This reference guide has been assembled from many sources. It draws on the experience of dedicated advisors and Student Affairs professionals to provide relevant information in an easy to access format. The historical advisor handbook was the foundation for the publication, but we have added information about campus services for students and how to assist students in best accessing those services. We have included copies of policies we feel may be of interest or use to you when interacting with students.

You will first find an alphabetized listing of topics or issues that may arise while meeting with students. Included on this list is the department/area information responsible for the services to address the issue and its contact information. Next you will find a more detailed description of each issue which may answer quick questions. In the appendix you will find copies of policies you might find useful.

If you aren’t sure where to refer a student, Student Affairs is always there to assist. They offer a one-stop shop for all student issues and can address any problem no matter how small or large.

*This reference guide is also located in the Advising Folder located in the Provost/Academic Affairs Folder on FirstClass. The Provost/Academic Affairs Folder has been revised to better serve the University. Please feel free to refer to it on questions dealing from MaineStreet to Graduation.*
PHILOSOPHY AND GOALS OF ACADEMIC ADVISING
Good advising is more than meeting with students twice each year to scan their course selections for the next semester and give them the authorization code to register. But how much more? What are reasonable and appropriate expectations for students to have of their advisors? And what should advisors expect of their students? Answers to these questions depend partly on circumstances, and therefore require the judgment of the advisor. There are, nevertheless, a few guidelines that help to define most good advisor/student relationships.

STUDENT EXPECTATIONS OF ADVISORS
There are three fundamental expectations that all students are entitled to have of their advisors:

1) TO BE AVAILABLE
Students need to be able to see their advisors as needed throughout the semester, not just at pre-registration. Advisors should publish advising office hours and stick to them. This needs to be done with student schedules in mind. It is not reasonable to expect a student to cut a class to accommodate posted office hours. Advisors should also be reachable through voice mail and electronic mail, and should respond to messages within one working day. Advisors should also set-up with their advisees a method allowing them to make appointments. Nothing is more frustrating that not being able to find an advisor or make an appointment.

2) TO BE KNOWLEDGEABLE
Advisees have the right to expect their advisors to give them accurate information about University and program requirements, about procedures, about policies, and about deadlines. Few advisors can recall from memory everything needed to answer every question accurately and fully, but EVERY advisor should know where to find accurate information. This handbook seeks to make the task of finding accurate, up-to-date information easier.

3) TO CARE
Every student has the right to be treated by his or her advisor in a respectful, caring, considerate manner. Information can be dispensed in many ways, but advice can only be given through an interactive process in which the goals, abilities, successes and shortcomings of the advisee are known and respected. Good advisors are good listeners who take the time to get to know their advisees.

The legitimate expectations students have of their advisors are many, but there ARE a few expectations that some students may have that are unreasonable. Both advisors and advisees need to be clear about these limits.

1) Academic advisors are not personal counselors. Students should not expect their advisors to help them sort out personal problems. Advisors are not trained to help with these situations; the University has professional counselors that are and students should be encouraged to take advantage of those services through the Counseling Center or Student Affairs.
2) Academic advisors are not tutors. Advisees should not expect their advisors to give supplemental or remedial instruction in their academic courses. Advisors can refer students to the Tutor Program.
3) Advisors are friendly, but should not be expected to be pals. Advisees should respect the fact that advisors are busy people whose time is important; they should not plan to "drop in" on their advisor just to chat between classes, unless they have been invited to do so.
ADVISOR EXPECTATIONS OF ADVISEES
Students owe it to themselves and their advisors to accept their share of the responsibility for developing a good advisor/advisee relationship. Here are a few of the things advisors should expect of their advisees.

1) Expect them to learn as much as possible about program requirements that affect them. The Undergraduate Catalog contains a wealth of important and useful information. Academic requirements change, but the catalog current when students enter the University is the institution’s contract with them regarding the program requirements they will be required to meet. Students should review the catalog available online and refer to it often for answers to numerous questions. The Student Handbook and Student Conduct Code are also publications to be familiar with and are available online through Student Affairs.

2) Expect your advisees to prepare for each visit by making a list of issues they want to discuss. If selection of classes is one of the topics, students should have done some thinking about course selection in advance of their advising visit.

3) Expect your advisees to make advising appointments and keep them: what applies to the advisor here also applies to the advisee.

OBJECTIVES OF ACADEMIC ADVISING
Being available, knowledgeable, and caring are essential qualities of good advisors but they are not the outcomes we seek to achieve through advising. Listed below are some of the more important objectives of academic advising.

1) To help students plan an educational program consistent with their interests and abilities. Students may unknowingly establish career goals likely to conflict with their desired lifestyle: students who dislike science may plan careers in medicine, or those who dislike office work may plan to become accountants. Students often do not know the kind of preparation required for a particular career, or very much about the day-to-day work in a given profession. Good advising gently helps students to bring career aspirations into workable alignment with their aptitudes and lifestyle goals, and to plan their programs accordingly. Referrals to the Career Center are also very helpful in this area.

2) To assist students to monitor and evaluate their academic progress. The number one expectation students have of their advisors is help in understanding and meeting graduation requirements. Advisors need to explain all aspects of program requirements accurately and clearly, and to teach students how to monitor and evaluate their own progress towards a degree. Advisors must also make clear that the students themselves are ultimately responsible for seeing to it that all requirements are met in a timely manner. Nevertheless, advisors have a special responsibility to meet with each advisee prior to registration for the expected final-semester to double-check all graduation requirements, making sure that credits have not been miscounted, that course equivalencies for transfer have not been misinterpreted, that repeated courses have not been counted twice, etc. Nothing causes more grief for students and parents or makes the University of Maine appear more incompetent or uncaring than the last minute discovery of a grade or course or credit deficiency preventing expected graduation.

3) To advise students on the selection of courses appropriate for their interests and abilities. Students can fairly expect their advisors to know something about the courses in their programs, and to be able to advise them on which choices might best complement their abilities and their interests. It is not good enough simply to know which courses are required: advisors need to advise on the sequencing of courses, on the background preparation needed, and on the student’s readiness to take a given course. Advisors should also be able to help students complete the general education requirements with courses that complement the major, and be able to suggest electives that fit with the program and the student’s special interests.
4) **To refer students to special University services as needed.** The best advisors know when and how to refer students to specialists for specific assistance. Many problems presented by advisees are beyond the domain of the academic advisor: intensive assistance with a particular course, personal problems with identity or relationships, financial difficulties, dissatisfaction with roommates or other aspects of living arrangements, legal problems, health concerns, drug and alcohol abuse, etc. Advisors need to be alert for the signs of stress, and to be gently intrusive enough to identify broadly the nature of the problem; then the advisor needs to make the appropriate referral, even making the appointment while the student is in the office (but never without the student's full knowledge and approval). Do not give way to the temptation to be an amateur psychologist: a careless or misplaced remark can cause deep and lasting wounds. Student Affairs is an excellent resource and a great place for the student to begin to access services on campus.

5) **To help students to understand University policies and procedures.** Few experiences are more frustrating than to be sent from place to place to place to carry out some minor administrative task. Advisors can save students hours of aggravation by explaining policies and procedures. Spending a few moments on the phone before a student leaves your office can expedite their interaction with the University’s bureaucracy. Advisors may occasionally need to intervene with University offices on behalf of an advisee. Do not expect to change University policy by your intervention, but you can expect to get a new review of a student's grievance by the responsible administrator. Without your assistance, students may not know how to appeal beyond those who carry out policy to those who make it.

6) **To help students understand the nature and purpose of higher education.** This is not a responsibility students typically expect of advisors, but that makes it no less important. Beginning students, especially, may fail to appreciate the enormous increase in personal initiative and responsibility demanded of students in the college environment. The need to become active participants in their own education may not be apparent to them. Indeed, they may not understand the concept. Some students see higher education only as advanced training for a job or profession, a view frequently reinforced by parents. Advisors need to discuss with their advisees the role general education plays in the baccalaureate curriculum, the development of basic communication and computation skills, sharpening critical thinking skills, developing an appreciation for the major domains of human knowledge and the methods by which we expand them, and exploring the ethical dimensions of human existence. All of these are central to a liberal education; they are the core around which all else prerequisites for the major, study in depth within a selected field, and elective courses to develop individual interests are built. Students need to appreciate that many career paths have no natural origin in specific academic majors, and that, excepting certain professions, choice of a major need not be dictated solely by "career goals."
TIPS FOR ACADEMIC ADVISORS

Here are a few simple techniques advisors can use to build effective advising relationships.

1) Learn your advisees' names, and use them when you talk to them. If someone never calls you by name, you are apt to suspect that he or she cannot recall exactly who you are.

2) Go over with your advisees what they should expect from you and what you expect from them at an early meeting. This handbook contains an abbreviated list of advisor and advisee responsibilities that you may want to copy and use as a basis for discussion.

3) Take a few moments to engage in general conversation whenever an advisee comes to see you. Smile. Make eye contact. Ask how things are going. The student may be looking for an opportunity to bring up something difficult to address immediately.

4) Do not be too efficient in dealing with the issues your advisees bring to you; students may gain the impression that you are eager to be rid of them. Make a few confidential notes for your file after each visit with an advisee. What were the issues discussed? What follow-up is needed? Did you refer the student to any other campus services or suggest some specific action? Review the file that you keep on each advisee just prior to the student's next visit. Ask whether the issue discussed during the previous visit was resolved. Ask if the student actually followed through on any referrals you made.

5) Education records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. A Federal law, the Family Educational Rights And Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. http://www.studentrecords.umaine.edu/records/confidentiality.htm

6) Take full advantage of First Class as an advising aid. Make sure that all your advisees have a First Class account. Even those who do not live on campus can arrange to access First Class from home, and those without computers can access First Class from the campus clusters. E-mail is often the most effective way for you to contact advisees who seem impossible to reach any other way. Some students find it easier, as well as more convenient, to "approach" their advisors by e-mail rather than in person. However, be careful to use e-mail as a supplement to, not as a substitute for, in-person meetings.

7) Be a pro-active advisor. Students who do not contact their advisors often are not those who need little advice; they are likely to be those whose relationship to the University is dysfunctional. Particularly during the first year of college, failure to meet with an advisor is apt to be a sign of impending or current difficulty rather than of mature self-reliance. Advisors should go after these individuals by phone, by e-mail, by a hand written note. Engaging them in a dialogue about their University experiences is an essential first step to progress.

8) Any student appearing to be experiencing some struggles, small or large, should be referred to meet with an advocate in Student Affairs. These professionals can help the student's access services available and facilitate solutions.
Below is a list of alphabetized areas that you may want to refer to in working with your advisees. It contains information on which University office is responsible for each area, contact information and policy information. Following the list is a more detailed description of each item.

A.

**ABSENCES FROM CLASS**
For University-Sanctioned Events: Students who miss class because of participation in a University-sanctioned event (e.g., varsity athletics, band, drama, special field trips, etc.) should talk directly with the instructor of the course affected BEFORE THE ABSENCE OCCURS to arrange making up the work missed. Students may obtain official absence slips from their academic deans. Instructors presented with a signed absence slip are required to provide an opportunity for students to make up work missed. The individual scheduling a sanctioned activity should provide each dean’s office, at least one week in advance, a list of participating students who will miss classes on a specified date(s). Normally, students coordinate such absences directly with the instructors of courses affected.

Unexcused Absences: see ATTENDANCE

**ACADEMIC AFFAIRS** – See [http://www.umaine.edu/provost/](http://www.umaine.edu/provost/)

**ACADEMIC DISMISSAL** – See Academic Standing

**ACADEMIC FORGIVENESS** – See Transcript Re-Evaluation

**ACADEMIC INTEGRITY**
Students of the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another or to cheat on an examination corrupts the essential process by which knowledge is advanced. Such plagiarism, the submission of another's work as one's own without adequate attribution, and cheating are violations of the University of Maine Student Conduct Code.

Although disciplinary action taken under this code is independent of the awarding of grades (an academic matter) and provisions of this code cannot be used for changing awarded grades, an instructor who has probable cause or reason to believe that a student has cheated may act upon such evidence. This may include dropping the student from the course with an-assigned grade of F. Should the instructor elect this option, that decision should be communicated in writing to the Office of Student Records within two weeks of the time the offense is discovered. The student may not circumvent such action by dropping the course either before or after the failing grade is submitted, regardless of the drop policy in effect at that point in the semester. The grade will be considered to be effective from the date and time when the offense occurred, not from the date when the Office of Student Records receives formal notification. The student may appeal the F grade through the Academic Appeal Procedure. The instructor may, either in addition to or in place of a failing grade, refer the case to the department chairperson, the academic dean, or the Conduct Officer for appropriate disciplinary action. The maximum possible sanction which may be imposed, and which will necessarily depend on the degree of seriousness of the case, is dismissal from the University.

**ACADEMIC PROGRAM FACT SHEETS** – See [http://factsheets.umaine.edu/](http://factsheets.umaine.edu/)
**ACADEMIC STANDING**

**Probation** - The minimum acceptable accumulative grade point average needed for graduation is 2.0. Therefore any GPA below 2.0 is a warning to a student that such work will not permit graduation. Students are placed on probation following a semester in which her or his accumulative grade point average falls below 2.0, and a student may be placed on probation following a semester in which he or she receives a semester grade point average less than 2.0.

A student on probation who does not improve her or his accumulative grade point average to a 2.0 may be continued on probation. A student continued on academic probation will be required to meet certain conditions defined by his or her college dean. These conditions will specify the level of coursework and academic achievement required to be removed from probation. The action is posted to the official academic record.

**Continued Probation** – see Probation

**Academic Suspension** - Academic suspension indicates that a student is separated from the University for a minimum of one semester. A student must file an application for readmission. Suspension is the usual action when a student fails to make normal progress toward graduation. Situations that lead to academic suspension are any one of the following:

- Students receive a semester grade-point average at or below 1.0
- Students continued on academic probation fail to meet conditions as defined by the college dean, program director or school director
- First-year students (0-23 credits) acquire an accumulative average less than 1.5 at the end of the first two semesters; Sophomores (24-53 credits) acquire an accumulative average of 1.7 or less; Juniors (54-83 credits) acquire an accumulative average of 1.8 or less; Seniors (84+ credits) acquire an accumulative average of 1.9 or less

Regulations under c. above also apply to transfer students. Exceptions may be made for students who have earned a semester average of at least 2.0 while on probation but who have not achieved the required minimum accumulative average. The action is posted to the official academic record. A hold is placed on the student record to preclude enrollment as a student at all UMS institutions.

**Academic Dismissal** - Dismissal is normally the final action taken when students are not making satisfactory progress toward a degree or when students readmitted after suspension show no improvement in their accumulative average or otherwise fail to meet conditions set by the college.

- The student is not normally allowed to apply for readmission
- The action is posted to the official academic record
- A hold is placed on the student record to preclude enrollment as a student at all UMS institutions

**ACADEMIC STANDING COMMITTEE**

The functions of the Academic Standing Committee are: 1) To determine at the end of each semester which University of Maine students are making satisfactory progress and which are not. Those students who are not making satisfactory progress are placed on probation, suspended, or dismissed. 2) To advise and assist the Associate Provost & Dean for Undergraduate Education on various matters relating to undergraduate academic programs. The membership of the ASC includes: Associate Provost & Dean for Undergraduate Education, as chair; Associate Dean of each college; Director, Explorations program; Director, School of Engineering Technology; Dean, Division of Lifelong Learning, or designee; Director, College Success Program; Director, Office of Student Records. All members are appointed ex officio by the President without term.
ACADEMIC SUPPORT SERVICES
The University offers a wide variety of academic support services, most of which are listed under specific headings in this handbook (See TUTORING for information on tutoring, for example.) Two organized support services are:

ACADEMIC SUPPORT SERVICES FOR STUDENT ATHLETES
This program’s functions are to assist student athletes to be academically successful, and to monitor the academic eligibility of student athletes for athletic competition.

STUDENT ACADEMIC SUPPORT SERVICES
This program provides professional advising and logistical support for pre-med and pre-law students through the Office of Health and Legal Professions.

EXPLORATIONS PROGRAM
This program is an advising program for entering students not ready to select a college or academic major. Students may remain in the program for one year.

FOUNDATIONS
Foundations provide students who do not meet the admissions standards for their chosen major and opportunity to matriculate on an academic contract with a restricted class schedule. This one-year program is designed to allow students to adjust to the college environment and the academic rigors required at the University of Maine. Students enroll in a first-year seminar taught by their academic advisor as well as courses that fulfill the general education requirements. No math or lab science courses can be taken during the first semester without exceptional high school grades in those areas. Students with a GPA of 1.0 or below are suspended after the fall semester. Students with a 2.5 or above GPA may request transfer to appropriate colleges. Students completing the year with an overall GPA below 1.5 are also suspended.

ACADEMIC SUSPENSION – See Academic Standing

ACTIVITIES
The Office of Campus Activities and Student Engagement offers information and assistance to students looking to become involved in one or more of the 150+ organizations and clubs on campus. In addition, the office is available to assist student organizations with their planning needs. To learn more about student activities and organizations at UMaine, contact the Campus Activities Office, 5748 Memorial Union, 581-1736.
ADD/DROP
Schedule Changes after Registration (Add/Drop)
The University of Maine allows students to add courses, to drop courses, to change sections within a course or to alter the grading option for a course (see below) through the first five class days of each semester (the add/drop period).

Courses may be dropped over a much longer period, but students will receive no tuition refund for courses dropped after the tenth day of classes each semester. During the first ten days of the semester students may change the grading option for courses between the Grade option and the Pass/Fail option. No conversions between the Grade option and the Pass/Fail option normally are allowed after this period. During the first third of the semester, a student may drop courses without academic penalty. All such dropped courses are deleted from the student's academic record.

During the second third of the semester, a student may withdraw from a course if the student's advisor and dean approve. Courses dropped will show on the student's academic record, with a grade of "W". The grade will not be computed into the semester average.

During the final third of the semester, any courses dropped will normally carry a grade of "WF", unless extenuating circumstances prevail. This grade will show on the student's academic record and will be computed into the semester average as a failing grade.

Course registrations may be changed from the Grade or Pass/Fail option to the Audit option during the first two thirds of a semester, but changes during the second third can be made only with the approval of an academic advisor and the student's dean.

The aforementioned rules only apply to classes that have a start and stop date of the entire semester. Those classes that are longer or shorter in length will have different academic penalties. These deadlines can be viewed by individual classes in your Student Self Service next to your classes. Select the Deadlines icon next to the class. Refunds for these classes should be discussed with the Bursars Office.

ADDRESS
Students are required to report their correct address at the time of registration or as soon thereafter as it is known. Any changes of address must be updated in MaineStreet. The address should be the student's actual place of residence. If the mailing address is different, it should also be updated in MaineStreet.

ADMISSION, OFFICE OF – See http://www.go.umaine.edu/

ADVISING
Undergraduate advising at the University of Maine is the responsibility of the colleges; therefore, the details of advising programs may differ from one college to another. However, every University of Maine undergraduate student should have an assigned academic advisor at all times, and the student should know that person's name, campus address, and campus phone number. Students can find their assigned advisor's name at their MaineStreet Student Center. Faculty and staff can see the same information by searching for the student at the MaineStreet Student Services Center. [Navigate from the MaineStreet portal to Enterprise Applications > Campus Solutions > Campus Community > Student Services Ctr (Student).] Contact the associate dean's office of the appropriate college if specific information is needed.

A complete overview of MaineStreet's Advisement functionality can be found as a PDF document at the link below, or by navigating from either the MaineStreet login page or the portal page to Training Tools & Materials > Training Materials > Campus Solutions > Student Records > Process Docs & Quick Guides, and then scrolling down to the section entitled TOPICS FOR FACULTY and ADVISORS.

http://www.maine.edu/pdf/AdvisementOverview_PD.pdf

An online tutorial of the same overview for non-Mac users can be found at the link below or by navigating to Training Tools & Materials > Training Materials > Campus Solutions > UPK > UPK Player, and then opening the Topics for Faculty and Advisors folder, the Faculty Self-Service sub-folder, and clicking on “Advisement Overview” and then “Try It!”

https://psfin.maine.edu:7402/PSOL/UPK/CS/toc/noscroll.html#/PST8/131EAE46/B17C71EF/TOPIC.HTML%3FMode%3DT

ALANA CENTER – See http://www.umaine.edu/multicultural/
ALCOHOL AND DRUG EDUCATION PROGRAM – See http://www.umaine.edu/aod/

APPEALS
When a student has reason to question an academic process or result, he/she has the right to file an appeal. Depending on the nature of the appeal, the process may differ slightly. Detailed policy information on appeals can be found in the appendix. Please note that maximum efforts and attempts should be exerted toward resolution of concerns without the necessity of appeal.

ATHLETES
Athletics are an important part of the college experience for many of our students. Travel and practice make heavy demands on their schedules, and academic advisors should be aware of these constraints when helping them develop their schedules. The NCAA also places academic demands on student athletes that may make their programs less flexible than for other students. Advisors should consult with the Director of Academic Support Services for Student Athletes if there appears any possibility that a student's program may not meet NCAA guidelines for progress towards a degree.

ATHLETICS (Recreational)
Through Campus Recreation, the University offers programs in recreation and competitive intramural sports. Because these activities are recognized as an integral part of the educational process, the University supports them with professional staff, equipment, and facilities. Further information can be obtained at the Student Recreation Center (207) 581-1082.

ATHLETIC SCHEDULING
The University of Maine will not schedule athletic events during final examination periods in December and May. Participation of UMaine teams in post-season tournaments during examination week shall be determined by the President in consultation with the Vice President for Academic Affairs and Provost.

ATHLETIC TICKETS
Part of the Unified Fee paid by students entitles them to attend athletic events. Contact the Department of Athletics to learn the current guidelines for tickets and the procedure for obtaining them.

ATTENDANCE
Every student must accept the responsibility for satisfactory attendance in courses. Satisfactory attendance is determined in each course by the instructor, who will inform the student at the first class meeting of the attendance requirements and publish them in the course syllabus. Whenever, in the opinion of the instructor, a student's absences impair the quality of her/his work, the instructor shall report this fact to the student's dean. NOTE: Federal Financial aid regulations require that, for any student who stops attending classes during the semester, a "last date of attendance" be determined with help from the student's professors for use in adjusting the student's financial aid award (see Institutional Withdrawal).

AUDIT REGISTRATION
Normally, an audit registration means no exams or papers are required by the instructor, no grade is awarded, and no quality points or degree credit is earned. A regularly enrolled student who wishes to attend a course as an auditor should select the AUDIT option when registering. Tuition is charged for audited courses at the usual hourly rate. After the regular add-and-drop period, an audited course cannot be changed to a credit status. A course taken for credit may be changed to audit during the first one-third of the semester. During the second third of the semester a student may change to audit provided the student's advisor and dean approve. NOTE: Student financial aid is not generally available for audited courses. Selecting the audit option may reduce a student's financial aid award, including aid already awarded.

AWAY STATUS
Away status allows a student to register for study at another institution while still fully enrolled in his/her degree program at the University of Maine. Academic degree credit will be transferred from the host institution according to policies set by the student's academic dean and the chair of the student's major department; such transferred credit is not normally calculated into the student's UMaine grade point average. A student wishing to register for "Away Status" must be in good academic standing. To insure that the intended study will be appropriate to the student's overall academic program, the student must first discuss plans for study away with the dean and the academic advisor and obtain prior approval from both these individuals. Before a student pursues Summer Session courses in any institution (including UMaine), he/she must be in good academic standing and secure the prior approval of the dean and the chairperson of the student's major department if the student expects degree credit for such work. Course equivalencies for any study away should be determined prior to registration. All approval and registration forms are available in the deans' offices. Students studying away within the U.S., through the National Student Exchange program, or in a study abroad program, may be eligible to receive student financial aid from the University of Maine. The student must file the Away Registration form (available in deans' offices) and meet with a staff advisor in the Office of Student Financial Aid to complete section 3. The University must have a consortium agreement with the host school or organization before financial aid can be released. For Study Abroad programs, the student should meet with the Study Abroad advisor in the Office of International Programs to find out if a consortium agreement exists or if one may be obtained. For study within the United States, the Office of Student Financial Aid will arrange the consortium agreement. In addition, the student must meet all the standard criteria for financial aid recipients. The Free Application for Federal Student Aid (FAFSA) is required for all Federal, State, and for most University financial aid programs. Students planning to study at another institution within the University of Maine System must file the Multi-Campus Notification form.
B.

BEHAVIOR - See COUNSELING, COMMUNITY STANDARDS

BILLING PROBLEMS - See BURSAR

BODWELL CENTER FOR SERVICE & BLACK BEAR VOLUNTEERS – See http://www.umaine.edu/volunteer/index2.asp

BOOKSTORE – See http://www.bookstore.umaine.edu/

BURSAR
The Office of the Bursar is located in Alumni Hall and manages student account records. The University expects the student to be financially responsible. Charges are calculated using preregistrations, room sign-up information, and data supplied by the Admissions Office. Student financial aid may be adjusted after the initial billing due to enrollment level changes, receipt of other resources, changes in residency, etc. Financially delinquent students will not be allowed to register for courses and academic records will be withheld until all financial obligations to the University have been satisfied. The financial requirements of the University, changing costs, state and legislative action and other matters may require an adjustment of these charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may from time to time be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. The applicant acknowledges this reservation and agrees to the financial terms and conditions of the University by the submission of an application or by registration.
C.

**CAMPUS ACTIVITIES AND EVENTS** – See [http://www.umaine.edu/campusevents/index2.asp](http://www.umaine.edu/campusevents/index2.asp)

**CAMPUS RECREATION** – See [http://www.umaine.edu/campusrecreation/](http://www.umaine.edu/campusrecreation/)

**CANADA**
The Canadian-American Center is one of the leading institutions for the study of Canada in the United States. Designated a National Resource Center on Canada by the United States Department of Education in 1979, the Center coordinates an extensive program of undergraduate and graduate education, contributes to the continued development of Fogler Library as a major research library on Canada, promotes cross-border faculty, and student exchanges; and encourages cross border research projects in the humanities, social sciences, natural sciences, and professions. The Center also directs outreach programs to state, regional, and national audiences. These include Canada Week, the Atlantic Provinces Teachers Institute and the Atlantic Canada Faculty Institute.

**CAREER CENTER** – See [http://www.umaine.edu/career/](http://www.umaine.edu/career/)

**CAREER PLANNING**
The Career Center, located on the third floor of the Memorial Union, offers assistance to students as they explore their academic interests and the relationship between majors and career opportunities. Staff members provide individual career counseling to help students explore career options, set career goals, and devise strategies for reaching these goals. To schedule a career counseling appointment, students may visit the Career Center or call 581-1359. Students may visit the Career Lab, located within the Career Center, on a drop-in basis anytime the Career Center is open (8:00 am - 4:30 p.m., Monday through Friday). The Career Lab contains extensive written and audiovisual materials on careers, employers, and graduate schools, as well as Internet-connected computers for student use as they research careers, employers, graduate schools, and jobs. Customized career-related class presentations by Career Center staff are available upon request. The Career Center assists employers by posting positions, coordinating on-campus interviews, referring qualified candidates, and serving in a consulting role, in collaboration with faculty, in establishing cooperative education agreements with the University of Maine. Faculty is encouraged to refer employers who contact them directly about filling co-op positions to the Career Center for assistance.

**CATALOG, GRADUATE** – See [http://gradcatalog.umaine.edu/](http://gradcatalog.umaine.edu/)

**CATALOG, UNDERGRADUATE** – See [http://www.catalog.umaine.edu/](http://www.catalog.umaine.edu/)

**CHALLENGE EXAMS**
See CREDIT by EXAM

**CHANGING COLLEGE**
See also DEGREE GUARANTEE PROGRAM Students in good academic standing are eligible to change from one college to another to pursue the academic program of their choice. Students should first consult informally with the office of the associate dean of the college they wish to enter. The formal change requires completing the UMaine college major(s) minor degree form available on the Student Records website.

**CHANGING MAJOR**
Students in good academic standing are eligible to change their academic major to another major in the same college or in a different college. Students should first consult informally with the chair of the department offering the program they wish to enter. The formal change requires completing the UMaine college major(s) minor degree form available on the Student Records website.

**CHEATING** - See ACADEMIC INTEGRITY
CLASS STANDING
Students must have earned at least 24 credits for classification as a sophomore, 54 credits for junior classification, and 84 credits for senior classification.

CLUBS
The Office of Campus Activities and Student Engagement offers information and assistance to students looking to become involved in one or more of the 150+ organizations and clubs on campus. In addition, the office is available to assist student organizations with their planning needs. To learn more about student activities and organizations at UMaine, contact the Campus Activities Office, 5748 Memorial Union, 581-1736.

COLLEGE SUCCESS PROGRAMS – See http://www.umaine.edu/csp/

COLLINS CENTER FOR THE ARTS TICKETS
Students are encouraged to experience a wide variety of performances to enhance their overall education at the University of Maine. The unified fee makes it possible for University of Maine students to attend some performances at no cost. Additionally, a "student RUSH ticket" may be purchased for $5.00 on the day of performance and is subject to availability.

COMMUTERS
The Commuter and Non-Traditional Students Program was established to address and resolve the needs, problems and concerns of non-traditional students at UMaine. The Commuter and Non-Traditional Students Program provides unique support and information, and educational experience. • Individual Advising and Support • Financial Aid Resources • Information and Referral to campus and community resources • Access to Health Services/scheduled clinics • Coffee hour socials—An opportunity to interact with other non-traditional students. A Commuter Lounge located on the main floor of the Memorial Union (open daily) serves as a study area, or "home base" for commuter students and is furnished with a microwave, refrigerator and rentable lockers for your convenience. For more information call (207) 581-1734

COMPUTER ACCOUNTS - See FIRST CLASS, MaineStreet

COMPUTER CLUSTERS
Mac and Windows microcomputers are available at the Memorial Union and Fogler Library public clusters. Additional computers are available in the classroom clusters located throughout academic buildings. For more information call (207)58-2506

COMPUTER CONNECTION (COMPUTER STORE) – See http://cc.its.maine.edu/~maine/index.php

COMPUTER PROBLEMS
Help Center, Room 17 Shibles Hall. Help center coordinators and consultants provide walk-in and telephone assistance for Macintosh and Windows/Intel, software support, remote access, First Class and Internet support, disk recovery, virus utilities, and file conversion.

COMPUTER REPAIR
Services all computer equipment including warranty service for Apple, MAC IBM/Lenovo computers and most printers for students and departments. 581-3282

COMPUTER STORE
Computer Connection located in the Memorial Union offers a wide variety of items. University of Maine students, faculty, staff and departments can purchase personal computers, printers, computer software, peripherals, memory, and supplies at discounted educational prices. 581-2580
CONDUCT
The University of Maine has a detailed Student Conduct Code, published in the Student Handbook. A copy of this publication may be obtained from the office of Vice President for Student Affairs. The Office of Community Standards, Rights and Responsibilities administer the code. Students may appeal decisions of the conduct officers to the Director of Community Standards.

CONFIDENTIALITY POLICY - See FERPA

CONTINUED PROBATION – See Academic Standing


COOPERATIVE EDUCATION
Students at the University of Maine may participate in a program of Cooperative Education, Internships, Field Experience, or Service Learning for academic credit on a full time basis during the semester or summer, or on a part-time basis while taking courses on campus. All programs are sponsored by faculty in the department of the student's academic major, but may be designed by the student or offered by participating employers. Students with undeclared majors or whose department does not offer a co-op or field experience course may enroll in the course INT 196. Further information about INT 196 may be obtained at the Career Center. A learning contract must be established and agreed upon by the faculty coordinator, student, and employer prior to the start of the cooperative education or internship experience in order for credit to be awarded at the successful completion of the experience.

COUNSELING
The Counseling Center provides services and programs which promote the personal development and psychological well-being of students. The Counseling Center's regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, 581-1392. Emergency contact can be made after hours and on weekends by calling Public Safety (581-4040) and asking the dispatcher to page the on-call counselor.

COURSE ENROLLMENTS
Course enrollments below the following minima are subject to cancellation: 100- and 200-level courses - 12 students 300- and 400-level courses - 8 students 500- and 600-level courses - 4 students Exceptions must be approved by the dean of the college and filed with the Vice President for Academic Affairs and Provost. Departments have the option of applying for permanent exemption for some courses with traditionally low enrollment.

COURSE NUMBERING
Courses numbered 000-099: Courses not applicable toward a baccalaureate degree. Courses numbered 100-299: Lower level baccalaureate degree. Courses numbered 300-399: junior/senior level baccalaureate degree. Courses numbered 400-499: Upper level baccalaureate degree (may be taken for graduate credit with appropriate qualification and permission). Courses numbered 500-599: Graduate level (may be taken for undergraduate credit with appropriate qualification and permission). Courses numbered 600-699: Graduate level.
COURSE REPEAT
1. When a course taken for credit is repeated, only the most recent grade will be used in the computation of the student's accumulative grade-point average. This practice will be followed even if the most recent grade is lower than the previously received grade for that course. The grades for all attempts of a course taken for credit will appear on the student's transcript.
2. A course may be repeated regardless of the grade or grades previously earned in that course.
3. Credit for given course may be earned only once. Previously earned credit will be removed if the course being repeated is failed.
4. There may be limitations to the number of times that specific courses may be repeated. Students should contact the college dean with any questions about such limitations. Students who frequently repeat courses may not meet the Satisfactory Academic Progress standards required of student financial aid recipients.
5. In rare instances, (e.g., Laboratory course), a four-hour course may be offset, respectively, by a three-hour course utilizing the course-repeat procedure.
6. In rare instances, a course taken at another institution may offset a UMaine course utilizing the course-repeat procedure. Advance approval will be necessary for such action.

CREDIT BY EXAMINATION
The University of Maine allows students who believe they have acquired through prior learning the knowledge to meet the performance objectives of a UMaine course to "challenge" that course. Students must petition the course instructor to take a challenge exam. If the student's performance on this exam meets the instructor's criteria for passing the course, that information is communicated to the Director of Student Records and the course is listed on the student's transcript without a grade. Credit earned through challenge exams counts towards graduation. In rare cases, an instructor may decline to provide a challenge exam in a particular course. An exam fee normally will be assessed.
DEAN OF STUDENTS
The Dean of Students is an advocate for students. The Dean helps students navigate administrative red tape, offers counsel and advice, and works with them to evaluate and develop better possibilities for their life on campus. The Dean also oversees the programs and services sponsored by the Division of Student Affairs.

DEAN’S LIST
The Dean's List for each college recognizes students who have achieved at a high level during the previous semester. Criteria for inclusion on the Dean's list are: 1) having completed 12 or more hours in a semester exclusive of pass-fail courses and without any incompletes, and 2) achieving a semester grade point average of at least 3.3.

DEGREE AUDIT
A degree audit is a computerized analysis of a student's progress towards a degree in a specific major. Function of MaineStreet not yet available at the time of this Handbook release, but is programmed to come online in the future.

DEGREE HOURS
Degree hours are defined as the sum of the course credit hours of courses which may be counted toward a degree, provided a passing grade has been received.

DEPRESSION
Students who appear to be suffering from depression should be referred to the Counseling Center. Explain that interactions between the student and the Counseling Center are strictly confidential. You may want to ask the student if you can call and make an appointment for them before they leave your office. In any case, be sure they know where the Counseling Center is located (in the Cutler Health Center) and its phone numbers (581.1392) for regular appointments; 581-4040 for night and weekend emergencies.

DINING
Auxiliary Services provides dining services to the campus community. Along with considerable cost savings, these meal plans can be charged to a valid student account. All dining commons plans are good for the full academic year and can be used in Hilltop, York, Wells or the MarketPlace. Dining Funds are also available for purchase. To learn more about on campus dining options for both the resident or non-resident students, contact the Dining Services Office at (207) 581-4580.

DISABILITIES
The University of Maine complies with the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973. These laws require the institution to provide academic adjustments as a means of accommodating students with disabilities. Students requesting accommodation must provide current comprehensive evidence of a documented disability from a health care or psycho-educational professional, as well as a copy of their academic records from institutions they attended prior to enrolling at the University of Maine. The Coordinator of Services for Students with Disabilities will organize and oversee all procedures relating to this policy. For further information, please contact Disability Services for guidelines (207) 581-2319, TDD (207) 581-2311.

DISMISSAL
Dismissal is normally the final action taken when students are not making satisfactory progress toward a degree or when students readmitted after suspension show no improvement in their accumulative average or otherwise fail to meet conditions set by the college.

- The student is not normally allowed to apply for readmission
- The action is posted to the official academic record
- A hold is placed on the student record to preclude enrollment as a student at all UMS institutions

DIVISION OF LIFELONG LEARNING – See http://dll.umaine.edu/
DOUBLE DEGREES
Students may earn a second baccalaureate degree by completing additional credits beyond the number required for the primary degree, and by completing all requirements of the second major and, if the second major is in a different college from the first, by completing all requirements of the second college. Students intending to complete more than one degree are required to declare their intent to the dean of their college (or to the deans of both colleges, if the degree programs are in different colleges) in writing no later than the first semester of the senior year. At that time the student must declare a primary major. If the degrees are completed simultaneously, the diploma will read, for example: "Bachelor of Science in Biology and Bachelor of Arts in Studio Art." Students may also complete a second degree subsequent to graduation. Students selecting this option must apply for readmission, complete additional credits beyond the minimum required for the first degree, and complete all college and major requirements for the second degree. If readmitted within two years of graduation, students may apply any credits previously earned in excess of the minimum required for the first degree. Students readmitted for a second degree more than two years after the first graduation must complete additional credits, regardless of the number of credits earned previously. Federal regulations limit student financial aid for students who have earned their first bachelor degree. Students readmitted after graduation will not begin a new grade point average: the original GPA achieved at graduation will remain as a note on the student’s transcript at graduation and will not be adjusted subsequently. Students completing a second degree via this mechanism will receive a second diploma, and the second degree will also be noted on the transcript.

DOUBLE MAJORS
Double majors are possible within a single baccalaureate degree. Both majors may be within the same college, or they may be in different colleges. Students may complete two different majors simultaneously with no prescribed increase in total credits beyond those required to satisfy both majors. Students intending to complete the requirements of more than one major are required to declare their intent in writing to the dean of their college (or to the deans of both colleges, if the majors are in different colleges) no later than the first semester of the senior year. At this time the student must declare a primary major. The baccalaureate degree granted will be that associated with the primary major, and the student is required to satisfy all of the requirements imposed by that college. To complete the second major, the student need only complete the specific requirements established for that major. The primary and secondary majors will be noted both on the diploma and on the transcript, worded according to the following example: Bachelor of Science in Biology, with a second major in Art; or Bachelor of Art in Studio Art, with a second major in Biology (depending upon which is designated the primary major). Students may also complete a second major subsequent to graduation. Students selecting this option must apply for readmission, and are required only to satisfy the specific requirements for the chosen second major that are in force at the time of readmission. Federal regulations limit student financial aid for students who have earned their first bachelor degree. Students readmitted after graduation will not begin a new grade point average: the original GPA achieved at graduation will remain as a note on the student’s transcript at graduation and will not be adjusted subsequently. Students completing a second major via this mechanism will not receive a second diploma, but the phrase "with a second major in X" will be added to the transcript to recognize the accomplishment.

DROPPING COURSES
The consequences of dropping courses depend upon the time during the semester when the drop occurs. Students who frequently drop courses after the add/drop period may not meet the Satisfactory Academic Policy for financial aid recipients (see Satisfactory Academic Progress Policy for Financial Aid Recipients). Student financial aid eligibility will be recalculated based on the credit load at the end of the add/drop period. Aid already awarded prior to this date may be rescinded. (See the refund policy for students withdrawing from the University) During the first third of the semester, a student may drop courses without academic penalty. All such dropped courses are deleted from the student's academic record. Student financial aid awarded after courses are dropped will be based on the reduced credit load. During the second third of the semester, a student may withdraw from a course if the student's advisor and dean approve. Courses dropped will show on the student's academic record, with a grade of "W." The grade will not be computed into the semester average. During the final third of the semester, any courses dropped will normally carry a grade of "F" unless extenuating circumstances prevail. This' grade will show on the student's academic record and will be computed into the semester average.
Prior to dropping a course…

Discuss course progress with the professor.
Are there ways to improve your course grade and is it possible to do so within the remaining time frame of the semester?

If course grade is due to poor exam results, ask for a post exam review to find out:
  a) Were errors due to misreading the exam questions?
  b) Were there difficulties understanding and applying the concepts?
  c) Were there problems with the type of test given?

Will remaining in this course be helpful even if it needs to be repeated anyway?
Does the department offer other academic resources?
Is there a lab attached to the course? How are you doing? Is it possible to remain in the lab and drop the lecture so only the lecture will need to be repeated?

Meet with your advisor and ask:
Is this course offered during May Term or Summer Session? (http://dll.umaine.edu/summer) If so, is it better to take it so it is the only course being taken?
Is it financially feasible to be on campus during one of these times?
Is this course required for the major? If required, is it central to the whole major of study? If so, is there a minimum grade required to progress to the next sequence?

Consider number of credit hours. Students taking more than 15 credit hours may become stressed with the rigors of each course. If dropping a course frees up needed time to study for other classes, make sure the extra time is truly used for other classes. Will dropping this class affect the projected graduation date? (Most programs require at least 120 credits to graduate. Check with your department for requirements.) Some courses are not offered every semester; is this class? Will it affect other required courses in the future?

Dropping a course can affect financial aid. Students need to maintain 6 or more credit hours to keep their student loans deferred. Dropping a course could affect a student's current financial aid and academic status. Because each situation varies, students who receive financial aid should contact the Student Financial Aid Office located in Wingate Hall or call: 581-1324. (http://www.umaine.edu/stuaid). If you have a scholarship, check with the provider about any special stipulations.

Residence on campus may be affected by dropping a course. Students are advised to talk with a representative of Residential Life or contact the Director of Housing at 581-4580 (http://umaine.edu/rlp) to determine their status if they drop a course.

Consider your work schedule:
Are you devoting more hours to work instead of academics?
Should you reduce the number of hours you work per week instead of dropping a class?
Are you working on-campus or off-campus?
Depending on travel time, hours worked and type of work, evaluate your work situation and how it effects study time for all classes.

Are you an International Student? International Students need to check with the Office of International Programs (http://www.umaine.edu/international). Contact the Office of International Programs located in Winslow Hall to learn about immigration laws. Individual countries set these laws and you should be familiar with them before dropping a course.

To officially drop a course: Contact the associate dean or director of your department or college [CLAS college office is in 130 Stevens Hall] to get an official course withdrawal form and the required signatures. Check with your academic departments for their procedure. Visit the Office of Student Records in Wingate Hall or call 581-1349. Know the university deadlines to avoid academic penalty.
First ten days of the semester: Students may change the grading option for courses between the Grade option and the Pass/Fail option. After 10 days, students may no longer change their grade option to pass/fail.

First two weeks of the semester: Students may drop with a refund only during this period.

First third of the semester: Students may drop courses without academic penalty. All dropped courses are deleted from the student's academic record.

Second third of the semester: A student may withdraw from a course if the student's advisor and Dean approve. Courses dropped will show on the student’s academic record with a grade of “W”. The grade will not be computed into the semester average as a failing grade.

Final third of the semester: Any courses dropped will normally carry a grade of “WF”, unless extenuating circumstances prevail [such things as documented illness or family emergencies]. This grade will show on the student's academic record and will be computed into the semester average as a failing grade. In the case of extenuating circumstances, students should consult with their college dean's office.

Bottom line: It is costly to pay for courses and drop them on a continual basis, but sometimes students do need to drop a course to reduce stress. Please see your academic advisor if you have further questions. We hope this helps in making informed decisions about your education.
EATINGS DISORDERS
Students who you think may have serious eating disorders should be encouraged to contact the Cutler Health Center, Counseling Center, or Student Affairs.

E-MAIL
CRITICAL INFORMATION REGARDING STUDENT EMAIL
The University of Maine System has designated MaineStreet email as the email account of record for all students, including those at UMaine. Among other benefits, this will improve information security, assure consistency and simplify communications with students who are enrolled for classes at more than one system university.

All official correspondence between the university and its students will be addressed to the student's MaineStreet email account (e.g. john.doe@maine.edu). UMaine will continue to use FirstClass for many forms of internal correspondence, so it will be critical for all students to have regular access to both accounts. The simplest way to accomplish this is to forward MaineStreet email to FirstClass.

You may either check or forward your MaineStreet email by visiting http://mail.maine.edu. To forward your email to either FirstClass or another email account of your choice, select the option: "change the destination of email sent to your @Maine.edu address."

More details about how accomplish this are at http://www.studentrecords.umaine.edu/mailforward.html.

UMaine is also making some changes in its FirstClass activation process, to help streamline communications for prospective and new students.

When a student applies to UMaine, he or she will be asked to activate his or her MaineStreet account, creating access to official University of Maine System email and creating a way for the appropriate UMaine offices to establish communications.

When a student confirms enrollment at UMaine, he or she will be invited to activate a FirstClass account, with the recommended option of forwarding the MaineStreet email to FirstClass.

These measures will have the added benefit of diminishing the load on the FirstClass system because only enrolled UMaine students will be using it. Similarly, fewer registered users will reduce the university's licensing costs, leading to critical savings in a difficult budget environment.

EMERGENCIES
See Umaine.TXT
Dial 911 for health and safety emergencies of any kind. For example: When you perceive that a student may be a danger to others or to him or herself, contact Public Safety and the Assoc. Dean of your college and/or the Dean of Students. Discrete inquiries will be made to insure the safety of our students and community.

EXAMS
During each semester two to four preliminary examinations may be administered. These "prelims" count heavily on the final grade. At the end of each semester final examinations are held in most courses. The final examination should count no more than one-third of the course grade, although exceptions may be made by the instructor on consultation with the chairperson of the department in which the course is offered. Final examinations are held according to a published schedule and cannot be taken before the scheduled time.

Students who are scheduled for more than three final examinations in one day may have an examination rescheduled through the Office of Student Records. Instructors are requested to announce to their respective classes at or near the last recitation period the time and place of each final examination. A student who misses the regular examination at the end of a semester for a legitimate reason should make arrangements with the instructor to make up the examination. No examinations of any kind may be scheduled during the last week of classes, except by permission of the appropriate Associate Dean or Director. A final examination may be scheduled only during final exam week. If a final is not planned, and the instructor wishes to schedule a prelim covering the last weeks of the course, this prelim must be given during final exam week. These rules do not apply to CED courses.
EXPLORATIONS PROGRAM – See Academic Support Services
FAITH TRADITIONS ON CAMPUS – See http://www.umaine.edu/studentaffairs/religiousaffairs.asp

FAX
Students may send and receive fax messages at the Memorial Union Information Booth. This service is available while booth is staffed. Call (207) 581-1740 for fax rates.

FEES
Various fees are charged to both part-time and full-time students. Questions regarding these fees may be directed to the Bursar’s Office.

FERPA
Education records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A Federal law, the Family Educational Rights And Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. http://www.studentrecords.umaine.edu/records/confidentiality.htm

FIELD EXPERIENCE
Field experience, practica, and independent study (readings, etc.) are normally taken in the student's major. Problem courses, practica, and independent study courses outside the student's major, and especially outside the student's college, require special prior permission from his or her academic advisor and dean.

FINANCIAL AID
The Office of Student Financial Aid administers a variety of Federal, State and University aid programs to help both undergraduate and graduate students finance their education. Office staff award, process, and disburse financial aid for University of Maine students, and advise students and their families, the campus community, and the general public on issues related to financial aid. To make a proper judgment as to the amount and types of assistance each student can receive, students are required to apply for financial aid each year. The University of Maine requires only one aid application: the Free Application for Federal Student Aid (FAFSA). Priority consideration is given to the earliest complete applications for financial aid. To be considered an "on-time" applicant, the FAFSA (or Renewal Application) must be received at the Federal processing center before the March 1 prior to the start of the Fall Semester for which the student wishes to receive financial assistance (recommended mailing date: February 15). Aid is still available for applicants who miss the deadline, but may be limited.

ELIGIBILITY FOR FINANCIAL AID To be eligible for most types of financial aid, each student must be a U.S. citizen or eligible noncitizen, must have been offered admission to a University of Maine degree program, and must have earned a high school diploma or G.E.D. Continuing students also must be in good academic standing, and must be making satisfactory progress toward their degree (see Satisfactory Academic Progress for Financial Aid Recipients). Financial aid is not available for audited classes and for non-degree enrollment. Students participating in cooperative employment programs, internships and field experience also may not be eligible for financial aid for that semester because they usually are not enrolled at least half-time (see Cooperative Education). Most types of financial aid require at least half-time enrollment each semester. Financial aid is awarded based upon actual credit load each semester, per Federal regulations, regardless of official University status (see Full-Time Students).

FIRST AID
Call 911 for emergencies, or refer students to the Cutler Health Center (see Health Center)
FIRST CLASS
First Class is the proprietary electronic communication system used by most faculty, staff, and students at UMaine. It is operated and managed through Information Technologies. All UMaine students and employees are entitled to free accounts. Visit Information Technologies in Shibles Hall.

FIRST YEAR RESIDENTIAL EXPERIENCE (FYRE) – See http://www.umaine.edu/studentaffairs/fyre/

FOGLER LIBRARY, (RAYMOND H) – See http://www.library.umaine.edu/

FOUNDATIONS
Foundations Program provides students who do not meet the admissions standards for their chosen major an opportunity to matriculate on an academic contract with a restricted class schedule. This one-year program is designed to allow students to adjust to the college environment and the academic rigors required at the University of Maine. Students enroll in a first-year seminar taught by their academic advisor as well as courses that fulfill the general education requirements. No math or lab science courses can be taken during the first semester without exceptional high school grades in those areas. Students with a GPA of 1.0 or below are suspended after the fall semester. Students with a 2.5 or above GPA may request transfer to appropriate colleges. Students completing the year with an overall GPA below 1.5 are also suspended.

FRATERNITIES
The University of Maine supports the Greek system and maintains a listing of current fraternities. Questions or information on fraternities should be directed to the Division of Student Affairs, Greek Life Office. The Greek Life Office is located on the bottom floor of the Memorial Union and can be reached by calling 581-4183.

FRANCO·AMERICAN
The Franco-American Centre is an advocate for the Franco American Reality at the University of Maine and the region. It serves as a bridge between the Franco American community and the University. The Centre stimulates the development of academic and program offerings relevant to the history and life experience of this ethnic group in Maine and New England. In addition, the Centre promotes bilingual, bicultural and multicultural models of delivery of services; work experiences for university students; maintains a readily available library of materials and information, and has established a network of resources in Maine and North America to assist students, faculty, administrators, and agencies with their research and programming needs relative to Franco-Americans and other Maine cultural communities.

FULL TIME STUDENTS
Undergraduate students registered for twelve (12) or more semester hours of credit are classified as full-time students. Students who fail to maintain the appropriate credit load for full-time status may jeopardize eligibility for financial aid, athletic eligibility, veteran's benefits and eligibility for campus housing. Upon recommendation by the University of Maine Coordinator of Services for Students with Disabilities, and the Special Student Services Advisory Committee, and upon approval by the Vice President for Academic Affairs and Provost (or designee), undergraduate students requesting reasonable accommodation for a documented disability who register for fewer than twelve hours of academic credit per semester but no fewer than six hours will be granted the full rights and privileges of full-time student. However, eligibility for most types of financial aid is based upon actual credit load each semester, regardless of official University status. Students who are granted reduced course load status will be assessed mandatory fees in accordance with University policy. In some cases, receipt of particular benefits is contingent upon payment of appropriate fees.
G.

GAY, LESBIAN, BISEXUAL, TRANSGENDERED SERVICES – See http://www.umaine.edu/glbt/

GENERAL EDUCATION
Since September 1995, all students initiating a baccalaureate program at the University of Maine have been required to meet certain general education requirements. Additional general requirements may be imposed by individual colleges, and each academic major imposes requirements specific to that area.

Science: Students are required to complete two courses in the physical or biological sciences. This may be accomplished in two ways: 1) By completing two courses with laboratories in the basic or applied sciences. 2) By completing one laboratory course in the basic or applied sciences, and a second approved course that incorporates a laboratory experience and stresses the applications of scientific knowledge.

Human Values and Social Contexts: Students are required to complete 18 credits in this broad area, selected from lists of approved courses to satisfy each of the five sub-categories listed. (Courses that satisfy requirements in more than one sub-category may be counted in each appropriate sub-category.) 1) Western cultural tradition 2) Social context and institutions 3) Cultural diversity and international perspectives 4) Population and the environment 5) Artistic and creative expression

Mathematics: Students are required to complete at least six credit hours in mathematics, including statistics and computer science. No more than three of the six credit hours may be in computer science.

Demonstrated Writing Competency: Students are required to write throughout their academic careers and must demonstrate competency both at the introductory level and within their majors. To fulfill this requirement, students must: 1) Complete ENG 101, College Composition, with a grade of C or better, or be excused from this course on the basis of a placement exam. 2) Complete at least two writing-intensive courses, at least one of which must be within the academic major.

Ethics: Students are required to take a course or a series of courses placing substantial emphasis on discussion of ethical issues.

Capstone Experience: Students are required to complete an approved capstone experience within the major. The approved experience must be one in which the student draws upon and integrates the formal components of his or her undergraduate experience to perform at a professional level. Normally, the Capstone would conclude at the end of the student's senior year. Students should consult closely with their academic advisor to explore the range of options available for meeting this requirement.

For complete listing of courses satisfying General Education Requirements, check http://catalog.umaine.edu then click on “General Education Requirements” on left side of the screen.

GPA
The GPA or grade point average, is a numerical average of all grades earned in a semester (the semester GPA) or over the entire university career (accumulative grade point average). The accumulative GPA is defined as quality points divided by GPA hours, carried to two decimal points. Quality points are the number of credit hours taken multiplied by the numerical value of the letter grade. The GPA hours are the sum of the course credit hours from all courses taken, except those taken on a Pass-Fail basis. Pass-Fail registrations do not affect the grade point average.
The University of Maine uses a letter-grade system ranging from A to F. Faculty members have the option of adding + (no A+) and - grades to the basic letter grades, but such fine distinctions may be inappropriate for many courses. Whatever the system used, it is important to understand that there is no University-wide equivalence between percentage grades (such as 80%) and letter grades (such as B). Each instructor makes these determinations according to the grading system described in the course syllabus.

The qualitative value of the five basic letter grades is defined as follows:

- **A**, Superior work
- **B**, Good work
- **C**, Satisfactory but undistinguished work
- **D**, Poor work that does not adequately prepare students for more advanced work in the discipline. While some courses completed with D grades may contribute towards the total credits needed for graduation, others may be unacceptable for certain specific requirements and within the academic major
- **F**, Failure. No credit is earned for a failed course

The University uses a variety of grades on transcripts to designate special circumstances. These include:

- **AU**, assigned only for courses taken under the audit option
- **DG**, deferred grade. This grade is not a grade available for instructors to assign. It's an administrative grade that the Office of Student Records can assign upon request, typically to all students in a class if the class extends beyond one semester and completes the following semester. This is most commonly used in the graduate level of education courses.
- **F***, for a course failed on the pass/fail grading option. No credit is earned and the GPA is not affected
- **I**, for "Incomplete." This grade means that the instructor has postponed the assignment of a final grade to allow the student to complete specific work not turned in before the end of the semester. Instructors assign the "I" grade only when they are persuaded that events beyond the student's control prevented the completion of assigned work on time.

**GRADE REPORTS**
Grade reports are not routinely mailed to students at the end of the semester. Students may access their grades via MaineStreet. Final grades are available as they are received and processed after exams. Considerable care is taken to ensure that all grades entered on a student's permanent record are accurate. Any student who suspects an error in a grade should contact the instructor without delay. Records are considered to be correct if a student does not report errors to the Office of Student Records within six months of the completion of a course.

**GRADUATE SCHOOL** – See [http://www2.umaine.edu/graduate/](http://www2.umaine.edu/graduate/)

**GRADUATION**
Candidates for baccalaureate degrees must: (a) receive passing grades in all courses required by the major department, (b) accumulate the number of degree hours specified by the program in which the student is registered, and (c) achieve an accumulative average of not less than 2.0 in University of Maine courses. A minimum residence of 30 credits is required for the attainment of any bachelor's degree. Application for Degree or Certificate Form must be submitted prior to the commencement. Graduation timeline final certification of degree completion will be done within each college. Each department or college (depending on usual practice) has the responsibility to notify any student who has applied for graduation but who is taken off the graduation list before the Office of Student Records notification is sent to that student.

**GREEK LIFE** – See [http://www.umaine.edu/greek/index2.asp](http://www.umaine.edu/greek/index2.asp)
HEALTH CENTER
Services are provided by partnership with Eastern Maine Medical Center, formally known as Cutler Health Center. See their webpage for services that they provide at www.emmc.org/cutler.aspx or call them at 581-4000.

HEALTH PROFESSIONS
The Office of Health & Legal Professions is part of the Division of Student Affairs within the Career Center. Its function is to serve as a resource for students planning to apply to medical school, dental school, veterinary school and related professional schools in the health professions. It also provides support for the Health Professions Committee and serves as the Pre-Law advisor.

HEALTH PROFESSIONS COMMITTEE
The Health Professions Committee works with students planning to pursue careers in the health professions upon graduation. The committee members serve as pre-med advisors for students.

HEARING PROBLEMS
Students with speech, language, or hearing disorders are encouraged to use the assessment and remedial services provided by the Conley Speech and Hearing Center in the Department of Communication Disorders. Any student who is concerned about differences in his or her speech language, or hearing should contact the Center for an appointment. 581-2009

HELP CENTER, INSTRUCTIONAL TECHNOLOGIES – See http://www.umaine.edu/it/helpcenter/

HONORS - See LATIN HONORS

HONORS COLLEGE
The University of Maine offers its Honors College to all exceptionally talented students who are interested in cross- and inter-disciplinary studies. The program is based on the belief that genuine excellence in college-level studies means broad competence in areas outside a major field of specialization as well as excellence within it; to that end, Honors courses involve students and faculty from all disciplines and fields at UMaine in seminars and tutorials. Honors course work allows the student both a range and flexibility not available in any academic major. The double emphasis on learning which both broadens and deepens has been the foundation - for the building of courses in the Program: to expand students' perspectives by exploring areas of thought not closely related to their major fields, and to allow them to work in their majors, during the junior and senior years, with greater depth than would be possible within a conventional course pattern. Honors study begins with interdisciplinary broadness and culminates in a focused, in-depth project in the major field.

HONOR SOCIETIES
Several national honor societies have chapters at the University of Maine. The Director of the Honors College maintains a list of societies and their faculty advisors.

HOUSING
The University provides on-campus residential housing for single students and family housing at University Park. On campus facilities are staffed with professionals and paraprofessionals who work to create a supportive residence hall atmosphere for resident students. Off-Campus Housing information is available to all students and staff at the University through the Commuter and Non-traditional Students Programs located in the Memorial Union. This office maintains a listing of available living quarters in the Orono, Old Town, Bangor and Veazie area.

HUTCHINSON CENTER – See http://www.hutchinsoncenter.umaine.edu/
I. ILLNESS
See HEALTH CENTER, REFUNDS

IMMUNIZATION
The State of Maine requires all students born after 1956 to furnish proof of immunization against measles, rubella, tetanus, and diphtheria. Proof of immunization must be on file at Cutler Health Center prior to registration. Students should forward proof of immunization to the Office of Student Records as soon as possible after notification of admission. Cutler Health Center also provides immunization services.

INCOMPLETE
This grade means that the instructor has postponed the assignment of a final grade to allow the student to complete specific work not turned in before the end of the semester. Instructors assign the "I" grade only when they are persuaded that events beyond the student's control prevented the completion of assigned work on time.

INTERNATIONAL PROGRAMS
The Office of International Programs promotes international education on campus, coordinates study abroad opportunities, and provides services to foreign nationals who are at the University as students, researchers, faculty or visiting scholars. Specifically, the OIP is responsible for undergraduate international admissions processing and decisions; all of the University's immigration work (F, J, H, visa processing); immigration advising; international orientation programs and support services; the Study Abroad Program and university partner exchanges; and sponsors or co-sponsors activities and programs to promote international awareness on campus and in the community.

INSTITUTIONAL WITHDRAWAL
Federal Financial aid regulations require that for any student who receives a grade of "L" for all classes during any semester, a "last date of attendance" must be determined with help from the student's professors. For each course in which the student received a grade of "L" each professor is contacted to confirm the last date of attendance and/or examination. As a result, the student may be subject to an "Institutional Withdrawal" by the University for that semester, and the student's financial aid award may have to be adjusted (pro-rated) retroactively.
J.

**JOB INTERVIEWS AND SEARCHING**
See also CAREER CENTER
The University supports a policy of open-campus recruiting. Any legal organization offering career opportunities for University graduates has the privilege of scheduling and holding student interviews on campus within the limits of available time and facilities. All arrangements for interviews should be scheduled with the Career Center.

**JOBS**
The Office of Student Employment is located in Wingate Hall and offers programs designed to expand job opportunities for all students who desire employment while attending the University of Maine. Both federally funded work-study positions and regular student positions are maintained by that office.

**JUDICIAL AFFAIRS**
The Office of Community Standards, Rights and Responsibilities with the Division of Student Affairs is responsible for the administration and enforcement of the Student Conduct Code, which promotes student development by encouraging acceptable community behavior. Students may contact the Director at (207) 581-1409 to learn more about the services offered.
LATIN HONORS
Degrees with Latin honors are conferred at commencement for the following attainments of rank: *summa cum laude*: 3.70 GPA; *magna cum laude*: 3.5 GPA; and *cum laude*: 3.3 GPA. These criteria state that the average grade is based on the student's work on the Orono campus and must include 60 hours or 50 percent of the total degree hours required in the student's program of study, whichever is greater.

LEAVE OF ABSENCE
Undergraduate students may request a leave of absence for up to two semesters providing that they return to the same college upon completion of the leave and are in good academic standing and have no financial indebtedness to the University at the time of the request. Students must obtain approval for a leave of absence the semester prior to the desired leave. Students desiring a leave of absence should contact the dean of their college. Students who have received federal and/or University loans may be required to begin repayment while on a leave of absence. Please consult the Office of Student Financial Aid for details.

LEGAL SERVICES
Legal Services is a professional law office retained by Student Government and funded by a portion of the Unified fee. This service is provided on a contractual basis with a local law firm. Legal advice and/or representation is provided to undergraduate students who have paid a unified fee.

LEGAL PROFESSIONS - See PRE-LAW and HEALTH AND LEGAL PROFESSIONS

LIBRARY
The Raymond H. Fogler Library is the largest library in the state of Maine. It contains an excellent collection of general materials to support undergraduate studies, as well as varied research collections. The Library's online information system, URSUS, provides convenient access to the holdings of all libraries in the University of Maine System. Students and faculty also have access to a wide variety of local and remote electronic information databases. The Library is a U.S. Patent and Trademarks Depository Library and the archive for the William S. Cohen papers. Other specialized collections include Canadian, Maine-related materials, sound recordings and music scores, and historical manuscripts and maps.

LIFE EXPERIENCE
The University of Maine may award credit for certain kinds of life experiences. This is seldom a straightforward determination. Students interested in investigating the possibility of life experience credit should first meet with the associate dean of their college or department chair to discuss what credit may be possible, as well as appropriate means of assessment. Frequently the student will be asked to prepare a portfolio for review by an appropriate academic unit. Examples of materials that could be presented in a portfolio are authored publications, slides or recordings of media presentations, written documentation of life or work experience and its relevance to the degree program, or a combination of such materials. Portfolio review provides the most flexibility to the student and reviewer, but is also the most time consuming.
MAKE-UPS
Faculty is required to make allowances for students to make up work or exams missed for legitimate absences. Make-up exams may be of a different type from those administered during class, or may be delayed to the end of the semester.


MAINECARD OFFICE – See http://www.umaine.edu/mainecard/

MAINESTREET (FORMERLY KNOWN AS PEOPLESOF) – See https://peportal.maine.edu/psp/PAPRD89/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

MATH LAB
The function of the Math Lab is to provide students in math classes supplementary help with their homework assignments. The lab is also equipped with computers and math software. It is located in Neville Hall.

MENTOR PROGRAM
See also CAREER CENTER
The Maine Mentor Program, co-sponsored by the Career Center and the Alumni Association links students wishing to gain first-hand career information with alumni in a variety of career fields. Advantages of face-to-face information gathering interviews include opportunities to explore connections between academic majors and career fields, to receive feedback about entry-level opportunities, to understand the screening and hiring practices of businesses and organizations, and to network in preparation for a job search.

MILITARY DEPARTMENT (ROTC, ARMY) – See http://www2.umaine.edu/ArmyROTC/

MILITARY DEPARTMENT (ROTC, NAVY) – See http://nrotc.mma.edu/

MILITARY SCIENCE
Students do not receive degree credit for military science courses (Army or Navy ROTC) until they are in their junior year. (A maximum of 10 hours of advanced level military science courses may count towards the 120 degree hour requirement for the B.A. Degree).

MINORS
Students are free to select one or more minor areas of study from approved lists published in the Undergraduate Catalog. Students completing all the published requirements for a minor will have the minor noted on their official transcript but not on the diploma. Student’s minors will not be awarded prior to the verification of degree earned regardless of when the requirements are met.

MULTI-CAMPUS NOTIFICATION FORM - See AWAY STATUS

MULTICULTURAL (AFFAIRS) PROGRAMS
Multicultural Programs is a comprehensive office within the Division of Student Affairs, providing services and support for the University of Maine multicultural student populations. The office is committed to celebrating diversity and empowering students through education, leadership and campus and community involvement. The office holds a unique campus and institution-wide responsibility toward the promotion and advocacy of pluralism. The Office of Multicultural Programs extends its services beyond the University of Maine campus and strives to integrate multicultural student involvement in the local region, and statewide through participation in education projects, social programs and celebrations of diversity.
Established in 1946 as the University of Maine Art Collection, the museum of Art offers to the public an ambitious program of over twenty exhibitions a year in five galleries, as well as access to nearly 30% of the over 5000 works of art in the permanent collection, including paintings, watercolors, prints, drawings, photographs, sculptures, and other media, in offices and other public spaces on campus. The Museum is now located on Harlow Street in Bangor.
NATIVE AMERICANS
The Native American Program exemplifies the University of Maine’s commitment to a multicultural and pluralistic educational community that encourages the full participation of its members. It is dedicated to increasing the cultural understanding and appreciation of Native people with special emphasis on creating awareness about the indigenous nations of the Northeast. The Program serves as a resource to the entire University community through its participation in campus-wide efforts to promote cultural diversity, and through its significant contributions to the development of University curricula and programs. The objectives of the program are accomplished through two components - Native American Studies and the Wabanaki Center. Both components share responsibility in areas of community outreach, research and public education about Native peoples through teaching, research and service to students and the public.

NEW STUDENT PROGRAMS – See http://www.umaine.edu/orientation/

NON-CREDIT COURSES
Through the Division of Lifelong Learning the University from time to time offers courses for the community which does not carry academic credit and do not count in determining a student's eligibility for student financial aid. The University also offers a small number of remedial courses, numbered below the 100 level which are designed to make up for material normally taught in high school. These do not carry degree credit but they are counted in determining a student's class load and eligibility for student financial aid. Also, Music Performance Ensembles may be taken for 0 Credits.

NON-DEGREE STUDENTS
Anyone pursuing course work at the University of Maine not admitted to a specific degree program is a non-degree student. These students contact the Division of Lifelong Learning in Chadbourne Hall to become registered on a space-available basis.

NON-TRADITIONAL STUDENT PROGRAM – See http://www.umaine.edu/cntsp/
O.

OFF-CAMPUS BOARD – See http://www2.umaine.edu/StudentGovernment/ocb.htm

OFFICE OF ADMISSIONS – See http://www.go.umaine.edu/

OFFICE OF COMMUNITY STANDARDS, RIGHTS AND RESPONSIBILITIES – See http://www.umaine.edu/studentaffairs/jad/

OFFICE OF STUDENT EMPLOYMENT – See http://www.umaine.edu/studemp/

OFFICE OF STUDENT FINANCIAL AID – See http://www.umaine.edu/stuaid/

OFFICE OF STUDENT RECORDS – See http://studentrecords.umaine.edu/

ORGANIZATIONS
See CLUBS
PART-TIME STUDENTS
Students enrolled at least half-time in a degree program is considered for most student financial aid programs. Students enrolled less than halftime are not generally eligible for student financial aid.

PARKING SERVICES – See http://www.umaine.edu/parking/default.htm

PASS / FAIL COURSES
It is possible to take some courses on a pass/fail basis under the following conditions: (1) Students must have sophomore standing or higher and have a grade point average of at least 2.0; (2) a student may not take more than one course a semester on a pass/fail basis; (3) a course taken on a pass/fail basis may not be used to fulfill requirements set by the student's academic unit (other than total hours required for graduation); (4) pass grades will not be used in computing grade point averages but will be counted toward degree credit (a failing grade, although recorded as an "F," will not be figured in the student's accumulative grade point average); (5) a student must indicate when registering for the course that he/she is taking it on a pass/fail basis. A student cannot convert from the pass/fail basis to standard letter grading or vice versa after the first two weeks of a semester.

PHONE SERVICE - See TELEPHONE SERVICE

PLACEMENT - See CAREER CENTER

PLAGIARISM - See ACADEMIC INTEGRITY

PLANETARIUM
The Maynard F. Jordan Planetarium and Observatory are operated by the Department of Physics and Astronomy as a resource for students and the public. The director and student staff conducts astronomy labs, present public programs and promote astronomy education for all. The Planetarium, located on the second floor of Wingate Hall, is a domed theater where visitors can look up to see an exact simulation of the night sky produced by a planetarium projector. The Jordan Observatory is the only public observatory in the state. A small domed building next to the Memorial Student Union houses a refractor telescope and several smaller instruments that can view many of the wonders in the Maine sky. Astronomy students use the facility for studies on week nights, but the facility is opened and operated by student volunteers on weekends in the Fall and Spring semesters for the public. Everyone is welcome to drop by for a look through the eyepiece. Current observing hours and conditions are available by calling (207) 581-1348.

POSTING GRADES
Federal privacy law and UMaine policy do not allow the public posting of student exam grades by name or by student identification number (unless the numbers are arranged in numerical sequence rather than by the alphabetical order of student names). Neither can graded papers, projects, homework or other student work be left in a public place (such as on a table outside a faculty office) for students to collect if the grades or comments by the instructor can be seen by unauthorized individuals. The best practice is to return materials directly to students in class whenever this is practical. In no situation is a social security number to be used as a numerical sequence of numbers.

PRE-LAW
The Office of Health and Legal Professions provides support for pre-law students. Students interested in attending law school should contact this office and make an appointment to see the pre-law advisor. There are no specific undergraduate prelaw program requirements.
PRE-MED
The Office of Health and Legal Professions provides support for pre-med students and the Health Professions Committee. Students interested in preparing for medical school should register with this office to be assured of having a pre-med advisor assigned. Medical schools do not require specific undergraduate majors, but they do require certain specific courses that must be taken in the proper sequence. The pre-med advisor, who supplements the student's academic advisor within the major, helps plan student schedules to make sure that prerequisites are met in a timely fashion.

PRE-VET
The Office of Health and Legal Professions provides support for pre-vet students. Students interested in preparing for veterinary school should register with this office to be assured of having a pre-vet advisor assigned. Veterinary schools do not require specific undergraduate majors, but they do require certain specific courses that must be taken in the proper sequence. The pre-vet advisor, who supplements the student's academic advisor within the major, helps plan student schedules to make sure that prerequisites are met in a timely fashion.

PRESIDENTIAL PIN
The University recognizes sustained academic achievement with the Presidential Achievement Pin. Full-time and part-time students who meet certain criteria are eligible for this award. The award may only be granted once per student.

PRIOR LEARNING
Students present education, training and experience that they would like to have assessed to determine how much, if any, credit should be awarded. To assure that standards are maintained and that the process assures academic quality, a representative council, appointed by the provost, will be responsible for policy review and procedure development and monitoring. Credit may be awarded for demonstrated learning related to specific courses or to knowledge and skills incorporating a broad spectrum within a discipline. Any matriculated student may petition for consideration of credit for prior learning. This should be done through consultation with the student's associate dean. Because of the nature of prior learning assessment, credit decisions cannot be made as quickly as traditional transfer credit. Departments usually assess an examination or evaluation fee.

PRIVACY
See also POSTING GRADES. In compliance with the Family and Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment), the University will not release academic information about a student without a signed request from the student. Certain information is considered public or directory information and includes: full name, dates of enrollment, enrollment status, and degrees earned is public. However, students may petition through the Office of Student Records that even this normally public information be kept confidential. The full policy regarding all types of Student records at the University of Maine is available from the Office of Student Records. Advisors should check MaineStreet for the student’s status.

PROBATION – See Academic Standing

PROFESSIONAL ORGANIZATIONS
The University participates in several professional organizations on our campus. Students and faculty should check with their respective colleges for information.

PROVISIONAL CONTINUATION – See Academic Standing

PUBLIC SAFETY – See http://www.umaine.edu/publicsafety/
READMISSION
Readmission to undergraduate programs at the University of Maine is accomplished through the dean's office of the college to which the student seeks admission, not through the Office of Admissions. Students will be notified of readmission decisions by the dean's offices.

RECREATION
See also ATHLETICS
The Student Recreation Center is a state of the art recreation and fitness center. Access is granted on a fee basis to student, faculty, staff and community members.

REFUNDS
Student charges will be refunded to students who are withdrawing from the University of Maine System in accordance with the schedules and provisions set forth and listed on the Bursar's website. Room and board refunds are made in accordance with the Residence and Dining academic year contract. The academic year contracts must be signed by each student living in a residence hall.

REGISTRATION HOLDS
A registration hold is an action taken centrally to prevent a student from registering for classes. Students may call the Office of Student Records to determine the reason for the hold or view the reason in their Student Self Service in MaineStreet. The most common reasons are financial (outstanding bills) or immunization (failure to provide the proof of immunization required by Maine law). Once the reason for the hold is determined, the office requesting the hold (usually the Bursar or Student Records) should be contacted to determine what needs to be done to remove it. Advisors can see the nature of the hold in MaineStreet.

RELIGIOUS GROUPS
Student Affairs office serves as an interface between University students and the religious community. The Associate Dean of Students, Ángel Martínez Loredo provides information, assists individual students, student groups, local clergy, and encourages the participation by the different faith groups in University activities. Dean Loredo convenes, a monthly meeting with all leaders and advisors to the different faith groups participating with the University of Maine community. The meeting takes place on the second Tuesday of the month at 9am in Student Affairs Conference room located on the upper floor of the Memorial Union. The Associate Dean is located on the third floor of the Memorial Union. For more information, contact Dean Loredo by email at loredo@umit.Maine.edu and/or by phone at 581-1406.

RESIDENCE LIFE – See http://www.umaine.edu/rlp/

RESIDENCY
RESIDENCY CLASSIFICATION
A student applying for admission to a degree program is classified as eligible, or not eligible, for in-state tuition at the time of acceptance to the University. A non-matriculated (non-degree) student is classified as eligible, or not eligible, for in-state tuition at the time of registration. The decision, made by the campus Chief Financial Officer, or other officials designated by the campus, shall be made based on information and documentation furnished by the student and other information available to the University.

RETURNING STUDENTS
See also AWAY REGISTRATION and LEAVE OF ABSENCE Students should file for student financial aid prior to returning to school. Please consult the Office of Student Financial Aid for details.

ROTC - See MILITARY SCIENCE
SAFE CAMPUS PROJECT – See http://www.umaine.edu/SafeCampusProject/

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS
Federal financial aid regulations limit how long any student can continue to receive financial aid. In order to maintain eligibility for financial aid, each student must be making progress towards earning a degree. Students can lose eligibility for financial aid if they are not meeting academic standards for continued enrollment and/or if it is taking too long to earn a degree. Students who are not meeting the minimum standards for Satisfactory Academic Progress are notified of the loss of eligibility for further financial aid. Progress is measured once each academic year at the end of the second semester, and is measured in two ways: 1. Grade Point Average (GPA) The academic standards against which performance is measured are outlined in the Undergraduate and Graduate Catalogs. If placed on probation, the student will continue to be eligible for financial aid. If placed under dismissal or suspension, the student will not be eligible for financial aid until readmitted to a University of Maine degree program; and 2. Cumulative Degree Hours Earned. Students are expected to successfully complete sufficient credit hours during each semester in order to graduate within an acceptable time frame. Courses earned with a grade of D(or Pass) are considered "successfully completed"; repeatedly failing, dropping or leaving courses will eventually lead to loss of financial aid eligibility.

SCHOLARSHIPS
The University awards a number of scholarships made possible by the generosity of friends and alumni. These are awarded on the basis of financial need and/or academic achievement and/or the ability to meet certain requirements (such as academic major, hometown, etc.) as stipulated by the scholarship donor. Many scholarships are awarded by faculty committees and may or may not require a specific application. Other general scholarships are awarded based on financial need as determined by the aid application (FAFSA). A restricted scholarship listing and application form are available upon request from the Office of Student Financial Aid. Students may consult their dean’s office or department office for additional information concerning scholarships awarded through their college or department.

SORORITIES
The University of Maine supports the Greek system and maintains a current listing of sororities. Questions or information on sororities should be directed to the Division of Student Affairs, Greek Life Office. The Greek Life Office is located on the bottom floor of the Memorial Union and can be reached by calling 581-4183.

SPEECH PROBLEMS
Students with speech, language, or hearing disorders are encouraged to use the assessment and remedial services provided by the Conley Speech and Hearing Center in the Department of Communication Disorders. Any student who is concerned about differences in his or her speech, language, or hearing should contact the Center for an appointment. 581-2006

SPORTS See ATHLETICS

STUDENT AFFAIRS – See http://www.umaine.edu/studentaffairs/

STUDENT HANDBOOK – See http://www.umaine.edu/handbook/

STUDENT SERVICE CENTER – See http://www.umaine.edu/servicecenter/

STUDENT SUPPORT SERVICES – See http://www.umaine.edu/sss/

STUDY AWAY
Students from all majors are encouraged to consider one of several study away programs to earn credit towards their University of Maine degree. There are many opportunities through Study Abroad, national and international internships, cooperative programs, visiting student, and various research programs. A student may study away at another institution for an academic year, a semester, summer, May term or other interim period.
STUDY ABROAD
The University of Maine supports a number of study abroad opportunities throughout the world. Several of these programs are direct one-to-one exchanges with universities in Canada, throughout Europe, Australia, Asia and South America. English-speaking programs are available widely, even in countries where English is not the native language. There are many opportunities for language immersion programs in French, German, Russian, Spanish and other languages. Through our reciprocal student exchange programs, students pay tuition, fees, and sometimes room and board to the University of Maine at the current rate, as they would while enrolled at UMaine.

STUDY SKILLS SEMINARS
The Office of First and Second Year Programs offers group and one-on-one assistance designed to provide helpful tips on improving a variety of learning skills. In addition they host study tables and programs in the residence halls and other University buildings.

SUBSTANCE ABUSE
Alcohol and Drug Education Programs, part of the Division of Student Affairs, provides prevention programming, training services, research support, consultation, assessment, and individual counseling services. These services are available to all students of the University community at no charge. All services are confidential.

SUSPENSION
Academic suspension indicates that a student is separated from the University for one semester. Return to the university is not guaranteed. The student must fill out an application for readmission. Suspension is the usual academic action when a student's performance in a single semester is below satisfactory performance as determined by the college. Students under dismissal or suspension may not register within the University of Maine System and are not eligible for student financial aid. Students under dismissal or suspension who register at other institutions should be aware that credit so obtained will not ordinarily be accepted by the University of Maine if and when the student is readmitted; however, students may take a course or courses with the prior approval of the dean of the college from which they have been dismissed or suspended.
TELEPHONE SERVICE
Each residence hall room is equipped with a working telephone jack. However, students must provide their own touch tone phone. CallPilot Mail Students living in the resident halls will also have access to a CallPilot Voice Mailbox. This mailbox is like having an answering machine attached to your telephone. CallPilot provides the capability to send and receive confidential messages 24 hours a day from anywhere on or off campus.

TRANSCRIPTS
Students' official academic records are maintained in the Office of Student Records. Transcripts of these records are not furnished to individuals, other institutions, or prospective employers without the written consent of the student concerned. Each graduate will receive a complimentary official transcript with their diploma. Students may request an "unofficial" transcript at any time through MaineStreet or by contacting the Office of Student Records.

TRANSCRIPT RE-EVALUATION Once during a student's association with the University, after suspension, dismissal, provisional dismissal, changing college, entering a transition status, or withdrawal, the dean of the college in which he/she becomes enrolled may exclude from the calculation of the student's accumulative grade point average all grades received during one or more semester(s) immediately prior to suspension, provisional dismissal, dismissal, changing college entering a transition status, or withdrawal.

TRANSFER CREDITS
The University of Maine is committed to recognizing as much transfer credit as possible while applying the same quality standards used for admission and continuing academic progress. Although all credit awarded is recorded on transcripts, colleges and departments within the University may impose limitations on the applicability of some credit to degree requirements. The evaluation of transfer credit, for both collegiate transfer credit and prior learning forms of study, is completed through the academic dean's office of the candidate's undergraduate college after admission to the University. University policy states that all incoming courses need to be offered from a Regionally Accredited College or University.

TUITION - SEE BILLS

TUTORING
The College Success Program provides free tutoring for students in 100- and 200-level courses. Students need to contact the office in Dunn Hall early in the semester to signup for tutoring services. Call 581-2351 or visit www.umaine.edu/tutorprogram
UNDECIDED STUDENTS
See also EXPLORATIONS PROGRAM. Students need not select a major or college upon entry to UMaine. Students may remain undecided within the colleges of Liberal Arts & Sciences or Natural Sciences, Forestry & Agriculture. Students may also enroll for one year in the Explorations Program, which is not affiliated with any college.
V.

VALEDICTORIAN / SALUTATORIAN
From the graduating seniors at the May Commencement (comprised of degree candidates from May, the preceding December, and the following August), the two highest ranking baccalaureate degree candidates are designated class valedictorian (highest) and salutatorian (next highest). To be eligible for this honor a student must have completed at least 90 credits of University of Maine coursework exclusive of pass/fail or incomplete grades. All credits counting toward the baccalaureate degree must have been completed within the 8 years preceding the anticipated graduation date.

VETERANS SERVICES
The Office of Veteran's Affairs, 5781 Wingate Hall, Orono, ME 04469-5781, (207) 581-1316, provides the following services:
1. Counseling veterans regarding educational benefits
2. Processing applications for Veterans Educational Benefits
3. Maintaining a file of each veteran receiving benefits
4. Certification of student drawing benefits
5. Providing assistance in solving problems related to educational assistance;
6. Making special arrangements related to Veterans Educational Benefits;
7. Directing veterans to various other agencies to help solve problems not related to Educational Benefits. In addition, the Commuter and Non-traditional Student Program, part of the Division of Student Affairs, provides support services for veteran students and families.

VOLUNTEER AMBULANCE
The University Volunteer Ambulance Corp (UVAC) will respond to most on-campus emergency calls. UVAC is a professional ambulance service staffed by UMaine students who are also EMTs. Dial 911.
WEB PAGE
http://www.umaine.edu The UMaine web site provides access to a wealth of information about the University, including links sites maintained by departments and university organizations.

WITHDRAWAL FROM THE UNIVERSITY
(see also STUDY AWAY and LEAVE of ABSENCE AND INSTITUTIONAL WITHDRAWALS) Students who are considering withdrawal from the University should report to the dean of their college for information about the correct procedure.

WOMEN
The mission of the Women in the Curriculum and Women's Studies Program (WIC) is to improve the quality of education for all students by helping to ensure the experiences and perspectives of women are part of the University curriculum. The WIC Program, which reports to the College of Liberal Arts and Sciences, administers a minor and a major in Women's Studies and encourages the development of departmental and interdisciplinary Women's Studies courses. The Program also continues a long-standing effort toward revising existing courses so that they represent equally the experiences, values, contributions, and perspectives of both women and men and so that the classroom climate in all courses is equally hospitable to both female and male students.

The Women's Resource Center is part of the Division of Lifelong Learning. The purpose of the Women's Resource Center (WRC) is to promote educational access and equity for all women, to provide an alternative and complement to existing services and facilities, and to further the collective and individual goals of women regardless of race, national origin, ethnicity, color, age, physical ability, sexual orientation, religious or political beliefs, social or economic status, or occupation. The WRC exists for and because of all women. The WRC serves not only the women (classified, faculty, professional, and administrative staff as well as the student body) of the University of Maine, but also, to the extent possible, women throughout the State of Maine. Furthermore, the Center provides services and programs to promote and maintain a positive and supportive climate conducive to women's personal and professional development.

WRITING CENTER
The Writing Center is a service of the Department of English. Its purpose is to help students improve their writing by giving them feedback on what they have written; it is not an editorial service. The Writing Center, located in 402 Neville Hall, is staffed mainly by undergraduate students. Students needing help with their writing are encouraged to visit the center for consultation and assistance.

WORK·STUDY - See FINANCIAL AID