



**THOMAS**

**STUDENT  
HANDBOOK**

2019-2020

## **Mission and Vision**

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

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

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

## **Diversity Statement**

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

*Note: The “Safe Space” sticker, as seen on hundreds of college campuses nationally, sends an important message to lesbian, gay, bisexual and transgender (LGBT) students, colleagues and their allies. The message is one of understanding, non-judgment and knowledge of LGBT persons’ needs and concerns. It is symbolic of willingness and a commitment to provide an atmosphere of unqualified acceptance and assistance and is obtained after completion of a training session provided during the academic year.*

College Colors: Black/White/Red

College Mascot: Terrier

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# Table of Contents

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

The Student Handbook is produced by the Student Affairs Office. Material was supplied by a number of departments, individuals, and offices of the College and was accurate at the time the copy was sent to the printer. Given the changing and developing nature of the College, complete accuracy past the date of compilation – June 30, 2019– cannot be guaranteed.

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## Important Phone Numbers

Safety and Security Office <b>Emergencies</b>	<b>207-859-1399</b>
College Main Switchboard	207-859-1111
College Main Fax	207-859-1114
Health Center	207-859-1401
Health Center Fax	207-859-1126
School Cancellation	207-859-1140
Student Affairs Office	207-859-1243

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# THOMAS COLLEGE CALENDAR

## 2019-2020

### August 2019

21	Wednesday	Early Start Programs Begin
29	Thursday	Summer II Ends – Evening Divisions
31	Saturday	New Student Move-in/Orientation

### September 2019

1	Sunday	Orientation Continues
2	Monday	Orientation Cont./Returning Students Move in
3	Tuesday	Fall Classes Start
6	Friday	Summer II Grades Due – Evening Divisions
10	Tuesday	Last Day to Add Courses; Last Day to Drop Courses w/No Transcript Record – All Divisions
27	Friday	Early Warnings Due – Day Divisions

### October 2019

14-15	Mon-Tues	Columbus Day Break – Day Divisions
18-20	Fri-Sun	Homecoming and Family Weekend
25	Friday	Mid-Semester Warnings Due - Day Divisions
28	Monday	Last Day to Drop a Course w/W – Day Divisions

### November 2019

11	Monday	Veteran's Day - No classes
18-22	Mon-Fri	Pre-Registration – Day Divisions
25	Monday	Last Day of Fall Classes – Evening Divisions
26	Tuesday	Residences Close at 7:00 p.m.
27-29	Wed-Fri	Thanksgiving Vacation – Day Divisions

### December 2019

1	Sunday	Residences Reopen at Noon
5	Thursday	Fall Grades Due – Evening Divisions
13	Friday	Last Day of Classes – Day Divisions
16-20	Mon-Fri	Finals Week – Day Divisions Residence Halls Close 24 hrs. After Last Final or by 7pm on Friday, (whichever comes first)
30	Monday	Fall Grades Due- Day Divisions

### January 2020

6	Monday	Spring Classes Start – Evening Divisions
11	Saturday	New Student Move-in
12	Sunday	New Student Orientation/Returning Residents Residences Reopen at Noon
13	Monday	Spring Classes Start – Day Divisions
13	Monday	Last Day to Add/Drop Courses w/No Transcript Record – Evening Divisions
20	Monday	Martin Luther King Day - No Day Classes
21	Tuesday	Last Day to Add/Drop Courses w/No Transcript Record – Day Divisions

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## February 2020

14	Friday	Residences Close at 7 p.m.
17	Monday	President's Day – No Day Divisions Classes
17-21	Mon-Fri	Vacation – No Classes for Day Divisions
23	Sunday	Residences Reopen at Noon
24	Monday	Classes Resume – Day Divisions
28	Friday	Mid Semester Warnings Due – Day Divisions

## March 2020

16	Monday	Last Day to Drop a Course w/W – Day Divisions
26	Thursday	Last Day of Spring Classes – Evening Divisions
27	Friday	Residences Close at 7:00 p.m.
30-Apr 3	Mon-Fri	Spring Vacation – All Divisions

## April 2020

5	Sunday	Residences Reopen at Noon
6	Monday	Classes Resume – Day Divisions
6	Monday	Summer I Session Begins – Evening Divisions
6	Monday	Spring Grades Due – Evening Divisions
13	Monday	Last Day to Add/Drop Courses w/No Transcript Record – Evening Divisions
13-17	Mon-Fri	Pre-Registration – Day Divisions

## May 2020

1	Friday	Last Day of Classes – Day Divisions
4-8	Mon-Fri	Finals Week – Day Divisions
8	Friday	Senior Grades Due by Noon - Day Divisions
15	Friday	Non-Senior Grades Due by Noon – Day Divisions
16	Saturday	Commencement
16	Saturday	Residences Close for Graduating Seniors by 5 p.m.
25	Monday	Memorial Day – No Classes

## June 2020

11	Thursday	Last Day of Summer I Classes– Evening Divisions
22	Monday	Summer II Session Begins- Evening Divisions
22	Monday	Summer I Grades Due – Evening Divisions
29	Monday	Last Day to Add/Drop Courses w/No Transcript Record

## July 2020

3	Friday	4th of July - No Classes
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## August 2020

27	Thursday	Summer II Session Ends – Evening Divisions
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*\*Students in the Accelerated MBA program will follow the academic calendar for Day students.*

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# STUDENT SERVICES

## **ATHLETICS**

(Ayotte Center, AD-219: Sara Shaw, Director, Ext. 404)

### **Mission**

Thomas College Athletics enhances academic and professional success through excellence in competition, sportsmanship, leadership and service.

### **Support of the College's Mission and Vision**

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

## **CAMPUS SAFETY AND SECURITY**

(Ayotte Center, AD-128: Celeste Stimpson, Director, Ext. 399)

The Department of Safety and Security is responsible to ensure reasonable protection of persons, property, and facilities of the College. The department is staffed 24 hours a day, seven days a week, 365 days a year. Our Officers are responsible for policy and parking enforcement, security of facilities, emergency response and incident investigation. They perform foot and vehicle patrols of the campus and conduct rounds throughout campus buildings. The department is also responsible for campus parking permit registration and audits of campus lighting and life safety devices. The Director of Safety & Security is a member of the Student Affairs staff, which strives to provide a safe and healthy campus environment.

### **Campus Crime Report**

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

### **Communications**

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



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## **First Aid, CPR and Automated External Defibrillator (AED) Classes**

The Department of Safety and Security can coordinate CPR and AED classes for interested student(s) or small campus groups. Participation will be limited to allow for appropriate participant to instructor ratio.

## **Lost & Found**

All items should be brought to or claimed at the Safety and Security Office. Lost and found items will be disposed of 30 days after the end of each semester if they are not claimed.

## **Motor Vehicle Registration**

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

To have a vehicle on campus:

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

## **Parking and Traffic Violations:**

In an effort to ensure the safety of motorists and pedestrians in our community, as well as to maintain effective parking for students, faculty, staff, visitors and guests, our Security Officers frequently patrol campus and monitor for traffic and parking violations. Violations can result in a written warning or citation with associated fine. When a citation is issued, the registered vehicle owner (student) will receive an emailed notification of the violation and fine amount. Fines will be automatically added to student accounts within 7 days. Students may appeal a fine within 7 days from the date that the citation was issued by contacting the Director of Safety and Security and requesting a meeting in person.

Please be advised that the Thomas College Department of Safety and Security reserves the right to tow vehicles from specific lots or from campus entirely at the owner's expense in the event of repeated or significant traffic & parking violations. In addition, parking privileges on campus may be revoked at the discretion of the College.

*A complete list of campus parking and traffic rules can be found on the Thomas College Safety and Security web page.*

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## **Snow Removal Policy**

On the day when a Snow Removal Protocol is requested by Maintenance, Safety and Security will post signs and send an e-mail to students. Students are expected to move their vehicles in order for Maintenance to plow the parking lots by specific times. Vehicles should be moved to other campus lots as directed by the times designated below. Vehicles should not be returned to the resident lots until snow removal is completed.

- Vehicles in the South Lot must be moved from unplowed sections by 8:30 a.m.
- Vehicles parked in the GPH, A, B and C Lots must be moved by 9:00 a.m.
- Vehicles parked in the Bartlett, Hinman and Village Lots must be moved by 11:00 a.m.
- Vehicles parked in the Townhouse Lots must be moved by 1:00 p.m.

Owners of vehicles that are not removed from these lots by the designated time will be fined \$50.00.

## **Walking Escort Services**

If you are returning to campus late in the evening or simply walking from one building to the next, our officers provide walking escorts upon request.

*A complete list of services and information can be found on the Thomas College Safety and Security web page.*

## **CAREER SERVICES**

Ayotte Center, Room AD-105 – Office of Professional & Career Development: Corey Pelletier, Senior Director of Career Services, Ext. 106; Wendi Richards, Assistant Director of Career Services, Ext. 464; Camille McGadney, Internship and Career Coach, ext. 135

### **Career Services Overview**

At Thomas College, students begin preparation for their success on day one and continue through graduation and beyond, with Career Services providing resources, tools and support. Career Services supports students by working with them individually and in groups, presenting workshops on topics such as résumé and cover letter writing, internships, networking, and general job search and interview skills.

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

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Career Services serves students and alumni (assistance from Career Services staff is a lifetime benefit) by:

- Providing online job and internship postings via Terrier Connect
- Maintaining the Career Services website, [www.thomas.edu/career-alumni/professional-and-career-development/](http://www.thomas.edu/career-alumni/professional-and-career-development/), to offer answers, tips and resources on career topics 24/7
- Offering individual and group sessions related to career development
- Communicating opportunities to students; networking, on-campus employer visits, internship program information and more.

### **Guaranteed Job Program and Career Services**

In order to qualify for the Guaranteed Job Program, students **MUST** complete the following requirements:

#### **Guaranteed Job Program Requirements**

1. Review and accept the Guaranteed Job Program contract online.
2. Register with Career Services.
3. Attend two Career Services workshops or events per year.
4. Create & save résumé during the first year and update annually.
5. Complete an internship for academic credit.
6. Complete an annual leadership component per year.
7. Complete ten hours of community service per year.
8. Graduate from Thomas with a BA or BS with a cumulative 3.0 GPA (complete 60 credits in the Day Division).
9. Have a student balance of zero upon graduation and no student loans in default.
10. If not employed within 30 days of graduation, meet with Career Services monthly until employed.

#### **Meet with Career Services**

Drop in appointments can be accommodated during open office hours. Also, visit career services on the web at <https://www.thomas.edu/career-alumni/professional-and-career-development/> or email the following staff:

- Business Management, Marketing, Accounting and Finance Majors: Corey Pelletier at [careerdir@thomas.edu](mailto:careerdir@thomas.edu)
- Psychology, Criminal Justice, Computer Science, Security, Communications and Education Majors: Wendi Richards at [careerastdir@thomas.edu](mailto:careerastdir@thomas.edu)
- Interdisciplinary, English, Political Science, Undecided, and Sports Management Majors: Camille McGadney at [careercoach@thomas.edu](mailto:careercoach@thomas.edu)

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## **COUNSELING SERVICES**

(Ayotte Center, Room AD-127A: Carol Jollotta, LCSW Counselor, Ext. 245)

### **Mission**

Counseling Services promotes the personal, developmental, and psychological well-being of students at the College; contributes to a community atmosphere that maximizes growth and students' educational achievements; and collaborates with other College offices and programs in efforts toward student success and retention.

### **Personal Counseling**

Thomas College offers free, confidential, professional counseling services for all full-time day students. Students seeking this service should contact the counselor directly. Counseling Services provides an array of services in order to help students successfully navigate through various academic, personal, and social challenges allowing them to achieve their individual goals. Services include individual and couples sessions (when both parties meet eligibility criteria for use of Counseling Services) as well as outreach and programming to the greater Thomas community. Students may seek counseling services for assistance with a variety of concerns to include issues surrounding anxiety, depression, sleep struggles and stress; interpersonal skills; family and relationships; personal crisis; grief; sexuality/sexual orientation; self-confidence; conflict resolution and anger management; substance use/abuse; or consultations. Counseling Services staff are familiar with a variety of community resources and are available to assist students in connecting with providers in the community, should the need arise.

### **Substance Use Counseling & Education**

Information about alcohol and drugs is available and free of charge to any member of the College community and can be obtained from the Vice President for Student Affairs, Director of Health Services, Counselor, and the Dean of Students/Director of Residential Life and Housing. Any inquiries from a student who is concerned that they have or might be developing a substance use problem, or are concerned about the substance use of another, will be kept confidential. Counseling Services provides assessment, psychoeducation, treatment, and referral to community providers for students who would like support in making changes in their use of substances. These services are voluntary and generally initiated by the student.

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## DINING SERVICES

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

The Dining Center is open to all members of the Thomas College community. Residents are required to be on a designated semester meal/block plan – [Unlimited meals, 225, 150 or 100 blocks]. Resident students must present a valid student ID and swipe into the Dining Center at all meals. Swipes associated with a specific meal/block plan may only be used to obtain meals for the resident assigned to the plan.

Commuters can purchase one of our block plans or pay per meal at the door. Commuter block plans come in a 25-meal block with \$100.00 in board bucks or a 50-meal block with \$50.00 in board bucks. The Thomas community may add Terrier Bucks to their ID's or pay per meal at the door. No one is allowed in the dining room unless he or she is paying for the meal through a meal plan, Terrier Bucks, or purchasing a meal at the door.

- No food, dishes, or utensils are to be taken from the dining room; this includes paper plates. A piece of fruit or a cup of coffee or tea may be taken in your own mug from the dining room. Any other needs must be directed to the Dining Services Director.
- Bag meals are available in place of a meal and will require at least a 24-hour notice. Students may also participate in the “Choose-to-Reuse” meal-to-go program.
- Students on a resident meal plan receive two free guest meals to use during the semester.
- Surprise Someone Packages are available with a 5-day notice. Visit the Dining Services website at [www.thomas.edu/dining/](http://www.thomas.edu/dining/) for more information.
- No logo merchandise or alcohol can be purchased with Board Bucks (monies associated with Board plans). Terrier Bucks may be used to purchase all goods and services in the Dog Pound, Jeanie's Café and Campus Store.
- Board bucks or Terrier bucks may be used to purchase meals for a family member or guest.
- The College reserves the right to suspend or terminate a student's food contract due to behavior that the staff deems inappropriate. The College will not be held responsible for refunds in the event that a student is prohibited from eating in the Dining Center.
- Anyone caught throwing food or being disruptive will be subject to disciplinary action.

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## **DISABILITY SERVICES**

(Ayotte Center, Room AD-127: Lisa Desautels-Poliquin, Vice President for Student Affairs, Ext. 243)

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

## **EMERGENCY LOAN FUND**

(Ayotte Center, Room AD-104: Student Financial Services, Ext. 105)

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

## **HEALTH CENTER SERVICES**

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

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

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

When the Health Center is not open, students may seek health care for minor injuries or illness in the local Outpatient/Express or Urgent Care Department. For severe illness or injury, students can go to the local Emergency Department.

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## **\*Student Athletes**

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

## **Sports Injury**

Thomas College provides athletic training coverage for student-athletes while they are participating in intercollegiate athletics. The Athletic Trainer's office is in Room AD-117 in the Ayotte Center. In all instances involving injuries, athletes should contact their coach immediately if they are injured and follow up with the Athletic Trainer for treatment.

## **Student Health Insurance Coverage**

Students registered for nine credits or more are required to carry health insurance. A student health insurance plan is available for students without their own health coverage. Students who have a change in policy while enrolled at Thomas must notify Student Financial Services immediately.

## **International Student Health Insurance**

All international students (F1 and J1 visas) are automatically enrolled in the Thomas College Student Health Insurance plan. Students who choose to waive the Thomas College Health Insurance plan **MUST provide proof of a United States based health and accident insurance** that meets or exceeds the minimums available through the HTH Worldwide Global Student USA International Insurance Plan ([hthstudents.com](http://hthstudents.com)). The waiver form, Verification of Medical Insurance Form and insurance policy must be received and on file before moving into campus housing, participating in college activities and/or attending classes (regardless of the number of credits for which they are registered). Students must remain fully covered for the entire time that they are enrolled as a Thomas College student.

- Students who have a change in policy while enrolled at Thomas must notify Student Financial Services immediately.
- Students must have complete and up-to-date health and immunization records on file with the campus Health Center before moving into housing and/or starting classes.

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## IT SERVICES

(Alfond Academic Center, Room AL-134: Christopher Rhoda, VP for Information Services and CIO, Ext. 124)

The College provides many information technology services to enhance learning and living on-campus including state-of-the-art facilities, cloud-based services, Internet and Internet2 connections, Wi-Fi 5 (802.11ac, Wave 2), e-mail, storage, web-based collaboration systems, e-portfolio systems, smart HD-equipped interactive classrooms, a learning management system, video production and editing systems, a variety of software, 275+ workstations, sign-out equipment, dozens of servers and a secure video conferencing system with dial-in phone and recording capabilities.

Each student is assigned an account giving single-sign-on access to Office 365, Adobe's cloud, Google Apps, e-mail, Intranet, Moodle and more. A web-based student information system (MyThomas) provides access to class schedules, student grades, student bills, and other information. A Microsoft Campus Agreement allows undergraduate and graduate students to upgrade to the latest version of Windows, download/install Office Pro Plus or Office for Mac and use Office 365 cloud services (including OneDrive, SharePoint, Teams, Office Web Apps and Office Mobile for iPhone/Android/iPad) on five devices for no additional cost while taking courses at the College. Internet and Internet2 access is provided by a 10G connection.

The computer labs and clusters at Thomas are comprised of Windows 10 computers running the latest version (1903). Students have access to printers and computers 24x7 in our Alfond Academic Center and residence hall buildings. Technical assistance, training and sign-out equipment is available from our Service Desk in the center of the Alfond Academic Center. Microsoft Office 365 Pro Plus (Outlook, Word, Excel, Access, PowerPoint, Publisher), Adobe Creative Cloud, Visual Studio, Project, Visio, Minitab, QuickBooks and many programming languages are available campus wide.

Facilities are staffed by several full-time staff and part-time work-study staff. The facilities are generally open Monday through Thursday, 7:30 a.m. to 11:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday, 8:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 11:00 p.m. Wi-Fi 5 (802.11ac Wave 2) wireless network access is provided throughout campus. 5Ghz connections are strongly recommended. Older 2.4 Ghz connections are also available but may not work in all areas due to limitations with this older technology. Residence hall rooms also have secure high-speed wired network connections and over 55 channels of HD cable TV services. A student affairs channel is available on lobby monitors around campus. Discounted rates are available to Thomas students for various software, hardware and services detailed on the MyThomas system.



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## Telephone Options for Residents

### 1. Your personal cellphone

- Favored by most students.
- You may want to change your phone number to a local number for the next four years.
- Both CDMA and GSM networks (used by most carriers) work well on our campus.
- Verizon wireless seems to have the best signal and highest speed data service.
- AT&T and U.S. Cellular systems seem to work well, too.
- Sprint phone users roam since their network doesn't go above Portland.

### 2. House phones

- Available in many lounges, halls, or common spaces.

### 3. Teams (part of Office 365)

- For \$30 per academic year, Cloud PBX can be added to provide voicemail and phone services (voice messages are delivered to Outlook).
- For \$145 per academic year, unlimited U.S. phone calls may be made to/from Teams installed on your computer or smartphone (requires Cloud PBX).
- For \$290 per academic year, unlimited international and U.S. phone calls may be made to/from Teams installed on your computer or smartphone (requires Cloud PBX).
- For \$15 per academic year, PSTN Conferencing can be added (allowing students to host phone-based conference calls) (requires Cloud PBX).

## JUDICIAL REVIEW BOARD

(Advisor TBD) The Board is comprised of seven - nine students who are approved by the Student Senate. This panel hears cases of alleged major violations of the Conduct Code (excluding the Sexual Misconduct Policy) or cases referred by a Judicial Officer. Using a standard of preponderance, the Judicial Review Board has the authority to determine whether or not a violation of campus policy has occurred and to recommend sanctions to the Vice President for Student Affairs in accordance with the severity and nature of the violation.

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## **LIBRARY SERVICES**

(Alfond Academic Center: David Smith, Librarian, Ext. 235; Jeff Ferguson, Academic Support and Service Desk Manager, Ext. 215)

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 6,000 in-house print and media items, the Library offers 24/7 on-and off-campus access to general and discipline-specific online resources containing abstracts, full-text articles, and e-books. The Library collection includes a wide variety of computer and audio-visual equipment available for short-term loans to students for course-related activities, such as digital video camcorders, microphones, laptop computers, tablets, and video-data projectors. Any student with a valid Thomas College ID card may borrow materials from the library.

The library contains computer workstations, a video collection, reference material, a general circulating collection and the Service Desk. The library offers a variety of sitting areas and seven study rooms. The library has been designated as a "quiet space" and while quiet talking is permitted, students are encouraged to use other common spaces for activities that may become loud and disruptive to others. Information Services supports the Student Print Center and a second floor Media Lab with a One-Button video recording Studio in support of student projects. Students are encouraged to contact our professional library staff for group or individual assistance in the use of online and print resources, computer applications, and general research techniques.

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

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

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Holiday, vacation, and summer hours vary and are posted on the academic TV located in the Library Commons and on the library website under the “Hours” link. The library staff also notifies students about changes in hours of operation via email, so students are encouraged to read emails sent by the library staff.

### **Borrowing Rules**

All library materials are checked out and returned to the library at the Service Desk. Books borrowed from the library are due three weeks from the initial loan date and are subject to recall before the three-week due date. Students have ten days from the date of the recall notice to return a recalled book without penalty. DVDs are due seven days from date of checkout.

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

Audio-visual equipment and computers are borrowed by the hour from the library and are due back by the end of the approved loan period. All equipment must be returned on time or patron will accrue fines. Due dates for Interlibrary Loan items vary by the lending library and are determined at the time of check out at the Thomas College Library. The library does not provide long-term equipment loans and does not allow equipment to be taken off campus over breaks.

### **Fees & Fines Policy**

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

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

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

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be billed for replacement plus all fines. Student library users are subject to the following schedule of fees and fines.

### **Fines Schedule**

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

### **Lost, Damaged or Unreturned Items**

- The fee for lost or damaged books and DVDs will be \$75.00 per item, plus a non-refundable \$10.00 processing fee. If the replacement cost of an item exceeds the \$75.00, the user will be charged the full replacement cost of the item plus the processing fee.
- If recalled materials are not returned at the time the maximum fee is reached, the user will also be billed for the cost or replacement.
- Users who remove Reserve items from the library will be charged the full replacement value of the item plus a non-refundable \$10.00 processing fee.
- Students who do not return inter-library loan materials will be charged a replacement and processing fee set by the lending library.
- Damaged inter-library loan materials are subject to the same replacement charges as items not returned.
- Exceptions to the fine schedule may be made at the discretion of the Director of Library Services.

### **Circulating Equipment**

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

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

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### **Abuse of Privileges, Theft or Mutilation**

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

## **RECREATION AND INTRAMURAL PROGRAMS**

(Harold Alfond Athletic Center: James Delorie, Assistant Dean for Student Engagement, Ext. 183)

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

All users of the Athletic Center must have a liability form accepted and agreed upon. The liability form can be found on your My Thomas page under Student Affairs. Please open and review the document and then click *yes* that you read and agree to the terms. This will keep your file up to date.

## **RESIDENTIAL LIFE AND HOUSING**

(Ayotte Center, Room AD-127: Hannah Gladstone, Dean of Students/Director of Residential Life and Housing, Ext. 216; Miranda Piscopo, Area Coordinator, Ext. 109, Village, Bartlett and Townhouse Residences; Johnathan Atkinson, Senior Resident Director, Ext. 305, GPH and Hinman Hall)

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

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## STUDENT LIFE

(Alfond Athletic Center: James Delorie, Assistant Dean for Student Engagement, Ext. 183; Spann Commons, Room 115: Michael Sales, Coordinator of Student Life, Ext. 247)

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

### Student Clubs and Organizations

The clubs and organizations available may vary from year to year depending on student interest. Contact the Coordinator of Student Life if you have a need or interest that is not being met by any of the current active clubs and organizations. New clubs and organizations started in the previous academic year are indicated with a \*.

- **Accounting Society:** TBD, Advisor - The purpose of the society is to foster close relationships among accounting students, alumni engaged in accounting activities, the accounting faculty, and practicing accountants. The society complements classroom work by providing a forum for visiting lecturers, an opportunity for field trips, and an informed association for those seeking careers in accountancy.
- **Alpha Chi Honor Society:** Prof. Tracey Horton, Advisor - Alpha Chi is a coeducational national college academic honor society that admits students from all academic disciplines. Since 1922 its purpose has been to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership is limited to the top 10 percent of the institution's juniors and seniors and is by invitation only based on this criterion.
- **Art and Design Club:** Prof. Judy Hansen-Childers, Advisor – The Art and Design Club strives to offer creative outlets for students to express themselves. Programs center around collaborative creation of art through exploration, creativity and fun.
- **Black Student Union:** Prof. Richard Biffle and Johnathan Atkinson, Senior Resident Director, Advisors – Promote unity through sharing black culture and providing students with a safe platform to express their diversity and learn about other cultures, social injustices and the advancement of the minority population.
- **Business Leadership Club:** Prof. Rick Saucier, Advisor – The

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business Leadership Club is open to all students with a desire to put their skills to use. Select club members will travel to the Society for Advancement of Management conference to participate in a case-study competition. On campus, the group promotes good business practices and professionalism.

- **CAB (Campus Activities Board):** Michael Sales, Coordinator of Student Life, Advisor - The Campus Activities Board (CAB) is a student group responsible for programming campus-wide social and cultural activities. CAB members plan, coordinate, and oversee all aspects of most special event programming that occurs throughout the year. Membership is open to all students wishing to have a voice in the types of events sponsored on campus.
- **Club Green Thomas:** Prof. Steve Kahl, Advisor – Club Green Thomas is a club where students who want to help guide the campus into a more environmentally friendly future can come together. The club will work directly with the student body to put forth activities and events to educate students about sustainability in their daily lives while living on the Thomas College campus.
- **Criminal Justice Club:** Prof. Steven Dyer, Advisor - The Criminal Justice Club provides opportunities for students who have a common interest in law enforcement. The group participates in activities and seminars that enable them to make contacts and learn valuable information that will assist them in their chosen career path.
- **Dance Team:** Michelle Casavant, Director - This Performing Arts organization provides the opportunity for students to learn various dance styles and perform them for the campus and community. The director provides a comfortable, relaxed, and energetic atmosphere for students to learn and develop.
- **Education Club:** Advisor TBD – The Education Club was created for education members who enjoy opportunities to learn outside the classroom. The club sponsors fundraisers, activities for children, and attends and hosts workshops that are geared toward expanding their knowledge regarding the education field.
- **Entrepreneurship Club:** Mike Duguay, Advisor – the purpose of the Entrepreneurship Club is to help students get involved with entrepreneurship opportunities. Through this club, they will be able to get information about what entrepreneurship is and make valuable contacts in order to move forward in the business field as they grow professionally.
- **Esports:** Martin Schelasin, Coach – At Thomas College, Esports are recognized as a varsity program. The Thomas Esports teams have access to a fully equipped training facility armed with 10 Alienware Area 51 Threadripper computers, a full arsenal of Alienware peripherals, Vertagear gaming chairs, and 3 console-equipped TVs. This facility, the Thomas Esports CAVE (Competitive Academic

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Varsity Esports, is available to players seven days a week. As would be expected with any varsity program, Thomas Esports athletes are held to high academic standards and provided with impressive resources to pursue their passion. Players for Thomas Esports are given access to a top-of-the-line facility, are led and taught by an ex-pro Head Coach in structured practices and are afforded travel and accommodation to major gaming events and competitions.

- **Gaming Club:** James Delorie, Assistant Dean for Student Engagement, Advisor - TCGC is for students interested in raising campus awareness of the advancements of modern technology and alternative gaming. In addition, they organize campus activities using technology and gaming to promote community development on the weekends.
- **International Club:** Prof. Richard Biffle, Advisor – The International Club is open to all students wishing to share a global experience with Thomas students. The club promotes diversity, sharing cultures and, above all, having fun. The club organizes events and activities to bring the campus together, while also educating on the many differences in backgrounds, cultures and traditions that make up the Thomas College community.
- **Intramurals:** James Delorie, Assistant Dean for Student Engagement - The Purpose of the Harold Alfond Athletic Center is to provide recreation and intramural opportunities to the Thomas College students. Programs and activities that promote fitness, health and wellness will be a primary focus. Competitive and non- competitive activities will serve to promote good sportsmanship, respect for self, others and teamwork.
- **Investment Society:** Prof. Jim Libby, Advisor – The Investment Society promotes investment literacy at Thomas College through programs, lectures, forums, and study groups. Membership is open to all students, regardless of major.
- **JMG (Jobs for Maine Graduates) Club:** Mitch Donar, JMG College Success Specialist, Advisor – JMG serves to aid in improving work/life skills for students through community outreach, leadership opportunities and volunteer work. JMG club is open to all students, regardless of JMG status.
- **Judicial Review Board (selected):** TBD, Advisor - The Judicial Review Board provides students with the opportunity to participate with the faculty and administration in the disciplinary function of the college. Comprised of seven-nine students, the Board meets to review alleged violations of campus policy referred to them by a College Judicial Officer. Under the philosophy of helping students make better choices and assume more responsibility for their actions in the community, the Board utilizes an educational model. The Judicial Board renders decisions and when appropriate makes recommendations for sanctions.



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- **Kappa Delta Phi Fraternity:** Jeannine Bosse, Senior Director of Student Financial Services, Advisor - Kappa Delta Phi National Fraternity has existed since 1900 and has twenty-four chapters on campuses throughout New England. Kappa Delta Phi is a professional, educational, business, and social fraternity. NU chapter (Thomas College) was founded April 23, 1960.
  - **League of Legends Club:** Prof. Jonathan Grady, Advisor – League of Legends Club offers regular LOL tournaments and meet ups. Members are challenged to build skill sets with the goal of playing against other LOL teams in organized competitions.
  - **Love Your Melon (LYM) Club:** Abby Dooley, Senior Admissions Counselor, Advisor – LYM supports, advocates for and raises awareness of the company "Love Your Melon". Love Your Melon is an apparel brand dedicated to giving a hat to every child battling cancer in America as well as supporting nonprofit organizations who lead the fight against pediatric cancer.
  - **Music Club:** Prof. Joe Scozzafava, Advisor - The Thomas College Music Club provides an opportunity for all members of the Thomas community (students, faculty, and staff), regardless of level of experience, who play a musical instrument or sing to come together and play music. Workshops geared towards music are provided throughout the year. The Music Club also sponsors monthly Open Mic Nights.
  - **Orientation Leaders (selected):** Lisa Desautels-Poliquin, VP for Student Affairs; Hannah Gladstone, Dean of Students; and Michael Sales, Coordinator of Student Life, Advisors - Orientation Leaders are selected in the spring to help plan and later implement the Fall Orientation Program for incoming students. OL selections are based upon a student's demonstrated potential for student leadership and involvement at Thomas. The OL team participates in a Leadership Training program during August to assist them in their development as student leaders.
  - **Peer Tutors (selected):** TBD, Peer Tutoring Coordinator - The Student Success Center provides tutoring for all students upon request during drop-in hours and by appointment. Subjects tutored include accounting, computer science, criminal justice, economics, finance, history, management, marketing, math, political science, Praxis preparation, psychology, science and writing. Peer tutors receive extensive training and work to help students further develop their academic skills, prepare for quizzes and exams, and plan how to approach papers and other projects.
  - **Phi Beta Lambda (PBL):** Prof. Roberta Tibbetts and Prof. Mark Marsolais, Advisors - The Thomas College chapter of this national organization provides opportunities for Thomas students to develop vocational competencies in business as well as civic and personal responsibility. It sponsors speakers, a joint professional conference with

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students at other business institutions, and regional business-teacher conferences. It also contributes to the Business Education Association of Maine, promotes social events throughout the year and maintains a liaison with area high schools.

- **Residents Assistants (selected):** Hannah Gladstone, Dean of Students/Director of Residential Life and Housing; Johnathan Atkinson, Senior Resident Director; and Miranda Piscopo, Area Coordinator - Resident Assistants (RA's) are undergraduate student staff who live in the residence halls and act as peer advisers, resources, and programmers to resident students. Their primary responsibility is getting to know the students they live with and helping them to make the most of their Thomas College experience by fostering a sense of community. The RA's are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the RA on duty for their building/area, provide programming opportunities for the residents, enforce policies, and can mediate roommate and floor issues as needed.
- **Rotaract:** Prof. Earl Watts, Advisor – a group tied to Rotary, membership regularly participates in service projects that make an impact in the local community. Rotaract fosters professional and leadership skill development opportunities as well.
- **Special Olympics Club:** Mike Zemrak, Assistant Athletic Trainer, Advisor – The Special Olympics Club coordinates on-campus Special Olympics competitions and promotes inclusivity on campus. The club supports and advances Special Olympics initiatives and promotions when necessary.
- **Student Ambassadors (selected):** Melissa Rice, Campus Visit Coordinator - Ambassadors are selected upper classmen who are the first voice and face of Thomas College. Ambassadors provide a warm welcome and campus tours to prospective students, families and alumni. As they lead them through campus, they share college facts, their personal story and how Thomas has provided opportunities for them to learn, grow and transition forward. Ambassadors are a vital part of the Admissions staff as well as the entire Thomas College community.
- **Student Athletics Advisory Committee:** Peri West, Head Lacrosse Coach, and Mike Zemrak, Assistant Athletic Trainer, Advisors – The Student Athletic Advisory Committee strives to promote a positive student athlete image, while also promoting communication between student athletes and the administration. The group also plans and co-sponsors events, activities, and community service efforts on and off campus.
- **Student Philanthropy Team:** Erin Baltus, Assistant VP of Advancement, Advisor – SPT aims for peer-to-peer education about philanthropy, while also raising money for the Thomas Fund. The group organizes unique fundraisers to enhance the Thomas experience for all.

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- **Student Senate:** Hannah Gladstone, Dean of Students, Advisor - The student body of Thomas College annually elects the Student Senate, the governing body for all students. The Student Senate concerns itself with the betterment of Thomas College by working closely with representatives of the College administration and faculty and by informing them of student opinions and reactions. The Senate also represents the students in the formation and execution of policies concerning their general welfare and funding of student clubs and groups.
  - **Yearbook (*The Thomasonian*):** Dena Wade, Administrative Assistant for Student Affairs, Advisor – The *Thomasonian* is created for students by students. It offers opportunities for experience in photography, layout design, sales and many other production positions. The yearbook provides a way for students to have life-long memories of their collegiate experience.

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

### **Performing Arts**

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

Music, organized through our Music Club, allows students of any level from beginner to expert the opportunity to play a variety of instruments or sing during weekly “meetings” or jam sessions. Students can collaborate with others, learn to play a new instrument, or work independently to practice a specific piece they are working on. Furthermore, through monthly Open Mic Nights, students can perform through a variety of other mediums such as poetry, comedy, acting, magic, and more, in addition to playing music and/or singing.

### **Yearbook (*Thomasonian*)**

The *Thomasonian* is created for students by students. It offers opportunities for experience in photography, layout design, sales, and many other production positions. Each student at Thomas College receives a yearbook. If a student does not wish to receive a yearbook, the student must sign and return a waiver slip by September 20, 2019 (new students for spring semester must sign and a return waiver by January 20, 2020) requesting that the yearbook charge be removed from his/her bill. Waivers received after the deadlines will not be processed and the yearbook charge will remain on his/her bill. Yearbooks are distributed in the fall to returning students and are mailed to graduated seniors.

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## **STUDENT SENATE**

(Ayotte Center, Room AD-127; Hannah Gladstone, Advisor, Ext. 216)

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

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

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

## **STUDENT SUCCESS CENTER**

(Alfond Academic Center, Room AL-112/AL-124: TBD, Peer Tutoring Coordinator, Ext. 169; Room AL-111: Ashlee Fecteau, EDGE Coordinator, Ext. 209; Room AL-124: Crystal Leavitt, Student Success Coordinator, Ext. 141; Room AL-110: Debbie Cunningham, Vice President of Student Success, Ext. 297, AL-122)

The Student Success Center (SSC) offers academic assistance and support to all Thomas students. The center provides peer tutoring for all students and professional academic coaching upon request. The SSC also administers the EDGE and Maymester programs. The staff includes the Peer Tutoring Coordinator, the EDGE coordinator, the Academic Coach and peer tutors.

Peer tutoring and small group study sessions are available for writing, math, economics, finance, business, accounting, Praxis preparation, psychology, sociology, and science. These services offer students opportunities to review, prepare for tests, work on papers and other projects, and strengthen skills.

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

### **TITLE III STRENGTHENING INSTITUTIONS PROGRAM**

(Room AD-208A: Jes Crowell, Title III Director, Ext. 214; Room AL-124: Matthew Nash, Title III PLTL Coordinator, Ext. 375; Room AD-220F: Amanda Reagan, Title III Grant Specialist, Ext. 352; Room AD-203A: Cote Theriault, Title III Data Analyst, Ext. 376)

Thomas College was awarded a \$2.3 million grant (to be received over five years) from the United States Department of Education's Title III Strengthening Institutions Program to support the success, retention, and graduation of their students. The grant will allow Thomas College to increase services for currently enrolled students; develop data analytics to support success and on-time graduation of students; and support faculty and staff development to increase the on-time graduation of students that are first-generation and/or from low-income families. The project will provide peer-led team learning, intensive classes, and academic coaching for participating students.

Title III Strengthening Institutions Program grant will assist Thomas College in the development and improvement of academic success through programs such as the Early Start Academy (ESA), the Peer-Led Team Learning (PLTL) Program, and the Title III May Intensive.

Early Start Academy is designed specifically to help first-year students transition to life at Thomas College by giving students opportunities to engage with coursework, earn early college credit, make connections, and locate campus resources prior to the start of the fall semester. The students who participate will also receive academic coaching throughout their first year at Thomas College.

The Peer-Led Team Learning Program utilizes collaborative workshops to increase student understanding and help all students master course concepts. During the workshops, students will complete real-world, problem-solving exercises that are tied directly to course content under the guidance and support of a Peer Academic Leader (PAL).

The Title III May Intensive allows students to get back on schedule for on-time, four-year graduation, hone scholastic skills through intensive coursework, and learn academic task management through a structured schedule.

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## **TRIO STUDENT SUPPORT SERVICES**

(Alfond Academic Center, Room AL-115: Zahayra Razo, TRIO Specialist, Ext 205 and Jonte Roussel, TRIO Specialist. Ext. 169)

The TRIO Student Support Services (SSS) program is federally funded through the U.S. Department of Education to increase the retention and graduation rates of eligible students. TRIO SSS participants work with an academic coach to create individualized success plans focusing on academic development, financial literacy, personal development and professional development to help translate personal goals into action. The TRIO SSS program also includes educational workshops, cultural events, a May intensive course and leadership development opportunities.

Eligibility requirements: All first-generation students, students from modest-income families and students with disabilities seeking a four-year degree at Thomas College.

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

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# ACADEMICS

(Ayotte Center: Academic Affairs Office, AD-204, Ext. 362)

## CORE COMPETENCIES

*"Those we serve are the foundation of our future."*

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

*~ From the Thomas College Mission Statement*

### I. Communications

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

### II. Leadership and Service

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

### III. Critical Thinking, Analytical Reasoning and Problem Solving

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

Students communicate their findings using the appropriate tools for a specific problem or project.

### IV. Community and Interpersonal Relations

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

### Thomas College Diversity Statement

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

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## ACADEMIC HONESTY

Students are expected to do assigned work themselves, to write papers in their own words (extensive quoting suggests a failure to master the material), and to cite sources appropriately and accurately. Taking credit for work not one's own is a serious offense. It can take several forms:

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

### Penalties

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

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



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Should the student wish to appeal the instructor's finding of academic misconduct, he or she may file a written appeal with the School Chair within one calendar week of the decision of the instructor. After consultation with the instructor and the student, the School Chair may deny the appeal (in which case the decision of the faculty member stands) or accept the appeal and recommend an appropriate course of action. (If the faculty member in question is the School Chair, an alternate Chair will function in his or her capacity during the appeals process.)

Should the faculty member or the student wish to appeal the decision of the Chair, that appeal should be made in writing to the Provost within one calendar week of the Chair's decision. The decision of the Provost is final.

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

Decisions of the Academic Affairs Committee may be appealed to the Appeals Board within one calendar week of the decision of the Academic Affairs Committee.

Appeals must be based on the basis of new evidence or when there is reason to believe that proper procedure has been violated but may not be appealed solely on the basis of dissatisfaction with the sanction. There is no further appeal beyond the Appeals Board.

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

## **ACADEMIC WARNING, PROBATION AND DISMISSAL**

### **Academic Warning**

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

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## **Academic Probation Guidelines**

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

### **Four-Year Programs**

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

### **Two-Year Programs**

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

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

## **Satisfactory Academic Progress**

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

### **Four-Year Programs**

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

### **Two-Year Programs**

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

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

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## **Academic Dismissal Guidelines**

When, in the opinion of the Academic Affairs Committee, a student is not making satisfactory academic progress, the student may be dismissed from the College, whether or not he or she had been previously placed on academic probation. Dismissal may occur at the end of any academic term. The Academic Affairs Committee makes decisions about academic dismissal on a case-by-case basis. The following guidelines are considered (but are not binding):

### **Four-Year Programs**

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

### **Two-Year Programs**

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

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

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

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

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

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

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

### **Academic Disciplinary Dismissal**

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

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

### **Graduation Information**

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

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

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

## **ATHLETIC POLICY**

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

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

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

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

Practices are not considered as part of this policy.

## **RIGHT TO PRIVACY**

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

### **Annual Notification**

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

### **Definitions**

For the purpose of this policy the following definitions apply:

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

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

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

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

### **Disclosure of Educational Records**

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

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

#### **A school official is:**

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

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

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

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15. To comply with a judicial order or a lawfully issued subpoena.
  16. To appropriate parties in a health or safety emergency.
  17. Directory information so designated by the College.
  18. The results of any disciplinary proceeding conducted by the College regarding sexual violence, to the complainant and respondent.

### **Directory Information**

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

### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records. [Note: see Disciplinary Procedures for Appeal Process related to Disciplinary Records.]

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

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6. If Thomas College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
  7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Thomas College discloses the contested portion of the record, it must also disclose the statement.
  8. If Thomas College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

### **Procedure to Inspect Education Records**

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

### **Maintaining of Disciplinary Records**

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

### **Right to Refuse Access**

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

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



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### **Refusal to Provide Copies**

Thomas College reserves the right to deny transcripts or copies of records required to be made available by FERPA in any of the following situations:

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

### **Fees for Copies of Records**

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

## **TYPES, LOCATIONS & CUSTODIANS OF EDUCATION RECORDS**

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

### **TYPE**

**Admissions Records**, Registrar  
**Alumni Records**, Director of Alumni  
**Records**, Director of Athletics  
**Records**, Campus Counselor  
**Cumulative Academic Records**, Registrar  
students and former students  
after graduation or withdrawal)  
**Disciplinary Records**, VP for Student Affairs  
**Financial Aid Application**,  
Student Financial Services Assistant  
**Financial Records**,  
Senior Director of Student Financial Services  
**Health Records**, Director of Health Services

### **LOCATION**

Registrar's Office  
Alumni Office **Athletic**  
Athletic Office **Counseling**  
Counselor's Office  
Registrar's Office (current  
Student Affairs Office  
Student Financial Serv.  
Student Financial Serv.  
Health Center

### **Publicity Waiver**

Thomas College assumes authority to use photos/videos of students taken on campus or at college related functions/events. These photos may be used for inclusion in the Thomas yearbook, publications, displays, exhibits, advertising, website, social media or other similar marketing and promotions through various offices including Public Relations. Students who do not wish to have their photo used for these purposes must notify the Office of Student Affairs in writing.

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# STUDENT CONDUCT CODE

## STATEMENT OF GENERAL PRINCIPLES

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

## JURISDICTION

### To Whom Policies Apply

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

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

### The Conduct Code applies for all actions:

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

### Authorized Personnel

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

- Safety and Security Officers
- Dean of Students
- Residential Life Staff
- Vice President for Student Affairs

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## Disciplinary Records

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

## DEFINITIONS

- Appeals Board: a five-member panel appointed by the Provost and Vice President for Student Affairs/designee and is made up of at least two Thomas College faculty and at least one Thomas College staff member, and one student not already serving on the Judicial Review Board. The Appeals Board will only review outcomes referred to them by the Vice President for Student Affairs/designee or Provost in accordance with College policies.
- College: Refers to Thomas College.
- College Related Property & College Related Personal Property: Property as is held by members of the faculty, administration or by other College officers or employees as a direct result of and in connection with their service for the College, and such property as is held by College-approved organizations. College-related personal property shall also include any document or record issued or purporting to be issued by the College.
- Incident Report: The documentation of a person's actions and/or behavior which are determined to have violated the Conduct Code or other College policy or community standard. Incident Reports are sent to the Dean of Students and Residential Life professional staff for initial review. Formal or Informal disciplinary action may result if a violation of the Conduct Code is found to have occurred. Additionally, an Incident Report may be filed whenever a situation arises that presents a concern for the health, safety, or well-being of an individual(s) or the campus community.
- Judicial Officer: Violations that are considered minor infractions of the Conduct Code, or violations that are disruptive and/or disrespectful where the student behavior is expected to change are sent to a Judicial Officer for review. The Dean of Students, Assistant Dean for Student Engagement and the Residential Life professional staff or designee shall serve as campus Judicial Officers. If necessary, the Vice President for Student Affairs may also serve as a Judicial Officer or appoint additional Judicial Officers. A Judicial Officer will also review incidents during times when the Judicial Review Board is not in session, or at times, incidents referred by the Vice President for Student Affairs.
- Judicial Review Board: Alleged violations that are considered major infractions of the Conduct Code or campus safety/policy (excluding the

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Sexual Misconduct Policy), repeated minor violations that show a disregard for the Thomas community, or incidents referred by a Judicial Officer are reviewed by the Judicial Review Board. The Board is comprised of seven to nine full time undergraduate or graduate day students selected from an applicant pool and an advisor appointed by Dean of Students. Members serve as an active board for any Judicial Review Board Hearing, to review the incident, determine if a violation of campus policy has occurred, and make appropriate recommendations to the Vice President for Student Affairs for sanctioning. A minimum of five students are required for quorum. (Exception: Incidents involving allegations of the Sexual Misconduct Policy, if necessary, are reviewed in accordance with the Sexual Misconduct Policy).

- Judicial Review Board Appeals Committee: The Appeals Committee of the Judicial Review Board is comprised of the Judicial Review Board Chairperson, the Advisor and one member. This committee shall meet to determine if an appeal to the Judicial Review Board meets the criteria to warrant a review. If the appeal meets the criteria a review hearing will be scheduled with the Board. If the appeal does not meet the criteria the appeal will be denied, and the student notified.
- Policy: The written regulations of the College as found in, but not limited to the College Conduct Code, Student Handbook and course catalogs.
- Real Property: Property held in any manner, whether owned, rented, chartered, or otherwise engaged by the College.
- Sanction: The penalty or penalties subsequently imposed upon an individual, group or club/organization as a result of a violation of the Conduct Code.
- Sexual Misconduct Board: The Sexual Misconduct Board is a three-member board comprised of Thomas College staff and faculty. The Board reviews allegations of the Sexual Misconduct Policy referred to them by the Title IX Coordinator. A Title IX Coordinator or his/her designee serves as the Chair at the hearing, in addition to the three members, but does not vote.
- Standard of Proof: Defined as preponderance of the evidence to support the finding of a violation indicating that there is more likely than not reason to believe that a violation has occurred.
- Student: Includes all persons taking courses at, through, or in affiliation with the College, both fulltime and part-time and in undergraduate, graduate, professional studies, or those who attend institutions other than Thomas College and who reside in College residence halls or are engaged in an academic program or class at Thomas College. Persons engaged in a faculty-led, third-party provider, or any other College approved study abroad and who are not officially enrolled for a particular term, but have a continuing relationship as a student with the College are considered students.

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## **DISCIPLINARY PROCEDURES**

The disciplinary process seeks to be educational and is not a court of law. Therefore, determination of violation is based on preponderance of information. Hearings are not open meetings; only those individuals directly involved in the incident are permitted to attend as outlined in the Disciplinary Process. Note: The only exception is in instances of alleged sexual misconduct, where students may select an advisor of their choice (see Sexual Misconduct Policy). Because of this, students are expected to be cooperative and honest in providing information. Also, Thomas does not give consent to having any portion of the disciplinary process, including hearings, recorded.

Incidents are reviewed/heard at two levels: Judicial Officer and Judicial Review Board. The seriousness of the incident determines which hearing process is used. [Note: Incidents involving alleged violations of sexual misconduct will be reviewed according to the Sexual Misconduct Policy.]

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

### Disciplinary Process Flowchart:

- Alleged violation of campus policy
- Incident Report filed
- Judicial Officer e-mail notification to student of Judicial Hearing/Review
- Judicial Hearing/Review with Judicial Officer
- Judicial Officer collection of information from all students/staff involved
- Judicial Officer outcome based on preponderance of the evidence
  - Outcome of No Violation issued to student via e-mail
  - Outcome of Violation issued to student via e-mail
    - Sanctions imposed and outlined in outcome letter or outcome of referral to Judicial Board
    - Appeal process available for 3 business days following delivery of outcome

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### Disciplinary Process Explained:

1. A potential violation of the Conduct Code or campus policy is documented in an Incident Report and filed with the Student Affairs Office.
2. Incidents are reviewed by the Dean of Students and those serving as Judicial Officers.
3. Students involved in an alleged violation documented in an Incident Report will be notified by a Judicial Officer, as soon as possible, that an Incident Report has been filed.
4. Communication with students will be delivered in writing via campus e-mail or through campus mail. Students are responsible for retrieving their e-mail and campus mail within 48 hours. Failure to do so is not an acceptable excuse for delaying the judicial process or reason for appeal.
5. All persons involved in an incident may be required to meet with the Judicial Officer in order to gather information and details regarding an incident. This hearing/review will be scheduled by the Judicial Officer and those involved will be notified in writing of the scheduled hearing/review.
6. Students who fail to appear at the appointed time or fail to request to reschedule prior to the time of the original appointment, waive their right to a Hearing and may be found in violation for Failure to Attend a Judicial Hearing. In a student's absence, the Judicial Officer will determine responsibility based on information available at the time of the Hearing. A student forfeits their right to appeal any Judicial outcome if they missed a Judicial hearing/review.
7. At the Judicial Officer hearing/review, those persons involved with the incident will be given an opportunity to review the Incident Report and to voice their own account of the incident in individual meetings. The Judicial Officer will meet with persons involved with the incident in order to determine if a violation has occurred or if the incident needs to be referred.
  - a. If it is determined that a violation has occurred, the Judicial Officer will impose an appropriate sanction and notify, in writing, the students involved.
  - b. If it is determined that a violation has occurred, and the student involved is a registered Athlete at Thomas College, the Athletic Director or designee will be notified.
  - c. If it is determined that a violation did not occur, the Judicial Officer will notify the student in writing of this outcome.
  - d. Alleged incidents involving serious infractions of campus policy, students with repeated violations or at a Judicial Officer's request will be forwarded to the Judicial Review Board for review. The Judicial Officer will notify the Judicial Review Board and coordinate this hearing.

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8. Should a Judicial Review Board hearing be necessary, written notification of the date, time, and place of the hearing will be sent to persons involved. Students who fail to appear at the appointed time, waive their right to a Hearing and may be found in violation for Failure to Attend a Judicial Hearing. In a student's absence, the Judicial Review Board will determine responsibility based on information available at the time of the Hearing. A student forfeits their right to appeal any Judicial outcome if they missed a Judicial Review Board Hearing.
  9. If a student has been found in violation, at any level, and a sanction is imposed, the student has 3 business days from time of written notification to appeal a decision based on the criteria outlined (see Appeals).

### **Judicial Review Board Process**

1. Judicial Review Board Hearings are closed Hearings. The only individuals permitted inside are the Thomas community members involved with the incident, Judicial Officer presenting, the Board members and Advisor and Witness(es) as requested by the Board.
2. At the hearing, the Judicial Officer will present the information/incident to the Judicial Review Board.
3. The Board may ask person(s) involved for their statement of the incident and may ask questions of the person(s) involved to clarify and gather additional information.
4. The Board will consider all information gathered from the persons involved with the incident and come to a conclusion based on preponderance of whether or not a violation occurred.
5. The Board will render its findings to the Vice President for Student Affairs or designee.
6. If a violation has occurred, the Judicial Review Board will recommend appropriate sanctions to the Vice President for Student Affairs or designee.
7. The VP for Student Affairs or designee shall either accept, reject, or ask for a modification of the Judicial Review Board recommendation.
8. If the VP for Student Affairs/designee accepts the recommendation (as originally referred or with modification), it shall be final unless appealed within three business days of written notification sent.
9. If the VP for Student Affairs/designee rejects the recommendation of the Judicial Review Board, the incident is automatically referred to the Appeals Board for review and final decision.
10. Individuals directly involved with the Hearing will be notified in writing by the Vice President for Student Affairs or designee of the Judicial Review Board's decision. As necessary, sanctions will be sent in writing to those involved.
11. Failure to comply with a sanction may result in the student being brought back to the Judicial Officer or Judicial Review Board and/or may result in additional disciplinary action.

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## **Appeals**

All appeals must be submitted in writing on the Appeals Form (can be found online or in the Student Affairs Office) to the Vice President for Student Affairs or designee within three (3) business days of having written notification sent of the hearing decision. The VP for Student Affairs or designee will review the appeal or forward it to the appropriate Committee/Board as described below. All appeals will be reviewed in a timely manner. Judicial Decisions may be appealed based on the following criteria:

1. new information that was not available at the time of the original hearing (that could impact the outcome)
2. when there is reason to believe that proper judicial procedures may have been violated.

Decisions may not be appealed solely on the basis of dissatisfaction with the outcome/sanction or if the student did not attend the Judicial Hearing/Review.

### **Judicial Officer Appeal Process**

1. All decisions made by a Judicial Officer may be appealed to the Judicial Review Board. [The exceptions to this are when a student failed to attend the original hearing without an attempt to reschedule, or in situations where the student has admitted to the violation and/or requested that the Judicial Officer take whatever action he/she deems necessary.]
2. Appeals will initially be submitted to the Vice President for Student Affairs or designee. The Vice President or designee will meet with the Appeals Committee of the Judicial Review Board who will determine whether an appeal meets the criteria for review.
3. Only appeals that meets criteria will be scheduled for a review hearing with the Board.

### **Judicial Review Board Appeal Process**

1. Decisions from hearings initially reviewed by the Judicial Review Board may be appealed to the Vice President for Student Affairs or designee.
2. The Vice President for Student Affairs or designee may decide as follows:
  - a. deny the appeal
  - b. uphold the appeal, in which case the original sanction may be waived or altered.
3. Following this decision, the student may request a final appeal with the Appeals Board.
4. This request may be granted or denied by the Vice President for Student Affairs or designee.



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5. If appealed to the Appeals Board, the decision of this Board is final.

### **Appeals Board**

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

1. new information that was not available at the time of the original hearing (that could impact the outcome),
2. when there is reason to believe that proper judicial procedures may have been violated.

Decisions may not be appealed solely on the basis of dissatisfaction with the outcome/sanction or if the student did not attend the Judicial Hearing/Review. The Appeals Board may deny the appeal or uphold the appeal, in which case the original decision may be waived, or the original decision may be altered.

Appeals Board Hearing Procedure: The Appeals Board hearing procedure is as follows:

1. Consideration of type of hearing:
  - a. Student Judicial: an appeal must be submitted in writing using the Appeals Form to the Vice President for Student Affairs or designee within 3 business days of written notice being sent. (see “Appeals”)
  - b. Academic Honesty: an appeal can be submitted in writing to the Provost within one calendar week of the decision of the Academic Affairs Committee. (see “Penalties”)
2. Once either party has submitted an appeal which meets the above criteria, the Appeals Board members will be convened and presented with copies of the documentation.
3. If necessary, the Judicial Review Board advisor will represent the Judicial Board’s decision and process.
4. If required, the persons involved may be asked to present their appeal and why they believe the incident/outcome should be reviewed.
5. The Appeals Board members may question any persons involved.
6. Once the Appeals Board has reviewed all the information, the members will convene and render a decision.
7. The Chair member of the Appeals Board will present the Appeals Board’s decision in writing to the Vice President for Student Affairs or designee or Provost or designee (as appropriate), who will notify the persons involved in writing within 5 business days.
8. The Appeals Board’s decision is final.

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# POLICIES & PROCEDURES

## CLUB AND ORGANIZATION POLICIES

### **Advertising on/off Campus**

Only those events which have been approved by the Dean of Students, Coordinator of Student Life, or Designee will be permitted to be advertised on campus. All advertisements must be consistent with the information submitted for approval. Advertising should be neat and appropriate and should not serve as a fire hazard or obstacle to fire exits. Advertisements may not in any way advertise alcohol or the collection of money for the purpose of purchasing alcohol. Please cooperate to keep our campus looking clean/neat by observing the following guidelines when posting approved advertisements:

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

*Flyers/advertisements to be posted in local venues/communities/otherwise* MUST be approved by the Dean of Students or Designee and Public Relations Office before distribution.

### **Fundraising Policy**

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

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

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## **Funds and Accounts**

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

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

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

## **Planning Events**

Registered student groups need to meet with the Coordinator of Student Life, Assistant Dean for Student Engagement or Dean of Students to plan and coordinate any student sponsored event. A group leader must complete the ***Plan of Action*** (POA) form **no later than two weeks in advance**.

Approval must be obtained by the advisor, instructor, or coach (excluding athletics) of the group and the Coordinator of Student Life, Assistant Dean for Student Engagement or Dean of Students. Completing the POA with approval will recognize and reserve your event on the master activities calendar and on the master campus calendar (if needed). The Coordinator of Student Life, Assistant Dean for Student Engagement or Dean of Students will also be able to assist in reserving facilities and additional planning if necessary.

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

## **Registering Student Groups**

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

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## **Permit for Games of Chance**

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

## **BICYCLES/SCOOTERS, DRONES, ETC.**

Bicycles, scooters, skateboards, roller blades or roller skates are not permitted to be used inside any campus buildings. Due to fire safety concerns, Hoverboards or like devices are not permitted to be used or stored on campus. In addition, drones, quadcopters, and other remote airborne devices are not permitted to be used on campus for reasons of privacy, safety and security. Exceptions for drones will be made for educational or official college business pending advanced approval by the Director of Safety and Security.

## **DISORDERLY CONDUCT**

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

## **DRIVING ON CAMPUS**

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

## **DRIVING TO ENDANGER/EXCESSIVE SPEEDING/DANGEROUS ACTS**

Excessive speed, riding in the trunk, riding on the outside of a vehicle (includes the roof, back of a pick-up, the hood, tailgates, bumpers, running boards, or doors, etc.), or towing a person on roller blades, a skateboard, or anything else by a vehicle is not permitted.

## **EXCESSIVE TICKETS**

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

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## **FAILURE TO ATTEND HEARING**

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

## **FAILURE TO COMPLY**

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

## **FALSIFYING OR TAMPERING**

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

## **FIRE SAFETY/CAMPUS SAFETY**

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

For the purpose of fire safety, BBQ grills may not be used on campus, (with the exception of Dining Services and other approved department events – at which time grills must be away from buildings and parked cars) and may not be stored in student rooms.

## **FIREWORKS AND EXPLOSIVE MATERIALS**

The possession or use of fireworks or explosives on College property is not permitted. Fireworks and explosives are defined as any substance prepared to produce a visible or audible effect by combustion, explosion or detonation. Any appliances that use combustible materials such as fuel are not permitted. This includes kerosene or gas-powered appliances of any nature. Exceptions will be made for educational or official college business pending advanced approval by the Director of Safety and Security.

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## **GAMBLING**

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

### **NCAA Gambling Guidelines**

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

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

## **HARASSMENT**

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

Any physical act or verbal abuse of another individual that is directed at or perceived as offensive in regard to the person's race, ethnicity, gender, religion, age, physical characteristics, or sexual orientation is strictly prohibited by the College. Prohibited acts of this nature may include, but are not limited to, the following:

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

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Acts of intimidation or stalking or bullying will be considered a serious community concern and may result in disciplinary action. **Intimidation** would refer to conduct directed at a specific person (student, staff or faculty) or group with the purpose of creating emotional distress and/or which results in distress for the individual(s). Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer serious emotional distress. Course of conduct is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.” Bullying, defined as:

- a. Repeated and/or severe
- b. Aggressive behavior
- c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally

Concerns or incidents of harassment, intimidation, bullying or stalking should be reported immediately to a Security Officer, professional staff in Residential Life, the Dean of Students, or the Vice President for Student Affairs. Depending upon the severity, incidents may be referred to a Judicial Officer or the Judicial Review Board.

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

## **HAZING**

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

## **IDENTIFICATION AND MISREPRESENTATION**

Your Thomas College ID card is used to identify who you are and to show proof that you are a Thomas College student. Representing one’s self as another person or presenting false identification is a violation of the Conduct Code. Students should carry their ID card with them at all times and furnish it to a College official upon request.

## **ILLEGAL PARKING**

Students are not permitted to park in the visitor lot in front of the Ayotte Center, along the entrance leading to the residence halls, fire lanes, handicap parking areas, or any other reserved parking spaces. Any person found to have violated these policies will be ticketed.

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## **INFORMATION TECHNOLOGY**

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

### **General**

1. Computer facilities privileges are only available to current students, faculty, staff and others (as approved by the VP for IS) of Thomas College.
2. Alumni who are taking courses are classified as current students for all policies.
3. Computer/network use priorities are:
  - Scheduled classes
  - Student course related needs
  - Faculty or staff work-related needs
  - Other student/faculty/staff research
  - Other student/faculty/staff use
4. Computer usernames and passwords may only be used by the person to whom the account was issued. Do not share your password with anyone, and do not use anyone else's password. Usage of an account which is not your own will result in both accounts being removed.
5. Computer accounts are deleted once a person is no longer a member of the Thomas community.
6. All use must be consistent with Thomas College's primary goals.
7. It is not acceptable to use computers and networks for illegal purposes or to install software without owning a software license. Illegal activities will be reported to the proper authorities.
8. It is not acceptable to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms and viruses, chain e-mail, changing or removing settings, capturing authentication information, and using the network to make unauthorized entry to any other machine accessible via the network.
9. You must assume that information and resources accessible are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for you to copy or access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.
10. Games are prohibited except in residence hall and individual student rooms for resident students or in the Spann Commons cluster.



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11. Computers must be configured to use DHCP to get an IP address. Static addresses are not allowed since they conflict with DHCP users.
  12. Games, chat programs, and other non-course (or for employees, non-work) related programs and materials are prohibited from being stored on the College owned disk drives (X: drives). Any materials found will be deleted.
  13. Music, video, and other non-course (or for employees, non-work) related multimedia feeds are prohibited from being transferred through the College network between 8:00 am and 9:30 pm Monday through Friday due to academic bandwidth needs.
  14. Software, operating system, or hard drive file/folder modifications on college-owned computers (including installation and deletion) must be approved by the Vice President for Information Services. The only exception to this includes faculty and administrative staff installation and upgrades to existing specialized software (examples: faculty courseware, test banks, Winnebago, EDE, and Black Baud). Software that must be installed and maintained by IT Services staff includes the operating system, the web browser, MS Office applications, and antivirus software. Software installed illegally will be removed by IT Services and reported to the appropriate people.
  15. Portable applications and software on removable devices must be approved by the Vice President for Information Services.
  16. Students printing more than 500 pages per semester will be charged 10 cents per page for each page over 500. The charge will be added to the student bill. When printing to two sides of a piece of paper, this is considered two pages. To check your printing quantity: <https://www3.thomas.edu/intranet/student-pages.asp>

### **Email and Other Communication**

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

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you have purchased a public IM license.

### **Academic Computer Labs (AL-116, AD-126, AD-225, AL-204)**

1. Food and drink are not allowed in any computer lab.
2. Teaching labs (Ayotte Center rooms 126 and 225) and Alford Academic Center rooms 116 & 204 give instructors capabilities to monitor, publish, and remote-control student screens.

### **Residential Connections**

1. Connections may not be used to host servers that may be accessed from other PCs outside your residence hall room (including Windows, Linux, or Mac Servers, HTTP (web), SMTP, FTP, gaming, audio, video, music, etc.).
2. Peer-to-peer (P2P) or file-sharing software is allowed as long as excessive bandwidth is not used. Excessive bandwidth is defined as at least one of the following:
  - Over 10% use on a regular basis of your local segment of the network
  - Over 5 GB per day
  - Over 6 connections/threads/downloads at one time
3. Games and “chat” programs may be used during non-school hours unless substantial use causes limitations to academic needs.
4. Telephone modems are not allowed on Thomas College extension phone lines. To use a modem, you must purchase telephone service from a local phone company.
5. Students may have wired switches, routers, or hubs to connect computers owned by them.
6. Students may not have wireless access points due to the potential security risks. Students may not have a personal wireless broadcast device which interferes with college wireless systems.
7. Students cannot create a connection between our network and another network. One example is a bridge between our LAN and a DSL/cable modem.

### **Network Security**

It is your responsibility to ensure the security of your devices that connect to Thomas College service(s). You should take all necessary steps to manage the use of your devices in such a way that network abuse is minimized. Violations of system or network security are prohibited, and contracts and/or services of serious or repeat offenders will be terminated.

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- Examples of system or network security violations include, but are not limited to the following:
  - Failing to secure your system against abuse. You are responsible for configuring and securing your devices to prevent damage to the Thomas network and/or the disruption of service(s) to others. You are responsible if unknown third parties utilize your device at any time. It is your responsibility to ensure that your devices are configured in a secure manner, and to take corrective actions on vulnerable or exploited systems to prevent continued abuse. You may not, through action or inaction, allow others to use your devices for illegal or inappropriate uses, and/or any other disruptive, provoking, or abusive behavior that is in violation of this AUP;
  - Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's device or property of another;
  - Hacking – breaking the security on any computer network or accessing an account that does not belong to you. This includes, but is not limited to, unauthorized access to, or use of, data, systems or networks, including any attempt to probe, scan, or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network;
  - Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network. This would include use of sniffers or SNMP tools.
  - Attempting to obtain another user's account username, ID, password or PIN.

### **Security and Cyber Defense Students and Security Center**

Security and cyber defense course and program related activities, as well as Security Center activities, must be performed on the network dedicated for this purpose.

- All security-related data collection/testing/hacking on the College's network must be approved in writing by the Vice President for Information Services and performed while supervised with IT Services staff.

### **Exceptions/Violation of Policy**

1. Exceptions must be approved by the Vice President for Information Services during normal business hours.
2. The Thomas College Vice President for Information Services will review alleged violations of this Acceptable Use Policy on a case-by-case basis. Actions may be, but are not limited to, a fine (\$50 – first offense; \$100.00 – second offense; \$150.00 – third offense), suspension or termination of computer facility and/or network privileges. Egregious violations may be referred to the Vice President for Student Affairs where outcomes may include administrative termination.

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3. If suspension or termination occurs, students are still expected to pay any technology fees.
  4. Appeals that are academic in nature may be made to the Academic Computer Committee Chairperson for the committee to consider. All other appeals can be submitted to the Vice President for Student Affairs for review by the Judicial Review Board or a Judicial Officer.

## **MEDICAL MARIJUANA**

Colleges and universities are required to comply with the Drug-Free Schools and Communities Act as a condition for receiving federal funding through Title IV in the form of financial aid. The federal government regulates drugs through the Controlled Substance Act (CSA) which does not recognize the difference between medical and recreational use of marijuana. Thomas College complies with the Drug-Free Schools and Communities Act which prohibits the possession and/or use of marijuana on campus or at Thomas College sponsored events, including medical and recreational marijuana, even though there may be state laws that permit its use. Persons found in violation of this policy may be subject to disciplinary action.

## **PET POLICY**

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

## **PHYSICAL ASSAULT**

Students are expected to conduct themselves in a manner respectful of others. Students who participate in any action directed toward another person that results in physical violence either through direct or indirect contact will be subject to disciplinary action. If the Vice President for Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

## **RESPECT OF COLLEGE OFFICIALS**

Verbal abuse of any kind directed at Thomas College faculty or staff, including Resident Assistants (RA’s) and contracted employees, will not be tolerated.

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## **SMOKING/TOBACCO**

Although we do allow tobacco products to be used on campus, all buildings at Thomas College are smoke free including the use of electronic cigarettes, vaping units and smoking devices. All buildings are also tobacco free (e.g. chew, dip) except within individual student resident rooms. Smoking, including e-cigarettes and vaping units are prohibited in all parts of all buildings on campus, within 25 feet of all buildings including residence halls, on the southeast and southwest sides of GPH Residence (to include the parking lots and entryway), and at any outdoor College sponsored activities hosted on campus to include outdoor sporting events.

In respect for the Thomas community, please dispose of smoking/tobacco materials in proper receptacles.

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

## **TAMPERING WITH MACHINES/EQUIPMENT**

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

## **THEFT**

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

## **UNAUTHORIZED ACCESS/ENTRY/USE**

The unauthorized access/entry/use or physical presence within College buildings and facilities is not permitted. The use of another person's College ID or keys to gain access/entry into an area is not permitted. Additionally, the unwarranted entry into a room/office/area or the unauthorized use of College or an individual's personal property is prohibited. This includes campus residences when officially closed during breaks. Any actions involving theft or damage of another's property will also include restitution of that property and the potential involvement of local, State, and Federal authorities.

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## **WEAPONS**

Weapons, including, but not limited to, knives, archery equipment, air/paintball guns, tasers/stun-guns, BB guns, slingshots, ammunition, martial arts equipment, or firearms of any type or any other object classified or used as weapons with potential for danger or harm are strictly prohibited anywhere on the College campus. No person shall possess replica or toy firearms that resemble an actual firearm or weapon. Any person found to have violated this policy will be subject to disciplinary action which may include immediate suspension or termination of the Residence Hall Agreement, or suspension or dismissal from the College. Note: Small “pocket-knives” for personal use with blades no longer than 2 ½” in length are generally acceptable.

## **SEXUAL MISCONDUCT**

Thomas College is committed to providing a safe environment which promotes the dignity and worth of each member of the community. The College will respond promptly and effectively to complaints and reports of violations of this policy. In responding to all complaints and reports, the College will act to ensure the safety of students, guests, and employees while complying with federal and state laws.

### **I. Overview**

It is important that members of the College community understand that the law does not just prohibit violations of this policy against employees by employers. The law also prohibits violations between members of the College community more generally: for example, between employees and student, between employees, between students, or between a member of the Thomas community and a campus guest. This policy applies to all members of the College community and to third parties, regardless of gender, sexual orientation or gender identity. It applies to all College programs and activities, both on campus and off campus.

This policy does not substitute for or supersede related civil and criminal law. It is the policy of the College to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled.

Any individual may file a complaint under this policy at any time. However, the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation. Reporting in a timely way also allows the College to provide all persons involved with information regarding their rights, options, and resources available under this policy and federal or state laws.

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All members of the College community are expected to cooperate fully in investigations and other proceedings necessary for the effective execution of this policy.

## **II. Title IX Requirements**

As a recipient of federal funds, Thomas College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities. Sexual Misconduct, as defined by this policy, is a form of sex discrimination prohibited by Title IX. All members of our community have a right to be free from sexual harassment, violence and gender-based harassment. For purposes of this Policy, “Sexual Misconduct” includes sexual exploitation, sexual harassment, sexual assault, rape, dating violence, domestic violence and stalking. Sexual misconduct is a serious offense that violates College policy, state and federal law and may be subject to criminal prosecution. The College encourages community members to report any act of Sexual Misconduct promptly to appropriate college officials or local law authority. Please note that the use of alcohol/drugs will not be accepted as a defense or mitigating factor to a violation of this policy.

### **A. Role of the Title IX Coordinator and Team**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, the College’s Title IX Team has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinators oversee the College’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

Any individual should contact the Title IX Coordinators or Deputy Title IX Coordinator in order to:

- seek information or training about courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and

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- ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct.

The **College’s Title IX team** includes the Title IX Coordinators and Deputy Coordinators who may also serve as investigators. Current team members Include:

**Title IX Senior Coordinator:**

Lisa Desautels-Poliquin, Vice President for Student Affairs, Ayotte Center, Room AD-127, (207) 859-1243, [desautelsl@thomas.edu](mailto:desautelsl@thomas.edu)

**Title IX Coordinator:**

Michelle Joler-Labbe, Chief Human Resource Officer, Ayotte Center, Room AD-220, (207) 859-1240, [HR@thomas.edu](mailto:HR@thomas.edu)

**Title IX Deputy Coordinator:**

Hannah Gladstone, Dean of Students, Ayotte Center, Room AD-127, (207) 859-1216, [gladstoneh@thomas.edu](mailto:gladstoneh@thomas.edu).

In the event that the incident, policy, or procedure about which the individual seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX team, individuals may contact any other member of the team.

**B.Functions and Responsibilities of the Title IX Coordinator** The Title IX Coordinator’s functions and responsibilities include the following:

**(1) Training for Students, Faculty, and Staff**

The Title IX Coordinators provide and/or facilitate ongoing training on Title IX for all students, faculty and staff, including:

- annual training for faculty and staff, outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the requirement to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may maintain confidentiality while reporting the incident, and
- annual training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus security and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable conduct code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX’s protections against retaliation.



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## **(2) Investigations**

The College is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinators oversee many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
  - appointing an investigator(s) upon such determination,
  - making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
  - informing all parties regarding the incident review process,
  - confirming that all parties have been notified of the right to, and procedures for an appeal,
  - assure information and documentation related to the investigation is maintained in a secure manner, and
  - monitoring compliance with timeframes specified in the incident review process.
- The Title IX Coordinators evaluate requests for confidentiality by those who report or complain about sexual misconduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all members. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, threat, violence, predation, weapons, or when a minor is involved.
- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

## **(3) Remedies, Including Interim Measures**

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinators take steps to ensure the complainant's equal access to the College's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources.

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct was reported to have occurred, and increased education and prevention efforts, including to targeted populations.

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### **III. Mandatory Reporting**

All College employees (except as provided within section VII) are required to promptly report incidents of sexual misconduct, sexual discrimination, sexual harassment and sexual assault. Because domestic violence, dating violence, stalking and sexual misconduct can also constitute sex discrimination, information received by College employees about such incidents must also be reported. Student employees and volunteers who learn of a violation of this policy in the course of their employment, programming or volunteer responsibilities are also required to report.

When a person tells an employee of the College about a violation of this policy, the College employee is encouraged to promptly report to the Title IX Coordinator all relevant details about the alleged incident shared by the complainant that the College will need to determine what happened – including the names of the complainant and accused(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported will be shared only with people responsible for handling the College’s response to the report. If the College determines that there is a continuing threat to the safety of members of the College community, it may have to issue a timely warning regarding the incident. A timely warning does not include identifying information about a victim.

### **IV. Getting Help: Students—What to do if you are Sexually Assaulted or Experience Domestic Violence, Dating Violence or Stalking (\*\*Employees refer to Employee Handbook)**

- Get to a safe location. On campus, please consider calling Safety and Security at (207) 859-1399, residential life staff and/or local law enforcement at 911. Campus Residence Life or Student Affairs staff can assist with community resources as well.
- Consider asking a trusted friend or relative to be with you for support.
- Seek medical care as soon as possible. You may need basic medical treatment for injuries, and you may have injuries of which you are unaware. You also may be at risk of acquiring a sexually transmitted infection, and women may be at risk for pregnancy. Trained staff at the campus Health Center or the local emergency room can speak with you about all of the medical options available and provide information about a sexual assault forensic examination.
- You may choose to file a report on or off campus or both. Your report puts in place support systems that you may choose to use. The College will provide someone to assist you in filing a report with Law Enforcement if you wish.

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- Preserve all evidence of the incident. If you choose to file a report with the police, it is important, if possible, that you:
    - Do not bathe, wash your hands, brush your teeth, drink, eat, or even use the restroom—all these things can destroy evidence that may be helpful in a criminal investigation; however, if you have done any of these things since the incident, evidence can still be collected;
    - Avoid cleaning or removing anything from the location where the incident occurred;
    - Write down as much as you can recall about the incident and the people involved.
  - Seek some form of emotional support. While taking care of your physical needs may be the first step in taking care of yourself, it is important not to neglect the emotions you may be experiencing as a result of the assault, violence or stalking. On and off campus resources are available.
  - It is your choice to determine when and in what manner you recover from your trauma. Give yourself the time you need and know that it is never too late to get help.
  - **KNOW THAT WHAT HAPPENED WAS NOT YOUR FAULT AND YOU ARE NOT ALONE.**

### **On-Campus Resources**

On-campus professional staff within Student Affairs, including an on-campus counselor and the Director of the Health Center, are available to assist with seeking medical treatment, answering questions and offer emotional support.

Student Affairs Office (Room AD-127)	207-859-1243
Health Services (Grant Hall, 1 <sup>st</sup> floor)	207-859-1401
Counseling Services (Room AD-127A)	207-859-1245

### **Off-Campus Resources**

Any member of the campus community, regardless of gender, may elect to contact *Sexual Assault Crisis and Support Center* at 1-800-871-7741.

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

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### **Local Resources**

24-hr. Sexual Assault Crisis & Support Line	1-800-871-7741
Family Violence Project	1-877-890-7788
Inland Hospital	(207)861-3000 or 1-800-491-8600
Kennebec County District Attorney's Office	(207) 623-1156
Kennebec County Sheriff's Department	1-800-498-1930
Maine General Medical Center	(207) 872-1000
Sexual Assault Crisis & Support Center	www.silentnomore.org
Waterville Police Department	(207) 680-4700

### **V. Definitions/Policies**

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in its severity and consists of a range of behaviors. These behaviors are prohibited by Thomas College policy, federal and state law. Thomas College does not tolerate sexual misconduct in any form. Thomas College will regard freedom from sexual misconduct as an individual student or employee right, which will be safeguarded as a matter of policy. Violators of this policy will be subject to disciplinary action, up to and including dismissal from the College.

Sexual misconduct includes, but is not limited to: sexual harassment, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence and stalking. The following conduct will be considered a violation of the Thomas Sexual Misconduct Policy if it is of a sex or gender-based or relates to sexual behavior.

Conduct not sex or gender-based in nature or relating to sexual behavior may be separately addressed through Thomas' Code of Conduct or Employee Handbook unless it is being reviewed in conjunction with the Sexual Misconduct policy.

***Sexual Harassment*** is subjecting an individual to unwelcome sexual conduct/behavior. The sex-based and/or gender-based harassment may be verbal, written, electronic (online), physical or via third party.

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

- Comments about your body, sexual remarks, jokes or suggestions
- Pornographic pictures or stories
- Obscene gestures, looks, leers, noises or gestures
- Pressure for dates or sexual favors
- Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior
- Indecent exposure
- Unnecessary and/or deliberately touching, leaning over, cornering, pinching, or brushing against a person

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Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational and/or employment, social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

**Sexual Exploitation** is when one takes non-consensual, unfair or abusive advantage of another for their own advantage or benefit even if that behavior doesn't constitute one of the other sexual misconduct offenses.

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

- Non-consensual video or audio taping of sexual activity
- Engaging in Peeping Tommerly
- Going beyond the boundaries of consent (such as allowing others to surreptitiously watch you have consensual sex)
- knowingly transmitting a sexually transmitted infection
- exposing of a person's body or genitals
- prostituting or soliciting another community member
- sharing nude or partially nude photos without the person's consent

**Non-consensual sexual contact** includes touching, however slight, of a person's sexual or intimate parts or the clothing covering the immediate area of those parts, whether clothed or unclothed, without consent and/or by force.

Examples of non-consensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals with one's body part or object
- intentional touching of another with breasts, buttocks, groin or genitals
- Fondling, grabbing, or touching a person's sexual or intimate parts or the clothing covering those parts

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- making another person touch someone or themselves in a sexual manner
  - any intentional bodily contact in a sexual manner

***Non-consensual sexual intercourse*** includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without consent and/or by force.

Examples of non-consensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue or finger
- oral copulation (mouth to genital contact or genital to mouth contact)

***Dating violence*** is physical violence or emotional abuse between those in an intimate or romantic relationship with each other.

***Domestic violence*** is intentionally, knowingly or recklessly causing bodily injury or offensive physical contact to a family or household member. “Family or household members” are current or former spouses or domestic partners, individuals presently or formerly living together as spouses, biological parents of the same child, adult household members related by consanguinity (by blood) or affinity or minor children of a household member when the violence is committed by an adult household member, individuals presently or formerly living together, and individuals who are or were sexual partners.

***Stalking*** is a course of conduct directed at a specific person, on the basis of actual or perceived membership in a protected class, that would cause a reasonable person to feel fear or suffer serious emotional distress. Course of conduct is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

Examples of stalking behaviors include:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.

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- Use of online, electronic, or digital technologies, including: - Posting of pictures or information in chat rooms or on Web sites - Sending unwanted/unsolicited email or talk requests - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards - Installing spyware on a victim's computer - Using Global Positioning Systems (GPS) to monitor a victim
  - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
  - Surveillance or other types of observation including staring, "peeping"
  - Trespassing
  - Vandalism
  - Non-consensual touching
  - Direct verbal or physical threats
  - Gathering information about an individual from friends, family, and/or co-workers

**Retaliation** is adverse action taken by the College or any individual or group against any person for opposing any practices forbidden under this policy or for filing a complaint, testifying, assisting, or participating in an investigation or review proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop a violation of this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate.

**Consent** is clear permission to engage in sexual contact. Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Consent is clear, knowing and voluntary. Consent is active, not passive. Consent may be withdrawn at any time. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity. Past consent does not imply future consent. Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with any other person.

It is not consent when the exchange involves unwelcomed physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption or being asleep or unconscious. Consent is not valid if the person is too young to consent to sexual activity under federal and state law.

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***Interim Measures*** In all complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue resolution of any kind, the College may undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community. This may include taking appropriate interim measures before the final outcome of the investigation and hearing, if any. Such measures may include, but are not limited to the following: interim suspension, temporary exclusion from areas of campus, removal from or relocation to another residence hall, changes in academic/course/work schedules, limiting access to technology/files, limiting participation in certain events, gatherings, or activities, issue of “no contact order” which typically will include a directive that the Respondent refrain from having contact with the Complainant, directly or indirectly, or through electronic or 3<sup>rd</sup>/other party, pending the investigation and, if applicable, the hearing. [note: additional parties can also be held accountable for their actions under the Harassment or other Student Conduct Code policies]. Among other measures, interim measures should not be construed to suggest that any decision has been made about the merits or outcome of the case.

The Title IX Coordinators, or designee, for purposes of this Policy, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, ordering interim suspensions, and directing appropriate College officials to alter the students’ academic, College housing and/or College employment arrangements. When taking steps to separate the Complainant and the Respondent, the Vice President for Student Affairs or Chief HR Officer will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the Complainant to continue in his or her academic, College housing and/or College employment arrangements. Violations of these interim measures will constitute related offenses that may lead to additional disciplinary action.

***Student Amnesty*** The College strongly encourages students to report instances of sexual misconduct, sex discrimination, sexual harassment, retaliation, sexual assault, domestic violence, dating violence or stalking. Students who report information about a violation of this policy will not be disciplined by the College for any minor violation of alcohol possession or consumption policies or other minor violations of the Student Conduct Code in which they might have engaged in connection with the reported incident.

**OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;



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2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
  3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
  4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
  5. Bullying, defined as:
    - a. Repeated and/or severe
    - b. Aggressive behavior
    - c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally

## **VI. Jurisdiction**

This policy applies to behaviors that take place on the campus, at Thomas College sponsored events, and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
2. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests of the College.

## **VII. Reporting on Campus**

Any reports or concerns regarding incidents of sexual misconduct should be reported immediately to a Security Officer, a member of the Residential Life professional staff, the Dean of Students, the Vice President for Student Affairs, Chief Human Resources Officer, or a member of the Title IX team. The primary concern is for the safety and well-being of the victim. If the victim chooses to report, options are available to use the campus Disciplinary Process and/or contact local law enforcement.

Individuals accused of sexual misconduct may be subject to disciplinary action; if found to be in violation the individual(s) may be sanctioned to include suspension, dismissal or termination from the College. The College's actions will be independent on the outcome or initiation of criminal charges. Depending upon the seriousness of the potential violation(s) (i.e.: threat to campus safety or incidents

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involving a minor) local, state, and federal authorities may also be asked to assist with any investigation of the facts. If the Vice President for Student Affairs, Title IX Coordinators, or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with the respondent, then a “campus restriction” may be issued.

### **How and Where to File a Complaint**

#### **A. Complaints or Reports of Employees’ Conduct**

All complaints or reports relating to violations of this policy by a College employee should be made to the Chief Human Resource Officer/Title IX Coordinator, Michelle Joler-Labbe. If there is a conflict of interest, the individual may report to another member of the Title IX team. Upon receiving a complaint or report of a violation of this policy by a College employee, the Title IX Coordinator/Designee will assess the complaint or report and will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. When a complaint is investigated, the College will use a preponderance of the evidence standard – whether it is more likely than not that the alleged violation occurred.

#### **B. Complaints or Reports of Students’ Conduct**

All complaints or reports relating to violations of this policy by a College student should be made to Vice President for Student Affairs/Title IX Coordinator, Lisa Desautels-Poliquin, or Dean of Students/Deputy Title IX Coordinator, Hannah Gladstone.

Upon receiving a complaint or report of a violation of this policy by a College student, the Title IX Coordinator/Designee will assess the complaint or report and will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. When a complaint is investigated, the College will use a preponderance of the evidence standard – whether it is more likely than not that the alleged violation occurred.

#### **C. Complaints or Reports of Third Parties’ Conduct (Campus Guests, Vendors, Contractors, etc.)**

All concerns regarding violations of this policy by third parties such as vendors, contractors and campus guests should be made to either Title IX Coordinators. Upon receipt of a report or complaint, the College will respond appropriately.

### **VIII. Reporting Off-Campus Options Regarding Law Enforcement**

Any individual has the option to report to the police and has choices regarding how to report or if to report. There are resources on or off campus available to discuss these options, as well as provide contacts and emotional support. An individual who has experienced sexual assault, domestic violence, dating violence or stalking, or any other conduct which may violate criminal laws, has a right, at their own discretion, to:

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- Notify law enforcement authorities,
  - Be assisted by campus staff in notifying law enforcement; or
  - Decline to notify law enforcement.

College officials may, however, provide law enforcement with details about an incident under some circumstances if a determination has been made that such disclosure is required by law and/or is necessary to secure campus safety.

### **IX. Resolution Procedures for Sexual Misconduct Allegations**

The College offers options to address cases of alleged Sexual Misconduct within the framework of the College's administrative processes. The options are designed to provide an opportunity for parties to present their versions of the incident and to understand the nature of the incident and its effects on each party and the College community. The options differ in their procedures, degree of formality, and potential results.

When reporting a violation of this policy, individuals may report the alleged violation and wish to maintain his/her confidentiality and privacy. Our on-campus staff that may provide confidential advice, options, and assistance includes our counseling and health services personnel. However, these employees may, consistent with their ethical, campus and legal obligations, be required to report anonymous statistical information about incidents without revealing the identities of the individuals involved, to the Title IX Coordinator.

Excluding confidential reports as listed above (counseling and health services), any reports received by a Thomas College Responsible Employee of sexual misconduct, sexual harassment and discrimination, including sexual assault, must be reported to the Thomas College Title IX Coordinators or Title IX Deputy Coordinator.

Title IX Senior Coordinator: Lisa Desautels-Poliquin, Vice President for Student Affairs, [desautelsl@thomas.edu](mailto:desautelsl@thomas.edu), (207) 859- 1243

Title IX Coordinator: Michelle Joler-Labbe, Chief HR Officer, [HR@thomas.edu](mailto:HR@thomas.edu), (207) 859-1240

Title IX Deputy Coordinator: Hannah Gladstone, Dean of Students, [gladstoneh@thomas.edu](mailto:gladstoneh@thomas.edu), (207) 859-1216

Community members who are aware of an incident involving sexual misconduct, sexual harassment, dating violence, domestic violence and/or stalking are encouraged to speak to the College Title IX coordinators, a deputy coordinator, Dean of Students, Residence Life professional staff, Director of Safety and Security, or a Security Officer. Reported incidents will be reviewed.

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Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. Reports that are made anonymously or by third parties may not initiate an incident review process; however, Title IX requires the College to review all incidents about which the College knows or has reason to know to protect the health and safety of the community. The College may undertake an investigation even in cases where the alleged victim and/or complainant chooses not to cooperate.

### **Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality**

If an individual files a complaint but does not wish to pursue official resolution and/or requests that his/ her complaint remain confidential, Title IX nevertheless requires the College to investigate preliminarily and take reasonable action in response to the Complainant's complaint. If the Complainant requests that his/ her name or other identifiable information not be disclosed to the Respondent, the Title IX coordinator will inform the Complainant that the College's ability to respond may be limited and that Title IX prohibits retaliation. If the Complainant requests that his or her complaint not be resolved, the College will evaluate the Complainant's request(s) for confidentiality or no action in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all individuals. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, threat, violence, predation, weapons, or when a minor is involved. The Title IX Coordinator or investigator will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action with respect to the Respondent because the Complainant insists on confidentiality or that the Complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described below. Please note that there are on-campus resources an individual can utilize that can maintain confidentiality without the need to inform other campus personnel. These resources include health services personnel and counseling services staff.

### **X. Sexual Misconduct Incident Review**

The Thomas College Sexual Misconduct Incident Review is designed to provide a fair, timely, and effective means of responding to allegations of sexual misconduct (see Sexual Misconduct Policy for definition of sexual misconduct) involving members of the Thomas community.

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This Sexual Misconduct Incident Review Process is the mechanism through which reports of sexual misconduct are investigated and resolved when a complainant or the College chooses to pursue action formally through the College. The purpose of this review process is to bring an end to any discriminatory conduct, to act reasonably to prevent future reoccurrence, and to remedy the effects of the discrimination on the victim and the College community.

### **INTAKE, INVESTIGATION AND CORRECTIVE ACTION**

The disciplinary process for responding to allegations of sexual misconduct at Thomas College involves up to three phases: **intake, investigation, and corrective action**. The process will be conducted and completed in as prompt a manner as is reasonable under the circumstances, with a target of 60 days, but recognizing that periods when individuals are not on campus due to breaks, or in more complex cases, may have an impact in the investigation timeline.

The filing of a sexual misconduct complaint under this policy is independent of any criminal investigation or proceeding, except in cases where it is determined that a conduct proceeding might impede a criminal investigation or otherwise not be in the best interests of the law enforcement agency or a Complainant. A short delay may be undertaken in those circumstances to allow evidence gathering in the criminal proceeding. The Thomas College Sexual Misconduct process will not typically wait for the conclusion of any criminal proceedings to commence its own investigation and take needed interim measures. A complete copy of the policy, including information regarding the complete process for incident review can be found on the Thomas College Student Affairs website:

<https://thomasstorage1.blob.core.windows.net/wp-media/2018/06/SEXUAL-MISCONDUCT-POLICY.pdf>

## **SUBSTANCE POLICY**

### **Introduction**

As an educational community whose primary mission is to “prepare students for success in their personal and professional lives,” Thomas College is committed to providing a climate which supports both academic and personal growth. The College aims to promote in its community a sense of wellness and responsibility and is consistent with federal and state laws.

With society’s increased awareness of the potential risks of substance use, responsible conduct should be demonstrated by each individual in the best interest of his/her personal health and the community’s general welfare.

The following policies and guidelines are intended to serve as a standard of behavior for all members of the Thomas College community and their guests.

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## **Overall**

Persons are expected and required to assume responsibility for their behavior and understand that being under the influence of alcohol or drugs does not lessen their accountability.

- All members of the Thomas community are responsible for the actions of their guests. This includes informing all visitors of Thomas' substance policy and making sure they are following such policy.
- Any campus approved event where alcoholic beverages are served must be in an area licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages.
- Any alcohol, illegal substance or paraphernalia that is confiscated will not be returned and will be disposed of.
- Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in persons being held accountable.

## **Alcohol Policy**

Thomas strives to create a campus climate that promotes social interactions that do not rely on alcohol, but rather seeks to encourage responsible choices made with all members of the Thomas community in mind. The College permits consumption of alcohol for individuals 21 years of age or older who choose to drink. Moderation in the use of alcohol and responsible behavior are essential and expected.

### **Those persons 21 years of age or older:**

Persons of legal age may consume alcoholic beverages only at approved registered campus events, in the approved area of the Dog Pound (Spann Commons), or in approved areas within residences (see guidelines for residences).

### **Those persons under the age of 21:**

It is against state law, and hence College policy, for anyone under the age of 21 to possess, sell, procure, consume or transport alcoholic beverages. This includes exhibiting signs of alcohol consumption (such as alcohol on breath, slurred speech, bloodshot eyes, vomiting, difficulty standing, etc.), regardless if consumed on or off campus.

**General Alcohol Policy** the following are considered a violation of Thomas' Alcohol Policy:

- Consumption or possession of an open container of alcohol or imitation alcohol by someone of legal age in a common area unless the event/area is sanctioned by the College. Common areas include: the Ayotte Center, the Spann Commons (except at the Dog Pound), Athletic Center, the Alford Academic Center and/or outdoors; and within residences common hallways, bathrooms, lounges, computer lab, stairwells, or any other common area(s).

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- Intoxication that interferes with or disrupts others or necessitates staff intervention or medical attention (as determined by College staff).
  - Public or dangerous intoxication: defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of behaviors, or the appearance of an individual, which clearly demonstrates a state of intoxication.
  - Furnishing alcohol to a minor: Furnishing liquor or imitation liquor to a person under the age of 21 or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control (including residence room).
  - The possession and/or use of false identification; providing or assisting an underage student with false identification.
  - Common source containers of alcohol such as kegs (except at the Dog Pound), "beer balls", trash cans, punch bowls/spiked punch, alcohol filled fruit, etc.
  - Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place. Examples include, but are not limited to, games typically associated with drinking whether alcohol is involved or not (e.g. "pong", "Beruit", "Quarters", "Flip Cup"), funnels, shot gunning, Jell-O shots or any item/device used for mass consumption.
  - Operating any type of motor vehicle while under the influence of alcohol.
  - Use of student fees (e.g. Student Senate, fundraisers, student activities, residence hall, etc.) to purchase alcohol.

### **Alcohol Policy Specific to Residences**

1. Resident students who are of legal age and their guests, of legal age, may only consume alcohol within their residence room/suite/townhouse or that of another 21-year-old if that student is present (except in Substance Free Housing: Hinman Hall).
2. Consumption of alcoholic beverages or possession of an open/closed container of alcohol for legal-age students is prohibited in Substance Free Housing (Hinman Hall) or within a room where the room owners are under 21.
3. Open alcohol containers, including any alcoholic beverage out of the original container or having a broken seal on the original container, are not permitted in common hallways, lounges, computer lab, bathrooms, stairwells, or any other common area(s).
4. There may be only one open container per person of legal drinking age.
5. The display of advertisements or signs, bottles, cans, lights, etc., that promotes or encourages the consumption of alcohol and is visible from outside of a campus building or a resident room is not permitted.
6. Alcohol containers of a decorative nature, for collection, or for recycling are not permitted in Substance Free Housing or rooms where no resident is of legal age.

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### **Dog Pound Alcohol Policy**

1. In order to purchase alcohol, at each sale, a person of legal drinking age must present a valid Driver's License or State-issued Identification Card. A secondary form of identification may also be required (i.e., passport, military-issued ID).
2. Each person of lawful age may purchase only one alcoholic beverage at a time.
3. Only alcohol purchased or distributed by licensed persons may be consumed in the approved Dog Pound area. State law prohibits persons from bringing their own alcoholic beverages into this area. Alcoholic beverages purchased or obtained at the Dog Pound may not be taken out of doors unless such areas are licensed for consumption.
4. Alcohol will be served at the server's discretion.

### **Social Gatherings with Alcohol**

Recognized clubs/groups hosting programs or events, at which alcohol is served or available, must adhere to the following:

1. All requests for approval must be submitted at least thirty (30) calendar days in advance with the Dean of Student's office (or designee).
2. Alcoholic beverages may not be the focus of a registered event.
3. Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served.
4. The purchasing or serving of alcohol should end no later than 1/2 hour prior to the scheduled ending time of the event.
5. Sponsors of events are responsible for compliance with College policies, for clean-up and damages.
6. Sponsors of the event are responsible for costs to obtain a temporary liquor license, if required.
7. Signs, prizes, etc., advertising products containing alcohol are not permitted.
8. Visibly intoxicated people will not be permitted to enter an event and/or may be removed from an event once identified.
9. Alcohol served at a registered event may not be taken from the premises. Likewise, persons shall not bring outside alcohol into an event.
10. Consumption of alcoholic beverages is prohibited during College sponsored activities that require coordination and good judgment for safety, such as hiking trips, water related activities, etc.
11. At events with mixed age groups, all persons interested in consuming alcohol must present proper ID and may be required to wear an identifying wrist band (wrist bands are nontransferable) or other device during the event.



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**Illegal Substance Policy** – the following are considered a violation of Thomas’s Illegal Substance Policy:

1. To use, possess, make, grow, furnish, sell, or trade any illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) or use someone else’s prescription drug, or the distribution or sale of prescription drugs.
2. The presence of smoke or other types of residue, including but not limited to seeds, stems, edibles, dab or odor from illegal drugs.
3. To possess, use, sell, manufacture or advertise drug paraphernalia (including, but not limited to pipes, bowls, clips, bongs, rolling papers, hookah’s, etc.)
4. Exhibiting signs of being under the influence of any illegal drug or controlled substance anywhere on campus or at a College sponsored event, regardless of where the consumption occurred.

### **Prescription Drugs**

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

### **Medical Marijuana**

As a condition for receiving federal funding through Title IV in the form of financial aid, colleges and universities are required to comply with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substance Act (CSA) and classifies marijuana as illegal. Thomas College complies with the Drug-Free Schools and Communities Act and therefore prohibits all marijuana use including medical and recreational marijuana even though there may be state laws that permit its use.

### **Alcohol/Illegal Substance Policy Sanctions**

**In addition to sanctions below: – Substance Free Housing Fine of \$50.00; Restitution Fine applied as applicable**

#### **Category I Violations**

(includes but not limited to)

- Under 21 in possession of alcohol (physical or by consumption)
- Over 21 with open container in common space/outdoors
- Over 21 where behavior requires staff response (non-medical)
- Possession of empty containers:
  - Public Displays
  - for recycling or decorative container (under 21)
- Engaging in high risk drinking (i.e.: drinking games) or possession of paraphernalia that encourages high risk consumption (i.e.: funnel)
- Being present when a violation is occurring

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- Possession of alcohol in substance free housing
  - Possession or use of marijuana
  - Possession of drug paraphernalia
  - Odor/smell of marijuana
  - Under the influence of drugs or alcohol (if under 21) whether consumed on/off campus

**Sanctions** (could include but not limited to)

**1<sup>st</sup> violation:**

- Warning
- Educational component
- Restitution

**2<sup>nd</sup> violation:**

- BASICS and/or substance screening
- Educational
- Community Service
- Restitution

**3<sup>rd</sup> violation:**

- Residence Relocation
- Educational
- Community Service
- Residential or Disciplinary Probation
- Campus Restrictions
- Administrative Conduct Fine **\$50.00**
- Restitution

**Category II Violation**

(includes but not limited to)

- Repeat minor offenses; patterns of behavior
- Over or under 21 that results in medical intervention or transport; refusal of medical transport against medical advice
- Providing a place for minors to consume
- Furnishing alcohol to a minor
- Use, furnish, provide Fake ID
- Possession of common source container (i.e.: keg, punch bowls)
- OUI on campus
- Use, possess, distribute drugs (i.e.: heroin, cocaine, LSD) or illegal use, possession, distribution of prescription drugs
- Distribution of marijuana
- Sale of illegal drugs, marijuana or prescription drugs

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**Sanctions** (could include but not limited to)

- BASICS and/or Substance Screening/Assessment
- Prime for Life Program
- Educational Component
- Community Service
- Residential Relocation
- Disciplinary or Residential Probation (minimum 1 semester)
- Campus Restriction
- Suspension or Expulsion
- Administrative Conduct Fine **\$50.00**
- Restitution

**Good Samaritan Policy**

Abuse of alcohol or other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College's main concern is that those in need receive prompt medical attention. If a student assists an intoxicated individual who is at risk for alcohol poisoning, drug overdose or has other urgent medical needs and requests the assistance of Thomas College staff, neither the student who is at risk nor the individual who assisted will be subject to formal college judicial action. This policy refers to incidents where alcohol poisoning/overdose is a likely risk and does not excuse those who repeatedly violate Thomas College's substance policy. The student who was likely to be at medical risk will be required to meet with a member of the Student Affairs staff or be referred to the Thomas CARE Team for follow-up. Failure to attend the follow-up meeting may result in disciplinary action.

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

1. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any sponsored event.
2. No uncontrolled sampling or other promotional activities, including "drinking contests," will be permitted as part of any campus marketing programs or events.
3. No advertising should promote high risk drinking or portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success of the individual, or be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
4. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.

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# **SUBSTANCE ABUSE PREVENTION, EDUCATION & REFERRAL SERVICES**

## **Counseling Services**

Thomas College has counseling services available to help students deal with substance related concerns or abuse problems. You may discuss concerns with the Campus Counselor, Health Center staff, Vice President for Student Affairs, and Dean of Students. These individuals also help you to get assistance from trained professionals in the community.

## **Local Resources**

- Maine Office of Substance Abuse 207-287-2595
- Maine Bureau of Drug Enforcement 1-800-452-6457  
(Anonymous & confidential - you may report illegal drug activity)
- Maine General Medical Ctr (Behavioral Health) 1-877-777-9393

## **What are Potential Signs of a Problem?**

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

## **WHAT DOES THE LAW SAY ABOUT ALCOHOL? UNDER 21**

### **Illegal Possession**

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

- **1st Offense – \$100 to \$300**
- **2nd Offense – \$200 to \$500**
- **3rd or Subsequent Offense – \$500**

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

**Purchase and Attempt to Purchase Alcohol by Persons Under 21** In Maine, the purchase of alcohol by persons under 21 years of age is prohibited. A violation of this law is punishable by:

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

**Use of False Identification**

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

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

**The Teen OUI Law (Zero Tolerance)**

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

Refusal to be tested will result in suspension of their operator’s license for at least 18 months.

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

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

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

**OVER 21**

**Furnishing Liquor to a Minor**

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

**Furnishing Imitation Liquor to a Minor**

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

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## Maine Liquor Liability Act

The Maine Liquor Liability Act was established to form a legal basis for obtaining compensation for damages as a result of intoxication and related incidents. *A non-licensed, social host (a person who does not hold a Maine Liquor License) can be sued for negligent or reckless conduct.* By definition, **negligent conduct** is the serving of liquor to a minor or intoxicated person, if the defendant knows or a reasonable and prudent person should have known the person being served is a minor or is visibly intoxicated.

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

## Financial Implications

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

## WHAT DOES THE LAW SAY ABOUT ILLEGAL SUBSTANCES?

### Maine State Laws Governing the Use of Controlled Substances

1. The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.” Note: The sale of illicit drugs within one thousand (1,000) feet of a school is a federal offense.
2. Possession of a useable amount of marijuana by a person under 21 years of age is considered a civil infraction with a fine of up to six hundred dollars (\$600) or up to one thousand dollars (\$1,000) depending on the amount (up to 2 ½ ounces). Possession of greater quantities may result in a legal presumption of trafficking in scheduled drugs. Trafficking carries severe penalties.
3. It is unlawful for any person to use, or to possess with intent to use, to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body an unlicensed controlled substance or counterfeit controlled substance. Penalties include prison terms and substantial fines. This does not apply in Maine to a person who is authorized to possess marijuana for medical use pursuant

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to Title 22, chapter 558-C or to a person who is authorized to possess marijuana pursuant to Title 28-B; however, it is still against federal law.

4. It is unlawful in the State of Maine to possess, use, sell, manufacture or advertise drug paraphernalia. Paraphernalia includes any equipment, product or material which is used for or intended for use in growing, harvesting, manufacturing, producing, testing, storing, concealing, injecting, ingesting, inhaling, or otherwise used to introduce an illicit drug into the human body. Bongs, hash pipes, water pipes, roach clips, etc. are considered drug paraphernalia. Fines of up to two thousand dollars (\$2000), in addition to a maximum jail term of one (1) year, are provided for under Maine law. This does not apply to a person who is authorized in Maine to possess marijuana for medical use pursuant to Title 22, chapter 558-C, to the extent the drug paraphernalia is used for that person's medical use of marijuana or to a person who is authorized to possess marijuana pursuant to Title 28-B or to the extent the drug paraphernalia is used for that person's adult use of marijuana; though it is still against federal law.

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# RESIDENTIAL LIFE

(Ayotte Center, Rm AD-127: Hannah Gladstone, Dean of Students/Director of Residential Life and Housing, Ext. 216; Miranda Piscopo, Area Coordinator of Village, Townhouse and Bartlett Residences, Ext. 109; Johnathan Atkinson, Senior Resident Director of GPH and Hinman Residences, Ext. 305

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

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

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



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## **RESIDENCE LIVING COMMUNITIES**

**All residential living communities are smoke free.**

### **Bartlett Hall**

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

### **Grant, Parks, Heath (GPH) Residence Halls**

These residence halls are traditional residence hall buildings, connected by a common lobby and include theme housing options (Indoor Adventure/Gaming and Quiet Floors). The GPH complex is open to first year and upper-class residents. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. Washers and dryers are available on each floor. The lobby contains vending machines, a kitchen, student mailboxes, a computer/quiet study room, a Residential Life staff office, and the Safety and Security office. The lower lobby area is used as a recreation room and is equipped with a pool table, comfortable chairs and sofas, and a large television. The Health Center is located on the 1st floor of Grant Hall (Grant Hall will be closed for renovations during the 2019-2020 academic year; however, the Health Center will remain open). Heath 2<sup>nd</sup> and 3<sup>rd</sup> floors are considered quiet halls, which are provided for students who wish to have extended quiet hours.

### **Hinman Hall**

This 108-bed residence offers single-gendered pod-style housing for first year students. Each pod houses 27 students in single and double rooms, a common area lounge and computer study area, and two common bathrooms. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. There are two pods per floor which share a common quiet study room and elevator lobby. The first-floor common area available to all Hinman residents features a large student lounge, computer study lab, full kitchen, vending area, laundry room, student mailboxes, and an office for Residential Life professional staff.

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### **Townhouse Suites**

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

### **Village Residence Area**

The Village Residence Area consists of two smaller, one-story buildings. Housing at the Village consists of designated double and triple rooms that have a private bathroom per room. Separate laundry facilities are provided for the Village residence use. Village residents have access to the first-floor common area of Bartlett Hall which includes student mailboxes, full kitchen, vending area, computer lab, an all-purpose room, and a lounge area. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail.

## **RESIDENCE LIFE FACILITIES & SERVICES**

### **Campus Mail**

(Ayotte Center: Welcome Center, 8:00 a.m.- 4:30 p.m.)

Mailboxes for GPH residents are located in the GPH lobby. Village and Bartlett Hall resident mailboxes are located on the first-floor lobby of Bartlett Hall. Mailboxes for Townhouse residents are located in the common area of Unit #5 and mailboxes for residents of Hinman Hall are located on the first floor of Hinman Hall. Mail is delivered by 6:30 p.m. and outgoing mail is picked up at 3:00 p.m. Monday - Friday. Students receiving packages will be sent an e-mail letting them know that their package is at the Welcome Center, located on the first floor of the administration building. Students wishing to purchase stamps may do so at the Welcome Center.

### **Computers**

#### **Computer Network Connections**

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

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## **GPH, Hinman and Bartlett Computer Labs**

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

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

## **Custodial Services**

Cleaning services (cleaning and trash removal) are provided to students residing in the GPH, Hinman and Bartlett residence halls, and the common space in Unit #5 of the Townhouses. The staff cleans all common areas,

including common bathrooms, hallways and laundry rooms. Students living in the Village, Bartlett Hall and Townhouse housing are responsible for cleaning their own rooms and bath areas and must provide their own bathroom paper products. All residents are expected to place trash in designated areas/dumpsters. Excessive cleaning or removal of trash from common areas by the custodial staff as determined by the departments of Physical Plant and Residential Life and Housing may result in an excessive cleaning fine to the floor/area.

## **Kitchen Facilities**

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

## **Laundry**

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

## **Storage**

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

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## Telephone Options for Residents

1. Your personal cellphone
  - Favored by most students - you may want to change your phone number to a local number for the next four years
  - Both CDMA and GSM networks (used by most carriers) work well on our campus.
  - Verizon wireless seems to have the best signal and highest speed data service.
  - AT&T and U.S. Cellular systems seem to work well, too.
  - Sprint phone users roam since their network doesn't go above Portland.
2. House phones
  - Available in many lounges, halls, or common spaces.
3. Skype-for-Business (part of Office 365)
  - For \$30 per academic year, Cloud PBX can be added to provide voicemail and phone services (voice messages are delivered to Outlook).
  - For \$145 per academic year, unlimited U.S. phone calls may be made to/from Skype-for-Business installed on your computer or smartphone (requires Cloud PBX).
  - For \$290 per academic year, unlimited international and U.S. phone calls may be made to/from Skype-for-Business installed on your computer or smartphone (requires Cloud PBX) for \$15 per academic year, PSTN Conferencing can be added (allowing students to host phone-based conference calls) (requires Cloud PBX).

## Television

- Cable television connections are provided in all residence hall rooms without the need for a set-top box to QAM capable televisions. You will need a video coaxial cable to connect to the wall port. If you do not have a QAM capable television, you may need to purchase an adapter (for about \$50). A special college-focused line-up with over 55 HD channels is available is also included in this packet. Spectrum premium services are not currently available on-campus. A channel line-up may be found at <https://www3.thomas.edu/internal/it/cabletv.pdf>.

## Vending Machines

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

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## HOUSING ASSIGNMENT

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

Students assigned to a designated triple room in the Village may lock it in as a double room (space permitting), however, all furniture must remain in the room for the duration of the academic year (see “Furnishings” policy for more details).

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

### **Housing Agreement**

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

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## **Eligibility**

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

## **Occupancy Period and Agreement Termination**

1. The Housing Agreement, when signed and submitted to the Office of Residential Life and Housing, is binding for the academic year (two semesters) or the balance of the academic year, (if entering after the beginning of the fall semester) and is non-transferable. Residents may terminate this agreement for the second semester by notifying the Vice President for Student Affairs, in writing, prior to December 31, 2017. This also includes students who are assigned to out-of- town teaching or field placement positions for the spring semester. Failure to notify the Vice President for Student Affairs by that date may result in charges for the semester. Exceptions may be made only in cases of illness, call to military duty, extreme hardship, when an occupant leaves for the convenience of the College, and/or if overcrowded conditions exist. Application for termination should be directed to the Vice President for Student Affairs. The charges in these cases will be determined by the College according to the circumstances of each case. The agreement will terminate for those students who are no longer enrolled at Thomas College at the end of the fall semester.
2. All upper-class students in campus housing are required to purchase a meal plan (unlimited meals, 225 block or 150 block). Juniors, Seniors and Graduate students are eligible for the 100-block plan as well. First year students are required to be on the unlimited meal plan or 225 block meal plan.
3. After the start of a semester, when a full-time day student officially changes from commuter to resident the room, board, and resident technology fees will be prorated by week. Financial aid may be recalculated in the same manner. After the start of a semester, when a full-time day student changes from resident to commuter the room, board, and resident technology fees will be recalculated according to the refund policy. After 60% of the semester has been completed, no change will be made to the student's charges. Financial aid may be recalculated in the same manner.
4. The indicated rate does not include room and board during scheduled College breaks and vacation periods, regardless of academic requirements.
5. New students are entitled to occupy their rooms on the first day of Orientation. Upper-class students may occupy their rooms the day before classes start.

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6. Graduating seniors and Accelerated MBA students receiving advanced degrees, may remain in the rooms until 5:00 p.m. on the day of graduation; all other occupants must vacate their rooms within 24 hours after their last exam. In the case of withdrawal, suspension, or dismissal, occupants must vacate at the time of clearance stated by the Vice President for Student Affairs or his/her appointee.
  7. A student who has been terminated due to academic reasons automatically forfeits his/her campus housing space.
  8. Returning students are eligible for housing through the Spring Room Selection Process by paying the housing deposit by the stated deadline (nonrefundable/nontransferable after May 1st of each year), have all health immunization records on file and up to date in the Health Center and be cleared financially with Student Financial Services by the stated deadline.

### **Agreement Enforcement**

1. The College and student mutually agree that this agreement constitutes a license and not a lease.
2. Signed agreements are in effect upon their receipt in the Office of Residential Life and Housing and upon posting of the room deposit. Failure to request release from the agreement in written form or failure to occupy an assigned room may result in liability for one-half of the semester's room charges.
3. Late arrivals: Students must notify the Office of Residential Life and Housing if they plan to arrive later than the first day of classes. Failure to do so may result in forfeiture of agreement and one-half semester's room charges being levied.
4. The student agrees that continued compliance with the rules and regulations of the College and the State of Maine fire, safety, and health regulations, is a condition of this agreement.
5. In an effort to provide a healthier environment for all, smoking is prohibited in all College residences (including electronic cigarettes).
6. Students in violation of any such condition or any other provisions of this agreement will be subject to disciplinary action. Violations also entitle the College to terminate the Housing Agreement and institute eviction procedures if deemed necessary.
7. Any damage, other than normal wear and tear, will be billed to the student following the room check out process as determined by the Director of Physical Plant and professional Residential Life staff. Review the inventory carefully and address any changes to the Office of Residential Life and Housing.
8. By signing this agreement, the student also agrees to return the room to its original state before vacating at the end of the year or as a result of agreement termination. Failure to do so may result in a damage or cleaning fee.
9. The College reserves the right to transfer a student to a different room or residence to better meet occupancy needs of individuals and/or the College.

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## **Room Changes**

Room changes may not be permitted during the first two weeks of each semester. Any student changing rooms for the second semester must move to a new room prior to his/her departure for the winter break. Room changes may not be made without authorization from the Office of Residential Life and Housing. Any exceptions may be made by professional Residential Life staff.

## **Room Consolidations**

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

1. Select an eligible roommate and complete necessary paperwork.
2. If the occupant, or the College, is unable to locate a roommate, he/she may move or be requested to move to an alternate room.
3. Pay an additional fee per semester (or prorated portion thereof) to guarantee a single/double room. Extension of this option is contingent upon current space needs. \*
4. Remain in the room (in compliance with the guidelines under "Housing Assignments") with the understanding that the College may assign a roommate at any time and/or adjust the room occupancy rate. Students are not to discourage prospective room-mates; such actions will result in an additional fee, relocation, and/or fine. When a vacancy occurs, the College reserves the right to assign a new roommate(s) or make reassignments as needed.

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

## **College Liability**

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

## **Summer Housing Policy**

1. Summer housing is available for students who are currently enrolled at Thomas College **on a limited basis**.
2. The only students eligible for campus housing are those who are approved for summer College work-study positions, are employed for the summer by College administrative offices, enrolled for summer courses, or who are granted permission to live on campus while working in the area. Consideration will first be given to students taking classes, working in work-study positions or who are employed by the College during the summer. (Note: students must be enrolled in class full time or working full time in order to be eligible for summer housing).
3. Summer housing constitutes the period of time from graduation until a week before classes begin.



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4. Discharge from, or termination, of any summer campus employment position for any reason results in loss of summer housing.
  5. There are two rental payment options:
    - a. Advanced cash payment for the full summer, or
    - b. Contracted payroll deduction from summer paychecks or College work-study.
  6. Students living in summer housing are responsible for their own meals.
  7. All College policies are in effect throughout the summer as well as additional summer housing policies (on file in the Office of Residential Life and Housing). Break Housing policies will be in effect during the first and last week of the summer housing period.
  8. Thomas College is under no obligation to provide summer employment or housing opportunities for students. This includes graduate or undergraduate students enrolled in spring trimester classes.

### **Break Housing**

During official College breaks, the Residence Halls close and residents are expected to vacate their rooms by 7:00 p.m. on the indicated day.

Exceptions for Break Housing will be considered for reasons such as academics, athletics, work, and travel. Students requesting housing during break periods must submit a letter to the Office of Residential Life and Housing at least two weeks in advance of a scheduled break. Students will be notified prior to the break if they are eligible for Break Housing.

Students on Residential or Disciplinary Probation, or who have a judicial history of property damage, repeated substance policy violations, or other violations may not be eligible for Break Housing (students needing to stay for academic or athletic reasons may request special consideration).

Resident students granted an exception to remain in housing over break periods must attend a mandatory Break Housing meeting and adhere to additional Break Housing policies. **The fee for Break Housing is \$31.00 per night or \$179.00 per week (7 nights).** This fee is waived for residents required to be on campus for academics or athletics or have extended travel requiring that they remain on campus during breaks. Meals are not provided by the College during breaks.

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

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## **RESIDENCE LIFE POLICIES**

### **Appliances**

The following items are not permitted in student rooms: Refrigerators or refrigerator/freezer units exceeding 2.9 cubic feet, hot plates, coffee pots (Keurig machines are permitted), toaster ovens, George Foreman or like grills and other electrical appliances, electric blankets, space heaters, and irons that are not automatic shut-off. Small microwaves are allowed in student rooms. There should be no more than one microwave and one refrigerator per resident of the room.

### **Bicycles**

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

### **Closing Hours**

For security purposes, all entrances to the residence hall are locked 24 hours a day. All residents in GPH, Hinman and Bartlett will gain access to their residence hall with their student ID. GPH, Hinman and Bartlett residents are responsible for the security of their own room. Students residing in the Village are responsible for the security of their own rooms and will have card access to the Village laundry room and common area of Bartlett Hall 24 hours a day. Students residing in a Townhouse suite are responsible for the security of their own exterior door and interior room doors. Townhouse residents will also have card access to a common area 24 hours a day.

### **Electrical Extension Cords and Power Strips**

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

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## **Fire Alarms and Equipment**

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

## **Furnishings**

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

## **Guests**

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

## **Hall Sports**

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

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**Health and Safety Inspections**

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

**Housekeeping**

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

**Incense and Candles**

Due to the extreme fire hazard resulting from the burning of incense or candles, neither is allowed anywhere within the residence halls.

**Keys**

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

Replacement Room Key .....	\$75.00
Replacement Townhouse Common Area Key .....	\$150.00
Replacement Mailbox Key.....	\$75.00
Replacement Access Card.....	\$15.00

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

**Painting**

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

**Pets**

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

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## **Quiet and Courtesy Hours**

Quiet hours are established to assist in creating a positive academic atmosphere in the residence hall during the evening hours. Because study and proper sleep are essential for success, quiet hours are a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs. Quiet hours are scheduled 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 1:00 a.m. to 8:00 a.m. Friday and Saturday. Heath Hall 2<sup>nd</sup> and 3<sup>rd</sup> floors has extended quiet hours which run from 9:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:00 p.m. - 9:00 a.m. Friday and Saturday. Courtesy hours are in effect 24 hours a day, 7 days a week in all residences, during which time students are to be considerate of the needs of their neighbors and fellow students upon request. Responsibility for quiet hours is shared. All residents are responsible for their own reasonable conduct and for letting others know when they are infringing on the right to a quiet living environment. In persistent cases, do not hesitate to seek help from your own RA, RA on duty, or Safety and Security. Extended quiet hours will be in place during final exam week. Loud disturbances of any kind will not be tolerated during quiet hours. Large speakers, musical equipment, subwoofers, bass, etc. in student rooms deemed to be a continued noise issue in the residence halls may be removed by the Office of Residential Life and Housing.

## **Residence Entry**

Each residence is equipped with a security locking system. Residents will be issued the appropriate key/access card to their building (and associated common spaces) upon official check-in. In order to maintain the most effective security for all residents, a student may not give their key/access card to any person not living within their residence. Likewise, only those students who have been assigned to and have access to the building and/or their guests are permitted inside. The use of an unauthorized entrance or exit, to or from a residence, is prohibited (this includes propping open locked doors, entering through a window, etc.).

## **Roofs and Roof Access**

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

## **Room Care**

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

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## **Room & Common Living Area Damage**

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

### **Student Damage Fee Schedule (minimums)**

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

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

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## **Room Entry**

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

## **Room Inventory**

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

## **Room/Suite Occupancy Maximum**

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

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

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

## **Smoking/Tobacco**

All buildings at Thomas College are smoke free including the use of electronic cigarettes, vaping units and smoking devices. All buildings are also tobacco free (e.g. chew and dip) except within individual student resident rooms. Smoking is prohibited in all parts of all buildings on campus, within 25 feet of all buildings including residence halls, on the southeast and southwest sides of GPH Residence (to include the parking lots and entryway), and at any outdoor College sponsored activities hosted on campus to include outdoor sporting events.

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**Waterbeds**

Waterbeds are not permitted in College residences.

**Weightlifting**

Weightlifting and weightlifting equipment are not permitted in College residences.

**Windows and Window Screens**

For safety reasons, screens may not be removed from room, common area, or hallway windows. Throwing or hanging anything out of a window or use of a window as an egress in non-emergency situations is prohibited.

Windows in Bartlett Hall, Hinman and Townhouse have window stops installed for student safety. These may not be removed for any reason.

Residents may be assessed a maintenance fee if these need to be reinstalled at any time.



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# TIMECARD SCHEDULE

2019-2020

<u>Timecard Due</u> <u>Ready</u> (Mon. by 9:00 am)	<u>Period Covered</u>	<u>Paychecks</u>  (Wednesday)
	<b>2019</b>	
July 8	June 23 – July 6	July 10
July 22	July 7 – July 20	July 24
August 5	July 21– August 3	August 7
August 19	August 4 – August 17	August 21
<b>August 30</b>	August 18 – August 31	September 4
September 16	September 1 – September 14	September 18
September 30	September 15 – September 28	October 2
<b>October 11</b>	September 29 – October 12	October 16
October 28	October 13 – October 26	October 30
<b>November 8</b>	October 27 – November 9	November 13
November 25	November 10 – November 23	November 27
December 9	November 24 -December 7	December 11
<b>December 20</b>	December 8 – December 21	<b>December 24</b>
	<b>2020</b>	
January 6	December 22 – January 4	January 8
<b>January 17</b>	January 5 – January 18	January 22
February 3	January 19 – February 1	February 5
<b>February 14</b>	February 2– February 15	February 19
March 2	February 16 – February 29	March 4
March 16	March 1 – March 14	March 18
March 30	March 15 – March 28	April 1
April 13	March 29 – April 11	April 15
April 27	April 12 – April 25	April 29
May 11	April 26 – May 9	May 13
<b>May 22</b>	May 10 – May 23	May 27
June 8	May 24– June 6	June 10
June 22	June 7 – June 20	June 24

<b>EXT DEPARTMENTS</b>		<b>STUDENT AFFAIRS STAFF</b>	
362	Academic Affairs	243	Administrative Assistant,
101	Admissions		<b>Dena Wade</b>
104	Advancement	243	VP for Student Affairs,
167	Alumni Relations		<b>Lisa Desautels-Poliquin</b>
404	Athletics	216	Dean of Students/Director of
154	Athletic Trainer		Residential Life and Housing,
250	Buildings and Grounds/Maint.		<b>Hannah Gladstone</b>
<b>399</b>	<b>Campus Safety and Security</b>	183	Assistant Dean for Student
295	Campus Store/Dog Pound		Engagement, <b>Jim Delorie</b>
140	Cancellations Line	247	Coordinator of Student Life,
106	Career Services		<b>Michael Sales</b>
333	Center for Innovation and	245	Counselor, <b>Carol Jollotta, LCSW</b>
	Education	216	Director of Dance, <b>Michelle</b>
204	Computer Lab Help Desk		<b>Casavant</b>
444	Dining Center	444	Director of Dining Services,
102	Graduate and Professional Studies		<b>Jody Pelotte</b>
	Office	401	Director of Health Services,
151	Harold Alford Institute for		<b>Cheryl Daggett, APRN-CNP</b>
	Business Innovation	399	Director of Safety and Security,
401	Health Center		<b>Celeste Stimpson</b>
240	Human Resources	305	Senior Resident Director,
204	I.T. Services		<b>Johnathan Atkinson</b>
435	Jeanie's Café	109	Area Coordinator, <b>Miranda</b>
			<b>Piscopo</b>
462	JMG Office	183	Esports Coach, Martin Schelasin
204	Library		
201	President		<b>STUDENT FINANCIAL SERVICES</b>
313	Public Relations	112	Senior Director, <b>Jeannine Bosse</b>
183	Recreation and Intramurals	105	Assoc. Director of Financial Aid,
			<b>Tim Russo</b>
405	Registrar's Office	405	Registrar, <b>Kelsey Bragdon</b>
216	Residential Life and Housing	423	Assist. Registrar, <b>Michelle Yates</b>
243	Student Affairs Office	421	SFS Counselor, <b>Judi Veilleux</b>
105	Student Financial Services		
247	Student Life/Activities		
297	Student Success		
142	Student Success Center		
209	Title III		
218	TRIO Office		
111	Welcome Center		
<b>ACADEMIC AFFAIRS STAFF</b>			
362	Executive Assistant to the		
	Provost, <b>Kelly Stevens</b>		
362	Provost, <b>Dr. Tom Edwards</b>		

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**RESIDENT ASSISTANTS**

<b>Floor</b>	<b>Resident Assistant</b>
Bartlett 2 <sup>nd</sup> Floor	Ethan Burns
Bartlett 3 <sup>rd</sup> Floor	Brynn Patenaude (Lead RA)
Heath 1 <sup>st</sup> Floor	Thebarga, Matthew
Heath 2 <sup>nd</sup> Floor (Quiet)	Richard Schmitt
Heath 3 <sup>rd</sup> Floor (Quiet)	Zoe Tedeman
Hinman 2	Joel Matondo
Hinman 2	Sydney Abbott
Hinman 3	Tiffany White
Hinman 3	Evan Arsenault
Parks 1 <sup>st</sup> Floor	Hannah McGlashing
Parks 2 <sup>nd</sup> Floor	Isaac Robichaud
Parks 3 <sup>rd</sup> Floor (Gaming)	Brandon Stevens
Townhouse A	Taylor Sheley (Lead RA)
Townhouse C	Jameson Dehmer
Village Laundry Side	Gabe Merrill
Village Parking Lot Side	Anthony Pizzo
Village Roadside	Kerri Abbott
Village School Side	Jen Snedeker

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# OFFICE HOURS

## Administrative Offices

### **Monday - Friday**

8:00 AM - 4:30 PM

Academic Affairs Office

Accounting Office

Admissions Office

Alumni Office

Athletic Office

Career Services

Human Resources

JMG

President's Office

Retention Services

Student Affairs

Student Financial Services

Student Success Center

Title III

TRIO Office

## Graduate and Professional Studies

### **Monday - Thursday**

8:00 AM - 5:00 PM

### **Friday**

8:00 AM - 4:30 PM

## Library Commons Hours

Open 24/7

## Service Desk, Reading Room and Computer Lab Hours

### **Monday - Thursday**

7:30 AM - 11:00 PM

### **Friday**

7:30 AM - 5:00 PM

### **Saturday**

8:00 PM - 5:00 PM

### **Sunday**

1:00 PM - 11:00 PM

## Campus Store

### **Monday-Friday**

8:00 AM - 5:00 PM

### **Saturday and Sunday**

11:00 AM - 5:00 PM

## Dining Center

### **Monday - Friday**

#### **Breakfast**

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

9:30 AM - 10:30 AM

(Continental)

#### **Lunch**

11:15 AM - 1:30 PM

#### **Lunch Light Menu**

1:30 PM - 4:45 PM

#### **Dinner (Mon-Thurs)**

4:45 PM - 7:00 PM

#### **Dinner (Fri)**

4:45 PM - 6:30 PM

#### **Saturday and Sunday**

#### **Brunch**

10:30 AM - 12:45 PM

#### **Dinner (Sat)**

4:45 PM - 6:30 PM

#### **Dinner (Sun)**

4:45 PM - 7:00 PM

## Jeanie's Café

### **Monday - Thursday**

7:30 AM - 8:00 PM

### **Friday**

7:30 AM - 1:00 PM

## The Dog Pound

### **Monday - Thursday**

10:00 AM - 10:30 PM

### **Friday**

10:00 AM - Midnight

### **Saturday**

11:00 AM - Midnight

### **Sunday**

11:00 AM - 10:30 PM

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# FACULTY DIRECTORY

Fall 2019

## Arts & Sciences School

### Professors

Barnes, Paul  
Bonney William  
Crowell, Jessica  
Cunningham, Debbie  
Delorie, Jim  
Desautels-Poliquin, Lisa  
Dickson, Dale  
Dyer, Steve  
Foster, Dylan  
Frangoulis, George  
Gotjen, Lynne  
Grady, Jonathan  
Hansen-Childers, Judy  
Horton, Tracey  
Hubel, Pat  
Kahl, J. Steve  
Kennedy, Kimberly  
Leavitt, Crystal  
Lepley, Douglas  
Macke, Karen  
Majewski, John  
Marsolais, Mark  
Mechling, Kelly  
Morales, Andres  
Ochs, Laurie  
Poulin, Mary  
Scozzafava, Joe  
Schmalzel, Joseph  
Shuff, Brian  
Southard, Jo  
Thebarge, Andrea  
Therriault, Cote  
Thibodeau, Anne-Marie  
Watts, Earl  
Wilcox, Alicia  
Wilkins, Richard

## Business School Professors

Appunn, Frank  
Campbell, James  
Cragen, Donald  
Donato, Joseph  
Geller, David  
Gilbert, J. Peter  
Karush, Patricia  
Kelsey, Bruce  
King, Greg  
Leland, Daniel  
Libby, Jim  
Nedik, Tony  
Pare, Jeremy  
Pelletier, Corey  
Ratte, Darlene  
Saucier, Rick  
Tibbetts, Roberta  
Wheaton, Ryan  
Whitmore, Richard

## School of Education Professors

Alexander, Wallace  
Biffle, Richard  
LaBreck, Gayla  
Martin, Todd  
Rybakova, Katie  
Thompson, Pamela

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# WATERVILLE AREA DIRECTORY

(207 Area Code)

## Banks

Bangor Savings Bank 861-8931  
Camden National Bank 872-5636  
Kennebec Svgs. Bank 872-5563  
Key Bank (Main St.) 873-0742  
Maine State Credit Union 873-5159  
New Dimensions FCU 872-2771  
People's United Bank 877-9900  
T.D. Bank 873-3301

## Bed & Breakfasts

Pleasant Street Inn 680-2515  
The Pressey House 465-3500

## Florists

KMD Florist 873-0443  
Waterville Florists 872-7422

## Grocery Stores

Hannaford Supermarket 873-0788  
Shaw's Supermarket 873-6224

## Hospitals

Inland Hospital 861-3000  
Maine General Med. Ctr. 872-1000  
MGMC ExpressCare 621-8880

## Hotels/Motels

Fireside Inn & Suites 873-3335  
Hampton Inn 873-0400  
The Best Western Hotel 873-0111

## Ice Cream

Dairy Queen (KMD) 872-2220  
Gifford's Famous Ice Cream  
872-6631

## Music

Bull Moose Music 861-5884

## Pharmacies

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

## Places of Worship/Spiritual

### Centers

Beth Israel Congregation 872-7551  
Centerpoint Community 872-2084  
Corpus Christi Parish 872-2281  
Earth Tides [www.earthtides.org](http://www.earthtides.org)  
Faith Evangelical Free 873-0343  
First Baptist 872-5741  
First Church of Nazarene 622-7529  
First Congregational 872-8976  
Islamic Society of

Augusta (706) 868-7278

Kennebec Valley Baptist 872-7021  
Lew/Aub Islamic Center 777-7733  
Maine Hindu Temple,

Westbrook 370-0475

Maine Muslims Com. Ctr. 797-6626  
St. Mark's Episcopal 872-7869  
Treetop Zendo, Soto Zen 619-1156  
United Methodist 872-7564  
Universalist Unitarian 873-4006

## Recreation

Benton Family Fun Park 453-9000  
Gifford's Mini Golf  
and Batting 861-4650  
The Ice Vault 622-6354

## Restaurants/Pizza

Amici's Cucina 861-4440  
Applebee's 872-6702  
Big G's Deli 873-7808  
Buen Apetito 861-4649  
Cappza's Pizza 873-7770  
College Quik Stop 859-9994  
Domino's Pizza 873-0100  
Engine 5 Bakehouse 616-3772

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**Restaurants/Pizza (cont.)**

Governor's	872-0677
Grand Central Cafe	872-9135
Holy Cannoli	877-7899
Jewel of India	872-0331
Jin Yuan Chinese	861-4433
Jorgensen's Café	872-8711
Joseph's Fireside Steakhouse	877-8325
KFC	872-6261
Lebanese Cuisine	873-7813
Ming Lei Chinese	873-2828
Mirakuya Sushi & Steak	616-0088
Opa (Greek)	859-3103
Pad Thai Too	859-8900
Pizza Hut	873-5000
Pointe Afta	872-0521
Portland Pie	401-6200
Rita's House of Pizza	872-0773
Ruby Tuesday's	859-8991
Selah Tea	660-9181
Scotty's Pizza	873-4372
Subway (KMD)	872-5459
Taco Bell	872-6261
Waterville House of Pizza	873-4300

**Storage**

Brown House Storage	873-6483
Pondwood Self Storage	872-8100
Trafton Properties, Inc.	872-6070
Waterville Self-Storage	465-5192

**Stores**

Bath & Body Works	859-9910
JC Penney	873-2781
Marden's Discount Store	873-6111
TJ Maxx	873-6501
Wal-Mart Supercenter	877-8774

**Taxis**

Elite Taxi	872-2221
P.T. Cab Co.	465-2304

**Theatres/Cinemas**

Flagship Cinemas	873-7801
Regal Cinema Augusta	1(844)462-7342
Railroad Square	873-6526
Skowhegan Drive-In	474-9277
(Only open Friday-Sunday)	
Waterville Opera House	873-7000

**Towing and Car Repair**

Ace Tire and Service	873-5166
American Glass Co.	873-2141
Arbo's Transmission Rebuilders	873-6316

**Transportation**

Concord Coach	800-639-3317
Greyhound	800-231-2222
	680-2540
Kennebec Explorer	877-5677
Lyft	855-865-9553
Uber	415-986-2104

**Travel Agencies**

Day's Travel Bureau	873-0755
AAA New England	873-0692

**Video/Gaming**

Game Stop	859-9848
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**Link to local discounts with your Student ID:**

<http://www.thomas.edu/inside/activity-and-recreation/student-events/student-discounts/>

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