UMFK's Outdoor Warning Siren System

The system consists of two sirens that warn the campus community of a major emergency. The siren will be activated by a member of the Emergency Management Team only for major campus emergencies that require UMFK community members to take some form of action for their safety. Example incidents in which the siren could be activated include (but are not limited to) extreme weather, chemical spills, bomb threat, and a shooter on campus. When activated, the siren sounds three blasts followed by a brief message. When a UMFK community member hears the siren (3 blasts), he/she should listen to the message and follow instructions, seek information from a variety of sources, and wait for an “all clear” (1 blast) siren or message.

Electronic Notification (E2Campus)

Immediately after sounding the alarm (if appropriate) a member of the Emergency Management Team will send an electronic message to personal emergency telephone numbers, University e mail accounts and campus phones alerting the UMFK community of the event and providing initial response directives (Shelter-in-place, evacuate to specified location, etc.) Tests of both of these systems will occur once per semester. The campus community will be notified prior to the tests. **It is very important that all students’ login to the UMFK Portal – Click on “My Resources” and select “Edit Emergency Contact Info” to update their contact information.**

Web Bulletin

Immediately after sounding the alarm (if appropriate) and activating E2Campus, a member of the Emergency Management Team will post an initial safety bulletin on the University homepage. Updates will be posted by the Public Information Officer or another team member periodically as information becomes available and the situation warrants.
NON-DISCRIMINATION NOTICE

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine at Fort Kent shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veteran’s status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Executive Director of Human Resources and Affirmative Action/EEO, University of Maine at Fort Kent, 23 University Drive, Fort Kent, Maine 04743. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office of Civil Rights of the U.S. Department of Education, or other appropriate federal or state agencies.

UNIVERSITY OF MAINE AT FORT KENT
UNIVERSITE DU MAINE A FORT KENT

23 University Drive
Fort Kent, ME 04743

Main Number (207) 834-7500
Main Fax Number (207) 834-7503
TDD Number (207) 834-7597

Published by
Student Affairs
August 2019
Visit UMFK’s website: www.umfk.edu

Disclaimer: The University of Maine at Fort Kent’s Student Handbook serves as a general reference guide regarding UMFK’s policies, procedures, and services. While every effort is made to verify the accuracy of information, UMFK reserves the right to revise, amend, or change items set forth in this Student Handbook from time to time. This handbook is neither a contract nor an offer of a contract.

UMFK
LEARN INNOVATE FIND ENGAGE
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ACADEMIC CALENDAR

**Fall 2019**

Aug 20  Last Day to Register for Fall - (Returning Students)
Sept 1  Residence Halls Open
Sept 2  New Student Orientation/Advising/Testing
Sept 2  Labor Day – Offices Closed
Sept 3  Classes Begin
Sept 9  Last Day to Add Full-Term Classes
Sept 16 Last Day to Drop Full-Term Classes with Full Refund and No Academic Penalty
Oct 14  Indigenous Peoples Day – Offices closed
Oct 14/15 Fall Break – No Classes
Oct 28  Mid-Semester Grades Due
Oct 28 – Nov 8 Advising/Registration
Nov 11  Last Day to Withdraw from Classes
Nov 11  Veterans Day Observed - No Classes, Offices Closed
Nov 27- Dec. 1 Thanksgiving Recess – No Classes
Nov 28-29 Thanksgiving – Offices Closed
Dec 2-6 Course Evaluations
Dec 13  Classes End
Dec 16-20 Final Examination Week
Dec 25  Christmas – Offices Closed
Dec 27  Semester Grades Due in Registrar's Office

**Fall 7-Week Sessions**

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<td>3-day add period; 7-day drop period</td>
<td>4-day add period; 8-day drop period</td>
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**Fall 8-Week Session**

|--------------------------------------|--------------------------------------|

**Winter Session (3 weeks)**

Dec 26, 2019—Jan 16, 2020

1-day add period; 3 day drop period

**Spring 2020**

Jan 1  New Years – Offices Closed
Jan 7  Last Day to Register Spring - (Returning Students)
Jan 19 Residence Halls Open
Jan 20 New Student Orientation/Advising/Testing
Jan 20 Martin Luther King Day – Offices Closed
Jan 21 Classes Begin
Jan 27 Last Day to Add Full-Term Classes
Feb 3  Last Day to Drop Full-Term Classes w/Full Refund and No Academic Penalty
Feb 17 President's Day Observed - No Classes, Offices Closed
Mar 16 Mid-Semester Grades Due
Mar 16-22 Spring Break – No Classes
Mar 30 Last Day to Withdraw from Classes
Mar 30 – April 10 Advising/Registration
Apr 20 Patriot’s Day – Classes in Session, Offices Closed
Apr 27-May 1 Course Evaluations
Apr 29 Scholar’s Symposium
May 1  Classes End
May 4-8 Final Examination Week
May 9  Commencement
May 15 All Grades Due in Registrar's Office
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FALL ORIENTATION DAY: September 2, 2019
SPRING ORIENTATION DAY: January 20, 2020
WELCOME TO UMFK

Welcome to the University of Maine at Fort Kent! Thank you for choosing to continue your education at UMFK. While here, you will acquire the knowledge and skills necessary to succeed in graduate school or in the workplace; you will make new friends, some of whom will be your best friends forever; and, you will make memories that will last a lifetime.

The UMFK faculty and staff are here to help you succeed. Each and every one of us has the same goal. Our goal is your success. While enrolled at UMFK you may occasionally encounter challenges and find that you need assistance. It is our responsibility to provide that assistance.

You have been assigned an advisor. Your advisor is your first source of assistance. If your advisor is unable to assist you, he or she will refer you to someone who can. If you need assistance, and your advisor is not available, please contact a member of the staff in the office of Student Affairs (Cyr Hall, https://www.umfk.edu/student-affairs/). The person you contact in the Office of Student Affairs will either assist you or refer you to someone who can.

If you need assistance in a course, your faculty member is your source of assistance. If you do determine that you need assistance with a course, visit your faculty member during her, or his, posted office hours, or schedule an appointment.

This catalog is our contract with you. It is intended to assist you in navigating your pathway to success. It lists all requirements for graduation. It also provides guidelines for resolving challenges you may encounter during your time at UMFK. It is in your best interest to take the time to review the catalog carefully.

Again, thank you for choosing UMFK. I look forward to congratulating you at commencement!

Sincerely,

Tex Boggs
President
UMFK MISSION STATEMENT
UMFK will nurture and engage a diversity of learners and aspiring professionals in Maine’s rural communities and beyond through affordable, technologically-enhanced, and professionally-focused educational programs.

GENERAL INFORMATION
A Short History of UMFK

The University of Maine at Fort Kent, one of seven campuses of the University of Maine System, was established in February 1878 as the Madawaska Training School (MTS). The initial mission of MTS was to train bilingual teachers for the schools of the St. John Valley. The first graduating class consisted of only eight students, four of whom understood little or no English when they enrolled. Under the leadership of the first principal, Vetal Cyr, MTS grew and made its influence felt in the St. John Valley, and beyond.

Mary P. Nowland became head of MTS when Vetal Cyr died in 1897 and served as principal until 1926. The opening of the Fish River branch of the Aroostook Railway made travel to the area easier and enrollment grew. In 1913, MTS was connected to the Fort Kent water system, and students no longer had to haul water from the Fish River. Electric lights replaced kerosene lamps that same year. During World War I, five of the six male teachers went off to war, but new faculty was recruited, and enrollment held steady.

When Nowland retired after 29 years, Richard F. Crocker, an MTS teacher, replaced her. Entrance requirements became more stringent and curriculum changes were made. A physical education program began in 1929 when a new gymnasium (now part of Waneta Blake Library) was completed.

After 41 years (29 as principal), Crocker retired in 1955 and was replaced by Joseph Fox. The name of the school was changed to Fort Kent State Normal School. Cyr Hall was completed in 1959, and Crocker Hall was ready for residents in 1961. The 1960s were a time of building: Powell and Nowland halls were built, and the old gym was converted into a library.

In 1966 Fort Kent State Normal School became Fort Kent State College. After only two years, the institution joined the newly formed University of Maine System and became the University of Maine at Fort Kent in 1968. Dr. Richard Spath became the fifth president in 1971, and the campus celebrated its first century in 1978.

The sixth president was Dr. Barbara Leondar, who took office in 1986. During her tenure, the addition to the Blake Library was built, and a U.S. Congressional Women’s Caucus cited UMFK as having one of the better small day care centers in the U.S. New majors in computer applications and nursing were added, and a new science wing was funded by referendum. Upon Dr. Leondar’s resignation in 1989, Dr. Richard G. Dumont was appointed interim president. Dr. Dumont was then named UMFK’s seventh president in January 1990. His mission was to build on the strengths of the campus—its distinctive bilingual and bicultural location and traditions, its natural environment, its small size and its dedicated faculty and staff.

During 1990-91, UMFK established the Acadian Archives with the assistance of a special legislative appropriation. The legislature approved continued funding, and the Acadian Archives is now a permanent part of UMFK.

In January 1991, the UMFK Science and Technology wing of Cyr Hall opened to faculty and students. The addition contains science labs, multi-purpose classrooms and a computer classroom with state-of-the-art equipment.

Dr. Dumont retired in June 1996. In January 1997, after being interim president for six months, Dr. Charles Lyons was appointed as UMFK’s eighth president. Dr. Lyons ended his presidency at UMFK in 2000.

In the fall of 2001, the University officially opened Nadeau Hall. Incorporated into the facilities is a space for the health sciences center, which serves as a new home for UMFK’s division of nursing, a state-of-the-art teleconferencing facility, and offices for faculty and support staff. Nadeau Hall also houses the new Student Health Clinic. In August of 2002, the University community welcomed its ninth President, Dr. Richard Cost.

During the 2003-2004 academic year, UMFK saw the construction of two new facilities. A new 150-bed dormitory was constructed on the north side of the campus Sports Center. The facility was ready for student occupancy in the fall of 2004.
A new home for the University’s Acadian Archives also was completed in 2004. The facility connects Powell Hall and the Blake Library.

In 2006 the University purchased the Gagne House, located on Pleasant Street near Nowland Hall. Two years later, the University purchased the Cyr House, located next to the St. David (Admissions) House.

Powell Hall was renovated in the spring of 2010. That June, Dr. Cost retired after serving as president for eight years. In July, the campus welcomed Wilson G. Hess as the University’s 10th president.

In August 2011, the campus earned an unprecedented three national awards for excellence from The Princeton Review, Colleges of Distinction, and U.S. News and World Report.

Other significant milestones achieved in 2012 were: LEED certification was awarded to the renovations of Powell Hall; the installation of a biomass boiler serving the Sports Center and the Lodge; the completion of a student services “One-Stop” on the first floor of Cyr Hall.

**AREA POINTS OF INTEREST**

**Fort Kent Blockhouse** - Maine’s northern post during the International Border Dispute of 1839-1842. Located on the banks of the St. John and Fish Rivers, it had an important role in securing the state and national border. Open daily, from Memorial Day to Labor Day free of charge.

**Lonesome Pine Ski Trails** - Within walking distance of campus, Lonesome Pine Trails offers 13 well-groomed trails for both alpine and Nordic skiing, as well as snowboarding. Both skiers and boarders can enjoy the scenic international view of Canada, the St. John River Valley and the town of Fort Kent as they ski the slopes.

**Fish River Falls** - Scenic waterfalls on the Fish River six miles from Fort Kent. A popular site for picnics in the summer months and a place to snowshoe in the winter months.

**Fournier Biological Park** - is a 16-acre natural area that serves as an outdoor classroom for local elementary, secondary, and University students and their families. A campus entrance begins just west of the soccer field.

**The Allagash Wilderness Waterway** - a 100-mile-long waterway flowing northward that crosses a number of streams and lakes and ends in the town of Allagash (30 miles west of Fort Kent) where the waterway flows into the St. John River. The St. John, for the most part, forms the border between Maine and Canada. No motorized boats are allowed on the wilderness waterway, and canoes challenge the fast white-water on a trip unequalled in the northeastern U.S.

**Fort Kent Outdoor Center/Cross-Country Skiing and Biathlon Facility** - The facility was home to the 2004 & 2011 Biathlon World Cups and the 2005 IPC Nordic Skiing World Championships. The Maine Winter Sports Center’s (now called Fort Kent Outdoor Center) cross-country skiing and biathlon facility is located just one mile from UMFK. Designed for world-class competition, the trails offer challenging ascents, banked corners and thrilling downhill tracks. Skating and classic tracks are groomed daily in the winter. As an added advantage, the trails form a larger network with the Violette Settlement trails and the Fort Kent High School trails. There is also a pet loop for dog owners. Over 20 km of groomed trails can be accessed either from the Maine Winter Sports Center parking lot off Route 11, or from the Lonesome Pine Trails Lodge.

As the site of the 2000/2001 Jr. National Biathlon Championships and of the 2000 North American, Canadian, and U.S. National Biathlon Championships, the biathlon venue has earned a highly respected reputation within the North American biathlon community. Biathlon is a Winter Olympic sport that grew from hunting origins and currently combines the precision of rifle marksmanship with the exhilaration of cross-country skiing. Dependable snow cover throughout the season, and a commitment to excellence and warm hospitality, makes the Fort Kent Outdoor Center in Fort Kent a premier skiing destination.

New to the facility are: a paved roller ski loop for off-season training, a lit ski loop for night skiing, and a lodge to facilitate racing events and training. A heated, indoor space is available for public use. Runners, walkers, and mountain bikers all are
welcomed to use the trail network in the summer and fall. Motorized vehicles are strictly prohibited. For more information check out 10thmtskiclub.org or e-mail the Fort Kent Outdoor Center at info@10thmtskiclub.org.
Directory by Departments

ACADEMIC AFFAIRS OFFICE: Cyr Hall
Dr. Tex Boggs, Interim President/Provost (834-7510)
Barbie Eldridge, Administrative Specialist (834-7509)

ACADIAN ARCHIVES/ARCHIVES ACADIENNES: Acadian Archives
Lise Pelletier, Director of Acadian Archives (834-7535)
Anne Chamberland, Library Archives Specialist (834-8631)

ADMINISTRATIVE SERVICES OFFICE: Cyr Hall
Pam Ashby, Chief Business Officer (834-7550)
Megan Desjardins, Financial Analyst (834-8665)

ADMISSIONS OFFICE: St David House
Jill Bouchard Cairns, Director (834-7602)
Bruce Nadeau, Assistant Director of Admissions (834-7604)
Elaine Capella, Admissions Counselor (834-8605)
Davis Cyr, Admissions Counselor (834-7603)
Jill Caron, Data Management Technician (834-7866)

ARTS & HUMANITIES DIVISION: Haensslers Honors Center, Nadeau Hall, & Powell Hall
Geraldine Cannon Becker, Professor of English & Creative Writing (834-7695)
Joseph Becker, Professor of English (834-7588)
Nicole Boudreau, Associate Professor of French (834-7629)
Scott Brickman, Professor of Music & Education (834-7506)
Paul Buck, Associate Professor of History & Education (834-7563)
Terry Murphy, Professor of Education (834-7538)
Joseph Zubrick, Associate Professor of Oral Communication & Theater (834-7591)
Louise Pelletier, Administrative Specialist (834-7886)

ATHLETICS: Sports Center
Matthew Dyer, Interim Athletic Director, Athletics Compliance Director, Head Coach Men’s & Women’s Track & Field (834-8637)
Tom Bird, Assistant Athletic Director, Head Men’s Basketball Coach
Scott Fogarty, Sports Center Manager, Head Women’s Soccer Coach (834-7876)
Fletcher Brown, Sports Information, Head Women’s Basketball Coach (834-7828)
Selina Castro, Head Women’s Volleyball Coach (834-7574)
Travis Parent, Athletic Trainer (834-7572)
Oniqueky Samuels, Head Men’s Soccer Coach, Academic & International Student Advisor (834-7834)
Intramural Office/Racquetball Reservations (834-8611)
Intercollegiate Scheduling (834-7828)
Work-Study Staff Office (834-8611)

BUSINESS OFFICE: Cyr Hall
Amanda Pelletier, Assistant Bursar (834-7553)
Vanessa Degler, Accounting Support Specialist, (834-8649)

CAMPUS STORE: Cyr Hall
Lucy Beaulieu, Retail Services Supervisor (834-7610)

COMMENCEMENT: Cyr Hall
Barbie Eldridge, (834-7509)
Janna Gregory, (834-7504)
COMMUNITY EDUCATION: Madawaska House
Scott Voisine, Dean of Community Education (834-8644)
Jennifer Shapiro, Community Education Specialist (834-7583)
Max Jandreau, Community Education Specialist (834-7583)
Kirsten Hallowell, Administrative Specialist (834-8645)

DINING SERVICES/Bengal's Grille: Nowland Hall & Bengals Lair
Sterling Hartin, Sodexo General Manager (834-7545)
Michael Roy, Sodexo Office Manager (834-8687)
Corey Bourgoin, Sodexo Executive Chef (834-8688)

DISTANCE EDUCATION DIVISION: Acadian Archives Building (2nd floor)
Loni Nadeau, Assistant Director of Distance Education (834-8623)
Amber Daigle, Administrative Specialist (834-7560)

DEVELOPMENT & FOUNDATION
Shannon Lugdon, Development Officer, Annual Fund & Foundation Liaison, (834-7800)

ENROLLMENT MANAGEMENT: Cyr Hall
Jason Towers, Executive Director of Enrollment Management (834-7594)

FACILITIES MANAGEMENT: Facilities Building
Brian Schaefer, Director of Facilities Management (834-7671)
Melvin Belanger, Carpenter (834-7802)
Robert Weyeneth, Mechanical Supervisor (834-7669)
Jerry Leclair, Painter (834-7871)
Paul Guimond, Security Guard (834-7670)
Jeff Plourde, Facilities Maintenance Supervisor (834-7842)
Eric Berube, Facilities Maintenance Worker (834-7630)
Eric Bouchard, Facilities Maintenance Worker (834-7865)
Anthony Canzoni, Facilities Maintenance Worker (834-7561)
Robert Daigle, Facilities Maintenance Worker (834-7578)
Rodney Dionne, Facilities Maintenance Worker (834-7672)
Wilda Kelly, Facilities Maintenance Worker (834-7673)
Wayne Levesque, Facilities Maintenance Worker (834-7529)
Russell Merriam, Facilities Maintenance Worker (834-7514)
David Perreault, Facilities Maintenance Worker (834-7630)
Phil Plourde, Facilities Maintenance Worker (834-8608)
Theresa Roode, Facilities Maintenance Worker (834-7667)
Brittany Nadeau, Administrative Specialist (834-7670)

FINANCIAL AID OFFICE: Cyr Hall
Christopher Bell, Director of Financial Aid (834-7564)
Lisa Fournier, Associate Director of Financial Aid (834-7515)
Lena J. Corriveau, Financial Aid Specialist (834-7606)
Leland Roy, Financial Aid Counselor (834-7607)

HUMAN RESOURCES: Cyr Hall
Debbie Pelletier, Associate Human Resources Partner (834-7554)
Cindi Francis, Administrative Specialist (834-7844)

INFORMATION SERVICES: Acadian Archives Building (2nd floor)
Leslie Kelly, Dean of Information Services and Distance Education (834-7522)
INFORMATION TECHNOLOGY: Acadian Archives Building (2nd floor)
Joshua Belanger, Technology Coordinator (834-7815)
Robert Nalesnik, IT Specialist CL 3 (834-7537)
Patrick Aldrich, IT Specialist (834-7547)

LIBRARY SERVICES: Blake Library
Sofia Birden, Associate Director of the Library (834-7527)
Asita Albert, Head of Technical Services Librarian (834-7524)
Debra Durkin, Library Specialist in Circulation/Interlibrary Loan (834-7526)
Brenda Pelletier, Library Specialist in Serials (834-7523)

MAILROOM/SWITCHBOARD: Cyr Hall, Campus Store
Trisha Connor, Administrative Specialist (834-7611)

MEDIA SERVICES: Old Model School
Aaron Bernstein, Assistant Director of Media Services (834-7893)
Steve Michaud, Web Developer (834-7878)
Don Ouellette, Media Services Technician (834-7507)

NATURAL & BEHAVIORAL SCIENCES: Nadeau Hall (2nd floor), Armory
Jeff Dubis, Associate Professor of Forestry (834-7543)
Shawn Graham, Assistant Professor of Human Services (834-8627)
Stephen Hansen, Associate Professor of Biology & Environmental Studies (834-7589)
Kurt Holzhausen, Professor of Psychology (834-7621)
Krishna Kaphle, Associate Professor of Mathematics (834-7632)
Christin Kastl, Assistant Professor of Biology (834-7565)
Peter Nelson, Assistant Professor of Biology & Environmental Studies (834-7683)
Nicole Rogers, Assistant Professor of Forestry (834-7614)
Kennedy (Ned) Rubert-Nason, Assistant Professor of Chemistry (834-8693)
Neil Thompson, Irving Woodlands Forestry Assistant Professor (834-7628)
Lisa Lavoie, Administrative Specialist (834-7820)
TBD, Natural Sciences Lab Manager (834-7868)

NURSING DIVISION: Haenssler Honors Center, Nadeau Hall and Powell Hall
Erin Soucy, Dean of Nursing (834-7830)
Rachel Albert, Professor of Nursing and Allied Health (834-7803)
Diane Griffin, Assistant Professor of Nursing (834-8622)
Larry Nadeau, Nursing Resource Manager & Nursing Lecturer I (834-7615)
Sandy Pelletier, Instructor of Nursing (834-8635)
Denise Potvin, Clinical Placement and Testing Coordinator, Lecturer III (834-8625)
Jenny Radsma, Professor of Nursing (834-7586)
Cheryl Roberts, Instructor of Nursing (834-8607)
Tanya Sleeper, Associate Professor of Nursing (834-7582)
Stacy Thibodeau, Assistant Professor of Nursing (834-8692)
Fran Picard, Administrative Specialist (834-7580)

PRESIDENT’S OFFICE: Cyr Hall
Dr. Tex Boggs, President (834-7504)
Janna Gregory, Administrative Specialist (834-7504)

PROFESSIONAL STUDIES DIVISION: Nadeau Hall and Cyr Hall
Raymond Albert, Professor of Computer Science (834-7696)
Marilyn Epp, Assistant Professor of Criminal Justice (834-7566)
Lee Theriault, Assistant Professor of Business and Accounting (834-7595)
Leo Trudel, Associate Professor of Business (834-7567)
TBD, Associate Professor of Electronic Commerce (834-7519)
TBD, Assistant Professor of Business 9 (TBD)
TBD, Administrative Specialist (834-7540)

REGISTRAR’S OFFICE: Cyr Hall
Alexander Myhre, Registrar (834-8646)
Jacob Theriault, Joint Associate Registrar and Degree Completion Specialist (834-8646)
Joyce Plourde, Assistant Registrar/Transfer Services (834-7823)
Lisa Parent, Administrative Specialist (834-7520)

RESIDENTIAL LIFE: Cyr Hall
Javier Gonzalez, Director of Residence Life and Leadership (834-7665)
Fletcher Brown, Coordinator for Residence Life Programming (834-7828)

STUDENT ACTIVITIES: Cyr Hall
Heather Mazorow, Director of Student Life and Engagement (834-7850)

STUDENT AFFAIRS: Cyr Hall
Matthew Morrin, Dean of Students (834-7562)
Vicki Daigle, Deputy Title IX Coordinator (834-7513)
Lois Canzoni, Administrative Specialist (834-7587)

STUDENT EMPLOYMENT: Cyr Hall
Tammy Delisle, Career Development & Student Employment Coordinator (834-8647)

UMFK STUDENT SUCCESS OFFICE: Powell Hall
TBD, Assistant Dean of Student Success (834-7593)
Oniqueky Samuels, Academic Skills Specialist (834-7834)

STUDENT SUPPORT SERVICES: Powell Hall
Nikolas Lallemand, Director of Student Support Services (834-7531)
Jessica Daigle, Counselor & Accessibility Coordinator (834-7532)
T. Mark Kelly, Reading/Writing Specialist (834-7806)
Oniqueky Samuels, Academic Skills Specialist (834-7834)
Tammy Connor, Administrative Specialist (834-7530)

UNIVERSITY/MEDIA RELATIONS: Madawaska House
Kerri, Watson-Blaisdell, Director of Marketing and Communications (834-7558)
Susan Tardie, Administrative Specialist (834-7557)
**Student Academic Integrity Policy**

1. **What Is Academic Integrity?**
   
   Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal the words or ideas of another, or to falsify the results of one’s research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

2. **Academic Integrity & U.M.F.K.**

   The community of the University of Maine at Fort Kent recognizes that adherence to high standards of academic integrity is vital to the academic function of the University.

   Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any breach of academic honesty should be regarded as a serious offense by all members of the University community.

   The entire University community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

3. **Violations of Student Academic Integrity**

   Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means.

   The following is a listing of some, but not necessarily all, actions that are violations of academic integrity:

   A. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules.

   B. Plagiarizing the words, ideas, or data of others by not giving proper acknowledgement of sources. Plagiarism includes failing to identify verbatim statements as quotations and failing to give appropriate credit and citations of sources used.

   Study, preparation, and presentation should involve at all times the student’s own work as much as possible. It is a proper part of the learning process to incorporate the thoughts or ideas of others into one’s own mind and one’s own presentations with the purpose of learning and enlarging personal boundaries of knowledge. When a new idea is learned from the work of others, however, there is a clear distinction between the presentation of that idea with acknowledgment of sources and the presentation of the idea as one’s own. Any work that the student borrows from others must be suitably identified with appropriate citations because conscientious acknowledgment of sources is always required by the principles of academic integrity.

   It is understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student’s own work, not only on tests, but also in themes, papers, homework, and class presentation, unless it has been clearly specified that the work is a team effort.
C. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the sources indicated, falsely claiming sources not used, and making statements that are known to be false, misleading, or not supported by evidence.

Conclusions or opinions that are presented must be drawn from genuine research results or data or from well-known information unless they are clearly identified as being speculation or supposition.

D. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructors.

E. Obtaining or attempting to obtain an examination, or any part of it, after the examination has been given when specifically prohibited.

F. Intentionally attempting to interfere with or prevent others from having fair and equal access to the resources of the University’s libraries or the University’s computers including theft and the intentional damaging or destroying of any materials or computer files.

G. Copying, editing, or deleting computer files without permission.

H. Altering, changing, or gorging University academic records or forging the signature of any academic officer.

Sanctions for Student Violations of Academic Integrity
A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with this policy and University of Maine Student Conduct Code. The exact penalty will depend upon the particular circumstances of each individual case.

Student violations of academic integrity may be either course-related or non-course related. A course-related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course-related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense.

For a single, first-time, course-related violation of academic integrity, the maximum penalty imposed will not be greater than a grade of F for the course. Discretion may be exercised to impose a lesser penalty if warranted by the circumstances.

The following is a list of possible sanctions that may be imposed upon students for multiple, course-related, violations of academic integrity or for any number of non-course-related violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these sanctions may be imposed when justified by the type of violation.

1. Dismissal from the University. Severance of the student’s relationship with the University of Maine at Fort Kent with readmission possible only in accordance with the policies of the University of Maine at Fort Kent.

2. Probated dismissal from the University. Notification that further violations of academic integrity may result in dismissal from the University. The period of probation to be specified for the particular situation, normally for no more than one academic year.

3. Suspension from the University for a stated period of time, up to one academic year, during which time the student will not be allowed to take any courses at the University of Maine at Fort Kent. The University of Maine at Fort Kent will not accept nor give credit for any courses taken at another institution during suspension.
4. Probated suspension from the University. Notification that further violations of academic integrity may result in suspension from the University. The period of probation to be specified for the particular situation, normally for no more than one academic year.

5. Appropriate grade penalties up to and including F grades in one or more courses. Course instructors may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and, thereby, receive a grade representing demonstrated knowledge of the course.

6. Loss of some or all of the benefits of programs, scholarships, and other opportunities normally afforded students as support and recognition for superior academic achievement. This would not include any need-based federal financial aid programs.

7. Academic conduct probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe sanctions. Probations may include loss of one or more privileges such as representing the University in an intercollegiate event or contest, participation in extracurricular activities, or appointment to any University Committee.

8. Restitution for damages done to any library materials or computer files. (Damaging library materials or computer files may also subject the student to civil or criminal penalties.)

9. Completion of an assignment to work a specified number of hours at a designated community service activity.

10. Such other action as may be appropriate and/or specified in the University of Maine System Student Conduct Code.

Procedures for Student Violations of Academic Integrity

When, in the opinion of a faculty member, an administrative officer, or a student, a violation of student academic integrity has occurred, these procedures shall be followed in a reasonable and timely fashion:

Charge by a Faculty Member

1. The faculty member will inform the student in private of the specific allegation and the aspect of academic integrity that is alleged to have been violated. The student may explain the circumstances if the student so chooses. The allegation may be dropped if an explanation by the student is accepted as being adequate.

2. If the faculty member chooses to continue the complaint, with or without an explanation by the student, the faculty member will notify the Student Conduct Officer whether or not the violation is a first offense. (Faculty may elect to consult with the Student Conduct Officer to determine whether or not previous offenses are associated with said student of the alleged offense.)

3. If the faculty member confirms that a course-related violation of academic integrity is a first offense, the faculty member may choose to deal with the offense without consulting the Student Conduct Officer. In this case, the faculty member will propose a penalty up to and including a grade of F in the course. If the proposed penalty is approved by the chair of the division in which the course is taught (after consultation with the appropriate division chair), the faculty member will notify the student in writing of the charge and the penalty to be imposed. The letter from the faculty member to the student will include a notice that the student has the right to contest the action by appealing to the Student Conduct Officer in writing within seven calendar days of receiving the letter of notification. Letters will be delivered either by certified mail or hand delivered by the Student Conduct Officer.

4. After the time for the student to review has elapsed, if the student has not chosen to contest the allegation or the penalty, Student Conduct Officer will place the sanction letter in the student’s file.
5. If the student wishes to contest the charge or the penalty of the faculty member, the student will present a letter of review to the Student Conduct Officer. The Student Conduct Officer will initiate the review process and the Chair of the Student Conduct Committee will convene the Student Conduct Committee no later than 14 days after issuance of notification of the Committee.

6. If the Student Conduct Officer finds that there is evidence of multiple or repeated violations of academic integrity by the student, he/she will initiate a student conduct case as specified by the University of Maine System Conduct Code.

**Charge by Students or Administrator**
The student or administrator making the charge of violation of Academic Integrity will submit the specific charge in writing to the faculty member or to the Student Conduct Officer.

**Faculty Position on Academic Decorum**

**Lede**
The faculty of the University of Maine at Fort Kent is committed to the preservation of those academic principles and standards without which the academy could not maintain its mission or fulfill its goals. As a liberal arts university, UMFK is dedicated to respecting all aspects of the educational process on the part of the academic community. As members of this academic community, both professors and students accept the responsibility inherent in its membership in guaranteeing, in upholding, and in preserving an atmosphere conducive to the freedom to teach and to learn; we are committed to these freedoms.

**Preamble**
All societies must agree on certain standards of civil discourse and conduct in order that all members are included in the full engagement of civilization. Education is a key institution and a gateway into a self-directed, professional, mature life. Higher education is the social institution charged with providing a global, liberal arts, and sciences foundation for ethics, norms of conduct, lifelong learning, professional careers, and social responsibility within civil society. In a pluralistic and diverse world, citizens of the world are accorded civil liberties and rights pertaining to education. But liberty is not license, nor should one person’s rights of expression be used to deny others their rights to education. Civil liberties and educational rights carry with them certain responsibilities to self and to others. The exercise of civil liberties requires self-discipline and the subordination of the self to the general good of the community. As the active agents in higher education, professors have a professional duty to instill in their students the civil, ethical, and professional norms appropriate to our pluralistic and global world. To this end, the faculty at the University of Maine at Fort Kent agrees to these ideals and to the following principles:

**Principles**
1. Professors have the authority and the responsibility to set class norms and expected standards in their respective courses. Professors have academic freedom and are the authorities with regards to classroom management. Matters of classroom management will be outlined, explicitly, in professors’ course syllabi.

2. Professors have the authority to set expectations for civil conduct in their classroom. Professors may specify appropriate academic consequences for failure to meet classroom norms and standards.

3. The faculty fully expects the administration to support appropriate exercise of faculty authority with regards to classroom management issues.

4. The faculty agrees that, as a body, we are collectively responsible to each other and to the academic community in supporting faculty authority in the classroom and shared standards for civil conduct at the University of Maine at Fort Kent.

5. The faculty encourages the practice of civil conduct on campus, between and among all members of the academic community: students, faculty, staff, and administration. Appropriate civil conduct includes, but is not limited to, the following:
a. **Respect for Others**: acknowledging diverse cultures and opinions, refraining from offensive remarks and misconduct, listening rather than talking, when appropriate.

b. **Academic Work Ethic**: attending class, punctuality, paying attention during class, preparedness for class, completing all required coursework, remaining in class for the duration of class, cooperating collegially - when the professor is speaking or when engaged class discussions, or in group work.

c. **Civil Discourse**: polite and appropriate forms of address and civil speech will be used in all forms of academic communication.

d. **Academic Honesty and Integrity**: The principles of academic honesty are integral to the university experience. Plagiarism, cheating, and other forms of dishonesty dilute this experience. Students are expected to comply with the protocols of academic honesty as outlined in the University of Maine at Fort Kent Student Handbook.

e. **Respect for Civil Rights**: All members of the academic community are expected to respect and support diversities of gender, sexuality, age, race, ethnicity, abilities, language, and national origin and to create a supportive and positive learning environment for all.

**Sanctions for Violation(s) of Civil Conduct**

Procedures for handling cases of misconduct:

A breach of one or more of number 5, a-e above will result in one of the following. The severity of the breach will determine the severity of the sanction.

1st - Meet with the student to discuss the situation.
2nd- If misbehavior(s) is (are) repeated, then, one of the following will result:
   - reduction of one or more grades for student
   - assigning the student a grade of F
   - withdrawal of student from course

However, if the conduct is so offensive or potentially harmful, the student will be asked to leave the class, which will result either in assigning a grade of F or in dismissal from the class. Additionally, such conduct may result in notifying local law enforcement agencies.

**Coda**

The faculty acknowledges the significance of upholding academic standards and of preserving the integrity of the educational process. We strive to adhere to those democratic principles that guarantee individuals’ rights and freedoms. But, when academic standards and civil rights are jeopardized due to insolent behavior, we will make every effort to guard the integrity of the academy and to protect those who, with good intentions, have made the choice to pursue a university experience.
ADMINISTRATIVE SERVICES OFFICE: Cyr Hall
Fax Number: 834-7879
Pamela J. Ashby, CPA, Chief Business Officer (834-7550)
Megan Desjardins, Financial Analyst (834-8665)

The Administrative Services Office oversees all fiscal, statistical, and accounting records for the campus. The Vice President assists in formulating campus budget policies and preparing budgets and ensures the campus compliance with system-wide fiscal and accounting procedures.

As well as overseeing the campus’ finances, this office also oversees the Business Office and Financial Aid.

ADMISSIONS OFFICE: St. David House
Fax Number: 834-7609
Jill Bouchard Cairns, Director (834-7602)
Bruce Nadeau, Assistant Director of Admissions (834-7604)
Elaine Capella, International Admissions Counselor (834-8605)
Davis Cyr, Admissions Counselor (834-7603)
Jill Caron, Data Management Technician (834-7866)
https://www.umfk.edu/admissions/

The Admissions Office provides information about the University’s programs, admissions procedures and requirements to prospective students and parents. Any UMFK student who would like to have someone added to the UMFK mailing list should contact the Admissions Office as soon as possible. Throughout the year, numerous activities are scheduled to acquaint prospective students with the educational opportunities available at UMFK. Periodically, UMFK students may be asked to assist in these endeavors. Please let this office know if you would like to get involved by calling 834-7600.

During scheduled breaks, many of our students like to return to their former high schools and universities, to discuss and inform other prospective students about what UMFK has to offer. If you would like to work with us in conducting these visits, please contact this office prior to your returning home. We can assist in the scheduling and even provide some handout material to make your visit more informative.

REMEMBER, ADMISSIONS…. IT’S EVERYBODY’S BUSINESS!!

The Director of Admissions or his/her designee shall determine the initial residency classification for each applicant at the time of application to UMFK. The student residency classification decision may be appealed to the UMFK Director of Business Systems for final determination. The Director of Business Systems is authorized to require certificates, affidavits, or other documents as may be required to assist in the decision-making process. In all cases, the burden of proof shall be on the student making the claim of residency.

For new freshman, it is the student’s responsibility to ensure that an “official” final high school transcript is submitted as required by Federal and University policy.

For new transfer and certification students, it is the student’s responsibility to ensure that an official final college transcript is submitted in order to complete the application file, ensure that all appropriate transfer credit is evaluated, and prevent future holds on registration past the initial semester of enrollment.

ALUMNI SERVICES: Madawaska House
Fax Number: 834-7551
Kerri Watson-Blaisdell, Director of Marketing & Communications (834-7558)
Susan Tardie, Administrative Specialist (834-7557)
https://www.umfk.edu/alumni/association/
The University of Maine at Fort Kent keeps in regular contact with its graduates through the Alumni Affairs office. The Bell Tower, a magazine published two times a year, keeps alumni updated on the latest campus developments. Our alumni are very important to the campus community and their alma mater is near and dear to their hearts.

In addition to the magazine, the Alumni Affairs office works closely with the UMFK Alumni Association Board of Directors to coordinate events for alumni, scholarship opportunities for matriculating students, and other important functions.

Students are encouraged to keep the Alumni Affairs office updated on the latest happenings in their lives after they graduate. The office will help “get the word out” to the friends made while attending UMFK.

**ATHLETICS: Sports Center**
Fax Number: 834-7825
Matthew Dyer, Interim Athletic Director, Athletics Compliance Director, Head Coach Men’s & Women’s Track & Field (834-8637)
Tom Bird, Assistant Athletic Director, Head Men’s Basketball Coach
Scott Fogarty, Sports Center Manager, Head Women’s Soccer Coach (834-7876)
Fletcher Brown, Sports Information, Head Women’s Basketball Coach (834-7828)
Selina Castro, Head Women’s Volleyball Coach (834-7574)
Travis Parent, Athletic Trainer (834-7572)
Oniqueky Samuels, Head Men’s Soccer Coach (834-7834)
Intramural Office/Racquetball Reservations (834-8611)
Intercollegiate Scheduling (834-7828)
Work-Study Staff Office (834-8611)
[https://athletics.umfk.edu/](https://athletics.umfk.edu/)

**UMFK Mascot:** Bengal Tiger  
**UMFK Colors:** Forest Green & Gold  
*UMFK is a member of the United States Collegiate Athletic Association, USCAA*

**Varsity Teams**  
Men’s & Women’s Soccer  
Men’s & Women’s Basketball  
Men’s Tennis  
Women’s Volleyball  
Men’s & Women’s Track & Field

**Intramurals**  
Basketball, Baseball/Softball  
Flag Football,  
Soccer, Ultimate Frisbee,  
Volleyball, Whiffle Ball

Tickets are sold for basketball games only.  
For free admission, a valid UMFK ID is required of all students and staff.

**Facility Hours**  
Monday through Friday: 6:00 a.m. – 10:00 p.m.  
Saturday, Sunday: 9:00 a.m. – 6:00 p.m.

Facilities include gymnasium, racquetball court, weight room, fitness room, and locker rooms.
Hours of the facilities may change with little or no notice. Please follow all posted facility notices for information and cancellations.

UMFK picture ID’s are required of all individuals taking out equipment and using the weight room. All individuals using the weight room must sign in at the front desk before entering. Issued equipment must be returned to the staff before leaving the building.

The proper footwear, athletic shoes only, must be worn in the gym and weight room areas at all times. A shirt must also be worn at all times in the weight room. Only water bottles are allowed in the gym and weight room areas.

UMFK is not responsible for lost or stolen items. Keep all equipment and clothing in the proper places and locked away at all times. Lockers must be registered with the facility staff when placing a lock on a locker in the Physical Education locker rooms. Varsity locker rooms are for the UMFK athletics department only.

**BUSINESS OFFICE: Cyr Hall**
Fax Number: 834-7556
Amanda Pelletier, Assistant Bursar (834-7553)
Vanessa Degler, Accounting Support Specialist (834-8649)
https://www.umfk.edu/business/

The Business Office handles student billing and related functions.

**Add/Drop**
For 12-15 week course, adding or dropping during the first two weeks of the semester results in a tuition reassessment. No tuition credit is provided for courses dropped after this add/drop period. For more information, please review the Tuition Adjustment Schedule for Course Drop and Withdrawal in the UMFK Catalog.

This same refund policy is applied to courses added after the first day of classes (i.e. a class added on the last day to add classes will not get a refund and no adjustment will be made if dropped the next day since that day is beyond the date to get a refund/adjustment). Tuition is not cancelled when a student fails to attend a course; courses are dropped only by formal written notice to the Registrar’s Office.

**Appeals Policy: Statute of Limitations**
Appeals for the exception to the established refund practice must be made to the Administrative Services Office. Appeals must be made in writing and will be considered up to 90 days after the close of the semester/session for which the student is claiming a refund/adjustment. For a typical semester/session the dates are no later than March 31 (fall), August 31 (spring) and November 30 (summer). University academic appeals committees hear appeals on academic matters and have no authority to authorize refunds/adjustments.

**Billing**
All accounts are carried in the name of the student. Statements can be viewed online via Maine Street. Bills are due and payable August 15 for fall semester and January 15 for spring semester. A late fee of $50 is assessed twice each semester to all accounts not yet paid. If the billing address changes it is the student’s responsibility to notify the Business Office of the new address, in writing, in a timely manner.

**Delinquent Student Accounts**
The University of Maine System bars course registration for students who have balances greater than $100. The University withholds all official credentials, including grade reports, transcripts, and recommendations, until student accounts, including fines, are paid in full. The University may also withhold the same for students who have defaulted on their Perkins Loan(s). The University reserves the right to cancel a student’s registration for non-payment of current semester charges. Delinquent accounts may be sent to a collection agency which will adversely affect a student’s credit and will cause additional fees to be incurred on the student account.
**Loans and Outside Scholarships**
Students are responsible for notifying the Business Office each semester if they will be receiving a loan or any non-university scholarship, and to pay any balances not covered by the above due date for each semester.

**Payments**
The University accepts MasterCard, Discover, Visa, debit cards, ACH (check payments directly from your checking), and wire transfers. International wires may be sent through FlyWire. Payments may be made in person, by mail, by phone or by using MaineStreet self-service. Please do not send cash payments by mail. Checks should be made payable to the University of Maine at Fort Kent and can be mailed to:

University of Maine at Fort Kent  
Business Office  
23 University Drive,  
Fort Kent, Maine 04743.

**Payment Plans**
The University offers a monthly payment plan to qualified students. Payments are calculated in four equal payments. To enroll, a non-refundable payment fee of $30.00 is required. Further details are provided at the time of student billing, or by calling the Business Office. Payment plans can be set directly through the student center.

**Student Health Insurance**
Many colleges and universities require that any full-time student be covered by an adequate health insurance policy. UMFK requires that any student enrolled in 9 credits or more (including international students), verify that they have other adequate US health insurance coverage in order to defray eligible medical costs in the event of injury or sickness.

Canadian students who are student-teaching in Canada in the fall will NOT automatically be enrolled in the UMFK plan. Those students need to request the UMFK Accident and Sickness Insurance Plan if they want it. All other students who are registered for 9 or more credits will automatically be enrolled in the UMFK Plan. Similarly, students wishing to supplement existing coverage may do so by remaining in the UMFK Accident and Sickness Insurance Plan.

Students who wish to have the expense for this coverage removed from their University charges may do so by providing evidence or proof of health insurance. For further information, please call - UMFK Business Office 207/834-8650.

The University has selected student injury and sickness insurance provided and administered by **Cross Insurance**. If you are currently covered by a comparable insurance plan, you now have the option to complete a Waiver Form to request a review of your existing coverage. If we determine that your coverage meets our minimum coverage standards, you will not be required to enroll in University of Maine - Fort Kent’s student insurance plan.

If you do not complete and submit a waiver request by the announced deadline you will be required to purchase University of Maine - Fort Kent’s student insurance coverage.

Please go to [https://umfk.myahpcare.com/](https://umfk.myahpcare.com/) to complete and submit your Waiver Request. Remember, you will first need to make sure you are registered with the site. At the end of the online waiver request process you will have the opportunity to print a copy of your request for your records. You may receive an automatic approval or declination of your request online. If you do not, the school will contact you by email with further information about the status of your waiver request. If you have any questions regarding the insurance or submitting a waiver, contact the Business Office at 207-834-8650.

**WAIVER DEADLINE IS OCTOBER 1**<sup>st</sup> **FOR THE FALL SEMESTER AND FEBRUARY 20**<sup>th</sup> **FOR THE SPRING SEMESTER. Waivers will not be accepted after these dates.**

**Student Payroll Checks**
Work-study payroll checks are available in the Business Office every two weeks, according to the work-study payroll schedule available on the University portal under campus forms, student employment.
**Student Refunds**

All students who have a credit balance on their account receive refunds via check or direct deposit. Loan refunds may take a few weeks to process and arrive. Refund checks will be located at the Business Office. Students who live at a distance and do not come to campus can request the check be mailed by calling the Business Office. Any refunds that are not picked up within two weeks will be mailed to the address provided on MaineStreet.

**Third-Party Payments**

Written authorization from the agency or employer is required prior to the payment due date at the start of each semester. No conditional payment offers are accepted.

**Tuition and Fees**

For a detailed listing of tuition and fee charges, please refer to the University Catalog.

**CAREER PLANNING, INTERNSHIP & PLACEMENT SERVICES**

Fax Number: 834-7804  
Tammy Delisle, Career Development & Student Employment Coordinator (834-8647)

The University of Maine at Fort Kent recognizes career planning as a process that begins in a student’s first year and continues through graduation. Students are introduced to the career planning and placement process in the HUM 102 course. The Career Planning and Internship Coordinator leads an overview of the process and teaches the basic components of the resume. This introduction allows students to create a basic resume that can be utilized and updated throughout their undergraduate career for internships, externships, preceptorships, career fairs, and job/career opportunities.

Students are also encouraged to use the services provided by and available in the UMFK Student Success Center. These services include occupational interest inventories (O*Net), a career information library and resource center, and other helpful information and materials. Resume and Cover Letter workshops and seminars are available throughout the school year to help students become familiar with different formats and styles employers expect to receive from college graduates.

The bulletin board outside the Campus store lists current job openings and graduate school programs as well as upcoming activities and events. In addition, the UMFK Student Success Center hosts an annual Spring Semester Career Week when employers and professionals come to campus and engage with the students. There are various events such as the Annual Resume Writing Contest, Mock Interviews, and a Networking event.

**CAMPUS STORE: Cyr Hall**

Fax Number: 834-7503  
Lucy Beaulieu, Retail Services Supervisor (834-7610)  
https://campusstore.umfk.edu/

The UMFK Campus Store offers a variety of products and services. The main function is to provide booklists, school and art supplies, clothing and novelties for students, faculty, and administrative staff.

**FACILITIES MANAGEMENT: Facilities Building**

Fax Number: 834-7826  
Brian Schaefer, Director of Facilities Management (834-7671)  
Melvin Belanger, Carpenter (834-7802)  
Robert Weyeneth, Mechanical Supervisor (834-7669)  
Paul Guimond, Security Guard (834-7670)  
Jerry Leclair, Security Guard and Painter (834-7871)  
Jeff Plourde, Facilities Maintenance Supervisor (834-7842)  
Eric Berube, Facilities Maintenance Worker (834-7630)  
Eric Bouchard, Facilities Maintenance Worker (834-7865)
Anthony Canzoni, Facilities Maintenance Worker (834-7561)
Robert Daigle, Facilities Maintenance Worker (834-7578)
Rodney Dionne, Facilities Maintenance Worker (834-7672)
Wilda Kelly, Facilities Maintenance Worker (834-7673)
Wayne Levesque, Facilities Maintenance Worker (834-7529)
Russel Merriam, Facilities Maintenance Worker (834-7514)
David Perreault, Facilities Maintenance Worker (834-7816)
Phil Plourde, Facilities Maintenance Worker (834-8608)
Theresa Roode, Facilities Maintenance Worker (834-7667)
Brittany Nadeau, Administrative Specialist (834-7670)
https://www.umfk.edu/facilities-management/

ADA Compliance
The University of Maine at Fort Kent does not discriminate on the basis of individuals with disabilities, in the recruitment and admission of students, the recruitment of faculty and staff, or in the operation of any of its programs and activities. The Director of Facilities Management is the designated coordinator for compliance with ADA regulations.

Custodial/Security/Safety Services
The department of Facilities Management is responsible for the cleanliness of all campus buildings and the safety of all students and staff. Any concerns should be addressed to the Director of Facilities Management. Campus key inventory is maintained by Facilities Management.

Event Scheduling
The Facilities Management Office is responsible for scheduling events (internal, as well as external) in all campus buildings with two exceptions: Classroom scheduling is handled by the Registrar’s Office and use of the Alumni Conference Room is coordinated through the President’s Office.

Motor Pool/Vehicle Reservations
The Facilities Management Office has the responsibility of maintaining and assigning all vehicles in the motor pool fleet. The fleet currently consisting of; two sedans, one pickup truck, two vans, and six utility vehicles. These vehicles may be leased by campus departments and organizations (on a first-come-first-served basis) for official University business. Mileage fees and daily usage fees are charged to the department or organization using the vehicle.

All vehicle reservations must be made through the Facilities Management Office. Trip tickets must be completed by the individual making the request and presented to Facilities Management personnel when picking up the vehicle. Any out-of-state or out-of-country travel requires the written approval of the President. Any and all standards listed in the APL Letter #27 will be considered part of our plan and adhered to by University personnel. It is the responsibility of the operator of the vehicle to inspect the vehicle prior to its use and report any concerns or damage when the vehicle is returned.

FINANCIAL AID SERVICES: Cyr Hall
Fax Number: 834-7841
Christopher Bell, Director of Financial Aid (834-7564)
Lisa Michaud, Associate Director of Financial Aid (834-7515)
Lena Corriveau, Financial Aid Specialist (834-7606)
Leland Roy, Financial Aid Counselor (834-7607)
https://www.umfk.edu/financialaid/

UMFK offers several financial aid programs, including federal and state grants, scholarships, work-study, and student loans. Students must reapply for financial aid each year and are encouraged to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st. UMFK’s priority filing date is March 31. Consideration for financial aid is contingent upon the student’s eligibility and availability of funds. All applicants for financial assistance must file the FAFSA. This form may be completed online at fafsa.gov. Some applications are
selected by the federal processor for review, also known as verification. If selected for verification, in accordance with federal regulations, additional documents may be required. Applicants selected for verification will be notified by the Financial Aid Office and required documents will also appear on the To Do List on MaineStreet. Financial aid will not be awarded until all requested financial aid documents have been received. Note that Non-Degree students are not eligible for financial aid. The initial award notice to new students is mailed. All returning students, as well as any students whose financial aid packages have changed for any reason (such as receipt of an outside scholarship) are notified by campus email and updated award information will appear on MaineStreet. To accept, decline, or modify a financial aid award, or report other financial aid, such as an outside scholarship, login to MaineStreet.

**Campus Email**
The Financial Aid office uses the student’s @maine.edu email as a means of keeping in touch with students for various reasons. Students are required to activate, use and check their campus email regularly. You may activate and/or forward your campus email to another email account at: accounts.maine.edu. The campus email is also accessible via www.umfk.edu/email/ and through the campus portal.

**Campus Portal**
This is where you go to login to a variety of important places to access information. The Campus Portal login is located on the campus website, www.umfk.edu. Click on the Bengal Paw/My UMFK Portal on the top toolbar. Login using your campus email ID and password. A variety of Icons will be available for you to select from. Here you can: check your campus email, get to MaineStreet and print forms and documents, etc.

**MaineStreet (MS)**
MaineStreet is an online portal for students to view financial aid, student account, grades, class list, and other important school information. MaineStreet>Self Service>Student Center also displays the To Do List, Message Center, and allows students to view, accept, decline, or change financial aid awards.

The Finances section in MaineStreet is home to financial aid and billing information. Click on “View Financial Aid” to view the financial aid package offered to you. Here you can view aid by academic year or by semester. Click on “Accept/Decline Awards” to accept or decline aid offered to you.

In the Finances section you may also view your itemized charges and/or payments; you can view these details by selecting “Account Activity” in the drop-down box in the Finances section. Check here to view if financial aid has been applied to your student account – if so, it will be posted as a payment.

Financial Aid funds are not applied to a student’s university account until approximately 10 days prior to the first day of class for Fall and Spring semesters. Financial Aid payments for summer sessions may not be made until after the Add/Drop period. Prior to the funds being applied to your account, any accepted financial aid (excluding work-study, alternative loans and outside scholarships) will be listed as “anticipated aid” under the Details/Bill/Pay hyperlink. Direct Loans that have not been processed within a reasonable time will only show in “anticipated aid” for a limited time. Details regarding the Federal Direct Loan application process are available at www.umfk.edu/financialaid/loans/stafford/

If the amount of available aid exceeds the amount you owe to the University, you may receive a refund. More information on refunds and the financial aid process is available at: www.umfk.edu/financialaid/process/ and www.umfk.edu/business/fact-sheet/

**Grants**
Grants are monies that do not need to be repaid and are available under regulations set forth by agencies administering the grants. These include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the state grant programs.

**Scholarships**
Scholarships are monies that do not need to be repaid. Eligibility varies from scholarship to scholarship.
• **UMFK scholarships** are scholarships that are awarded specifically to UMFK students either planning to attend UMFK or attending UMFK. An online application is available. The application priority deadline date for UMFK scholarships is March 1st of each year.

• **Outside scholarships** are scholarships from a source outside of the University. Any outside scholarships that you receive must be reported to the financial aid office and are accepted year-round.

The campus website also has a listing of both UMFK and Outside scholarships for students to browse through and apply for at: [www.umfk.edu/financialaid/scholarships/](http://www.umfk.edu/financialaid/scholarships/).

**Work-Study**
A Work-Study allocation allows a student to work on campus. The student is paid every two weeks for hours worked. Earnings are paid directly to the student. For more information regarding student employment, please visit the campus website at: [www.umfk.edu/student-employment/](http://www.umfk.edu/student-employment/).

**Student Loans**
Loans are borrowed money that must be paid back with interest.

**Perkins Loan**
Note: The government is phasing out the Perkins loan program. No more loans are being processed.

**Repayment:**
Perkins loan repayment begins **nine months** after the student graduates, leaves school or drops below half-time enrollment status.

**For Perkins Assistance:**
The University of Maine System (UMS) Loan Processing Center is available to assist students with the Perkins Exit Counseling questions, Perkins Exit holds and the repayment process. Contact the loan center at: 1-800-308-6148 or 207-561-3444.

**Federal Direct Loans**
Federal Direct Loans (subsidized and unsubsidized) are another loan option for students. The Financial Aid office will determine a student’s Direct Loan eligibility based on the information provided on the student’s FAFSA, the student’s cost of attendance (COA), financial need, other financial aid awarded, and year in school.

The student will be notified of eligibility via the Award Notice. The loan(s) offered may be accepted, reduced or declined in MaineStreet. Once the loan is accepted, proceed as instructed. More Direct loan information is available at: [www.umfk.edu/financialaid/loans/stafford/](http://www.umfk.edu/financialaid/loans/stafford/).

**The Direct Loan Entrance and Master Promissory Note:**
First-time Direct Loan (DL) borrowers are required by Federal law to complete Entrance counseling and the (DL) Master Promissory Note (MPN) before any loan funds can be received. Entrance Counseling will inform you of your rights and responsibilities as a loan borrower and you will be given information to help manage repayment. A (DL) Master Promissory Note is your written promise to repay the principal and interest of the loan according to the terms indicated in the Note. Both these processes can be completed online at: studentloans.gov. The student’s FSA ID is required. Apply for an FSA ID or retrieve a forgotten FSA ID at: fsaid.ed.gov.

**Direct Loan Repayment:**
Repayment on the principal amount that you borrow, as well as any interest that accrues while in your grace period and/or in and out of school, begins after a student graduates, leaves school, or drops below half-time status. A student with unsubsidized Direct Loan(s) is responsible for the interest while in school, as well as the six-month grace period. Visit [www.umfk.edu/financialaid/loans/](http://www.umfk.edu/financialaid/loans/) for more information.

**Borrowing History:**
To check your federal loan borrowing history, go to: nslds.ed.gov. You will need your FSA ID to login. Apply for or retrieve your FSA ID at fsaid.ed.gov. Note that NSLDS will only display federal aid programs – monies borrowed through state or alternative loan programs will not appear on this site.

**Direct Loan Contact Information:**
Direct Loans are processed through the Department of Education; however, Direct Loans are serviced by several agents, known as Servicers. To locate your Servicer, go to nslds.ed.gov. You will need your FSA ID to login. Apply for or retrieve your FSA ID at fsaid.ed.gov. For repayment questions, you may contact your loan Servicer directly, or you may contact the Direct Lending program at: 1-800-557-7394.

**Federal Loan Information:**
Get all the information you need to manage repayment of your federal student loans at: https://studentaid.ed.gov/sa/repay-loans#how-to-pay.

**Other Loan Options**
The Parent Plus Loan and the Alternative Loan programs are other loan options that may be available to help parents and students pay college costs. These loans can help supplement what is not covered by the award package offered to the student by the school. Federal Loans are usually the best deal and offers the most benefits. More information on these loan programs is available at: www.umfk.edu/financialaid/loans/.

**Exit Counseling**
Federal Perkins and Direct loan borrowers who leave UMKF or drop below half-time enrollment, (including graduating, transferring, withdrawing, or for those who are planning to not return to UMKF for their next semester of attendance) are required to complete the Direct Loan Exit and/or Perkins Exit Counseling Sessions. The Exit counseling session will provide loan borrowers with important information regarding the repayment process, including deferment, forbearance and payment arrangements which will assist the student in managing their loans.

Loan borrowers who leave campus without completing appropriate Exit sessions will have a school “HOLD placed on their student account in MaineStreet. The HOLD will remain until the appropriate Exit Counseling session(s) is/are completed. A “HOLD” on an account will prevent a student from acquiring transcripts, diplomas and registering for classes at UMKF and other University of Maine campuses. Exit counseling information and links are available from www.umfk.edu/financialaid/exit-counseling/ or studentloans.gov. You will need your FSA ID to login. Apply for or retrieve your FSA ID at fsaid.ed.gov. If you borrowed from both Direct and Perkins loan programs, two separate Exit sessions are required.

**Perkins Loan Exit Assistance:**
The University of Maine System (UMS) Loan Processing Center is available to assist students with Perkins loan Exit questions/issues and Perkins loan Exit Counseling HOLDS placed on a student’s record in MaineStreet. Contact the loan processing center at:1-800-308-6148 or 207-561-3444.

**Direct Loan Exit Assistance:**
The UMKF Financial Aid Office is available to assist students with Direct Loan Exit Counseling questions and/or Direct Loan HOLD placed on a student’s record in MaineStreet.

**Satisfactory Academic Progress (SAP)**
Satisfactory academic progress must be maintained for a student to continue to receive financial assistance. A copy of the current UMKF Financial Aid Satisfactory Academic Progress Policy is available on-line at: www.umfk.edu/financialaid/eligibility/academic-progress/.

**INFORMATION SERVICES**
Leslie Kelly, Dean of Information Services and Distance Education (834-7522) lesliek@maine.edu

**ACADIAN ARCHIVES/ARCHIVES ACADIENNES:** Entrance through Blake Library or Powell Hall
Fax Number: 834-7827
Lise Pelletier, Director of Acadian Archives/Archives Acadiennes (834-7536) lise.m.pelletier@maine.edu

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Acadian Archives/Archives Acadiennes

Need help finding resources for a special assignment or project? In addition to books about the people and ways of life along the Upper St. John River Valley, we have treasures you won’t find in other research centers: photographs, artifacts, scrapbooks, maps, oral histories, diaries, journals, parish registers, DVD’s, music CD’s, educational trunks, and over 440 collections from and about Northern Maine. The Acadian Archives has a permanent collection of samples of traditional art such as: snowshoes, hooked rugs, braided rugs, woven blankets, wood sculptures, traditional ballad singing, and storytelling.

Research Tools:
The Acadian Archives has a specialized library of over 9,000 books. We have two microfilm readers, an audio and visual center, a scanner, and two computers linked to the photocopier. As a UMFK student, you have access to all resources and may borrow some items with your UMFK student ID/Bengal Badge. If you are interested in your family roots, we would be delighted to help. Along with books and journals, we have dictionaries of Acadian, Québécois, and Franco-American ancestors; individual family genealogies; birth, marriage, and death records, and a number of genealogy databases.

Other Services:
The Archives has an exhibition room/art gallery which also serves as a conference room. Throughout the academic year, the Acadian Archives invites speakers to give presentations or conduct workshops. Anne and Lise are available to give guided tours of the Archives where you will visit the preservation room and see unique documents. They are also available to give presentations about the history of the Acadians, about the Franco-Americans of Maine, and about the St. John Valley.

We are open every Monday to Friday, from 8 am to 4:30 pm.

If you plan to donate your research project to the Archives, please visit us before you start your research so we can acquaint you with our policies, practices, and procedures.

You can learn more about the Archives and browse our collections by visiting our website (www.umfk.edu/archives/). For a quick overview of Valley history and culture, you can find our web edition of Acadian Culture in Maine at https://acim.umfk.edu.

DISTANCE EDUCATION: Acadian Archives Building (2. floor)
Fax Number: 834-7845
Leslie Kelly, Dean of Information Services and Distance Education (834-7522) lesliek@maine.edu
Loni Nadeau, Assistant Director of Distance Education (834-8623) loni@maine.edu
Amber Daigle, Administrative Specialist (834-7560) https://www.umfk.edu/distance/

Distance Education includes ITV, compressed video, and online courses. The office provides Blackboard support for both online and on-campus courses.

Participants should be aware that instructors will have deadlines for assignments, tests and course completion. You will be expected to keep current with readings and written assignments and to participate in online activities. Your course grade will be based on a variety of components, which may include short written assignments, longer papers, class participation, presentations, and exams.

To discover if distance courses are right for you, you may want to take the survey located at: http://www.learn2.maine.edu/survey/survey-learning.asp.

INFORMATION TECHNOLOGY: Acadian Archives Building (2. floor)
Students are encouraged to use computing facilities and to request help from IT and Library staff. A computer access and printing account is required to use the campus computers, and there is a small charge (5 cents/page) for printing. Wireless internet access is available in all buildings and on the quad. All students are required to activate and use their university email accounts. This account is used to gain access to several systems on campus, including: the campus portal, Blackboard, MaineStreet and on-campus internet access (Ethernet or wireless).

The IT department supports clusters of computers available to students in various locations. The three primary classrooms are the Cyr Computer Classroom, the Old Model School Computer Classroom, and the Library Computer Instruction Center. The GIS Lab is in the Armory. Open hours are posted for each classroom at the beginning of the semester. The classrooms are closed to general use when a class or workshop has been scheduled.

Each dorm has a computing and printing lounge for general student use. All dorm rooms have a data connection for internet use. All dorms have wireless access points.

General computers provide access to the campus network servers and such applications as: word processing, spreadsheets, databases, computer programming languages, graphics programs and HTML editors. Laser printers are available in all labs and clusters. We recommend that students use Google Drive to save documents and other school related work. Google Drive can be accessed through the campus portal My.UMFK. More information about the Information Technology Department, setting-up your personal laptop for wireless printing, free antivirus, Office 365 free download, and chat service is available on the web at: www.umfk.edu/it/.

Students are reminded that campus computers and network services are for academic purposes only. UMFK enforces a policy against illegal downloading, file sharing and excessive bandwidth use. More information on this policy can be found in the Student Affairs section of this handbook or on the IT website at: www.umfk.edu/it/downloading/.

LIBRARY SERVICES: Blake Library
Automated Information: 834-7525
Fax Number: 834-7518
Leslie Kelly, Dean of Information Services and Distance Education (834-7522) - lesliek@maine.edu
Sofia Birden, Associate Director of the Library (834-7527) - sbirden@maine.edu
Asita Albert, Head of Technical Services Librarian (834-7524) - asita.albert@maine.edu
Debra Durkin, Library Specialist in Circulation/Interlibrary Loan (834-7526) - debra.durkin@maine.edu
Brenda Pelletier, Library Specialist in Serials (834-7523) - brenda.m.pelletier@maine.edu
https://library.umfk.edu/

Blake Library, the information center of campus, provides access to thousands of print volumes and over 100 periodicals in the library, over three million print volumes requestable online, as well as over 50,000 eJournals and over 400,000 eBooks online. Blake Library also has a large collection of videos, microfilm, maps and audio recordings. Library staff encourage you to visit Blake Library’s homepage at library.umfk.edu where you can search all our resources at once in our OneSearch discovery service. You will also find many other tools and services on the Blake Library web site to help you further your educational goals as you work toward a degree at UMFK.

Circulation Services
Students will use their UMFK ID card (Bengal Badge) to borrow materials from the library, request items from other libraries, borrow items on reserve such as course related items, equipment to enhance your learning goals, and much more. The library also has movies, documentaries, and more in DVD format that students can check out for three days or a week depending on the item. Students have the ability to request items online once discovered in OneSearch.
Requests go through the URSUS online catalog system and through MaineCat, the Statewide Catalog. Blake Library has a fast turnaround time for requested materials and materials processed through interlibrary loan. Before you give up looking for materials you can’t find, ask a librarian. View more information about circulation services at library.umfk.edu/about/services/circ/

Other Services
Blake Library offers access to computers, b/w and color printing, scanners, audio-visual equipment, a photocopier, and is part of the campus wireless network. The library also has a 3D printer and a dedicated computer with various graphics programs available. Other services include laminating and faxing. There is a fee for some of these services. In addition, students can come to the library for email account help, computer access help, other computer related questions, and put money on their printing account.

Computing and Other equipment for Checkout
Blake Library has available for checkout multimedia equipment to help with your projects. These items include digital cameras, webcams, headsets with microphones, digital video recorders, and digital audio recorders. In addition, laptops are available for short-term use.

Standard Library hours
For up to date library hours see the library website at: library.umfk.edu/about/staffhrs/

The library has reduced hours during breaks and summer. If the campus is closed due to bad weather, the library may still be open. Please check the library web page or call 834-7525 for the most up to date hours.

MEDIA SERVICES: Old Model School
Aaron Bernstein, Assistant Director of Media Services (834-7893) aaronb@maine.edu
Don Ouellette, Media Services Technician (834-7507) donaldo@maine.edu
Steve Michaud, Web Developer (834-7878) steve.michaud@maine.edu

The Media Services Department provides web, audio visual and multimedia support to the UMFK campus.

Specific services include: portable and classroom A/V equipment management, technical planning for special events, assistance with audio and video recording and editing, maintenance of the UMFK web portal (my.umfk.edu) and digital signage systems, and support for web based projects.

Available equipment includes portable PA systems, projectors, and screens.

Please contact Media Services staff with any questions you have about the technical needs for the event you’re planning, or for assistance with the UMFK web portal or digital signage systems.

MAILROOM/SWITCHBOARD: Cyr Hall, Campus Store
Fax Number: 834-7503
Trisha Conner, Switchboard/Mailroom Clerk (834-7500)

The services coordinated by the Mailroom operator are as follows:
- Check Postage Cost
- Commuter Mail (mail service for off campus students also)
- FedEx
- UPS
- USPS

The services coordinated by the Switchboard operator are as follows:
- Informational
- Lost and Found
- Phone trouble shooting
- Voice messaging training
Graduation
All students who plan to graduate must apply for their degree online. Applications for Graduation must be completed online at: Go to Department, Click on Registrar, Click on Application for Graduation. Complete application and click submit. Once the application is received by the Registrar's Office, it will be reviewed, and the student will be notified of approval and/or any uncompleted degree requirements.

Commencement Ceremonies
The University of Maine at Fort Kent has one formal ceremony in May of each year. All August 2019, December 2019, and May 2020 students completing their degree requirements are invited to participate.

Commencement Activities & General Information
Detailed commencement activities information is available at: www.umfk.edu/commencement/graduates/

The 2020 commencement rehearsal will be on Thursday, May 7, 2020 at 11:00 a.m. in the UMFK Sports Center.

The 2020 commencement ceremonies will be on Saturday, May 9, 2020 in the UMFK Sports Center. Guest attendance and seating is unrestricted. No tickets are required; you can bring as many people as you wish. Family and guest seating sections are available on the gym bleachers or chairs on the floor. All seating is on a first-come-first-served basis.

REGISTRAR’S OFFICE: Cyr Hall
Fax Number: 834-7887
Alexander Myhre, Registrar (834-8646)
Jacob Theriault, Joint Associate Registrar and Degree Completion Specialist (834-8646)
Joyce Plourde, Assistant Registrar, Transfer Officer/VA Certifying Official (834-7823)
Lisa Parent, Administrative Specialist (834-7520)
https://www.umfk.edu/registrar/

The Registrar’s Office is responsible for maintaining the academic records for students attending UMFK. The office is also responsible for registration and changes in student biographic information. The services which students may obtain in the Registrar's Office are:

- Registration and Course Schedules
- Certification of good academic standing and enrollment
- Certification for Social Security benefits
- Change of address, name, and residence classification
- Change of major or degree objective
- Grade changes
- Certification for graduation
- Transfer information
- Transcripts
- Veteran Certification
Course Add or Drop
You may add or drop courses during the Add/Drop period with no academic penalty (see Academic Calendar https://www.umfk.edu/academics/calendar/ on the campus website or University Catalog for Add/Drop dates). Speak to your advisor and instructor for adding or dropping courses during Add/Drop period.

Course Withdrawal
If you wish to withdraw from a class, you should discuss this decision with your advisor and instructor. If you simply stop attending the class, you will receive a failing grade. Course withdrawal AFTER Add/Drop period will be assigned a grade of “W”. The student is responsible for the full cost of the course. The ‘Course Drop/Term Withdrawal’ form, (available at the Registrar’s office) must be completed, signed by the student, and returned to the Registrar’s office.

Term Withdrawal
If you decide to withdraw from the term (withdrawal from all courses), you should discuss this decision with your advisor and instructor. All courses withdrawn AFTER the Add/Drop period will be assigned a grade of “W”. Tuition adjustment is required.

The Term Withdrawal process starts with the Registrar’s office. You are required to complete the “Course Drop/Term Withdrawal” form. You will be required to meet with the Financial Aid, Business Office and other relevant departments to finalize the Term Withdrawal process. For more information, please see the Registrar’s office staff.

Privacy of Student Records
In compliance with the Family Educational Rights and Privacy Act, UMFK protects the privacy of educational records of all students. No personally identifiable information other than directory information will be disclosed outside the University without prior written consent of the student. All students have the right to inspect the information contained in their own educational records and to challenge the contents of the records. Copies of the formal institutional policy, which provides detailed information for implementation of the Act, may be obtained in the Registrar’s Office.

Transcript
A student’s complete academic work, including current degree program, transfer credit, and all campus course work is listed on the Academic Transcript. A student may request a transcript to be sent to a third party by completing the “Request a Transcript” online: https://www.umfk.edu/registrar/transcripts/

I. Official transcripts will not be released if the student has an outstanding balance at the Business Office or in conjunction with the requirements for student loans, or immunization health records.

Transfer of Credit Practices
The University of Maine at Fort Kent recognizes that students may complete post-secondary work at other institutions. This work is important to the student and also to the University. UMFK will make every effort to recognize the credits through the transfer process and apply these toward its program requirements. Where the content of courses from the previous school is equivalent to that of UMFK courses, students will be given credits toward their degree requirements. Where there is no compatibility of content, elective credit will be given. UMFK also has special arrangements with select schools whereby credits are accepted directly into UMFK programs.

In order to receive credits for work from other institutions, students must present “official” transcripts from each post-secondary school. For students who are applying for transfer to Fort Kent, the transcripts must be sent to the Admissions Office. For those taking courses at other schools while a student at UMFK, the transcript should be directed to the Registrar’s Office.

Once transcripts are received in the Registrar’s Office, they will be evaluated, and credits accepted as appropriate. The student will then be notified of the transferability of courses as well as how the credits will apply to his/her degree program. The acceptable credits will then be posted on the UMFK transcript. Decisions on transfer credit evaluations may be reviewed by the Vice President of Academic Affairs.
Although all coursework will be considered for transfer, credits will be acceptable for transfer only under the following conditions:

- Only work from institutions accredited by regional accrediting agencies will be accepted in transfer.
- Only work with grades of “C-” and above will be accepted (“C” and above for Nursing Students.)
- Grade Point Averages (GPA) from other schools do not transfer. Grades from within the University of Maine System are listed on the UMFK transcript but are not included in the UMFK GPA.
- Only work which applies to a course of study at UMFK will be accepted.
- Nursing clinical courses are not transferable.
- Credits from vocational or technical schools are accepted if they were taken as part of an associate degree program.

UMFK differentiates between courses offered during the freshman/sophomore years (lower level) and those at the junior/senior years (upper level). For transfer courses, the level is determined at the time of transfer evaluation. Courses which are considered upper level at the “away” school are considered upper level at UMFK. Courses which are considered lower level at the away school are considered lower level at UMFK. It is recognized that conflicts will exist between the numbering schemes. Credits from two-year institutions will be considered the equivalent of lower level work (freshman and sophomore years) at the University of Maine at Fort Kent.

NOTE: For students transferring within the University of Maine System:

“Trustee policy is to provide the maximum opportunity for transfer within the System. When a student is accepted for transfer within the University of Maine System, all undergraduate degree credits with a minimum grade of “C-” (“C” and above for Nursing students) obtained at any unit of the University will be transferable to any other unit but will not be automatically applied to the specific academic degree program to which the student has transferred. Each student will be expected to meet the established requirements of the academic program into which transfer is affected, and appropriate application of that credit is to be the responsibility of the particular academic unit. To determine which courses are transferable for degree program credit, students who anticipate the need to transfer course credits should consult with their academic advisor prior to enrollment.”

Transfer Information

The University of Maine System has developed a Transfer policy to assure maximum movement of credits while maintaining individual campus autonomy and program integrity.

University of Maine System Transfer Credit Practices:

1. Transferring students must provide official transcripts reflecting all previous post-secondary coursework.
2. An evaluation of transfer credit will be prepared by the Transfer Officer for each accepted transfer student and will be available in the student’s MaineStreet Student Center. The transfer student should meet with an academic advisor at the receiving university to review how the transfer credit will be applied toward the student’s degree program. Transfer evaluations will be prepared based on the following principles:
   a. Within the University of Maine System. Undergraduate courses completed with a C- or higher, (“C” and above for Nursing students) including P grades, will transfer from one UMS university to another. Grades will be recorded on the student’s transcript but not computed into the cumulative GPA.
   b. Outside the University of Maine System. Credit earned with a C- or higher (“C” and above for Nursing Students) in courses from regionally accredited colleges/universities outside the UMS will be considered for transfer. Pass-fail courses taken outside the UMS must have “pass” defined as a C- or higher in order to transfer.
   c. Generally, course grades do not transfer from one college/university to another. Semester and cumulative GPA’s reflect only those courses taken at the home university. Students in cooperative degree programs should inquire about any exceptions that may apply.
   d. Coursework defined as developmental by the university to which the student is transferring will not be awarded degree credit. Developmental courses are considered preparatory to college-level work and will not count towards a degree.
c. Courses from colleges and universities outside the United States will be accepted for transfer consistent with established university policies and practices.

3. Credit may be awarded for high school Advanced Placement (AP) exams, College Level Examination Program (CLEP) exams, or college-level knowledge gained through life experience (e.g., prior learning, such as military or other training) when validated through the approved campus processes.

4. Students with coursework from non-regionally accredited schools may inquire into the possibility of validating some or all of their learning through testing and/or approved university credit for prior learning processes. Students interested in this option should contact the university Prior Learning Assessment Coordinator for more information.

5. If a student has concerns about the transfer evaluation, the student should contact the Transfer Officer at the receiving university. After such conferral, the student may appeal through the academic appeals process at the receiving university.

6. Transfer students should consult the university’s catalog and/or meet with an appropriate advisor to determine requirements regarding the number and distribution of credits that must be completed at the university to earn the desired degree.

7. Students must meet the established requirements of the academic program or college into which they are transferring. Transfer credits do not necessarily count towards these requirements.

8. Students may also confer with the Transfer Officer and/or academic advisor regarding possible flexibility in the application of their credits to their program, through approved campus processes.

9. Current UMS students who plan to take courses at another university, inside or outside of the UMS, are obligated to seek prior approval of their plans from their advisor and the Transfer Officer where they are matriculated. This is done through completion of the “Away Form”.

University Catalog

The University Catalog contains the basic policy statements concerning students’ academic relationship with the University. Each student has access to the online catalog which may be obtained at: www.umfk.edu (hover over “Quick Links”; click “University Catalog”). Students are urged to read the catalog thoroughly before consulting with their advisors, division chairpersons, Vice President for Academic Affairs or Registrar when they have questions.

STUDENT AFFAIRS: Cyr Hall
Fax Number: 834-7804
Matthew Morrin, Dean of Students (834-7562)
Vicki Daigle, Associate Student Affairs Officer/Deputy Title IX Coordinator (834-7513)
Lois Canzoni, Administrative Specialist (834-7587)
https://www.umfk.edu/student-affairs/

Student Affairs is concerned with students in all areas of University life. Student Affairs personnel are available for consultation about any question or problem a student may have. Extra-curricular activities, orientation, residential life, personal concerns, student life, and parking are all to be directed to this office.

Absences from Classes

The University and its faculty are firmly committed to regular classroom attendance. Students do better in those courses where they maintain regular attendance. Each professor will specify an attendance and absence policy (“cut” policy) as part of the written syllabus you receive at the beginning of the course. If, for any reason, you seek an excused absence from class(es), you must obtain excused status in advance, whenever possible, from the professor(s) of the class(es), find out your obligations and schedule whatever makeup work is necessary. In an emergency, you may obtain a notification of absence directly from the Dean of Students. This requires a personal contact with the Dean or his/her designee.

If it is not possible to speak to the professor(s) before the absence, you must, within a day or two of your return to campus, carry out the consultation(s) with the professor(s) of your course(s). If you cannot contact your professor(s), you should seek out the Dean of Students. It is your responsibility to set up the conferences, be familiar with the
professor(s’) specified procedure for makeup work and to meet the obligations and deadlines established by the professor.

The Dean of Students will officially notify professors of the following absences. All other absences fall within the professor’s own policy and the opportunity to make up work is at the professor’s discretion.

- A death in the immediate family,
- Hospitalization,
- Medical reasons outlined and verified by a physician,
- Scheduled employment interviews verified by employer in question,
- Other emergency situations directly concerning a student and/or his/her immediate family,
- Participation in University-related, University-sanctioned and/or University-sponsored or approved functions or activities, including but not limited to performing arts and athletic events.

**There is a limit of three day’s absence per semester. Upon consultation with the student’s professors, additional notifications of absence may be permitted in extenuating circumstances.**

**Alcohol and Substance Abuse Policies**

The University of Maine at Fort Kent views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For a copy of the booklet “Alcohol and Drugs, What Every Employee Should Know About the Use and Abuse of Alcohol and Illegal Drugs,” please contact the Human Resources Office at 834-7554 or see:


**Alcoholic Beverages (use of)**

Federal law requires that UMFK uphold and strictly enforce federal and state alcohol and drug laws or lose all federal funding, including student financial aid. Part of the requirement is that you receive your personal copy of the University Alcohol and Drug Policy. We are also required to explain that alcohol and drug use is harmful and has health risks. You will find several workshops available during the year to help you understand these risks. We are also required to tell you what help is available for combating drug and alcohol problems. Some of this will be available through the workshops; other help is available through personal counseling.

For those who are **not** of legal drinking age (minors) the following regulations apply:

1. The consumption of alcoholic beverages and the possession thereof, by individuals under 21 years of age, is illegal in the state of Maine; the University of Maine at Fort Kent recognizes, acknowledges and upholds the law of this state.
2. Infractions of state alcohol policies will be dealt with in accordance with the University of Maine Conduct Code and Maine state laws.
3. Any student not of legal drinking age who causes disruption of any kind because of intoxication shall be required to attend a meeting with the Dean of Students to discuss formal disciplinary proceedings.

For those who are **of** legal drinking age the following regulations apply:

1. Drinking of alcoholic beverages is prohibited in all academic buildings.
2. Drinking of alcoholic beverages is prohibited in the Student Lounge, Dining Hall, Sports Center and on Crocker Beach. Any request for exception to this regulation because of a special event must be approved by the Dean of Students.
3. Drinking alcoholic beverages in public is prohibited. This applies to any and all functions open to the public such as entertainment, dances, athletic events, and to the out-of-doors on any part of the campus. This also applies to all entranceways, corridors and reception areas of the residence halls, and to all “away games” on other campuses.
4. Any student of legal drinking age found drinking an alcoholic beverage or seen with an uncapped and/or capped but partly consumed alcoholic beverage on his/her person in the above-mentioned areas shall be
referred to the appropriate conduct officer. Even capped and completely full beverages will warrant disciplinary proceedings if an individual flagrantly moves about campus grounds, and/or if there is no evidence of just having entered the residence hall or campus grounds.

5. Infractions of these rules will be dealt with in accordance with the University of Maine Student Conduct Code and Maine State Laws.

6. Any student who causes disruption of any kind while intoxicated shall be subject to a disciplinary proceeding, depending on the circumstances surrounding the incident. A meeting with the Dean of Students may result in referral for formal disciplinary proceedings.

**Alcoholic Beverages at Social Events**

The sponsoring organization must indicate the individuals responsible for checking identification. The sponsor also acknowledges its responsibility to conduct the social function according to the following guidelines.

1. Kegs are not permitted.
2. Nonalcoholic beverages must be available and served free of charge if alcohol is permitted.
3. Food must be available when there is alcohol at a social function.
4. Advertisements for the social function must not contain a reference to the alcohol in the title or in pictures (e.g., “wine and cheese reception”). Reference to the availability of alcohol may be in the text of the advertisement.
5. The group sponsoring the function is responsible for checking student identification and will not permit minors to have or consume alcoholic beverages.
6. If guests become intoxicated and/or disruptive, officials of the sponsoring organization must ask them to leave. For student safety, the sponsor shall also assist any intoxicated student with alternate transportation and report the incident to the Dean of Students.
7. The sponsor will hire an off-duty Police Officer from the Fort Kent Police Department at the organization’s cost to insure compliance with state and local laws at the event.
8. Alcohol is not permitted at any outdoor events.

**DINING SERVICES (BY SODEXO) Location: Nowland Hall and Bengal’s Grille**

Resident students at UMFK have three meal plan choices with varying amounts of declining balance. They can choose from the 7 plus $225 meal plan, the 14 plus $250 meal plan, or the 19 plus $150 meal plan. The 19-meal plan includes all meals served during regular service hours at Nowland Dining Hall (breakfast, lunch and dinner during the week with brunch and dinner on weekends). All other meal plans are adjusted to meet individual dietary needs and eating habits. For more information, or help to choose a meal plan that is right for you, please visit the Residence Life office located in Cyr Hall or visit our website at https://fortkent.sodexomyway.com/dining-plans/index.html

Anyone may visit to enjoy a meal at Nowland Hall by paying cash at the door or by purchasing a voluntary meal plan at the Dining Services office located in Nowland Hall, or on-line.

**Hours of Operation**

**Nowland Hall:**

| Tuesday – Friday | Breakfast $6.29 | 7:30 am - 10:00 am |
| Monday – Tuesday | Lunch $8.29 | 11:00 am -1:00 pm |
| Monday - Friday  | Dinner $9.99 | 4:30 pm - 6:30 pm |

**Weekends & Holidays:**

| Brunch $8.29 | 10:30 am - 12:30pm |
| Dinner $9.99 | 4:30 pm - 6:30 pm |

**Bengal's Grille:**

| Monday – Tuesday | 7:30 am – 7:30 pm |
| Tuesday – Thursday | 7:30 am - 9:00 pm |
| Friday           | 7:30 am – 1:30 pm |

**Closed on weekends and holidays**
Commuters/Faculty and Staff:
You have a lot to do while you’re on campus, and since you don’t live there, it seems like you’re always on the go. Having a meal plan helps you make the most of your time on campus. There’s no need to scramble for cash or waste your time in line at the drive thru. Our range of meal plans, flexible dining hours, and convenient locations near your classes, make it easy to grab a quick bite with your friends, so you’ll be able to eat what you want, where you want, whenever you want it.

Commuters may select one of the above plans or choose from one of the following to enjoy meals at a reduced rate:

- **10 Block Plan** -- 10 meals at Nowland Hall at your convenience -- $80.00
- **30 Block Plan** -- 30 Meals at Nowland Hall at your convenience -- $235.00
- **30 Plus Plan** -- 30 meals at Nowland Hall **AND** $100.00 in Flex Dollars -- $335.00
- **60 Block Plan** -- 60 Meals at Nowland Hall at your convenience -- $465.00
- **60 Plus Plan** -- 60 meals at Nowland Hall **AND** $200.00 in Flex Dollars -- $665.00

* Flex Dollars can be added at any time in $25 increments, tax free.
* State of Maine 8% sales tax applicable to all commuter meal plans.

**Disclaimer:** For additional, and the most up to date information, please visit our website at [https://fortkent.sodexomyway.com/](https://fortkent.sodexomyway.com/)

**CAMPUS CRIME STATISTICS AND POLICIES**
An informed community is a safety conscious community. Therefore, the following statistics of reported on-campus crimes are provided to complement UMFK's safety awareness and education effort and to comply with the Crime Awareness and Campus Security Act of 1998.

A complete chart of campus crime statistics can be found at [www.umfk.edu](http://www.umfk.edu) click on Campus Crime & Safety Report. For a paper copy, contact Matthew Morrin, Dean of Students at Ext. 7562.

**Reporting of Criminal Actions**
Crimes and emergencies are reported to the Residence Hall Staff if the incident occurs in the Residence Halls and to the Dean of Students if the incident occurs in any other campus area. If necessary, crimes and emergencies may be reported by calling 911 or the Fort Kent Town Police at 834-5678. These numbers are staffed 24 hours a day. Annually, the campus community is reminded, via an e-mail announcement of campus crime reporting procedures. On campus crimes are to be reported using a standard Crime Reporting Form found on-line at: [https://cm.maxient.com/reportingform.php?UnivofMaineSystem&layout_id=14](https://cm.maxient.com/reportingform.php?UnivofMaineSystem&layout_id=14)

The University of Maine at Fort Kent, because of its size, does not have its own police department, but criminal activity on campus is investigated in collaboration with the Fort Kent Police Department. The FKPD maintains regular contact with the Office of Student Affairs and the Office of Facilities Management in regard to criminal activity.

The UMFK Facilities Management Department has direct radio contact with the Fort Kent Police Department during the day.

**Campus Sex Crimes Prevention Act**
Law enforcement agency information provided by the State of Maine under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained from the Fort Kent Police Department; the local law enforcement agency with jurisdiction for the UMFK campus.

**Firearms**
Firearms and Tasers are not allowed in campus buildings or on campus grounds. Students in the residence halls will be asked to keep their firearms at the Fort Kent Police Department.
Annual Safety & Security Report
The Annual Safety and Security report is compiled and published annually by the Dean of Students. All campus crimes and security violations are reported to the Dean of Students. Information and statistics for the report are compiled in the Office of Student Affairs with the help of written reporting mechanisms from campus departments & personnel.

Access to Campus Facilities
UMFK buildings and facilities are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Buildings are also opened on weekends and holidays on an as-needed basis. Exterior doors on campus buildings are locked and secured after normal operating hours. All doors to the residence halls are locked 24 hours a day. Residents may enter with their own key. Guests must be admitted by residents or residence hall staff.

Maintenance and Security of Campus Facilities
The University is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. Facilities Management continually checks for maintenance and security deficiencies and strives to maintain a safe environment. Members of the campus community are encouraged to report any deficiency to the Director of Facilities Management at 834-7671.

Public areas of the residence halls, the UMFK Campus Store, and the UMFK Sports Center are monitored by closed-circuit security cameras.

Off-Campus Student Organizations
The University does not recognize any off-campus student organizations. Therefore, any violations by any such organization will be handled by the appropriate law enforcement agencies.

Security Awareness and Crime Prevention Programs
Security awareness and crime prevention programs are a critical part of UMFK's effort to provide a safe campus environment for students and employees. The University's crime prevention efforts are based upon the concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime awareness and prevention programs offered by the University of Maine at Fort Kent:

1. PRINTED MATERIAL: Sexual assault and sexual harassment brochures are available in the Student Affairs and Human Resources Offices and at advertised distribution sites. In addition, safety and awareness tips are included in this student handbook. Similarly, this information can be found at: www.umfk.edu/policies/sex-discrimination/
2. RESIDENCE HALL SAFETY: A variety of programs are offered for both commuters and students living in the residence halls. Throughout the year the University offers a variety of programs, including safety awareness meetings, sexual assault and date rape prevention, fire and chemical safety presentations, and alcohol and drug awareness programs. Prevention is stressed but response to these concerns is also an important consideration.

Crime Statistics
An informed community is a safety conscious community. Therefore, the following statistics of reported on-campus crimes are provided to complement UMFK's safety awareness and education effort and to comply with the Crime Awareness and Campus Security Act of 1998.

DIVERSITY PROGRAMMING
Diversity Programming consists of special student and campus wide activities that celebrate UMFK’s diverse student and staff population. Special months and days, such as Black History Month and Women’s History Month, are observed through a variety of engaging activities.
HIPPA
University of Maine at Fort Kent Notice of Privacy Practices for Health Information. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The University of Maine at Fort Kent Health Care Component ("University" or "we") must maintain the privacy of your personal health information and give you this notice that describes our legal duties and privacy practices concerning your personal health information. Health information and other student records of University of Maine System students are generally not subject to this notice and are protected by other federal and state laws. In general, when we release your health information, we must release only that information we need to achieve the purpose of the use or disclosure. However, all of your personal health information, with limited exceptions, will be available for release if you sign an authorization form, if you request the information for yourself, to a provider regarding your treatment, or due to legal requirement. We must follow the privacy practices described in this notice.

ILLEGAL FILE DOWNLOADING AND BANDWIDTH USE
All students who use the UMFK computer network must be aware that downloading music, movies, images and other digital, copyright protected files without paying for them is illegal. Doing so constitutes the theft of copyright protected material and is punishable by serious fines. "Watch dog" companies and agencies that monitor computer networks and IP addresses inform us when someone on our network is downloading copyright protected songs, movies and other material. Again, all of these activities are illegal and are against the UMS Student Conduct Code. Recently, several University of Maine System students, including some from UMFK, were charged with illegal downloading by the Recording Industry Association of America and their infractions have resulted in lawsuits that include thousands of dollars in fines. This is a serious matter and the excuse that "everybody does it" is not a legitimate one.

As proprietors of the computer network, we (UMFK) are required to respond to these infractions. Please understand we are doing this not only for our protection, but yours as well. The following are the sanctions for illegal downloading on the UMFK computer network.

1st Offense – Your access to our network will be suspended until you are able to talk to the Dean of Students who will give you an official warning. After this warning, your access will be suspended for one full calendar week; commencing on the day of your consultation with the Dean of Students or his designee.

2nd Offense – You will be charged for violating the UMS Student Conduct Code and the sanction will include a 90-day suspension of your network access. Please note this suspension will not prevent you from completing academic work on our campus computers in our labs, but it will prevent access from your personal computer in the residence halls or at home.

3rd Offense – You will be charged for violating the UMS Student Conduct Code and you will be permanently suspended from our network.

Remember, downloading a song or movie illegally is stealing; just like shoplifting in a department store is stealing. If you are downloading material illegally, stop immediately. It is also important to remove any programs that allow for such activity from your computer. Do not allow others to use your computer for such activity. You are the person responsible for your computer and your login information. If someone else perpetuates illegal activity on your computer or with your login, you will be held responsible.

Bandwidth Use
Internet access is a shared resource for everyone. We do not have an infinite amount of this resource. We have systems like telephones and air control units for heating and cooling that require internet access to work correctly. These systems use the same network connection that your personal computer uses to surf the web. When someone or a group of users download hundreds of files from the web it absorbs a lot of this shared internet resource. Many of these programs that you use to download music and movies create folder shares on your computer. These folder shares are where you save the files you downloaded and in turn are shared out to the world for others to download from you. So even if you are not downloading files you are allowing others to download from you, which is just as problematic. Setting up your computer to stream movies for others to view causes the same internet drain. When someone does
these kinds of activities, they cause problems with other vital systems that require internet connection. This leads to numerous problems and complaints. We have a system in place that monitors users that use extreme amounts of this shared resource. Typically, when a user reaches a predefined limit their access will be throttled to a slower rate until the person stops what they are doing. The monitoring system notifies the UMFK IT department, if we receive continuous notification of a user that continues to be an internet glutton, we will notify Student Affairs and provide them with log files that indicates excessive usage from a user. This user will then be reported to the Dean of Students as an alleged violation of the Student Conduct Code. If you want to know your limits or to know what is good or bad you can always visit the UMFK IT department for answers to any of your computer questions.

The penalties for inappropriate use of bandwidth are the same as the ones listed above for illegal downloading.

Please heed this warning and refrain from this type of activity. More information regarding illegal downloading can be found at the following web site: www.umfk.edu/it/downloading/.

**IMMUNIZATION**

Students will NOT be permitted to attend classes unless the following proof is provided.

It is Maine State Law that every postsecondary student born after 1956 must show proof of immunization of Measles, Mumps, Rubella (two doses — MMR1 and MMR2) and Tetanus & Diphtheria (TD or Tdap boosters need to be updated every 10 years). If you have a religious, philosophical, or medical objection to immunizations, please call 207-834-7587 to discuss your options. Immunization records are kept on file in Student Affairs.

**INTERNATIONAL STUDENT IMMIGRATION/VISA INFORMATION**

All students from countries other than the United States are considered F-1 students by the U.S. Department of Homeland Security. F-1 students, upon admission to UMFK, are issued an I-20. The I-20 is the official travel and immigration document for students. All I-20s are issued by the Admissions office and verified and maintained by Student Affairs. The following are regulations pertaining to the I-20.

To maintain legal F-1 student status at UMFK, you are required to:

- Be admitted to UMFK. Upon arrival at UMFK, you must see the Dean of Students or designee to have your I-20 signed and verified on a semester basis.
- Maintain full-time enrollment (at least 12 credits per semester, 9 of which must be face to face) earn a passing grade in all your courses. All courses must be taken for credit.
- Purchase health insurance for the duration of your studies.
- Conform to regulations for travel outside of the U.S. and keep your passport valid your entire stay in the U.S.
- Accept no off-campus employment without written permission from the Department of Homeland Security. F-1 students are allowed to work part-time on campus. F-1 students may also apply for paid practical training opportunities that allow for paid off-campus work in some special circumstances. Please see the Dean of Students for more detailed information.
- Notify Student Affairs before you transfer to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within sixty days after the completion of your program.

**ORIENTATION**

Annually, the University of Maine at Fort Kent campus community welcomes new students to the fall and spring semesters. Orientation has been designed to introduce students to all aspects of campus life with a hands-on program that allows them to experience all that the campus has to offer before the first day of classes.

A conference style format is used to structure presentations and workshops so that students can obtain and absorb as much pertinent information as possible. In addition to advising workshops, academic presentations and panel discussions, students have the opportunity to dine in our cafeteria, stay in the residence hall, explore local hiking trails, and canoe the area lakes and rivers. Orientation kicks off the Week of Welcome (W.o.W). This is a week-long series of programs and events to get students engaged and involved on campus.
Typically, students confirmed for the fall semester will attend orientation before classes begin. This session allows students to become acquainted with current students, faculty, and staff, while simultaneously exposing them to the campus community’s important policies, procedures and programs. Similarly, students confirmed for the spring semester are encouraged to attend a similar one-day orientation program that provides the same information along an abbreviated schedule the day before classes begin in January.

UMFK CAMPUS PARKING POLICY

UMFK Campus Parking Regulations

1. All vehicles parked on the UMFK campus must display a UMFK parking permit.
2. The registered owner of the vehicle is responsible for all parking violations.
3. Compliance with all parking signs is mandatory.
4. Visitor designated parking areas are only for visitors to campus. Faculty, staff, and students are not to park their vehicles in visitor-designated areas.
5. Anyone parking a vehicle on campus shall cooperate by moving his or her vehicle when requested to by parking personnel.

Mandatory Vehicle Registration
All privately owned vehicles parking on UMFK property must have a UMFK parking permit. Students can pick up their permits at the Student Affairs office; faculty and staff can pick-up their permits at the Human Resources office. The parking permit stickers are to be placed on the inside lower right corner of the windshield. Any vehicle parked on campus without a permit is subject to a ticket and/or being towed at the owner’s expense.

Visitor Parking and Temporary Parking Permits
Visitors to UMFK must obtain a temporary parking permit. Visitors can pick-up their permits at the Campus Store, Library, Acadian Archives, or at the Dining Hall. Hosts are expected to inform their guests of the parking regulations.

Evening and Weekend Parking
Parking on Monday to Friday from 4:30 pm – 7:00 am will not be limited by permit. Parking will also not be limited by permit all day on Saturday and Sunday. Visitors, employees and students may park in any lot during these times, except in the residence hall lots. Residence parking is by permit only 24 hours a day / 7 days a week.

Parking During Breaks
Students who wish to leave their vehicles on campus during break, must contact the Director of Facilities prior to leaving campus. The Director will inform the students where to park during break. Vehicles left on campus without permission may be towed at the owner’s expense.

Loading and Unloading Vehicles
Vehicles may be parked close to the building for 5 minutes, provided that emergency flashers are on and the driver is available to move the vehicle in the event of an emergency.

Winter Parking Ban
From November 1 through May 1 all Faculty/Staff, Commuter and Visitor parking areas are closed to overnight parking. Due to residential lots being used on a constant basis, there are times where cars will need to be moved to coordinate plowing. Alternate lots will be communicated to the campus community 48 hours in advance. Vehicles parked in violation will be towed at the owner’s expense.

Towing
All illegally parked vehicles are subject to ticketing and/or towing at the owner’s expense.
Penalties

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parking in designated Handicap spaces without the appropriate permit</td>
<td>$25.00 if issued by the town</td>
</tr>
<tr>
<td></td>
<td>$137.00 if issued by the state</td>
</tr>
<tr>
<td>2. Parking in a posted Fire Lane</td>
<td>$10.00 if issued by the town</td>
</tr>
<tr>
<td></td>
<td>$165.00 if issued by the state</td>
</tr>
<tr>
<td>3. Parking in a non-designated space (on the grass)</td>
<td>$10.00</td>
</tr>
<tr>
<td>4. Parking in violation of permit issued (improper lot)</td>
<td>$10.00</td>
</tr>
<tr>
<td>5. Parking in lots that are closed to overnight parking</td>
<td>$10.00</td>
</tr>
<tr>
<td>6. Parking without a permit (no permit)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

PASSPORT REQUIREMENTS

As of June 1, 2009, the U.S. government has implemented the full requirements of the land and sea phase of Western Hemisphere Travel Initiative. The rules require all individuals entering the United States at sea and land ports of entry to have a passport or a passport card. Passports are required for entry into U.S. airports; the passport card is not valid for air travel. Applications for passports and passport cards can be found at local post offices and at the following website: http://travel.state.gov/passport/about/npic/npic_898.html.

Many UMFK students are from Canada or travel to Canada while attending UMFK. All students who will be traveling to and from Canada are now required to have a passport or passport card. Failure to provide those documents at U.S. border crossings may result in significant delays and/or legal action.

POSTERS/ADVERTISING

Signs, notices and poster content should be cleared with Student Affairs before being placed on display. Posters must be posted on appropriate bulletin boards around campus. Posters attached to walls, windows or doors will be removed by maintenance staff. Individuals or organizations sponsoring a particular poster or notice are responsible for removing the poster after the event has occurred. Posters with inappropriate content or content that does not follow UMFK policies will be removed by Student Affairs personnel (see Alcohol Policies). Inappropriate content can be defined as any of the following:

1. Fighting Words - which are words intentionally directed toward another person which incite him/her to immediately retaliate physically;
2. Defamation;
3. Obscenity, which must meet all three parts of the following three-part test:
   a. Whether ‘the average person, applying contemporary community standards’ would find that the work, ‘taken as a whole,’ appeals to ‘prurient interest’
   b. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law, and
   c. Whether the work, ‘taken as a whole,’ lacks serious literary, artistic, political, or scientific value. Pornography is not necessarily obscene;
4. Child pornography;
5. Perjury;
6. Blackmail;
7. Incitement to imminent lawless action;
8. True threats;
9. Solicitations to commit crimes;
10. Plagiarism; and
11. Treason

Certain activities may not be advertised on campus. Please see the office of Student Affairs for further information.
RESIDENTIAL LIFE  Cyr Hall/Crocker, Powell, and the Lodge
Javier Gonzalez, Director of Residence Life & Leadership
Fletcher Brown, Coordinator of Residence Life Programming

The University of Maine at Fort Kent has three residence halls: Crocker Hall, Powell Hall and the Lodge, with a combined capacity of approximately 250 students. The Dean of Students oversees supervision of the halls. The Dean of Students is assisted by the Director of Residence Life and Leadership, Resident Assistants and the team responsible for residence hall operations. “In a cooperative effort to assist individual resident students and to maintain the quality of residence hall life.”

UMFK has a long tradition as a residential university and has sought to provide comfortable and convenient campus housing for students. The University believes that education encompasses social and personal development, as well as, intellectual growth, and strives to provide a supportive environment through its residence life programs.

Each hall is different and offers a unique living environment. Incoming students are assigned to rooms by the Residence Life staff. Rooms are assigned to individuals who have completed a resident contract, questionnaire, and paid a deposit, based upon availability. Standard rooms are double rooms, and a limited amount of single rooms are available in some suites located in the Lodge. The Lodge suites are designed to house three to four people, depending on the layout. Room preferences are assigned according to seniority. Seniority is determined as follows: number of consecutive regular semesters lived in UMFK residence halls. Single rooms are never guaranteed. Students who are granted a single room (under any condition) will be charged the single room rate of $250 per semester.

UMFK will accept mixed-gender housing requests (male and female in same room). A contract must be signed by those requesting mixed-gender housing. It is more likely to have your request fulfilled if you request Crocker or Powell as your housing option. A suite room can only be assigned if the mixed gender couple finds other willing occupants for the suite or are willing to live with another couple.

Residents are responsible for damage to their rooms, furniture or any part of the residence halls. The University is not responsible for lost property, and strongly discourages students from leaving valuable articles or money in their rooms. Rooms should be kept locked at all times.

It is important to remember that RESIDENTIAL HALLS ARE CLOSED during semester breaks and between the fall and spring semesters. Students must vacate the halls during these closings. It is important to make travel arrangements well in advance.

Powell houses approximately 54 students. Crocker houses approximately 65 students as well as the living quarters for the Coordinator for Residence Life Programming. The Lodge’s capacity is approximately 150 students and houses the living quarters of the Director of Residence Life & Leadership. Each room is wired for telephone, computer and cable television use.

All residence halls have posted “courtesy hours” which allow for noise that must be at a reasonable level and “quiet hours” where quiet is the rule. All halls contain a study lounge with computers, a TV lounge and a game room in the Lodge and Crocker Hall open to commuters as well as residents. Residential life staff are on duty at all times, and their names are posted throughout each residence hall.

The following rules govern visitor behavior in the residence halls.

6.  Non-residents may not bring in alcoholic beverages regardless of age.
7.  No one under the age of 21 may possess or consume alcoholic beverages in the residence halls.
8.  Overnight stays must be reported to the Director of Residence Life & Leadership 24 hours in advance for safety reasons. The Resident Assistant (RA) on duty will be notified.
9.  It is the responsibility of each guest to become aware of the rules of the residence hall and to follow them. Residence hall rules and regulations can be obtained from any residence life staff member or online.
**SEXUAL ASSAULT POLICY (TITLE IX)**

**Sexual Assault Policy**

The University of Maine at Fort Kent will not tolerate any form of sexual assault or rape. Any unwanted physical contact or threat of such contact constitutes sexual assault. Alcohol, drugs, peer group pressure, consent on a previous occasion, or ignorance of University policy will not serve as justification for such actions.

The Student Affairs staff provides information sessions open to all students on the subject of sexual assault and safety. These presentations are provided in conjunction with local healthcare agencies and social service organizations. As well, resident assistants undergo a training session on sexual assault during the annual Residence Life training program.

In the event of sexual assault or rape, students should seek the support and assistance of another person immediately. The University provides a number of resources for people including the Deputy Title IX Coordinator, Student Support Services Counselors, the Residence Life Staff, and the Dean of Students, all of whom are aware of the need for sensitivity and privacy. Students may also use the Sexual Assault Helpline by calling: 1-800-432-7805.

Victims of rape should seek treatment at the Northern Maine Medical Center emergency room. Such treatment does not initiate legal action; however, it is important should the victim choose to report the crime. University support personnel will accompany rape victims to the hospital and/or the police station on request.

The University’s trained investigators will investigate all charges against students violating this policy. Students who are found to be in violation of the University of Maine System Student Conduct Code regulations on sexual assault will be sanctioned by the University. Imposed sanctions can include such action as suspension or expulsion from the University. Both the accused and the accuser will be notified of the outcome of disciplinary actions in relation to sexual assault. All reasonable living and academic arrangements will be made to protect those involved in a sexual assault case.

Complaints against University faculty or staff will be handled by the Equal Opportunity Officer.

The University of Maine System is committed to providing a safe environment which promotes the dignity and worth of each member of the community. In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University does not discriminate on the basis of sex in employment, education, and all other programs and activities. For this reason, the University will not tolerate sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation in any form. All conduct of this nature is considered a violation of this policy.

The University will respond promptly and effectively to complaints and reports of violations of this policy. The University has an obligation to address incidents of sexual harassment that it knows or should know about, even when a complaint or report is not filed. The University will take steps to end and prevent recurrence of violations and to correct their discriminatory effects on the complainant and others. In responding to all complaints and reports, the University will act to ensure the safety of students, guests, and employees while complying with state and federal laws and provisions of applicable collective bargaining agreements and employee handbooks.

For details about available resources on our campus and in our community, see the campus brochure regarding sexual assault, dating violence, domestic violence and stalking located on the student affairs website: [https://www.umfk.edu/student-affairs/affairs/title-ix/](https://www.umfk.edu/student-affairs/affairs/title-ix/)

To make a report, contact Vicki Daigle, Deputy Title IX Coordinator at 834-7513 or by e-mail at vicki.daigle1@maine.edu or Alyssa Anaya, Human Resources Senior Partner at 581-5857 or by email, alyssa.anaya@maine.edu
**SMOKING**

**Tobacco Use Policy**

Effective January 1, 2013, UMFK became a tobacco-free institution, prohibiting the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and e-cigarettes. This policy applies to all full-time and part-time staff, faculty, students, contractors, vendors, the local community, and visitors.

Specifically:
- The use of all tobacco and non-FDA approved nicotine products such as electronic nicotine devices (e-cigarettes) are prohibited on all campus property owned or leased. This includes in and around all buildings, common areas, and parking lots (unless inside one's own vehicle).
- Tobacco use is prohibited in any university owned or leased vehicle.
- Tobacco use is permitted inside one's own car on campus property, as long as the windows are rolled up, the cigarette is smoked entirely inside the vehicle, and the cigarette butt is disposed of inside the car.

**Procedure**

- Copies of this policy will be posted in accordance with Maine Law.
- This policy will be provided on request and included in training manuals, new employee orientation and reinforced/updated annually.
- This policy will be communicated in appropriate University publications and through internal and external communication vehicles.
- Appropriate signage will be posted at campus locations.
- UMFK's policy will be included in UMFK vendor contracts.

**Enforcement**

From January 1, 2013 through March 31, 2013, there will be a grace period on enforcement where violators of this policy will be apprised of the policy without penalty.

Beginning on April 1, 2013, policy non-compliance will be handled in the following manners for faculty, staff and students.

1. Student and visitor non-compliance » (See below)
2. Faculty and staff non-compliance » (See below)

The success of this policy will depend upon the courtesy and cooperation of the entire campus community.

**Resources**

These and other tobacco dependence treatment resources will be heavily promoted before and during enactment of this policy: The Maine Tobacco Helpline at 1-800-207-1230 (students, faculty and staff), Rise-UP (one on one coaching) at 1-855-274-7387 (faculty and staff), and the University of Maine System Cigna health insurance plan (faculty and staff).

**Tobacco Free Campus Policy**

**Enforcement Protocol for Student Violations**

**Background:** UMFK's Tobacco-Free Campus Policy prohibits the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and e-cigarettes. The policy is effective January 1, 2013, with formal enforcement commencing on April 1, 2013. This policy applies to all full-time and part-time staff, faculty, students, contractors, vendors, local community, and visitors.

**Overview of Enforcement (starting April 1, 2013):** UMFK's enforcement practices focus on education, normally allowing students two warnings prior to any formal sanctioning. A student who continues to violate the UMFK Tobacco-Free Campus Policy following two warning notifications is referred to the Student Conduct Officer for
appropriate action based on the UMS Student Conduct Code. Continuing violations may result in fines, community service or other appropriate sanctions.

Enforcement Procedures Effective April 1, 2013:

1) Evidence of prohibited tobacco use may include (but is not limited to) viewing the student smoking, disposing of a lit cigarette, spitting chew, smoking in a vehicle with the windows down, or using an electronic cigarette.

2) With evidence of prohibited tobacco use, a University employee or student informs the student of the policy and requests compliance. At the time of the incident the student will be required to identify him or herself. Failure of a student to properly identify him or herself constitutes a student conduct offense and may result in an immediate referral to the student conduct process.

3) The employee/student notifies the Student Conduct Officer of the details of their interaction.
   a) Normally, the Student Conduct Officer considers the first two such reports as warnings.
   b) With information regarding a second warning to a student, the Student Conduct Officer initiates contact with the student, explains the potential sanctions for a student who continues to violate the policy; offers to discuss strategies to avoid further violations; and reminds the student of resources available regarding tobacco use.
   c) Notification of a third student violation will typically trigger initiate a formal student conduct procedure.
   d) In general, the sanctions for a student conduct finding of "in violation" of the Tobacco Free Campus Policy are as follows:
      i) 1st Conduct Violation: assessment of a $25 fine or 2 hours of on-campus or University-approved community service. Failure to comply with the above sanctions will trigger result in a hold on the student’s account.
      ii) 2nd Conduct Violation: assessment of a $50 fine or 4 hours of on campus or University-approved community service. Failure to comply with the above sanctions will trigger result in a hold on the student's account.
      iii) 3rd (or more) Conduct Violations: an appropriate sanction, up to and including suspension from the University of Maine System.

4) Failure of a student to discontinue tobacco use in a timely manner upon an official request constitutes a student conduct offense and may result in an immediate referral to the student conduct process; it does not require two prior warnings.

5) Written reports of student tobacco violations received from others not considered University employees shall be addressed in a manner consistent with both the UMFK Tobacco-Free Campus Enforcement Protocol and the UMS Student Conduct Code.

For more information please see: www.umfk.edu/policies/tobacco/

STUDENT ACTIVITIES: Cyr Hall
Heather Mazorow, Director of Student Life and Engagement (834-7850)

The student activities staff works closely with student organizations and their leaders on special events and other campus activities. These functions are intended to provide a balanced program of recreational, cultural and educational events that maximize the opportunity for students’ personal growth and development. The student activities staff can help you find out about programs and organizations that may be of interest to you. The staff can provide the names of contact people for most organizations and help students through the maze of formal and informal procedures.

The student activities staff wants to aid students in exploring whatever ideas they have for establishing an organization, changing an existing program or initiating a new program. To this end, the staff will help students through the planning and implementation processes.
Student Activity Fees (Allocation of and Accountability)

Responsibility for the expenditure of the student activity fees in accord with the foregoing policy is delegated to Student Affairs. Under the supervision of the Dean of Students, the Student Senate is credited with 32.5 percent of the revenue received from the payment of student fees, 24 percent is designated for the Student Activities Office, 24 percent is designated for the Student Activities Board, 10 percent to the department of athletics, 5 percent to the Res Hall Association, 3 percent is allocated to Diversity Programming, and 1.5 percent to the Campus Ecology Committee.

The Senate in turn allocates its share of the funds to approved activities and campus clubs and organizations based upon written request, which includes a detailed plan of expenditure. The athletic department will be financially responsible for providing travel expenses and lodging for fans, who pay student activity fees, to attend sporting tournaments if the athletic department wishes to do so. Although the departments of Student Activities, and Athletics do not need to have their purchase requisitions approved by the Student Senate, they do need to follow the policy stated above. All fund transfers and purchase requisitions are approved by the appropriate campus administrator. The Student Senate shall not under any circumstances fund academic course requirements, required academic ceremony or inductions, or required academic travel and expenses.

Student Clubs and Organizations

Faculty/staff advisors and students work together in planning and executing most activities and projects undertaken by clubs and organizations. Students have a responsibility to consult advisors. Together, problems can be solved in the best interest of the organization and its members. Contact the Director of Student Life and Engagement for information on holding a raffle/fundraiser.

Financial affairs of student organizations are supervised and disbursed by the Administrative Services Office to be sure that the University of Maine System financial policies are followed.

Student Clubs & Organizations Eligibility

The University requires that all students who represent it in any way in extracurricular activities be in good academic standing, in compliance with the University catalog and be enrolled at the University of Maine at Fort Kent. Staff and faculty may also be members of clubs and organizations, but in order to receive funding from the Student Senate a club/organization should have more student members than non-student members. These requirements include all officers of clubs and social groups. It does not include participants in intramural activities. Students considering participation in extra-curricular organizations or activities should be aware of the following stipulations:

1. A minimum grade point average of 2.0 is required of ALL officers and members of ALL clubs or social organizations recognized by the University and/or Student Senate.

2. If, at the end of any given semester of study at the University, a student has failed to attain the 2.0 minimum GPA, but has not been placed on academic probation, the officer/member will be granted conditional participation in extracurricular activities for one semester, during which time significant academic improvement must be demonstrated to be able to participate in extracurricular activities the following semester. If, at the end of a given semester, a student fails to meet the criteria covered in items 1 and 2 above and/or is placed on academic probation, that student will be placed on inactive status with respect to social clubs and organizations and considered ineligible to participate in organizations, slates of officers, or drama productions. All students participating in varsity athletics will be governed by their respected national organizations rules of eligibility, National Association of Intercollegiate Athletics and/or United States College Ski Association.

UMFK’s small size lends itself well to students generating their own clubs based on their interests. If you are interested in starting a new club, or if you’d like more information on currently active clubs and organizations on campus, please contact the Director of Student Life and Engagement, or stop into Student Affairs.
Student Senate
The Student Senate is an autonomous student government structure that is as effective and responsive to the student body as students require it to be. The Senate nominates students for appointment to key University committees, helps coordinate cultural and social functions, allocates student activity funds and works with the Dean of Students, and Student Affairs.

The Student Senate and Dean of Students encourage the development of viable activities and organizations. To be a recognized student organization, all groups must first receive University recognition. To be able to request Student Activity funds, groups must also seek Senate recognition and be under Senate jurisdiction.

Refer to page 85 for the Student Government Constitution and By-Laws.

Student Conduct Code
The University of Maine System Student Conduct Code seeks to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individual under the auspices of the University of Maine System (hereinafter referred to as the “University”) and the individual campuses and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All members of the University are governed by System policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may wish to refer to the University Policies and Procedures manual, campus residence hall contracts, and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. THE SEVERITY OF THE IMPOSED SANCTIONS WILL BE APPROPRIATE TO THE VIOLATION.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY’S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

The Dean of Students is UMFK’s Chief Student Conduct Code Officer. For a copy of the UMS Student Conduct Code, contact Student Affairs.

STUDENT HEALTH CLINIC: Nadeau Hall
Fax Number: 834-7639
Reception Office: 834-7822

Tentative Health Services Hours:
Monday 8 a.m. – 12 noon
Tuesday 8 a.m. – 12 noon
Wednesday 8 a.m. – 12 noon.
Thursday 8 p.m. – 12 noon.

Tentative Mental Health Services Hours:
Monday 1 p.m. – 5 p.m.
Tuesday 1 p.m. – 5 p.m.
Friday 1 p.m. – 5 p.m.

*Hours will be posted each semester.
The UMFK Student Health Clinic is a service of Northern Maine Medical Center. The Health Clinic (opened approximately 20 hours/week - contact Student Affairs or the Health Clinic for specific hours) is a primary care health facility that provides a wide array of student health procedures and services. Visits to and services in the Health Clinic are free of charge for all UMFK students.

Below is a list of just some of the services offered by the Student Health Clinic:

- Physical Exams
- STD Checks
- Basic Suturing
- Urinary Tract Infections
- Sports Physicals
- Tobacco Cessation
- Ear Lavage
- University required immunizations
- Pap Smears
- Birth Control Counseling
- Upper Respiratory Infections
- Orthopedic Problems
- Headaches
- Basic Nutritional Counseling
- Minor Excisions and I & D
- Oral contraceptives (reduced rate)

The Health Clinic also contracts a mental health counselor for free student consultation three afternoons per week. For more information on hours and services, please contact Student Affairs.

**Student Identification Card (Bengal Badge)**

Students are given one free identification card (Bengal Badge) when they first enter the University. Identification cards are made at the beginning of the fall & spring semesters. Students are charged $20.00 for a replacement identification card. Picture identification cards contain a barcode necessary for checking out materials at the library and monitoring your meal plan. All picture identification cards MUST be validated each semester. The Student Affairs office provides the validation stickers upon proof of current enrollment.

**Student’s Personal Property Insurance**

The University shall have no responsibility for loss or damage to personal property owned by the student or in custody of the student. Students are encouraged to insure their personal property while on campus. Students may do so by contacting National Student Services, Inc. at [www.nssi.com](http://www.nssi.com), Gallagher’s college student insurance at [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com), or by contacting Student Affairs.

**Study Abroad**

Students interested in studying for a year, semester, or summer abroad should contact Student Affairs for more information.
**STUDENT EMPLOYMENT:** Cyr Hall  
Tammy Delisle, Career Development and Student Employment Coordinator (834-8647)

Students’ learning experiences extend beyond the classroom. The Student Employment Program at the University of Maine at Fort Kent is designed to offer students the opportunity to develop beneficial work experience while attending classes. Students can contribute to their education fund, while learning skills that will benefit them in both the classroom and beyond.

Each year approximately 200 students are employed through the Student Employment Program. On-campus departments/offices hire students to work throughout the academic year and summer. UMFK requires supervisors and students to be aware of their responsibilities and encourages all to be active in making the employment experience a positive one.

The Career Services and Student Employment office located in Cyr Hall helps students find open work study positions, complete necessary paperwork and provides advice on professional work skills.

The three types of student employment at the University of Maine at Fort Kent are:

**Federal Work Study**  
This is a federally funded financial aid program and is awarded as part of your overall financial aid package. To be considered for Federal Work Study positions, you must check the box on your FAFSA (Free Application for Federal Student Aid) that you are interested in a work study position.

**University Work Study**  
This is an on-campus work program funded by the University. Students who are not eligible for the federal work study program may be able work under this program. Limited University work study funds are available.

**Department Funded Employment**  
This type of employment is offered to students with special skills and/or a level of knowledge needed (i.e. tutors) by a department. All funding for this position is the responsibility of the department hiring the students. Students need not be eligible for work study programs to apply.

Please visit the UMFK website for an up-to-date listing of available positions and to apply online at: [www.umfk.edu/student-employment/](http://www.umfk.edu/student-employment/)

**THE UMFK STUDENT SUCCESS CENTER:** Powell Hall-2nd Floor  
Phone Number 834-7530

The UMFK Student Success Center is an open learning environment that engages students for success, while maintaining a welcoming and supportive atmosphere where students can collaborate with peers, tutors, faculty, and staff. We provide the necessary resources that empower students to become independent and resourceful learners as they pursue their academic, career and personal goals, while encouraging students to become lifelong learners and active members of their communities.

Located on the second floor of Powell Hall, the UMFK Student Success Center provides:
- a centralized location for students to receive academic support and adjusting to college life
- quiet spaces to study in small group settings
- access to technology
- accommodations covered under the Americans with Disabilities Act

**Academic and Personal Counseling Services**  
Jessica Daigle 834-7532
Counseling Services are available to all UMFK students who may be experiencing challenges managing stress, conflict, relationships or academic problems. Students are encouraged to take advantage of the private, personal and confidential counseling. There are different options available to students who wish to access services.

Non-clinical personal counseling is offered in the Student Support Services office located in the UMFK Student Success Center. Students also have access to clinical counseling in the Student Health Clinic at UMFK, located in Nadeau Hall. If students choose, they may also access clinical counseling from a number of different community providers located in Fort Kent. For more information, please call 834-7530.

**Basic Skills Developmental Classes**
Nikolas Lallemand 834-7531
The courses: ASP 101 - College Reading and Writing & ASP 110 – Math Applications are designed to help students strengthen their basic skills so they may be successful in college-level courses. Students are directed to these courses based on the results of the Accuplacer© placement exams taken prior to their first semester in a degree program at UMFK.

**CLEP/Dantes Exams**
Tammy Connor 834-7530
CLEP and DSST are credit-by-examination programs conducted by Educational Testing Service (ETS) and administered through the Student Success Center that provide an opportunity for UMFK students to receive credit for their education acquired in non-traditional environments. A complete list of available exams is available on the Student Success Center homepage.

**Disability Services**
Jessica Daigle 834-7532
The University of Maine at Fort Kent does not discriminate on the basis of disabilities in the recruitment and admission of students, the recruitment of faculty and staff, and the operation of any of its programs and activities. Students with a documented disability, who need academic accommodations, are encouraged to meet with the Accessibility Coordinator located in the UMFK Student Success Center in 2nd Floor of Powell Hall Room 226. To ensure the timely availability of accommodation, students should request services well in advance of the start of the semester.

It is the policy of the University of Maine at Fort Kent to provide reasonable accommodations for all qualified individuals with disabilities. Federal law, the Rehabilitation Act of 1993, the Americans with Disabilities Act of 1990, and the Maine Human Rights Act established the rights of individuals with disabilities. These laws provide that the recipients of federal funds, employers and places of public access, shall make reasonable accommodation to the known physical and mental limitations of an otherwise qualified person with a disability.

**Graduate School**
Tammy Connor 834-7530
The Student Success Center assists students in graduate school preparation. Materials and online resources are available to aid students in the graduate school search, essay writing, application process, and required testing (GRE, MCAT, LSAT, MAT, etc.).

There may be standardized tests required for admission to the graduate school of choice. Standardized tests are administered both paper-based and/or computer-based, depending on the test. Different graduate schools may require different tests, so it is always important to check with the Admissions Office early in the application process to see which test is required. The Student Success Center administers Miller Analogies Test (MAT). Students must register 48 hours in advance of taking the MAT.

All students are encouraged to seek individual career and/or graduate school counseling to identify procedures and process with regards to applications, personal statements, resumes, cover letters, curricula vitae, etc. before they submit application materials for a job or graduate program.

**IMG College Success Program (CSP)**
Susan Dubay 834-7869
UMFK partners with JMB (Jobs for Maine’s Graduates) to provide critical support to students in their efforts to attain a degree. JMG’s College Success Program, is a comprehensive college preparation, bridging, and retention program that starts in high school and continues seamlessly through college. The overarching goals are to help students who find themselves in a situation that can become a barrier or barriers to educational success obtain a college degree and secure meaningful and financially secure careers. In partnership with Maine’s colleges and business community, the CSP plays a critical role in students’ success and can mean the difference between a student completing college or dropping out. The program here at UMFK focuses on supporting students who were in JMG in high school, as well as foster care youth, and students who dropped out of high school and received a high school equivalency credential.

JMG’s College Success Specialist at UMFK is Susan Dubay. Her office is located in Student Support Services. Susan encourages CSP students to drop by anytime with questions or just to check in. She is on campus to provide whatever support students need to ensure they are able to stay in school. This includes helping students deal with a variety of social, academic, and financial concerns or challenges that could, if not addressed, result in a student dropping out. If a student is having issues with a roommate, struggling to meet course deadlines, unsure about academic or career goals, worried about finances, or needing help making connections to campus resources or Maine employers – this is what CSP is all about.

Susan works collaboratively with other programs on campus including TRIO, Admissions, ADA services, and faculty, along with being an adjunct faculty for UMFK’s First Year Experience class. JMG offers connections to campus by having some fun events and assisting students to obtain scholarships and emergency funding for those that qualify. Contact information to reach Susan Dubay is – email susan.dubay@manie.edu or office number: 834-7869.

Suicide Prevention
Jessica Daigle 834-7532

Suicidal behavior is both complex and frightening. Suicide prevention is up to all of us.

If you are concerned about yourself or about somebody else, call the crisis hotline at: 1-888-568-1112.

- Call to speak with someone who cares.
- Call if you feel you might be in danger of hurting yourself.
- Call to find referrals to mental health services in your area.
- Call to speak to a crisis worker about someone you're concerned about.

Additional supports and resources:
- Crisis Helpline 1-800-432-7805
- National Teen Dating Abuse Helpline 1-866-331-9474
- Domestic Violence Hotline 1-800-799-7233

Complimentary Instruction
Tammy Connor 834-7530

Complimentary Instruction (CI) is a peer facilitated academic support program that targets historically difficult courses so as to improve student performance and retention out-of-class review sessions. CI sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by “CI leaders”, students who have previously done well in the course and who attend all class lectures, take notes, and act as model students.

TRIO Student Support Services Program
Nikolas Lallemand 834-7531

Student Support Services (SSS) is a federally funded program which is available to UMFK students who meet guidelines determined by the U.S. Department of Education.
The Student Support Services office, located in the Student Success Center, is committed to assisting students achieve the best possible academic and personal experience at UMFK. Our mission is to support low income, first-generation, and/or disabled students, under the guidelines of the Americans with Disabilities Act, who have potential to meet the challenges of higher education by strengthening and developing their academic and self-management skills. Our focus is to ensure that our participants in the program have a realistic chance to persist in school and graduate from the University of Maine at Fort Kent. To accomplish these objectives, we provide services to enhance students’ academic success, personal skills, and social skills. Providing services in these areas corresponds to the University’s mission to prepare students for lifelong learning and success as professionals and engaged citizens of a democracy.

A student may apply anytime during the year to be part of the program, and participants are selected once a year, usually during the fall semester. Students in the TRIO program have access to services such as: academic advising, financial literacy, assistance with financial aid, grant aid, career counseling, graduate school counseling, laptop loan program, book lending program, student leadership development, and cultural events.

Students who meet eligibility guidelines may apply to be part of TRIO’s Student Support Services program, which is supported by a Title IV, US Department of Education grant. To be eligible for assistance, a student must be a citizen or national of the US, a permanent resident of the US, or provide evidence that he/she is in the US with the intention of becoming a citizen. A student must demonstrate a need for academic support, and provide evidence that he/she is low-income, a first-generation college student, and/or is disabled under the guidelines of the Americans with Disabilities Act.

**Tutoring Services**
Tammy Connor 834-7530
Peer tutoring is free of charge to all students, whether on campus or in distance education, for courses offered by UMFK. Study group sessions can also be organized upon request. Tutoring is available by appointment only and appointments can be made online through the Student Success Center website, by visiting the Student Success Center, or by calling 207-834-7530. Appointments should be made with a minimum of 48-hour notice.

**Writing Center**
Mark Kelly 834-7806
Peer writing tutoring is free of charge to all students, both on campus or in distance education, at UMFK. Importantly, this is not a drop off editing service. Rather, it is a collaborative effort between the student and tutor to improve written work and learn strategies for the writing process. Drop in hours are posted each semester. Appointments can be made by contacting the Student Success Center at 207-834-7530.

**UNIVERSITY/MEDIA RELATIONS**: Madawaska House
Fax Number: 834-7551
Kerri Watson-Blaisdell, Director of Marketing & Communications (834-7558)
Susan Tardie, Administrative Specialist (834-7557)

The University of Maine at Fort Kent wants to get the word out about what students, faculty, and staff are doing and about campus happenings. The University Relations office is responsible for telling the UMFK story both on- and off campus.

This is accomplished by using press releases that are issued to local and statewide media on a daily basis. Other releases, such as Commencement and Dean’s List Announcements are sent to the numerous hometown newspapers of the students.

As a student, any newsworthy happenings in your life could possibly make an interesting story for the University Relations office to release to the media. Please contact the office if you have news or information that you would like others to know about.
## OFF-CAMPUS DIRECTORY

### AIRLINE INFORMATION
- Northern Aroostook Regional Airport (Frenchville) .................................................. 543-6300
- Northern Maine Regional Airport (Presque Isle) ....................................................... 764-6670

### AMBULANCE SERVICE
- Fort Kent Ambulance ..................................................................................................... 911 or 834-5678

### AUTO DEALERS / AUTO REPAIR/ SERVICE STATIONS
- Andy’s Auto .................................................................................................................. 834-3877
- Daigle Oil Company ..................................................................................................... 834-3848
- Garage Gaetan B. Nadeau Enrg .................................................................................... 506-992-2984
- J. Levasseur Auto Service ............................................................................................ 506-992-3236
- JP Auto ....................................................................................................................... 834-6960 or 231-1141
- M&M Service ............................................................................................................. 834-3043
- Meril Michaud Garage ................................................................................................. 506-992-2890
- Pelletier Motors Ford (Dodge, Jeep) ............................................................................ 888-379-6128
- St. Onge Auto Sales & Body Shop .............................................................................. 506-992-3027
- Twins ............................................................................................................................ 834-5453
- Valley Motors (GMC, Olds, Buick, Pontiac, Chevy) .................................................. 888-444-8704
- Voisine’s Exxon .......................................................................................................... 834-5685

### BANKS AND CREDIT UNIONS
- Acadia Federal Credit Union ......................................................................................... 834-6167
- Bank Nationale (Clair, N.B) ......................................................................................... 506-992-2128
- Caisse Populaire (exchange rate information) ............................................................. 506-992-0232
- Katadin Trust .............................................................................................................. 834-2348
- Key Bank (Fort Kent) .................................................................................................. 834-0161
- National Bank (Clair, N.B) ......................................................................................... 506-992-6135
- Norstate Federal Credit Union (Fort Kent) ................................................................. 834-3232
- TD Banknorth (Fort Kent) ......................................................................................... 834-6181

### BEAUTY SALONS
- Image Makers .............................................................................................................. 834-6289
- La Belle Couette .......................................................................................................... 834-5683
- Main Street Style ........................................................................................................ 834-0900
- Nouvelle Allure .......................................................................................................... 506-992-3711
- Salon de la Vie ............................................................................................................ 834-4155
- Salon Moderne ............................................................................................................ 506-992-2088
- Shear Perfection ......................................................................................................... 834-3311
- Studio 2902 ................................................................................................................ 834-2002
- Tangles Beauty Salon ................................................................................................. 834-2111
- Techniques .................................................................................................................. 834-2090
- Total Look ................................................................................................................... 834-9048
- Uptown Hair ............................................................................................................... 834-4247

### BUS STATIONS
- Cyr Bus Line .............................................................................................................. 800-244-2335
- Cyr Bus Line (Stop at Caribou One Stop) .................................................................. 498-3655
- SMT Bus Line (Edmundston, N.B.) .......................................................................... 506-739-8309

### CABLE TV/SATELLITE DEALER
- Gene’s Electronics, Inc ............................................................................................... 834-3632
- Spectrum ..................................................................................................................... 800-833-2253

### CHAMBER OF COMMERCE
- Chamber of Commerce (Clair, NB) ........................................................................... 506-992-6085
- Greater Fort Kent Area Chamber of Commerce ....................................................... 834-5354
CHURCHES
Assembly of God – Pentecostal................................................................. 834-5730
Christ Congregational ........................................................................... 834-3270
Church of Jesus Christ of Latter-Day Saints – Mormon........................ 444-5232
Fort Kent Bible Church - Fundamental Baptist ................................... 834-3445
Jehovah’s Witness .................................................................................. 834-6486
Presqtére de Clair .................................................................................. 506-992-2496
Presqtére Cathedrale Immaculee Conception (Edmundston) ............ 506-737-8950
St. John Vianney Parish – Catholic ..................................................... 834-5656

CONVENIENCE/ GROCERY STORES
Gas N Go................................................................................. 834-2436
Irving ...................................................................................... 834-3196
John’s Shurfine ............................................................................. 834-5181
Mich’s Meat Market ....................................................................... 506-992-3320
Paradis Shop ‘N Save ....................................................................... 834-3020

DENTISTS
Clinique Dentaire Du Haute (Clair, N.B.) ............................................. 506-992-0909
Raymond, Richard ............................................................................. 834-3907
Fish River Rural Health (Eagle Lake) .................................................. 444-5973
Fish River Rural Health (Fort Kent) ..................................................... 834-3012

FIRE DEPARTMENT
Emergency calls only ........................................................................... 911
Fort Kent Fire Department .............................................................. 911 or 834-5678

FLORISTS AND GIFT SHOPS
Corriveau’s Hilltop Blossoms .............................................................. 834-6584
La Boite a Fleurs .............................................................................. 506-992-2853
Les Varietes Charline ....................................................................... 506-992-8135
Pelletier Florist .............................................................................. 834-5241

HEALTH SERVICES AND HOSPITALS
Edmundston Hospital ........................................................................ 506-739-2200
Health 1s ..................................................................................... 834-3513
Maine Family Planning ..................................................................... 207-922-3222
Medical Clinic (Clair, N.B.) ............................................................... 506-992-0040
Northern Maine Medical Center ....................................................... 834-3155
UMFK Health Center ...................................................................... 834-7822

INTERNET SERVICE PROVIDERS
Center d’Access Communautair ........................................................ 506-992-6002
Consolidated Communications ............................................................. 844-968-7224
GEIPC, Inc ..................................................................................... 834-4347
Gene’s Electronics ........................................................................... 834-3632
SJV Wireless .................................................................................. 834-3312
Spectrum ...................................................................................... 800-833-2253

LODGING (FORT KENT & NEARBY TOWNS)
Auberge Le Fief B & B ..................................................................... 506-735-0400
Big “M” Motel (Clair) ...................................................................... 506-992-3440
Black River Lodge (Allagash) ............................................................. 398-4103
Comfort Inn (Edmundston) ............................................................... 506-739-8361
Crossroad Cabins ........................................................................... 834-6717
Fieldstone Cabins ........................................................................... 800-451-5281
Four Points by Sheraton (Edmundston) ............................................ 506-739-7321
Four Seasons Inn ............................................................................ 834-4722
Friendly Valley Lodging (Sinclair) ..................................................... 543-6634
Inn of Acadia (Madawaska) ............................................................... 728-3402
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<tr>
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<th>Phone Number</th>
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<tr>
<td>Overlook Motel (Eagle Lake)</td>
<td>444-4535</td>
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<td>Gateway Motel (Madawaska)</td>
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<td>Long Lake Motor Inn (St. Agatha)</td>
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<tr>
<td>Martin’s Motel (Madawaska)</td>
<td>728-3395</td>
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<td>Northern Door Inn (Fort Kent)</td>
<td>834-3133</td>
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<td>Track Down Lodge (Fort Kent)</td>
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<tr>
<td>Travelodge by Wyndham (Edmundston)</td>
<td>506-735-5525</td>
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**MONEY WIRING SERVICES/WESTERN UNION**

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<td>834-2888</td>
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<tr>
<td>Walgreen’s (Formerly Rite Aid)</td>
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**OPTOMETRISTS**

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<td>Bouley, Linda (Edmundston, N.B.)</td>
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<tr>
<td>Fish River Rural Vision</td>
<td>834-3124</td>
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<tr>
<td>Mitchell, David (Fort Kent)</td>
<td>834-3124</td>
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<tr>
<td>Rioux, Tim (Fort Kent)</td>
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<td>Stoliker, Brent (Fort Kent)</td>
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**PHARMACIES**

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<td>Familiprix - Eric Lee (Clair)</td>
<td>506-992-3393</td>
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<tr>
<td>Pharmacie Roger Blanchet (Clair)</td>
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<tr>
<td>St. John Valley Pharmacy</td>
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<td>Walgreens (Rite Aid)</td>
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**PHOTOGRAPHERS**

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<th>Business Name</th>
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<tr>
<td>Fort Kent Video &amp; Photography</td>
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**PHYSICIANS & SURGEONS**

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<th>Business Name</th>
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<tr>
<td>Charles Albert, M.S., PA-C (NMMC- Physician Assistant)</td>
<td>834-6140</td>
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<tr>
<td>James Harris, M.D. (NMMC- Internal Medicine)</td>
<td>834-6117</td>
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<tr>
<td>Kristen Hartt, M.D. (NMMC- Family Practice)</td>
<td>834-6140</td>
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<tr>
<td>Paul Pelletier, M.D. (Eagle Lake- Family Practice)</td>
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**PUBLIC STORAGE**

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<tr>
<td>R &amp; R Marquis Public Storage</td>
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<tr>
<td>Up North Corp (Leroy Martin)</td>
<td>834-6178</td>
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<tr>
<td>Valley Public Storage</td>
<td>834-7421</td>
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**POLICE DEPARTMENT**

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<th>Business Name</th>
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<tr>
<td>Fort Kent Police Department</td>
<td>834-5678</td>
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<tr>
<td>Emergency calls only</td>
<td>911</td>
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**RESTAURANTS**

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<th>Business Name</th>
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<tbody>
<tr>
<td>Al’s Tastee Freeze (pizza &amp; subs)</td>
<td>834-5324</td>
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<tr>
<td>B.L Bar Laitier</td>
<td>506-992-8155</td>
</tr>
<tr>
<td>China Garden</td>
<td>834-2045</td>
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<tr>
<td>Doris’ Café</td>
<td>834-6262</td>
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<tr>
<td>Maple Leaf - Queen’s Buffet (Edmundston)</td>
<td>506-735-3888</td>
</tr>
<tr>
<td>Mill Bridge Restaurant</td>
<td>834-4445</td>
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<tr>
<td>McDonald’s</td>
<td>834-7330</td>
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<tr>
<td>Mooseshack II</td>
<td>834-4444</td>
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<tr>
<td>Rock’s Family Diner (pizza)</td>
<td>834-2888</td>
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<tr>
<td>Subway</td>
<td>834-4606</td>
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<tr>
<td>Swamp Buck</td>
<td>834-3055</td>
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<tr>
<td>Walker’s Pub</td>
<td>436-3009</td>
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<tr>
<td>Whistle Stop</td>
<td>834-2100</td>
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SCHOOLS
Fort Kent Elementary ................................................................. 834-3456
Fort Kent High School/Middle School ........................................ 834-5540

SKI RESORT
Lonesome Pine Trails .................................................................. 834-5202
Outdoor Center ............................................................................. 834-6203

THEATRES
Century Theatre ........................................................................... 834-3107
Cinema V (Edmundston) ............................................................... 506-739-9008

TOWN OFFICE
Fort Kent Town Office (Municipal Building) ................................. 834-3090

TRAVEL AGENCIES
American International Travel (Caribou) ...................................... 498-8171
Cyr Can-Am Travel (Madawaska) ................................................ 728-6387

TROPHIES / JEWELRY
Albert’s Jewelry ............................................................................ 834-3786

U-HAUL
Twin’s Service Station .................................................................. 834-2060

VIDEO RENTALS
Paradis Shop N Save .................................................................... 834-3020

ON-CAMPUS DIRECTORY
DIRECT DIAL..................................................................................... 834-XXXX
MAIN NUMBER .................................................................................. 834-7500

A
Academic Affairs (VPAA) ......................................................... 7509
Acadian Archives ................................................................. 7535
Adjunct Faculty (Haenssler) .................................................. 7633
Admissions .............................................................................. 7600
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Albert, Raymond .............................................................. 7696
Aldrich, Patrick ................................................................. 7547
Alumni Services ................................................................. 7557
Arts & Sciences Division ................................................... 7820
Ashby, Pamela ................................................................. 7550
Audio Visual ................................................................. 7507

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Business Office ........................................................................ 8650
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Campus Store ....................................................................... 7610
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Canzoni, Anthony ............................................................ 7561
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Capella, Elaine ........................................................................ 8605
Career Planning & Internship .............................................. 8647
Castro, Selina ......................................................................... 7574
Chamberland, Anne ......................................................... 8631
Colton, Laurie Co-Op Ext .................................................. 8675
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<td>Campus Store</td>
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<td>Commencement/Development</td>
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<td>Physician</td>
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<td>President’s Office</td>
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STUDENT GOVERNMENT CONSTITUTION AND BY-LAWS

PREAMBLE
We, the Students of the University of Maine at Fort Kent, in our desire to continually increase the value of student life; to strengthen the unity of purpose among the Students, Faculty and Administration; and to promote the general welfare and best interests of all students of this University, hereby establish the Constitution of the Student Government of the University of Maine at Fort Kent.

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CONSTITUTION
Article I – Name and Advisor
Section I The Student Government Association of the University of Maine at Fort Kent shall be known as the Student Senate.
Section II  The Chief Student Affairs officer or designee shall hold the position of Student Senate Advisor.

Article II – Membership

Section I  All activity-fee paying students carrying at least 6 credit hours and maintaining a G.P.A. of 2.5 or higher are eligible to hold a seat on the Student Senate. Executive board members must carry 12 credits and maintain a G.P.A. of 2.5 or higher.

Section II  The Student Senate membership shall consist of four officers (as defined in Article III, Section I), one freshmen representative, one sophomore representative, one junior representative, the senior class president, one Natural and Behavioral Sciences representative, one Education representative, one Arts and Humanities representative, and one Nursing representative and one Professional Management representative, four one senators-at-large, and the Board of Trustees Representative. Total membership of the Student Senate shall be 15.

Section III  The freshmen representative has to be a current freshman enrolled in UMFK and fulfill the rest of the requirements. The sophomore representative has to be current sophomore enrolled in UMFK and fulfill the rest of the requirements. The junior representative has to be current junior enrolled in UMFK and fulfill the rest of the requirements. The senior class president has to be a current senior enrolled in UMFK and fulfill the rest of the requirements. The Natural and Behavioral Sciences representative has to be current Natural and Behavioral Sciences student enrolled in UMFK and fulfill the rest of the requirements. The Education representative has to be current Education student enrolled in UMFK and fulfill the rest of the requirements. The Arts and Humanities representative has to be current Arts and Humanities student enrolled in UMFK and fulfill the rest of the requirements. The Nursing representative has to be current Nursing student enrolled in UMFK and fulfill the rest of the requirements. The Professional Management representative has to be current Professional Management student enrolled in UMFK and fulfill the rest of the requirements.

Article III – Officers

Section I  The officers of the Executive Committee of the University of Maine at Fort Kent Student Senate shall be as follows:

a. President
b. Vice President
c. Secretary
d. Treasurer

Section II  All officers shall serve for an entire academic calendar year.

Section IIa  The floor shall be open for nominations for a one-week period before elections are held.

Section III  All officers shall be elected from the previous year’s Student Senate before the general elections are to take place.

Section IIIa  All officers shall be elected before the spring election of Student Senate representatives.

Section IIIb  No senator shall be nominated or elected to an executive office position (i.e., president, vice president, treasurer and secretary) who has not been elected to the Student Senate through a general election by the student body population.

Section IV - Vacancy of Officers

a. If a temporary or permanent vacancy in the office of president occurs, the vice president shall assume the office of president.
b. If a temporary or permanent vacancy in the office of vice president occurs, the secretary shall assume the office of vice president.
c. If a temporary or permanent vacancy in the office of secretary occurs, the president shall make a direct appointment. The appointee shall be a member of the Student Senate.
d. If a temporary or permanent vacancy in the office of treasurer occurs, the president shall make a direct appointment. The appointee shall be a member of the Student Senate.
Article IV – Meetings
Section I Regular meetings will be held at least once a week on a regular time determined by the president at the first meeting of the beginning of each semester.

Section II - Special Meetings
a. Special meetings may be called with cause by the president.
b. Special meetings must be called by the president upon request with cause by two or more members of the Student Senate.
c. Notice of at least 24 hours is required for a special meeting.

Section III Any member of the student body or any University of Maine at Fort Kent employee may attend Student Senate meetings and express his/her ideas. Exceptions will be closed meetings called by the Student Senate president or a majority vote of the Student Senate body, if subject matter warrants and it doesn’t violate any public access laws.

Section IIIa The Student Senate shall set aside time for non-senate members to speak at each meeting. The president of the Senate shall establish time limits and retain full authority to determine the appropriateness and relevance of the input

Section IV A quorum consists of two-thirds of the elected members of the Student Senate or their appointed replacements.

Article V- Attendance Policy
Section I In order to carry out the duties of a senator, attendance at all meetings is expected.

Section II If a senator has not arrived within the first 30 minutes of a meeting (without finding a proxy), he or she will be considered absent.

Section III If a senator must be absent from a regularly scheduled senate meeting, he or she must notify the Senate President prior to the meeting in question, or written 24 hours after the beginning of the scheduled meeting.

Section IV
a) If a senator cannot attend a regular meeting, he or she must find a proxy and should inform the Senate President before the meeting. The Senator may submit votes in writing to the Senate President only on old business at this time. The proxy may only vote on new business.
b) A Student Senate member can waive the right to a proxy and receive a full absence.
c) A senator may utilize a maximum of three proxies per semester.

Section V Exceptions to this rule will be at discretion of the Student Senate President.

Section VI Student Senators must attend committee meetings. Only the chair of said committee can excuse a senator from attending a committee meeting.

Article VI – Absentee
Section I If the Student Senate president does not receive notice of an absence beforehand, an absence will be charged to the respective Student Senate member, even in the event of a potentially excusable absence (subject to the president’s discretion in cases of extreme circumstances).

Section II A Student Senate member is allowed one unexcused absence a semester. A second unexcused absence will result in automatic removal of the senate member with a one-week appeal period. An excusable absence is defined below:

  a. Personal illness
  b. Death or illness in personal family, or
  c. Out of town for class, club or athletic function.

Section IIa An excused or unexcused absence in the event of extreme circumstances will be assigned at the discretion of the Student Senate president. The decision shall be made known to the Student Senate, which can overturn the decision with a two-thirds vote.
Section III  A Student Senate member will be asked to resign in writing if two unexcused absences occur in a single semester. If the resignation is not forthcoming, the Student Senate will officially remove said member.

Article VII - Removal of Members

Section I

a. Failure to meet the attendance policies of the Senate and render resignation when requested by the Student Senate president.
b. Knowingly submitting false information to the Senate on Senate business.
c. Insufficient academic average of below 2.5.
d. Insufficient knowledge of the Student Government Association Constitution and the proper procedures of the Senate.
e. Failure to attend committee meetings. Only the chair of said committee can excuse a senator from attending a committee meeting.
f. Failure to serve on at least one committee. Failure to participate in (and/or attend) activities sponsored by the Student Senate unless for excusable reasons.
g. Senators missing three (3) or more meetings, or committee meetings shall be considered for removal.

Section II  Any student senator may submit to the president the name of a student senator for removal from said body. This name shall be presented to the Student Senate by the president. A student senator shall be removed by a two-thirds vote of the Student Senate membership.

Section III  After a decision has been made to remove a Student Senate member, the said member has the right to an appeal and hearing before the entire Student Senate as stipulated in Sec. IV.

Section IV  The removed member must obtain 15 signatures from said member’s representative group on a petition requesting an appeal hearing. This petition shall state the reason for the member’s removal from the Student Senate and the reasons why the Senate should consider an appeal hearing. The hearing shall be conducted by the Judiciary Committee.

Article VIII - Distribution of Student Activity Fee

Section I

a. Upon receiving the Student Activity fee from the Business Office, the Student Senate will allocate 24 percent of said fee to the office of student activities; 24 percent to the Student Activities Board; 10 percent to the department of athletics; 5 percent to the residence hall association; 1.5 percent to the Campus Ecology Committee; 3 percent to the diversity program.
b. Upon receiving the fall closeout 10 percent student activity fee and after authorized distribution for the Office of Student Activities, Department of Athletics, Department of Theater, Campus Ecology Committee, Residence Hall Association and Diversity Programming; the remaining 32.5 percent of this allocation will be placed in a secured bearing account for the use of future expenditures.
c. Future expenditures would consist of any item(s) that benefit the students and/or the campus community at UMFK. When said item(s) are proposed, a 2/3 vote of the seated senate is required. Seated is defined as filled senator positions whether present or absent.
d. In the event that these funds are carried over multiple years, proper acknowledgement should be displayed on or about the item(s) purchased.
e. The athletic department will be financially responsible for providing travel expenses and lodging for fans, who pay student activity fees, to attend sporting tournaments if the athletic department wishes to do so.
f. The athletic department, diversity program, ecology committee and residence hall association shall be responsible to submit a report of expenditure and planned events before December 1st and April 15th. Failure to provide such a report may result in changes to yearly allocations.

Section II  Any additional funds needed by the office of the student activities director shall be requested in the form of a budget and presented to the Student Senate.

Section IIa  Any additional funds needed by the student activities board shall be requested in the form of a budget and presented to the Student Senate.
Section III Any funds remaining in the account of the student activities director at the end of the academic year will carry over into the following year’s student activities director’s account.

Section IIIa Any funds remaining in the account of the student activities board at the end of the academic year will carry over into the following year’s student activities boards account.

Section IV The Student Senate shall not under any circumstances fund academic course requirements, required academic ceremony or inductions, or required academic travel and expenses.

Article IX - Method of Amending the Constitution and By-Laws
Section I Proposed Amendments must be posted on the Student Senate board for at least a two-week period. Proposed date for voting on amendments must accompany each proposed amendment.

Section II After the two-week period of notice, a two-thirds vote of the Student Senate membership is required for acceptance.

Article X - Senate Recommended Positions
Section I The Board of Trustees Representative Shall:
   a. Be nominated by the senate.
   b. Be interviewed by the senate as a whole in the spring semester.
   c. Attend all Board of Trustee meetings.
   d. Serve a two-year term.
   e. Serve as a senator, with full rights and duties.
   f. Serve as a member of the UMFK Cabinet and Board of Visitors.

Section IIa - The Parliamentarian Shall:
   a. Be an ex officio office held by the Student Senate Adviser.
   b. Keep order at Senate meetings in accordance with Robert’s Rules of Order (most recent edition available).
   c. Advise Senators of proper parliamentary procedure.
   d. Bring to each meeting the current copy of Robert’s Rules of Order.
   e. Be the final authority on parliamentary procedure.
   f. If his/her ruling is questionable after referring to Robert’s Rules of Order, the Senate can vote upon the course of action to pursue.

Section IIb - Robert’s Rules of Order
   a. Any senator can ask for the rules, as stated in Roberts Rules of Order.
   b. If the Parliamentarians ruling is questionable after referring to Roberts Rules of Order, the Senate can vote upon the course of action to pursue.

Article XI - Summer Bills
Section I The Senate shall set aside $1000 for the purpose of paying bills that arrive after the final meeting of the academic year.

Article XII - Student Senate Awards
Section I - Outstanding Club or Organization Award
At the first meeting in April the Student Senate, as a whole, shall choose one club or organization that has contributed the most to the academic and/or social life of the University of Maine at Fort Kent. A plaque will be presented to the club or organization to be displayed on the University of Maine at Fort Kent campus.

Section II - Outstanding Club or Organization Activity
This award will be for a specific activity that was deemed beneficial to the University of Maine at Fort Kent. Procedures shall follow Section I.

Section III - Student Senate Academic Award
Criteria: The senior with the highest G.P.A.
Section IV – Student Senate Outstanding Faculty Award
This award will be for a specific faculty member who displays excellence during the academic years and contributes to the education and inner growth of the student body at the University of Maine at Fort Kent.

Section V – Student Senate Outstanding Staff Award
This award will be for a specific staff member who displays excellence during the academic years and contributes to the education and inner growth of the student body at the University of Maine at Fort Kent.

Section VI – Student Senate Outstanding Senior Award
Criteria: Display academic excellence and University leadership.
Procedure:
a. All non-senior senators currently serving on the Student Senate shall be responsible for choosing this award.
b. The two junior class representatives will serve as chairs of the committee.
c. The President shall provide a list of all seniors for the committee.
d. All members of the committee shall have the right to nominate any number of individuals for this award.
e. It is the responsibility of the committee, as a whole, to provide information validating.

BY-LAWS
ARTICLE I - Duties and Responsibilities
Section I The Student Senate shall originate and formulate policies in the area of student life, which will provide for a more beneficial college experience.

Section II The Student Senate shall have access to the financial reports of student organizations receiving any funding or financial support from student activity fees.

Section III The Student Senate may propose guidelines for the cafeteria, campus grounds, sports center, social events and public functions provided they do not violate current law or University of Maine at Fort Kent contracts.

Section IV The Student Senate shall consider for action, properly petitioned policies, activities and changes recommended by students, faculty and administration.

Section V The Student Senate shall appoint survey officers and investigative officers and/or committees as needed.

Section VI The Student Senate shall refer all matters which are believed to be outside the jurisdiction of the Senate to the administration.

Section VII The Student Senate shall give priority to investigation, reporting and considering for action matters referred to it by the students.

Section VIII The Student Senate shall publicize its policies and activities.

ARTICLE II - Membership
Section I In the event that the Board of Trustees Representative is appointed from the elected members of the Student Senate, the Board of Trustees Representative will automatically become an ex-officio member of the Student Senate. The seat vacated by the Board of Trustee Representative will be replaced. The Board of Trustees Representative will be required to update the Student Senate on a regular basis.

Section II Any individual interested in running for a Student Senate seat must obtain the signatures of at least 15 students from the represented group in support of his/her candidacy.

Section III All of the Student Senate representatives shall be sworn into office at the first meeting after their election or appointment.

Section IIIa All individuals being inducted shall be administered an oath of office. The president shall be responsible for administering the oath to new members any time during the year.
Section IIIb In the event the president succeeds himself/herself, the vice president shall give the newly elected president the oath of office.

Section IIIc The oath of membership shall read as follows:
I, ___________________, do solemnly swear, that I will faithfully/carry out the duties of _______________/placed on me by the constitution/ and will, to the best of my ability/ represent the interests of the student body and the Student Senate/ at the University of Maine at Fort Kent.

Section IV Vacated seats shall be filled by an appointee chosen by a majority vote of the Student Senate. The president will appoint the chosen designee to the correspondent position.

Section IV a Advertisement of all vacated seats shall be required.

Section IV b If three or more vacancies should occur at one time in regular Senate seats, an election shall be held to elect the required number of senators to fill the seats.

Section V The Student Senate reserves the right to expel, by a two-thirds vote of the Senate body, any member of the Student Senate who fails to fulfill his/her duties as a representative or officer.

Section VI The members of the Student Senate shall serve for an entire academic calendar year.

Section VII Members of the Student Senate shall have the rights and privileges common to membership in a parliamentary assembly, subject to the Constitution and By-Laws.

Article III - Duties of Officers
Section I - The President Shall:
a. Call to order and preside at all regular Student Senate meetings.
b. Appoint, with approval of the Senate, student members to administrative and faculty committees. Such appointees need not be members of the Student Senate.
c. Grant excusable absences for those unable to attend a Student Senate meeting.
d. Schedule discussion sessions, when necessary, for the entire student body.
e. Have voting rights only in the event of a tie vote.
f. Assist in the indoctrination of the newly elected president.
g. Serve as the liaison between the Senate and the faculty and/or administration.
h. Handle correspondence concerning absentee warnings.
i. Reserve the right to review the conduct or commitment of any senator for the purpose of removal from said body.
j. Plan, organize and submit a weekly agenda at the time of the meeting and also the day prior via e-mail.
k. Hold a workshop at the beginning of each academic year to educate new and returning senators on Parliamentary procedure and of their duties and responsibilities as senators.
l. The Senate President or designee will sit as a member of the UMFK Cabinet.

Section II - The Vice President Shall:
a. Assume the duties of the president in his/her absence or in the event of his/her inability to perform his/her duties as president.
b. Work in cooperation with the Office of Student Affairs and the office of Students Activities to monitor the activities of recognized organizations on campus.
c. Assist the president when necessary.
d. Present and distribute all budget requests received.
e. Present all club recognition requests to the Student Senate and have present a statement of purpose or constitution for the club or organization.
f. Assist in the indoctrination of the newly elected Vice President.
g. Serve as chair of the Student Activities Board. In the event that the vice president does not wish to fulfill the position the Vice President may request to chair the University Interest Committee with approval by the President.

Section III - The Secretary Shall:
a. Keep the minutes of all Student Senate meetings.
b. Post on the Senate bulletin board all minutes and activities of the Student Senate.
c. Prepare digital copies of the minutes of all Student Senate meetings for each member of the Student Senate, the student body, University officials and the Library file.
d. Post notices of all meeting times with all available media outlets on the campus.
e. Write letters as the Student Senate or Executive Committee may designate and keep a copy on permanent file.
f. Be responsible for providing the Student Senate minutes to all senators at least one day prior to Senate meetings.
g. Maintain attendance records for all Senate meetings.
h. Keep a revised copy of this Constitution, reflecting all amendments. Said copy shall be brought to all Executive Board and Senate meetings.
i. Assist in the indoctrination of the newly elected secretary.

j. Make Student Senate minutes available to anyone upon request.
k. Serve as chair of the University Interest Committee. In the event that the secretary does not wish to fulfill the position of chair of the University Interest Committee, they may request to chair the Student Activities Board with approval by the President.

Section IV - The Treasurer Shall:
a. Maintain accurate and current financial records of the Student Senate funds.
b. Present and distribute a detailed digital copy of the financial record to the Student Senate at least twice a semester.
c. Be responsible for maintaining accurate and current financial records of funds allocated to various club and organization accounts.
d. Bring all financial obligations to the attention of the Student Senate and the Vice President for Administration.
e. Serve as chair of the Financial Review Committee.
f. Assist in the indoctrination of the newly elected treasurer.

Article IV - Duties of Student Senators
Section I- Senators Shall:
a. Abide by the Constitution and By-Laws.
b. Attend all scheduled and special Senate meetings.
c. Serve on at least one Student Senate committee.
d. Attend committee meetings.
e. Make reasonable and ongoing efforts to remain cognizant of all issues pertinent to the student body.
f. Responsibly and courteously listen to and evaluate all information and testimony presented to the Senate, in order to make an informed decision during the voting process.

Article V – Committees
Section I - The University Interests Committee
a. The University Interests Committee shall review all University practices, decisions and/or standards and their implications upon student life at all levels. The practices taken into review may be those of the administrative, professional and/or classified. Any member of the student body can bring forth for review, before said committee, any practices, decisions and/or standards that may unfairly affect an unspecified number of students.
b. The secretary of the Student Senate, or appointed designee, will serve as chair of said committee.
c. A majority vote of approval of the Student Senate is required before said committee can review any policy, decision, and/or standard.
d. Said committee shall return with a proposal to the Student Senate for a majority vote of approval before the proposal can be acted upon.
e. Said committee shall turn all matters believed to be out of its jurisdiction over to the appropriate personnel.

Section II- Financial Review Committee
a. Said committee shall be responsible for all inquiries referred to it.
b. The treasurer shall serve as chair of the Financial Review Committee.
c. The Financial Review Committee must meet the following criteria each time a budget is referred to it:
   1. Meet with organization.
   2. Discuss and negotiate changes if deemed necessary.
   3. Provide a recommendation and/or reintroduce the revised budget at following meeting.
The Student Senate shall approve or disapprove the Financial Review Committees recommendation of revised budget.

**Section III - Constitutional Revision Committee**

a. Members of the Executive Board, the Parliamentarian, as well as, any senator who wishes to take part in the revision of the Constitution will comprise the membership of this committee.
b. The president shall serve as chair of said committee.
c. Said committee will be responsible for updating, revising and proposing amendments to the Constitution in accordance to the needs and desires of the student body and in an attempt to increase its value as a working document.
d. Said committee shall meet at least once in the academic year.

**Section IV - Judiciary Committee**

a. The Judiciary Committee shall be comprised of: two to four non-executive committee member senators, the Student Senate President, Parliamentarian, and up to 3 non-Senator advisors (non-voting) as the JC deems appropriate.
b. Members of the JC, other than the Parliamentarian and the Senate President, shall be nominated and approved by the UMFK Student Senate.
c. All members of the JC are required, to the best of their abilities, to fairly interpret the provisions of the Student Senate Code of Conduct, any charges of violation thereof, and to report to the Senate body in the manner prescribed in the Code of Conduct.
d. The Senate Parliamentarian shall serve as chair to the said committee.

**Article VI - Clubs and Organizations**

**Section I** All student organizations that desire permission to operate on the University of Maine at Fort Kent campus and request financial support from the Student Senate, must be recognized by the University of Maine at Fort Kent and the Student Senate prior April 1st.

**Section Ia Student Organization Defined:**

a. Any group of students acting together and electing officers.
b. An organization composed of students acting toward the improvement of student life at the University of Maine at Fort Kent.

**Section Ib** All student organizations funded by the Student Senate must have a faculty and/or staff advisor. Signatures of members must accompany the list of members submitted to the Senate for recognition.

**Section II** All student organizations funded by the Student Activity fee shall file, with Student Affairs, a copy of an approved constitution or statement of purpose with the date of its last revision along with any amendments. Also, any organization shall have any or all constitutional revisions approved by the Student Senate, the Director of Student Affairs and the President of the University of Maine at Fort Kent.

**Section III** All student organizations requesting monies from the Student Activity fee shall be required to send a representative to the Student Senate meetings, in order to explain budget requests and expenditures. Failure to do so may result in the withdrawal of the organization’s budget request. The vice-president shall inform the organization of proper time and place when they are to attend.

**Section IIIa** All budgets over the amount of $500 brought forth to the Student Senate must first raise a minimum of 15% of the total budget requested, regardless of the amount in their account. The budget shall follow one of three possible courses of action and shall be approved or denied within one week:

a. Be approved at the meeting.
b. Be tabled for one week. Approval or denial of the budget will follow at the next scheduled Student Senate meeting.
c. Be sent to Financial Review Committee, which will review the budget, make amendments if any and recommend proper action to the Student Senate.

**Section IIIb Section IIIa** does not apply to donation requests. (see Article XII Section I)
**Section IV** Any student organization receiving funds outside of the Student Activity fee shall make available all financial records and minutes of conducted business upon request for the Student Senate.

**Section V** Upon recognition of any club or organization by the Student Senate, a member of the Student Senate will be appointed by the president and approved by the Senate, in agreement with that club or organization to act as a liaison between recognized club or organization and the Student Senate. This liaison will serve to heighten communications between groups and represent that club or organization at Student Senate meetings, while he/she represents the Student Senate at club meetings. Liaisons shall not be members of the club they represent.

**Section VI** Upon recognition of a club or organization, a $50 startup budget will be established for said organization. Clubs and organizations which have $50 or more already in their account will not receive the $50 startup allocation. Approval of subsequent budget requests will be based on previous fund-raising activities performed by the said club or organization. The Student Senate shall not be the sole source of funding for any club or organization.

**Section VII** Any organization requiring dues, entrance fees, insurance fees or any other form of fee required for membership can be recognized pending that Student Activity fees are not requested for the payment of the fees.

**Section VIII** All clubs and organizations that desire financial support from the Student Senate must keep all allocated funds in an on-campus account.

**Section IX** All allocated monies that are not used for the purpose approved by the Senate will automatically return to the Senate budget at the end of each semester.

**Section X** Stipulation of club recognition is that any executive club member is required to provide the student senate with an account summary, including recent event expenses or other, once a month.

**Section XI** All funds left in the account of a club or organization that has been inactive (unrecognized) for three consecutive years will be returned to the Student Senate account.

**Article VII - Removal of Recognition**

**Section I** Any student or organization involved in hazing shall be immediately removed from Student Senate recognition and budget funds returned.

**Section II** Any student organization that does not meet the following criteria shall be removed from Student Senate recognition.

a. Have a faculty and/or staff advisor.

b. Demonstrate its uniqueness as a club or organization.

c. Comply with local, state and federal statutes.

**Section III** Any club that does not comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship state, age, handicap or veteran’s status will be removed from Student Senate recognition.

**Section IV** Any organization violating Section I, Section II, Section III and/or Section IV shall be given one week to rectify the violation. If no attempt to rectify is made, the Student Senate may withdraw recognition of the said organization as stipulated in Section V and VI.

**Section V** A two-thirds vote of the Student Senate body present, if a quorum exists, is necessary for the Student Senate to remove recognition of a student organization.

**Section VI** A two semester ban will be placed on any student organization removed from recognition by the Student Senate. After which time, said organization may resubmit for recognition by showing that the reasons for dismissal have been rectified.

**Article VIII - Conflict of Interest**
Section I No member of the Student Senate may vote on a motion that is directly related to a club or organization that said member is a member of. Said member may abstain from the vote.

Article IX - Amending By-Laws
Section I See Article X of the Student Senate Constitution.

Article X - Rules of Order
Section I The Student Senate shall follow the rules as set forth by Robert’s Rules of Order unless it conflicts with the Student Senate Constitution.

Article XI - Election Procedures
Section I An annual election shall be held no sooner than April 1, but no later than the week before final examinations of spring semester for the following year’s positions of:

1. sophomore representative
2. junior representative
3. senior class president
4. Senators-At-Large position
5. Education Representative
6. Arts and Sciences Representative
7. Nursing representative
8. Professional Management representative

Section Ia Freshmen elections shall be held within the first four weeks of the fall semester.

Section II - Ballots
a. All candidates for respective positions will be placed on the ballot in order of their arrival in the Student Affairs Office.
b. Nomination papers must be turned in a week before the first day of elections.
c. All ballots shall be printed at least two academic days prior to the start of the election. A copy of said ballots shall be posted on the Student Senate bulletin board. If discrepancies are found, new ballots shall be printed but not subject to the time limit above.
d. Students shall be eligible to vote for office within their respective classes as determined by the Registrar’s Office.

Section III – Polls
a. Elections shall take place on any two consecutive days of the week.
b. Polls shall be open to sufficiently cover 12 hours over two consecutive days, distributed during morning, afternoon and evening.

Section IV - Voting
a. There shall be a current roster of students at the voting area.
b. Any student appearing on said roster is eligible to vote.

Section V - Absentee ballots
a. Absentee ballots will be made available the day following the close of nominations.
b. Students must notify the Student Affairs Office of their intent to vote absentee prior to their departure.
c. Absentee ballots may be obtained from the Student Affairs Office.
d. Absentee ballots must be received by the Student Affairs Office prior to the closing of the election polls.

Section VI - Campaign Regulations
a. No posters, signs or banners shall be within sight of the voting table.
b. Any person actively campaigning (e.g. handing out pamphlets, talking to voters, persuading biased voting etc.) may not be within 250 feet of the voting table, except to vote. This includes any person wearing visible campaign material on their body.

Section VII - Tabulation
a. Ballots shall be tabulated within the presence of at least three senators.
b. Tabulation shall begin immediately after the closing of the polls.
c. Only senators are allowed to be in the area in which the tabulation is occurring.
d. All ballots shall be kept for at least 10 academic days after the election.
e. The winners shall be notified before the results are posted.

Article XII - Referendum Votes
Section I A referendum can be initiated in two ways:
a. From within the Student Senate: The Student Senate may bring an issue up for referendum by a two-thirds vote of the Student Senate membership.
b. From the student body: The student body may bring an issue to a referendum vote by collecting 100 signatures expressing the sentiment that said issue warrants a referendum vote.

Section II The referendum to be voted on shall be advertised on the Student Senate bulletin board for two weeks prior to the voting day.

Article XIII – Donations
Section I The Student Senate shall not donate more than $300 of the student activity fees to a non-recognized club or organization, person, or charity group, not directly connected to UMFK, without first putting a referendum question before the entire student body for the purpose of voting. The Senate may set aside up to 3% of its budget for the purpose of donations to non-profit organizations.