

## Student Affairs: Cyr Hall

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[Student Affairs Website](#)

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

### Alcohol and Substance Abuse Policies

The University of Maine at Fort Kent views alcohol and substance abuse as a serious problem. In compliance with the "Drug Free Schools and Communities Act" and the "Drug Free Workplace Act", the University publishes annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For a copy of the booklet "[Information About Drugs and Alcohol for Students and Employees](#)," please contact the Human Resources Office at [834-7554](tel:834-7554) or [download the booklet](#) from the University of Maine System website.

### Alcoholic Beverages (use of)

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

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

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

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

1. Drinking of alcoholic beverages is prohibited in all academic buildings.
2. Drinking of alcoholic beverages is prohibited in the Student Lounge, Dining Hall, Sports Center and on Crocker Beach. Any request for exception to this regulation because of a special event must be approved by the Dean of Students.
3. Drinking alcoholic beverages in public is prohibited. This applies to any and all functions open to the public such as entertainment, dances, athletic events, and to the out-of-doors on any part of the campus. This also applies to all entranceways, corridors and reception areas of the residence halls, and to all "away games" on other campuses.
4. Any student of legal drinking age found drinking an alcoholic beverage or seen with an uncapped and/or capped but partly consumed alcoholic beverage on his/her person in the above mentioned areas shall be referred to the appropriate conduct officer. Even capped and completely full beverages will warrant disciplinary proceedings if an individual flagrantly moves about campus grounds, and/or if there is no evidence of just having entered the residence hall or campus grounds.
5. Infractions of these rules will be dealt with in accordance with the University of Maine Student Conduct Code and Maine State Laws.
6. Any student who causes disruption of any kind while intoxicated shall be subject to a disciplinary proceeding, depending on the circumstances surrounding the incident. A meeting with the Dean of Students may result in referral for formal disciplinary proceedings.

### Alcoholic Beverages at Social Events

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

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

### Dining Services (by Sodexo): Nowland Hall and Bengal's Grille

#### Hours of Operation

##### Nowland Hall:

- Monday – Friday Breakfast \$9.99 7:30 am - 10:00 am
- Monday – Friday Lunch \$12.99 11:00 am - 1:00 pm
- Monday - Friday Dinner \$14.99 4:30 pm - 6:30 pm
- Weekends & Holidays
  - Brunch \$12.99 10:30 am - 12:30 pm
  - Dinner \$14.99 4:30 pm - 6:30 pm

##### Bengal's Grille:

- Monday – Thursday 7:30 am – 7:30 pm
- Friday 7:30 am – 1:30 pm
- Closed on weekends and holidays

### Resident Student Plan for Fall 2023/Spring 2024: The Unlimited Plan

Enjoy unlimited meals in Nowland Dining Hall plus \$150 in Flex to use at the Bengal's Lair or on the "Everyday" mobile dining app.

With this all-access plan, students can enter the dining hall during operating hours as often as they wish to enjoy a meal, grab a snack or a beverage, or enjoy a homemade dessert - whatever they're craving! It provides the ultimate flexibility to satisfy your hunger when it's convenient with your schedule. For more information, [visit the Dining Services website](#).

### **Commuters, Faculty, Staff, and Community Members:**

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

Commuters, Faculty, Staff, and Community Members may select one of the following to enjoy meals at a reduced rate:

- 10 Block Plan – 10 meals at Nowland Hall at your convenience – \$120.00
- 10 Block w/\$50 Flex – 10 meals at Nowland w/\$50 in Flex Dollars - \$170.00
- 25 Block Plan – 25 meals at Nowland Hall at your convenience - \$290.00
- 25 Block w/\$50 Flex – 25 meals at Nowland w/\$50 in Flex Dollars - \$340.00
- 50 Block Plan – 50 meals at Nowland Hall at your convenience - \$570.00
- 50 Block w/\$50 Flex – 50 meals at Nowland w/\$50 in Flex Dollars - \$620.00
- **NEW** Community Plan – 5 meals per week w/\$500 in Flex Dollars - \$1,340.00

*\* Flex Dollars can be added at any time in \$25 increments, tax-free.*

*\* State of Maine 8% sales tax applicable to all commuter meal plans.*

Disclaimer: For additional, and the most up-to-date information, please [visit our Dining Services website](#).

## **Campus Crime Statistics and Policies**

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

A complete chart of campus crime statistics can be found at the [Campus Crime & Safety Report webpage](#). For a paper copy, contact Student Affairs at Ext. 7587.

### **Reporting of Criminal Actions**

Crimes and emergencies are reported to the Residence Hall Staff if the incident occurs in the Residence Halls and to the Dean of Students if the incident occurs in any other campus area. If necessary, crimes and emergencies may be reported by calling 911 or the Fort Kent Town Police at [834-5678](#). These numbers are staffed 24 hours a day.

Annually, the campus community is reminded, via an e-mail announcement of campus crime reporting procedures. On-campus crimes are to be reported using a standard [Crime Reporting Form found online](#).

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

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

### **Campus Sex Crimes Prevention Act**

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

### **Firearms**

Firearms and Tasers are not allowed in campus buildings or on campus grounds. Students in the residence halls will be asked to keep their firearms at the Fort Kent Police Department.

### **Annual Safety & Security Report**

The Annual Safety and Security report is compiled and published annually by the Dean of Students. All campus crimes and security violations are reported to the Dean of Students. Information and statistics for the report are compiled in the Office of Student Affairs with the help of written reporting mechanisms from campus departments & personnel.

### **Access to Campus Facilities**

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

### **Maintenance and Security of Campus Facilities**

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

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

### **Off-Campus Student Organizations**

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

### **Security Awareness and Crime Prevention Programs**

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

1. PRINTED MATERIAL: Sexual assault and sexual harassment brochures are available in the Student Affairs and Human Resources Offices and at advertised distribution sites. In addition, safety and awareness tips are included in this student handbook. Similarly, [this information can be found on the UMFK website](#).
2. RESIDENCE HALL SAFETY: A variety of programs are offered for both commuters and students living in the residence halls. Throughout the year the University offers a variety of programs, including safety awareness meetings, sexual assault and date rape prevention, fire and chemical safety presentations, and alcohol and drug awareness

programs. Prevention is stressed but response to these concerns is also an important consideration.

### **Crime Statistics**

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

### **Diversity Programming**

Diversity Programming consists of special student and campus-wide activities that celebrate UMFK's diverse student and staff population. Special months and days, such as Black History Month and Women's History Month, are observed through a variety of engaging activities.

### **HIPAA**

University of Maine at Fort Kent Notice of Privacy Practices for Health Information. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

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

### **Illegal File Downloading and Bandwidth Use**

All students who use the UMFK computer network must be aware that downloading music, movies, images, and other digital, copyright-protected files without paying for them is illegal. Doing so constitutes the theft of copyright-protected material and is punishable by serious fines. "Watchdog" companies and agencies that monitor computer networks and IP addresses inform us when someone on our network is downloading copyright-protected songs, movies, and other material. Again, all of these activities are illegal and are against the UMS Student Conduct Code. Recently, several University of Maine System students, including some from UMFK, were charged with illegal downloading by the Recording Industry Association of America and their infractions have resulted in lawsuits that include thousands of dollars in fines. This is a serious matter and the excuse that "everybody does it" is not a legitimate one. As proprietors of the computer network, we (UMFK) are required to respond to these infractions. Please understand we are doing this not only for our protection but yours as well.

The following are the sanctions for illegal downloading on the UMFK computer network.

- **1st Offense:** Your access to our network will be suspended until you are able to talk to the Director of Student Affairs, who will give you an official warning. After this warning, your access will be suspended for one full calendar week, commencing on the day of your consultation with the Director of Student Affairs or his designee.
- **2nd Offense:** You will be charged for violating the UMS Student Conduct Code, and the sanction will include a 90-day suspension of your network access. Please note this suspension will not prevent you from completing academic work on our campus computers in our labs, but it will prevent access from your personal computer in the residence halls or at home.
- **3rd Offense:** You will be charged for violating the UMS Student Conduct Code, and you will be permanently suspended from our network.

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

### **Bandwidth Use**

Internet access is a shared resource for everyone. We do not have an infinite amount of this resource. We have systems like telephones and air control units for heating and cooling that require internet access to work correctly. These systems use the same network connection that your personal computer uses to surf the web. When someone or a group of users download hundreds of files from the web, it absorbs a lot of this shared internet resource. Many of these programs that you use to download music and movies create folder shares on your computer. These folder shares are where you save the files you downloaded and, in turn, are shared out to the world for others to download from you. So even if you are not downloading files, you are allowing others to download from you, which is just as problematic.

Setting up your computer to stream movies for others to view causes the same internet drain. When someone does these kinds of activities, they cause problems with other vital systems that require an internet connection. This leads to numerous problems and complaints. We have a system in place that monitors users that use extreme amounts of this shared resource. Typically when a user reaches a predefined limit, their access will be throttled to a slower rate until the person stops what they are doing.

The monitoring system notifies the UMFK IT department; if we receive continuous notification of a user that continues to be an internet glutton, we will notify the Student Affairs office and provide them with log files that indicate excessive usage from a user. This user will then be penalized based on Student Affairs conduct rules.

If you want to know your limits or to know what is good or bad, you can always visit the UMFK IT department for answers to any of your computer questions.

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

Please heed this warning and refrain from this type of activity. More information regarding illegal downloading can be found at [UMFK IT's illegal downloading page](#).

### **Immunization**

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

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

### **International Student Immigration/Visa Information**

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

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

- Be admitted to UMFK. Upon arrival at UMFK, you must see the Dean of Students, a campus DSO, or designee, to have your I-20 signed and verified on a semester basis.
- Maintain full-time enrollment (at least 12 credits per semester, of which 9 credits must be face-to-face) All courses must be taken for credit.

- Purchase health insurance for the duration of your studies.
- Conform to regulations for travel outside of the U.S. and keep your passport valid your entire stay in the U.S.
- Accept no off-campus employment without written permission from the Department of Homeland Security and/or campus DSOs. F-1 students are allowed to work part-time on campus. F-1 students may also apply for paid practical training opportunities that allow for paid off-campus work in some special circumstances. Please see the Dean of Students or a DSO for more detailed information.
- Notify Student Affairs before you transfer to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within sixty days after the completion of your program.

## Orientation

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

A conference-style format is used to structure presentations and workshops so that students can obtain and absorb as much pertinent information as possible. In addition to advising workshops, academic presentations, and panel discussions, students have the opportunity to dine in our cafeteria and explore the local area through a variety of campus-led activities. Orientation kicks off the Week of Welcome (W.o.W). This is a week-long series of programs and events to get students engaged and involved on campus.

Typically, students confirmed for the fall semester will attend orientation before classes begin. This session allows students to become acquainted with current students, faculty, and staff, while simultaneously exposing them to the campus community's important policies, procedures and programs. Similarly, students confirmed for the spring semester are encouraged to attend a similar one-day orientation program that provides the same information along an abbreviated schedule the day before classes begin in January.

## UMFK Campus Parking Policy

### UMFK Campus Parking Regulations

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

### Mandatory Vehicle Registration

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

### Visitor Parking and Temporary Parking Permits

Visitors to UMFK must obtain a temporary parking permit. Visitors can pick up their permits at the Student Affairs Office located in Cyr Hall. Hosts are expected to inform their guests of the parking regulations.

### Evening and Weekend Parking

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

### Parking During Breaks

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

### Loading and Unloading Vehicles

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

### Winter Parking Ban

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

### Towing

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

### Penalties

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

## Passport Requirements

As of June 1, 2009, the U.S. government has implemented the full requirements of the land and sea phase of the Western Hemisphere Travel Initiative. The rules require all individuals entering the United States at sea and land ports of entry to have a passport or a passport card. Passports are required for entry into U.S. airports; the passport card is not valid for air travel outside of the Continental United States. The most up-to-date information regarding U.S. travel with a passport/passport card can be found at [the U.S. Department of State's website](#). Applications for passports and passport cards can be found at local post offices and on [the U.S. Department of State's passports webpage](#).

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

## Posters/Advertising

1. On-campus Organizations
  - a. All on-campus organizations, made up of students, employees, or both, may advertise their activities on campus grounds. All posters or such materials must include the name of the organization sponsoring the activity and must be approved by Student Affairs before being placed on display.
  - b. Materials should be posted in areas commonly designated for posters and placards on campus (i.e., bulletin boards). Advertisements should not be posted on walls, windows, or other glass surfaces and should never cover safety signs or equipment.
  - c. Posters must not contain any of the following inappropriate content:
    - i. Fighting Words - which are words intentionally directed toward another person which incite him/her to immediately retaliate physically;
    - ii. Defamation;
    - iii. Obscenity, which must meet all three parts of the following three-part test:
      1. Whether 'the average person, applying contemporary community standards' would find that the work, 'taken as a whole,' appeals to 'prurient interest'
      2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law, and
      3. Whether the work, 'taken as a whole,' lacks serious literary, artistic, political, or scientific value. Pornography is not necessarily obscene;
    - iv. Child pornography;
    - v. Perjury;
    - vi. Blackmail;
    - vii. Incitement to imminent lawless action;
    - viii. True threats;
    - ix. Solicitations to commit crimes;
    - x. Plagiarism; and
    - xi. Treason
  - d. All advertisements must adhere to the UMFK policies related to the advertisement of alcohol-related events. (See 'Alcohol Advertisement Policy section VI).
  - e. All posted material must comply with all applicable laws and University policies.
  - f. Advertisements must be removed promptly after they have expired.
  - g. The University reserves the right to remove postings that do not comply with the requirements of this policy.
2. On-campus Individuals
  - a. Students and staff of the University must follow the same rules outlined for On-Campus Organizations.
  - b. Individuals must indicate their name at the bottom of each posted item.
3. Off-campus Organizations and Individuals (Corporate & Non-Profit)
  - a. Off-campus organizations and individuals must have all posted advertisements approved by Student Affairs prior to posting. All off-campus postings and advertisements must be free of prohibited language and information as listed in this policy section 1.c.
  - b. Advertisements by off-campus groups or individuals must be posted in areas specifically designated for public postings.
  - c. All rules listed above for on-campus organizations and individuals must be adhered to including the rules related to the Alcohol Advertisement Policy section VI.

## Residential Life: Cyr Hall/Crocker and the Lodge

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

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

Each hall is different and offers a unique living environment. Incoming students are assigned to rooms by the Residence Life staff. Rooms are assigned to individuals who have completed a resident contract, and questionnaire, based upon availability. Standard rooms are double rooms, and a limited amount of single rooms are available in some suites located in the Lodge. The Lodge suites are designed to house three to four people, depending on the layout. Room preferences are assigned according to seniority. Seniority is determined as follows: the number of consecutive regular semesters lived in UMFK residence halls. Single rooms are never guaranteed. Students who are granted a single room (under any condition) will be charged the single room rate of \$300 per semester.

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

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

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

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

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

The following rules govern visitor behavior in the residence halls.

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

## Sexual Assault Policy (Title IX)

### Sexual Assault Policy

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

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

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

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

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

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

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

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

For details about available resources on our campus and in our community, see the campus brochure regarding sexual assault, dating violence, domestic violence and stalking located on the [student affairs Title IX webpage](#).

To make a report, contact Liz Lavoie, UMS Title IX Coordinator at [581-1226](tel:581-1226) or [581-5866](tel:581-5866), or by e-mail, [equalopportunity@maine.edu](mailto:equalopportunity@maine.edu) or [titleix@maine.edu](mailto:titleix@maine.edu). You may also contact Dr. Timothy M. Doyle, Dean of Students & Deputy Title IX Coordinator, at [834-7562](tel:834-7562), or by email at [timothy.m.doyle@maine.edu](mailto:timothy.m.doyle@maine.edu).

## Smoking

### University of Maine System Tobacco and Smoke-Free Administrative Procedure

*Effective August 31, 2020*

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

#### I. SUMMARY

The University of Maine System ("UMS") joins with the American College Health Association (ACHA) in supporting the findings of the U.S. Surgeon General that tobacco and nicotine use in any form, active and passive, is a significant health hazard. UMS further recognizes that secondhand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA). UMS supports the finding that smoking and the use of tobacco products is detrimental to the health and safety of everyone and thus promotes an environment where the students, faculty, staff, contractors, vendors, and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. It is the responsibility of all members of a UMS campus community to comply with this policy.

#### II. POLICY STATEMENT

In compliance with Federal and State Laws, the University of Maine System is dedicated to providing students, staff, faculty, and visitors with a safe and healthy environment. As such, UMS offers tobacco and smoke-free communities.

This Tobacco and Smoke-Free Policy applies to all students, faculty, staff, contractors, vendors, and visitors. Organizers of, and attendees at public events, including, but not limited to, conferences, meetings, lectures, social events, cultural events and/or athletic events using university owned, leased, and affiliated property are required to abide by the policy.

In addition to prohibiting smoking and the use of tobacco and nicotine products, and to best support a tobacco and smoke-free lifestyle, UMS prohibits:

- A. Selling or distribution of all tobacco products and paraphernalia in all UMS locations and at UMS-sponsored events;
- B. Advertising and promotion of tobacco products on any UMS owned, leased, and affiliated property;
- C. Advertising and promotion of tobacco products in all UMS publications, including, but not limited to, newspapers and magazines;
- D. Accepting donations or gifts from tobacco companies; and
- E. Littering the remains of smoking or tobacco products or packaging on any UMS owned, leased, or affiliated property.

This policy prohibits the use of any smoking, tobacco and nicotine delivery products:

- A. On all UMS owned, leased, and affiliated property;
- B. At all UMS sponsored events, both on and off campus, whether indoors or outdoors;
- C. In all UMS owned, leased, or rented vehicles;
- D. In all personal vehicles on UMS owned, leased, and affiliated property.

In addition, UMS encourages all students, employees, and guests to be respectful and courteous to our community neighbors and avoid smoking within 20 feet of entryways, windows, vents, and doorways, and any location that allows smoke to circulate back into a UMS owned, leased, or affiliated building.

The University provides reasonable accommodations to qualified individuals with disabilities upon request. Individuals are encouraged to consult with the appropriate office on their campus.

#### III. DEFINITIONS

- A. **University of Maine System ("UMS"):** means collectively or singularly, any of the following campuses: University of Maine at Augusta; University of Maine at Farmington; University of Maine at Fort Kent; University of Maine at Machias; University of Maine (Orono); University of Maine at Presque Isle; University of Southern Maine; and all other UMS owned and leased real Property.

- B. **Smoking:** "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated, cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and cannabis (medical and recreational), whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device or any other device intended to simulate smoked tobacco for the purpose of circumventing the prohibition of smoking in this policy.
- C. **Tobacco:** All tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco, and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to electronic nicotine delivery systems, e-cigarettes, e-cigar, e-hookahs, vape pen, or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation of smoking or nicotine replacement therapy.

#### IV. EXCEPTIONS

- A. **Religious and Ceremonial:** Religious and ceremonial tobacco use with prior approval from the Chief Student Affairs Officer or designee.
- B. **Research:** Research with prior approval from the Institutional Review Board with notification to the appropriate Human Resources office, Vice President for Research or other comparable/appropriate area.

#### V. ENFORCEMENT

Everyone is required to comply with this system-wide Tobacco and Smoke-Free Policy. Enforcement of this policy is viewed as a shared responsibility of all those in the campus community. Each campus is responsible for developing and communicating procedures for reporting and enforcing violations. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, contractors, vendors, and visitors about the policy and providing smoking cessation assistance, as applicable.

Members of the campus community who see violations of this policy are encouraged to share policy information and/or follow reporting procedures for their location.

Violations may be handled in the following manner:

- A. Students who are found in violation of this policy may be subject to disciplinary action in accordance with the UMS Student Conduct Code;
- B. Employees who are found in violation of the policy may be subject to progressive disciplinary action up to and including termination;
- C. Visitors who violate this policy may be required to leave UMS property; or
- D. Contractors and vendors who violate this policy may be required to leave UMS property and it may impact their ability to remain a UMS contractor.

#### **Student Activities:** Cyr Hall

Taylor Brown, Student Activities & Residential Life Coordinator (834-7850)

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

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

#### **Student Activity Fees (Allocation of and Accountability)**

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

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

#### **Student Clubs and Organizations & Eligibility**

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

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

The University requires that all students who represent it in any way in extracurricular activities be in good academic standing, in compliance with the University catalog, and be enrolled at the University of Maine at Fort Kent. These requirements include all officers of clubs and social groups. It does not include participants in intramural activities.

Students considering participation in extracurricular organizations or activities should be aware of the following stipulations:

1. A minimum grade point average of 2.0 is required of ALL officers of ALL clubs or social organizations recognized by the University and/or Student Senate.
  - In some instances, a club or organization's constitution may require a higher grade point average to be a member or officer.
2. If, at the end of any given semester of study at the University, a student has failed to attain the minimum required GPA for the club/organization, the officer/member may be placed on inactive status with respect to social clubs and organizations and considered ineligible to participate in organizations, drama productions, or asked to step down from their officer position (if applicable) until significant academic improvement is demonstrated. All students participating in varsity athletics will be governed by their respective national organizations' rules of eligibility, the National Association of Intercollegiate Athletics, and/or United States College Ski Association.

UMFK's small size lends itself well to students generating their own clubs based on their interests. If you are interested in starting a new club, or if you'd like more information on currently active clubs and organizations on campus, please contact the Student Activities & Residential Life Coordinator or stop into Student Affairs.

#### **Student Senate**

The Student Senate is an autonomous student government structure that is as effective and responsive to the student body as students require it to be. The Senate nominates students for appointment to key University committees, helps coordinate cultural and social functions, allocates student activity funds, and works with the Dean of Students and Student Affairs.

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

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

## Student Conduct Code

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

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

All members of the University are governed by University policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may refer to University Policies and Procedures; campus student handbooks; campus residence hall agreements and manuals; and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off University Property. In addition, students may be subject to disciplinary action by the University pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation and circumstances of the situation.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling, and admonition. In certain circumstances where these preferred means fail, the University will rely upon the rules and procedures described in this Code.

The Officer may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc.

Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred.

If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

IN THE ENFORCEMENT OF THE CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY'S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

The Dean of Students is UMFK's Chief Student Conduct Code Officer. For a copy of the UMS Student Conduct Code, contact Student Affairs or [download it from the University of Maine System website](#).

## Student Health Services

The University of Maine at Fort Kent (UMFK) and [Fish River Rural Health](#) have recently partnered to expand and enhance health services for students, providing access to one of the most comprehensive and affordable health care options available in northern Maine.

Through the partnership, UMFK students now have access to Fish River's full array of services, including medical, dental, vision, chiropractic, nutrition, behavioral health care, and clinic-based pharmacy. As a Federally Qualified Health Center (FQHC), Fish River operates on a sliding fee scale, making care affordable for all.

UMFK and Fish River are currently working together to onboard students to streamline the check-in process when care is needed. To further support students, Fish River also provides complimentary shuttle service to students with appointments, offering pick-ups on campus and in the community, and removing that barrier to their care.

### Required Student Information for FRRH Setup

#### 1. Required Forms & Documents

Students must bring the following items to their initial visit; otherwise, they will not be seen. Documents and letters can be obtained in Student Affairs office. **Note:** Off-campus students not employed on-campus must provide income proof instead of an attestation letter (ie: tax return, 3 pay stubs, letter of support).

- o Patient Registration Form
- o Patient Medical History form
- o Sliding Fee Application with income proof
  - On Campus Student/Not working - Requires Attestation letter from Student Affairs
  - On Campus Student/Student Employment - Requires Attestation letter from Student Affairs
  - Off Campus Student/Student Employment - Requires Attestation letter from Student Affairs and 3 Pay stubs or most recent tax return
  - Off Campus Student/Not working - Requires Self Attestation letter
  - Off Campus Student/Working off campus - Requires 3 pay stubs or most recent tax return
- o Insurance Card (*if applicable*)

#### 2. Establish Care

- o **Initial Visit:** Students need to schedule an **Establish Care** visit before same-day services are available (call 207-834-3971).
- o **Notify Staff:** Inform FRRH staff that you are a UMFK student.
- o **Scheduling:** New patient appointments cannot be same-day; call early to schedule.

#### 3. Attend Your Appointment

Arrive early, check in at the front desk, and have your insurance information ready (*if applicable*).

- o **Location:**  
FRRH Fort Kent  
12 Bolduc Ave.  
Fort Kent, ME 04743

#### 4. Same Day Appointments

Once you've established care with Fish River Rural Health (FRRH), you can request Same Day Appointment services:

- o **Call Time**  
Students should call at 7:30 a.m. to request an appointment.  
If you are unable to secure an appointment, please call again the following day, as appointments cannot be scheduled in advance.
- o **Availability**  
Contact [207-834-3971](tel:207-834-3971)  
Fish River clinics operate by appointment only from Monday to Saturday, and due to high demand, walk-ins are not permitted.
- o **Important**  
Please identify as a UMFK student when calling to ensure your needs are addressed under the healthcare service agreement.

### Health Care Shuttle Service

Free shuttle service to the Bolduc Avenue Health Center (*12 Bolduc Avenue, Fort Kent, ME 04743*) is available for established patients. Call [1-888-335-3971](tel:1-888-335-3971) to request a shuttle. How it works:

- Contact FRRH to specify the service you require. Call 3 hours in advance or the day before your appointment.
- Coordinate with FRRH staff to arrange transportation via shuttle service.
- **Pick-Up Location:** In front of Blake Library.
- Be prepared and ready when the shuttle arrives.

## Student Identification Card (Bengal Badge)

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

## Student's Personal Property Insurance

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

## Study Abroad

Students interested in studying for a year, semester, or summer abroad should contact Student Affairs for more information.

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