ride a bike:
 - a. Register your bike with the Safety and Security Office.
 - b. Lock your bike to a bike rack or tree.
 - c. Engrave your bike with your ID Number.
 - d. If your bike is stolen, report it to Safety and Security immediately.
2. If you drive a car:
 - a. All vehicles on campus must be registered with Safety and Security. Parking is allowed only in the lot for which the vehicle is registered.
 - b. Drive with the doors locked.
 - c. Lock the doors and trunk when parking. Take the keys with you.
 - d. Store valuables in a locked trunk or take them with you.
3. When walking or jogging:
 - a. Don't walk alone, get a friend to go with you....especially at night.
 - b. Try to get a partner to jog with you.
 - c. Walk or jog on well lighted paths, avoid short cuts and dark or isolated areas.
 - d. Look ALERT

HITCHHIKER NOTE: Hitchhiking is illegal in many places and dangerous everywhere!!!

Security For Residential Facilities

Most undergraduate resident students are housed in Curtis Hall. Graduate and some undergraduate resident students are housed in the Graduate Commons Housing.

Curtis Hall: The entrance doors to the hall are open from 6:00 a.m. to 11:00 p.m. To enter the hall after 11:00 p.m. the main doors at the Quarterdeck should be used.

Graduate Commons: The entrance doors to the Graduate Commons are open from 6:00 a.m. to 11:00 p.m. To enter the building when the doors are secured, each resident has a key to the outer doors of the Graduate Commons. Any student who leaves a residential facility after closing hours is responsible for securing the door behind them.

A student may not prop open or in any manner alter a door so that it will not properly close. Propping open a door is a leading cause of unauthorized residence hall entry. Students are not to admit unauthorized or uninvited persons into the residence hall after it has been closed. Visitors/guests can be admitted in accordance with current rules set by the Dean of Students. Immediately report any maintenance deficiencies that may compromise building security to the Safety and Security Department at 326-2(479) or the maintenance department at 326-2(447).

Security and access procedures are provided for your protection. You should follow these procedures at all times.

If You Are Assaulted

Call the Safety and Security Department as soon as possible. Try to remember as much about the person as possible. Important characteristics to include: sex, race, hair color, length, and texture, body size, clothing description, scars and other noticeable markings, mode of travel, type of vehicle, color and plate number. The campus will be searched for suspects and all state and local police agencies will be notified.

If You See A Suspicious Person

If you see anyone acting suspiciously, call the Safety and Security Department at once. Do not approach the person yourself. Report the type of suspicious activity and give a general description of the subjects (number of persons, sex, race, vehicle and location). An Officer will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, theft and related incidents will be measurably reduced. Remember, it is your responsibility too!

If You Recieve A Bomb Threat

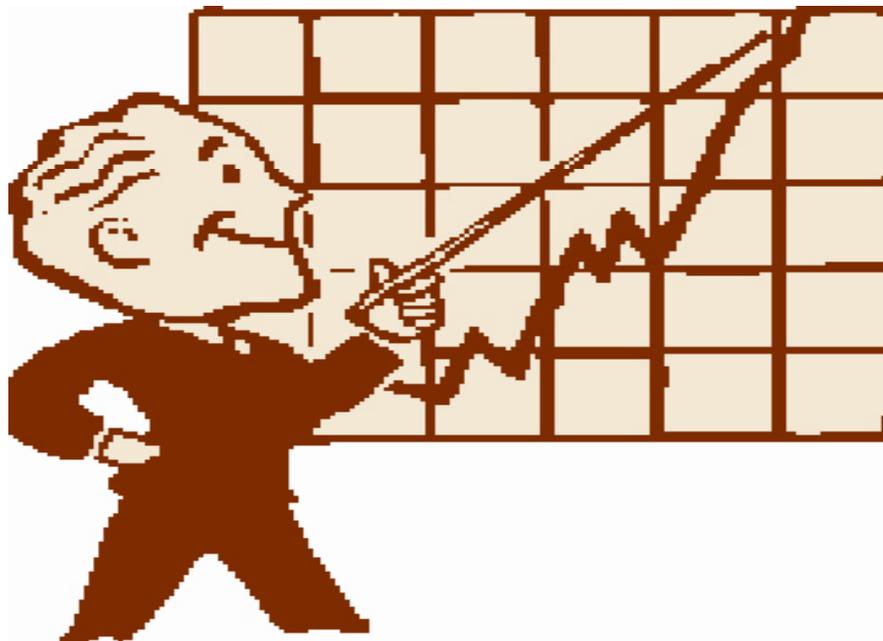
If you receive a BOMB THREAT, it is important to obtain as much information from the caller as possible. Things to ask include:

- 1) Location of bomb.
- 2) Time of Explosion.
- 3) Type of device.

Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller. **Immediately**, Call the Safety and Security Department. The Safety and Security Department will search the area involved and notify the appropriate agencies if a device is found. The Director of Safety and Security or the Security Officer on duty will determine if evacuation is required.

Annual Security Report

To view our campus crime statistics, visit the Safety and Security website. There is a link to this site on the internal home page (www.mma.edu). Click on Safety and Security link, then select Crime Brochure to see the previous three-year incident report statistics, the annual incident report statistics, and Public Log that lists incidents reported from the previous August to the current date.



Parking & Traffic Rules, Fees and Regulations

At the beginning of each Fall semester there will be no on-campus parking available to freshman students.

Upper class students (Soph., Jr, Sr) who wish to park a vehicle on campus must obtain their parking permit from Safety and Security no later than the fourth Friday in September. Late registrants cannot be guaranteed parking. After that date, if there are any remaining parking permits they may be put into a lottery for new students (freshmen). If a freshman lottery is to be held, it will be done one week prior to family weekend. Specific areas have been designated for student, employee and visitor parking. There is insufficient space for unlimited general parking so each group is expected to respect these designated parking areas. Fees have been established to help maintain and control the limited space available.

No one is allowed to drive or park on the grass at any time.

It is essential that all personnel observe the parking regulations and traffic rules in order to assure the least inconvenience for all concerned. Fines have been approved for violations of the parking rules. Repeated violations may result in the loss of the right to park on Academy property. Reckless driving, driving to endanger, noncompliance with traffic signs, speeding (more than 15 miles per hour on the campus), or excessive noise by the vehicle, the driver or occupants of a vehicle may result in the loss of campus parking privileges and/or disciplinary action. *The Academy is not responsible for any loss or damage to vehicles parked in Academy parking lots. Vehicle owners are reminded to both secure their vehicles and to carry adequate insurance coverage.*

Supervision

The Director of Safety and Security will be responsible for the supervision and enforcement of parking regulations. The Vice President of Administration, Finance and Governmental Relations will hear appeals. Vehicles parked on Academy property in violation of these regulations will be issued a parking ticket and/or be immobilized or towed.

Academy Parking Areas

The following is a detailed listing of current parking areas, as well as fire lanes and access roads. *Fire lanes consist of all access roads and walkways.*

01. Dismukes Hall parking area - Rear of building on Battle Ave. and on Pleasant St. side. Academy Faculty/Staff only.
No parking in entry or walkways.
02. Leavitt Hall parking area - Academy employees, authorized visitors, Continuing Education and Conference participants only
03. Pleasant Street Lot - Commuters and residents of Graduate Commons housing.
04. BIW Center - Academy employees, Curtis Hall/Bookstore visitors.
05. NROTC - Employees only, adjacent to the building.
06. Smith Gym parking lot – *Alongside the building*: Employees only.
07. Field House Lot (between FB and practice fields) - Sophomores.
08. Alexander Complex - Employees, and visitors using the facility.
- 09 Facilities Management shop - Employees and Facilities Management vehicles.
10. Curtis Hall Lot (Behind Curtis Hall) - All Seniors and Juniors.
11. Curtis Hall, Ramp area (immediately behind Curtis Hall) - Employee parking only.
12. Curtis Hall (Adjacent to the Health Services entry) - Health Services personnel only.
13. Waterfront, all areas - Employees only (Students by special permission only).
14. Long Term Parking: The Academy has allocated space at our Penobscot property on Rt. 199 (Approx. 7 mi from campus) for all students (including freshmen) who wish to leave their vehicles for long periods of time. The following conditions apply:
 - These vehicles will not be allowed to park on campus
 - Parking in the Long Term area will be free of charge and no sticker required.
 - The Academy is unable to provide transportation to and from this area.
 - This area is unsecured (No fence, no patrols) and parking there is at the owner's/operator's own risk.
 - Facilities Management will plow in the winter to open up the lanes.

Special Notes:

-All students are strongly encouraged to utilize Academy parking rather than park on public streets.

- The Town Dock area, administered by the Town of Castine, has posted limitations on the length of time you may park there, and some overnight parking is allowed.

-The merchants in downtown Castine work hard to run businesses handicapped by limited access problems. As parking is limited in the immediate area, please respect their needs and do not take up all the spaces by the business establishments.

Spring Cruise

During the period beginning with the Spring Cruise through September 1st, all undergraduate students are required to park in the Pleasant St. parking lot. Vehicles must be registered with the Office of Safety and Security before being left in this lot. A key to the vehicle must also be left at the office of Safety and Security. The key will be put in an envelope with the license number and the owner/operator's name on it. If the owner/operator is designating someone else to pick up the vehicle, that persons name must also be put on the envelope. If they are not named on the envelope the keys cannot be given to them (No exceptions)

Visitor Parking

Visitors to Curtis Hall may park in any unoccupied employee parking lot (B.I.W. & Leavitt Hall) unless specifically designated for reserved parking. Temporary Permits are available at Safety and Security for multi-day visitors. Participants in sponsored Academy programs, such as Continuing Education courses and Conference programs are to park in areas designated by the Director of Safety and Security.

Permit Parking

Any MMA student who wishes to park a motor vehicle on Academy property must obtain and display an appropriate parking permit from Safety and Security. This permit constitutes a license to a specific individual. This license allows that individual to park one motor vehicle registered to them on Academy property under the parking parameters designated in the current student handbook. This permit/license is not transferable to any other individual without the express permission of the Director of Safety and Security or his designee.

Any student who wishes to park on Academy property must pay an **ANNUAL** registration fee of \$50.00. Upon request by the owner (see below) *this registration fee can be transferred from one car to another at no extra charge.* During the period beginning with the Spring Cruise through September 1st, all undergraduate students are required to use the Pleasant Street parking lot. Vehicles must be registered with the Director of Safety and Security before being left in this parking lot and a **key must also be left with Security.**

The Safety and Security Office will conduct the registration of vehicles (including motorcycles, see below). Procedures and documentation for registration are the responsibility of the Director of Safety and Security, but shall include the following:

1. A valid registration certificate for the vehicle.
2. Proof of liability insurance equal to the amount that is required by Maine Law.
3. A valid inspection sticker, if required by the state in which the vehicle is registered.
4. A valid and current drivers license.

Temporary Permits: Due to space constraints in our available parking lots, generally there are no provisions for students who wish to temporarily bring a vehicle to campus for only a short period of time. Only vehicles with a current MMA parking permit are authorized to use the lots.

Note: Students who already have a valid parking permit and need to bring a substitute vehicle to the Campus for brief periods, may obtain a temporary parking permit (at no additional cost) from Office of Safety and Security Office.

Changing Permits between vehicles: Students who already have a valid parking permit and who wish to permanently change to another vehicle owned by them may do so at no additional cost. They must complete the change process at Security to make the transfer.

Vehicle search: Any student owned or operated vehicle parked on Academy property may be subject to search as per specifications stated in the Academy policy on search and seizure. Failure to comply with a search may be considered an admission of guilt in an academy hearing and may also result in loss of the privilege to park on academy property for one year.

Graduate Student Parking

Graduate students may park in areas designated by the Director of Safety and Security. Vehicles must be registered at the Safety and Security Office for an annual fee of \$50.00.

Motorcycles

Students who wish to have a motorcycle on campus are required to have a valid motorcycle permit or license and must register the vehicle at the Safety and Security Office. Motorcycles will be parked in areas designated by the Director of Safety and Security for a fee of \$25.00. A student is permitted to have both a vehicle and motorcycle for separate fees.

Penalties

Violation of these regulations may result in ticketing and/or towing of the offending vehicle. Repeated violations may result in suspension of, or loss of, parking privilege and disciplinary action by the Dean of Students. All tickets are due and payable within 10 days of ticket issue. Tickets can be paid in the Safety and Security Office. Any ticket that goes unpaid after 10 days will be sent to the Finance Office for collection.

Fines

A fee of \$50.00 will be assessed for the following:

1. Parking in an area reserved for handicapped parking.

A fee of \$40.00 will be assessed for the following:

1. Parking in a fire lane. (All Roadways and Walkways)
2. Parking within 20 feet of a fire hydrant.

A fee of \$30.00 will be assessed for the following:

1. Obstruction of traffic.
2. Blocking a loading ramp or dock.
3. Maintaining more than one vehicle on Campus.

A fee of \$20.00 will be assessed for the following:

1. Failure to register or failure to display Academy decal.
2. Failure to report substitute vehicle.
3. Parking or driving on grassed area.
4. Parking in an unauthorized parking area.
5. Overtime parking.
6. Improper parking.
7. Parking or driving on footpaths or walks.

Any vehicle parked on Academy property that has either not been properly registered with Safety and Security or that has been parked in an illegal/unauthorized manner, may have its' registration checked by Safety and Security in order to identify the party responsible for that vehicle. Federal and state law defines campus security departments as "government entities" and authorizes them to access motor vehicle records. This information may be available either through microfiche provided to this department from the state, or directly through the Hancock County Sheriff's office under contract, or via request by mail or electronically to out of state Motor Vehicle Registrars. Additional fees incurred for accessing an external organization to identify registered owners will be assigned to the responsible parties.

The fact that a vehicle is unlawfully/improperly parked shall be prima fascia proof of the unlawful/unauthorized parking of such vehicle by the person in whose name the permit has been issued. If no parking permit has been issued, then the responsibility lies with the person in whose name the vehicle is registered with the relevant Department of Motor Vehicles.

Policy on Applying a Vehicle Immobilization Device (Boot) to a vehicle

When for any reason, security immobilizes a motor vehicle with a boot, the owner of the vehicle must report to the security office within 48 hours. They must be prepared to identify it as their vehicle.

Towing policy

A motor vehicle may be towed or immobilized and stored at the owner's expense when any of the following conditions apply:

1. When it is parked within 20 feet of a fire hydrant or in a manner so as to impede fire-fighting efforts.
2. When it obstructs traffic or is parked in a roadway, driveway, loading zone, fire lane or handicapped parking area.
3. When it obstructs or hampers a snow removal operation.
4. When it is abandoned. Proof of abandonment includes, but is not limited to, such items as: lack of inspection sticker, flat tire(s) disassembled in whole or in part, etc.
5. When it does not display a valid State registration plate.
6. When it is parked in a place other than its assigned parking lot.
7. When it is parked during vacation periods without prior authorization.
8. When 3 or more tickets have been assessed.
9. When a vehicle has been immobilized (booted) and the student has not contacted security within 48 hours.

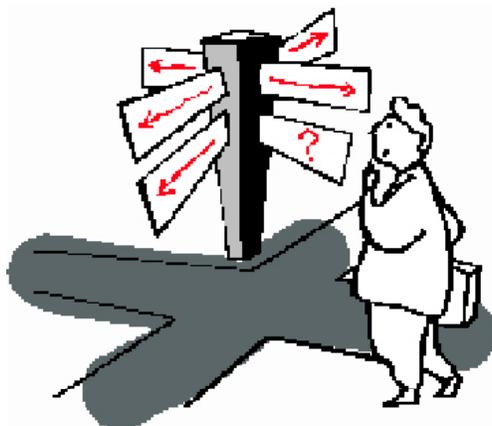
When a vehicle has been towed and stored under these rules, the Security Officer taking the action shall notify the Vice President of Administration, Finance and Governmental Relations or his/her representative. In addition, the Office of Safety and Security will notify by mail the registered owner of such vehicle (when known) within 5 business days. Said notification shall indicate the time the vehicle was towed, the location where the vehicle is stored and the requirement for release of the vehicle, along with the cost to retrieve the vehicle. A towed vehicle will not be released until the individual requesting its release presents satisfactory proof of ownership or right of possession and signs a receipt for release of the vehicle.

Snow Removal

Occasionally it will be necessary to move vehicles to accommodate snow removal from the parking lots. After public notification, failure to move the vehicle may result in a fine and the vehicle may be towed.



INDEX



This Index does not include every topic in the handbook. Please do not think that your question is not covered because there is not a heading here. Look to a general heading that is closest to your question. For example, look under *Rooms* for information on items allowed in your room.

Index

A

Academic Advisors 39
Academic Board 102
Academic Dean 14, 17
Academic Forgiveness Policy 103
Academic Plagiarism or Academic Dishonesty 70
Academic Policies 39, 102
Academic Year Calendar 8
Academy Drivers 39
Academy Officials 14, 39
Academy Vessels, use of 50
Accidents 46
Acquaintance Rape 88
Activities Fee 39
ADA Compliance 39
Add-Drop Courses 43
Administration 14
Administrative Hearing 92
Administrative Interventions 39
Administrative Leave of Absence 70
Advisor, Academic 39
Advisor, Hearings 97
Alcohol & Drug Abuse 42
Alcohol and Drug Policies 76
Alcohol Board 99
Ambulance Corps, Bagaduce 22
Annual Security Report 120
Appeals 56, 96, 102
Appliances, authorized, UA 61

Assault 71, 119
Athletic Director 14, 18
Athletics 40

B

Backshore Beach 23, 40
Band 40
Banks 22
Barber Shop 40
Bicycles 40
Bilge Recreation Center 50
Bills: Information/Questions 40
Boats, use 50
Bomb Threats 120
Bookstore 40
Bulletin Boards 40
Business and Commercial Activity 41
Businesses, local 24

C

Cable TV 41
Calendars 8
Campus Map 20
Candles, incense 63
Career Services 41
Castine Town Information 21
Check-out of campus, of housing 58
Checkpoint 98
Churches 22
Class Officers 15, 26
Climbing Wall 41
Clubs and Organizations 27, 41
Coaches 14

Commandant 14, 17
Committees 27
Common Area Damages 59
Communications 42
Community 26
Community Code of Conduct 70
Community Code of Conduct/Judicial Board/Disciplin 41
Community, MMA 5
Community Service 26, 27, 42
Community Work time 98
Commuter Bulletin Board 42
Computer, Internet Access 42
Computer Services 107
Conduct Code 70
Conduct Unacceptable 71
Confidentiality of Student Records 111
Cooking in Room/suites 62
Copy Machine 42
Counseling Resources 42
Course Changes 43
Crime Prevention Programs 118
CRIMINAL ACTIVITY & EMERGENCIES 132

D

Damages 43, 45
Dean of Students 15, 18
Declining Balance Program 66
Decoration of rooms/suites 60
decorations 60
Departures/closings: Unexpected, End of Semester, 58
Dietary questions 68
Dining Hall 66
Dining Services Committee 67
Disciplinary outcomes 71, 93
Discrimination 28
Disenrollment 98, 103
Dishonesty 70
Disorderly Conduct 72
Diversity at MMA 5
Drug Policies 76, 79
Drug Testing Policy and Procedures 82
Due Process 91
Duty Hours, Hall staff 55

E

Electrical Equipment 61
Email 43
Emergencies 43, 131
EMERGENCY PROCEDURES 132
Equal Opportunity/Affirmative Action 72
Explosives 72

F

Final Exams 43
Finance Office 43
Financial Aid/Work study 44
Fire Department, volunteer 22
Fire Safety Information 44, 63
Firearms 44, 47, 72
Fireworks 72
Food Service 44

Forts, Historic 23, 51
Front Desk/Receptionist (Curtis Hall) 44
Furniture, extra 60

G

Graduate Commons Housing 44
Graduate Student Parking 123
Guests and visitors 57

H

Harassment: 73
Hazing 73
Health Services 44
Hearings Boards 92
Hearings Process 89
Housing Appeals Board 56
Housing Policies and Questions 44

I

I.D. Cards 44
Incense, candles 63
Inclement Weather 131
Injuries 46
Inspections, regiment, safety and health 74
Insurance: Medical, Personall 45
Intercollegiate and Intramural Sports 116
Internet 45
Intramural Sports 47, 116

J

Joining the MMA Community 5
Judicial Board 92
Judicial Process 89

K

Keys, room security 56
Kitchenette 45

L

Laptop connectivity 110
Laundry facilities 62
Laundry facilities/Linens 45
Leadership Development/Experiences 45
Learning Disability Support Services 103
Leave of absence 58
Library Hours 104
Library Policies and General Information 104
Local Knowledge: 21
Lock outs, rooms 57
Lodging, Local 24

M

Mail, Stamps and Change of Address 45
Major Infraction 95
Map of the MMA Campus 19
Marine Operations Manager 15
Master, T.V. State of Maine 14
Meal Card 45
Meal Plan Changes 67

Meal Plans 45, 67
Medical Services, local 22
Merit Reviews 97
Messages: Personal or Emergency 46
Minor Misdemeanor 94
Misdemeanor 94
Mission and Vision Statements 5
Motor Vehicles 46
Motorcycles 123
Movie Theaters: 23
Musical Instruments 62

N

Noise policy 61
NROTC 46

O

Off Campus Living 46

P

Parking 46, 121
Payroll (Student) 46
Permit Parking 122
Personal Injuries/Accidents 46
Pets 62
Photocopy Machine 47
Plagiarism 70
Point System 93
President 14, 17
Privacy, student records 111
Privacy, student rooms 56, 74
Propped Doors 119
Protests, Pickets, and Demonstrations 73
Public Affairs, public relations 15
Public Works Office 43

Q

Quarterdeck (at Curtis Hall) 47
Quiet Hours 61

R

Random Drug Testing Program 47
Random Drug Testing Program 82
Rape 88
Recreational Facilities 23
Recreational Services/Intramural 47
Refunds 47
Regiment 26
Registrar 14, 111
Residence Hall Regulations and Policies 55
Residential Facilities, Student 55
Residential Hearings Board 92
Residential Life 53
Residential Life Staff 15, 54
Restaurants, Local 24
Rifle and Pistol Range 47
Rights and Responsibilities of Students 48, 54
Room Security 56
Room/suite Assignments 55
Roommates 48

S

Safety and Health Inspections 59
Safety and Security 118, 132
Safety in rooms/suites 60
Safety Personal 119
Search and Seizure Policy 74
Search and Seizure Policy 122
Search and Seizure policy 56, 71
SECURITY 48, 132
Security For Residential Facilities 119
Security Residential Facilities 57
SEXUAL ASSAULT 85, 129
Sexual Assault 48
Sexual Harassment 48, 85
Shuttle bus services 49
Single Rooms 48
Ski Conditions 23
Smith Gym/Field House/Outside Fields 47
Smoking Policy 48, 63, 75
Snackbar, Waypoint 50
Snow Emergencies 131
Snow Removal 124
Social Planning Board 27
Soda/Soft drink machines 48
Sports Schedules 116
Stamps 45
Storage Facilities 62
Storm Information 131
Student Activities 49
Student Businesses 41
Student Dining 66
Student Government 26, 49
Students at Risk Policy 102
Study Skills 49
Study Skills/Learning 103

T

Telephone 49, 61
Temporary Parking Permits 122
Temporary/Vacation Housing 49
Theft 76
Towing policy 124
Town Government 21
Transportation (Medical needs and for Vacations) 49
Travel Plans 49
Tutors/Labs 49

U

Unauthorized Entry 76
Unified Alcohol Hearings Board 99

V

Vacation and/or Holiday Break Procedures 58
Vandalism 76
Vegetarian Dietary Needs 49, 68
Vending Machines 50
Vice President for Enrollment Management and Comma 14, 17
Vision and Mission 5
Visitors & Guests 57
Visitors and Guests 122
Volunteerism 26

W

Waterfront 50

Waypoint 50

Weapons 50, 72

Witherle Woods 23, 51

Work study 50

WHAT TO DO IN CASE OF SEXUAL ASSAULT

If you are sexually assaulted:

1. *GET TO A SAFE PLACE*

Put your safety first. If you can't get to a phone yourself, do whatever you can to attract someone's attention to get to a safe place.

2. *CALL MMA CAMPUS SECURITY, A CAMPUS ADVOCATE, OR DOWNEAST SEXUAL ASSAULT SERVICES.*

As soon as you can get to a phone, either you or a friend should call:

MMA Campus Security

326-2479

Or Campus Advocates:

	<u>Office</u>	<u>Home</u>
Professor Sue Loomis	326-2345	326-4706
Deidra Davis	326-2138	469-7043
Lauren Garrett	326-2280	
Richard Schamle	326-2419	264-2250 (pager)

Or

Downeast Sexual Assault Services

1-800-228-2470

Other resources for your assistance are an RA, the Residential Coordinator 326-2204, or Campus Health Services 326-2295

3. *DO NOT SHOWER, BATHE OR CHANGE CLOTHES*

It is possible to obtain information through a forensic exam within 72 hours of an assault, but it will be necessary to avoid showering or changing clothes until after the exam.

If a friend is sexually assaulted:

1. *LISTEN*

Believe him/her. Be gentle, patient, sensitive and supportive.

2. *GET THE VICTIM TO A SAFE PLACE*

3. *ASSESS HER/HIS PHYSICAL INJURIES*

Determine if they need emergency medical care and if they are coherent enough to make decisions regarding treatment. If they are not, get the victim to the closest medical facility. If they are, support the victim in their decision regarding treatment.

4. *CONTACT MMA CAMPUS SECURITY OR DOWNEAST SEXUAL ASSAULT SERVICES*

To receive accurate and important information regarding talking to the police, what to expect at the hospital and follow-up services, speak to a counselor at Downeast Sexual Assault Services.

5. *REMIND THE VICTIM NOT TO BATHE OR CHANGE CLOTHES*

Remind the victim not to shower, bathe, douche, or change clothes if they have any thought of reporting this crime. Any of these actions would destroy information that may be important to the case.

6. *KNOW YOUR LIMITS*

Recognize what you can and cannot handle. Get help if you feel you are in over your head. Most of us are not trained to handle these situations beyond rendering personal support.

7. *DON'T JUDGE*

Don't question or judge the victim's actions or reactions. Don't tell the victim what they should or shouldn't do, or what they should or shouldn't be feeling. Don't pry for details if the victim is unwilling to give them.

IF YOU FEEL THAT ANY PERSONS PRESENT AN ONGOING RISK OR CLEAR AND PRESENT DANGER TO THE VICTIM OR TO THE CAMPUS COMMUNITY, YOU MUST NOTIFY CAMPUS SECURITY. DO NOT RELEASE THE VICTIM'S NAME UNLESS HE OR SHE IS IN DANGER. THE VICTIM NEEDS TO REGAIN CONTROL OF HIS OR HER SAFETY AND WELL BEING.

Inclement Weather or Other Major Emergencies

Communication regarding school or class cancellations

As of November 15, 2000, President Tyler issued the following guidelines for inclement weather (such as snow) and other types of major emergencies. In cases of inclement weather the President may elect to cancel classes.

If a storm is expected both residential and commuter students should follow the recommendations stated below before starting out to school. It is the intent of the President that we will not cancel school unless the weather situation is extremely hazardous. In our past experience, cancellation of classes has actually led to more students being out on the road as they left Castine than would be on the road had school been in session.

In severe weather conditions it is our intent that each individual (faculty, employee*, and student) should use their own judgment and not commute if the conditions are too hazardous. *Those who decide to drive in from off campus should allow plenty of extra time and proceed slowly and with caution.* Each faculty member will establish a make-up policy for missed exams or work. This policy will be published in the class syllabus. There will be no official scheduled make-up days for missed classes. If a final exam must be cancelled then it will be scheduled for make-up the next day at 1800 hours or during the last day of finals

As in past years, Maine Maritime Academy has established a communications plan for use during severe weather conditions.

This plan will also be employed in times of campus emergencies and unforeseen situations of importance to those reporting to campus for work or class.

Please note that cancellations will only occur at times of extreme weather conditions or emergencies.

Although weather and driving conditions vary throughout the state, the scope of future storms will be evaluated carefully.

We encourage you to listen to these public service announcements during inclement weather, before starting out, and during your commute.

School cancellation announcements will be posted on:

Television: WLBZ-TV Channel 2's "Storm Center,"

Radio stations: FM: WQCB Q-106.5 WWMJ Magic 95.7
WBZN Z-107
WEZQ 92.9 AM: WDEA 1370

Cancellations will also be posted on the internal MMA Homepage at www.MMA.edu, see the link on the left titled: "Snow Day Cancellations"

*MMA closing announcements indicate that all non-essential employees, students, and faculty need not report to campus, unless otherwise specified in the announcement. If you are unsure if you are an essential employee, please inquire with your supervisor.

*Please keep your speed
in line with
the road conditions
and drive safely.*

Reporting Criminal Activity & Emergencies

Campus crime is a reality. Preventing it is a shared responsibility between the Academy and the entire campus community. Public apathy is a criminal's greatest ally. You cannot assume that someone else has reported criminal activity. Suspicion that a crime has been committed or is in progress is reason enough for you to call the Safety and Security Department. Whether you are the victim or someone else is, you should report a crime, suspicious activity or other emergency to the Safety and Security Department at:

Safety and Security Office: 326-2479 or extension 479

If you call the Safety and Security Department, please provide the following:

- Your name
- Location of the incident you are reporting
- A description of the scene and persons involved
- A description of any vehicles involved in an incident, especially the license plate number

The most important thing to remember is that suspicion of a crime does not require proof, it only needs to be checked out.

If you suspect that a crime is being committed or has been committed, call the Safety and Security Office immediately.

The Safety and Security Office is located in Curtis Hall adjacent to the Quarterdeck.

EMERGENCY PROCEDURES

A. *SERIOUS INJURY OR ILLNESS (INCLUDING PSYCHOLOGICAL), FIRE OR ANY OTHER TYPE OF EMERGENCY:*

CALL SECURITY AT 326-2479 (EXTENSION 479)

B. MINOR INJURIES OR ILLNESS – not needing an ambulance:

1. Call Academy **Medical Services at ext. 295 (326-2295)** if occurring between 0700-1400 weekdays
2. If unable to get to Medical Services, call **Security at ext. 479 (326-2479)**
3. If no answer or if occurring other than the times above, call **Blue Hill Hospital 374-2836**

C. OTHER EMERGENCY PHONE NUMBERS

Aids Line	1-800-851-2437
Poison	1-800-442-6305
Rape Crisis	1-800-822-5999
Mental Health Crisis	1-800-245-8889
Downeast Sexual Assault Services	1-800-228-2470
Peninsula Ambulance Service	374-9900

****When dialing from a Maine Maritime Academy phone, please dial 9 first to get an outside line.**