

# Maine College of Health Professions

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*Education that Enriches Lives*

College Policies  
2026-2027

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# Academic Policies

## Undergraduate Academic Dismissal Policy

### Date

August 4, 2016

### Amended

June 2017, June 2017, June 2017, August 2018, May 2019, February 2024, March 2026

### Academic Standing

Students are expected to meet all academic, laboratory, and clinical requirements as defined by their academic program. Progression standards are established to ensure student success, patient safety (where applicable), and program of integrity.

### Progression Standards

Progression standards are the specific requirements, benchmarks, and academic standing criteria that a student must meet to advance through their program of study and remain in **Good Standing**. Students enrolled in a program must successfully complete all required didactic and clinical courses in the prescribed sequence to maintain continuous progression.

### Dismissal Criteria

Failure of a course, below 74% or "C."

Failure to pass a pass/fail clinical course.

### Academic Dismissal Procedure

- The course instructor will notify the Registrar when a student meets dismissal criteria.
- The Registrar will send official notification to the student, their advisor, and the Dean that the student was dismissed from the program. A copy of the notification will be placed in the student's file.
- The student must schedule and meet with their academic advisor within **three (3)** business days of the date of notification to evaluate options.
  - Apply for Waiver of Student Dismissal from a Program
  - Change of Major
  - Discuss reapplication

\*Students who fail to meet with their advisor during the required timeframe forfeit their right to waive their dismissal and are dismissed from the program.

### Reapplication

Students dismissed under this policy may be eligible to reapply to the program in a future cohort, subject to:

- Program capacity and resource availability
- Review of prior academic performance
- Compliance with current admission standards (including applicable fees)
- Prelicensure nursing students who are dismissed must wait two years to re-enter the program
- Other programs at MCHP may have alternative waiting periods

**Re-entry is not guaranteed.** Previously completed coursework may be reviewed for currency and competency at the time of reapplication and may be subject to repetition.

Date of meeting with academic advisor: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

cc: Program Dean, Academic Advisor, and Registrar

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Academic Leave of Absence

### Date

March 1, 2021

### Amended

March 2025

Students are expected to complete the academic program according to the curriculum plan. Academic leave of absence (LOA) from the College may be granted for up to three consecutive semesters, once per program, for students in good academic and financial standing. (Refer to the Financial Aid Student Leave of Absence Policy.) Due to the nature of the clinical education offered at the college, the school will determine whether a leave will be granted and the duration and conditions of the leave based on individual circumstances. Coursework covered during most semesters is provided only once a year. Therefore, each request must be considered individually. Students must complete all course and program requirements to be eligible for program completion and graduation.

Students must request leave in writing from the dean or designee. The request must clearly explain the reasons for the LOA and the anticipated length of the LOA, not to exceed three consecutive semesters. It must also be signed and dated by the student. The student will receive notification within five business days if the leave is approved. If the leave is not approved, the student will receive notification within five business days, and there is no guarantee of automatic re-entry.

Requesting a leave of absence. The student will:

1. Submit a written request to the dean or designee to include:
  - a. Reason for the leave
  - b. Anticipated duration
  - c. Supporting documentation
2. Refer to the Financial Aid Student Leave of Absence Policy
  - a. Meet with the Financial Aid Counselor as needed
3. Secure re-entry plan approval from the dean or designee
4. If leave is approved, submit a completed Student Status Change Form to the Registrar
  - a. Obtain signatures from the Dean, Registrar, Financial Aid Counselor, and Bursar

The school authorizes the following:

1. Approval or Denial of the LOA
2. Length of the LOA
3. Conditions and Options for Re-Entry

The college reserves the right to require that a student take a leave of absence when their attendance poses a significant risk to themselves, patients, clinical preceptors, or other members of the college community. (Refer to the Technical Standards.) In the event of an involuntary LOA, the college will:

1. Create an Involuntary LOA Packet that includes the following:
  - a. Reason for the leave
  - b. Anticipated duration
  - c. Supporting documentation
  - d. Re-entry plan
2. Assure compliance with the Financial Aid Student Leave of Absence Policy
3. Submit a completed Student Status Change Form to the Registrar
4. Share the Involuntary LOA Packet with the student

Returning from Leave: Students must submit the Student Status Change form (with all required signatures) to the Registrar by May 1 for a fall semester return, October 1 for a spring semester return, or February 1 for a summer semester return. Before submitting the form, students must meet with the dean or designee to review the re-entry plan and document compliance. Students who meet the re-entry conditions and initiate the return by the deadlines will be reinstated into their academic program. Re-entry is not guaranteed if the deadline or conditions of re-entry are not met.

A student not enrolled for three consecutive semesters will automatically be withdrawn from the College after the add/drop period of the fourth semester. The student must apply to be considered for readmission.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

**Student Information**

Name: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Leave Request Details

Type of Leave (check one):

- Medical
- Personal
- Military
- Other: \_\_\_\_\_
- Family/Dependent Care

Anticipated Start Date: \_\_\_\_\_

Anticipated Return Date: \_\_\_\_\_

Supporting Documentation Attached (if required):  Yes  No

Impact on Enrollment

Courses currently enrolled in (list below):

\_\_\_\_\_

\_\_\_\_\_

Clinical Placement:  Yes  No Site: \_\_\_\_\_

By signing this form, I acknowledge:

- I understand potential tuition/financial aid implications.
- I am aware of deadlines for submitting return paperwork.
- I am aware of program-specific guidelines for re-entry plans.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgements

Advisor/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Bursar: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Counselor \_\_\_\_\_ Date: \_\_\_\_\_

ADA Coordinator (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Approval

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## Academic Probation for Clinically Based Programs

**Date**

August 4, 2016

**Effective Date**

August 1, 2024

**Amended**

6/8/2017, 6/13/2017, 6/29/2017, 8/17/2018, 5/6/2019, 2/29/2024

Academic probation allows students to resolve barriers to success and improve academic skills and program knowledge.

A student must attain a minimum grade of C (74) in any course required for the major and/or a passing grade for the co-curriculum requirements.

### Criteria to be placed on Academic Probation

- A student earns a grade of C- or lower in a course in any given semester or
- A student does not complete co-curricular requirements for that semester

### Procedure

- The course instructor will e-mail the assistant dean of student services if a student achieves a C- or lower grade or does not complete the co-curriculum requirement.
- The assistant dean of student services will collaborate with the student, the program dean, the academic advisor, and the registrar.
- A student who meets the criteria for academic probation must set up a meeting with the assistant dean of student services within one week of the semester's end. Failure to meet with the assistant dean of student services within the stated time frame will result in program dismissal.
- Probationary status is resolved upon successful completion (grade C or higher) of the repeated course or successful completion of co-curricular requirements.
- A student may be placed on Academic Probation once during the program.
- The student's program may extend beyond the published program length since most courses are taught only once yearly.
- A student placed on academic probation must make a non-refundable deposit to reserve a spot to continue in the enrolled program. Students cannot reserve a spot if the program has no available spaces. The deposit will be required for any student on probation who does not have continuous enrollment.
  - Spring Return: Deposit Date September 1st
  - Summer Return: Deposit Date February 1st
  - Fall Return: Deposit Date February 1st

The assistant dean of student services or designee may adjust the student's deposit date depending on when the student is unsuccessful and looking to continue with courses. Once the deposit date is set, there are no adjustments to the due date. Students who do not meet the deposit deadline are dismissed from the program.

### Criteria for Program Dismissal

Any one of the following is grounds for dismissal from the program:

- A student receives a grade of C- or lower in 2 or more courses in one semester.
- A student receives a grade of C- or lower in a course and does not complete the co-curriculum requirement.
- A student fails to meet the deposit deadline to return.
- A student fails a second course required for their major during their program.
- There are no available spaces for the student in the enrolled program.
- While on Academic Probation, withdrawal from any course after the Add/Drop Period will result in student dismissal from the Program.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Academic Probation for Non-Clinically Based Graduate Programs

### Date

March 1, 2025

Academic probation allows students to resolve barriers to success and improve academic skills and program knowledge.

A student must attain a minimum grade of B in any course required for the major and/or a passing grade for the co-curriculum requirement with the exception of one course that cannot be less than a B-.

### Criteria to be placed on Academic Probation

- A student earns a semester grade point average of less than 3.0.
- A student does not complete the co-curricular requirements.

### Procedure

- The course instructor will e-mail the assistant dean of student services if a student achieves a B- or lower grade or does not complete the co-curriculum requirement.
- The assistant dean of student services will check the student's semester GPA to determine if the student is placed on academic probation.
- The assistant dean of student services will collaborate with the student, the program dean, the academic advisor, and the registrar.
- A student who meets the criteria for academic probation must set up a meeting with the assistant dean of student services within 1 week of the semester's end. Failure to meet with the assistant dean of student services within the stated time frame will result in dismissal from the program.
- Probationary status is resolved when the student achieves a cumulative GPA above 3.0, which must be achieved within the next two semesters enrolled or successfully completes the co-curricular requirement.
- A student may be placed on academic probation once during the program.
- The student's program may extend beyond the published program length since most courses are taught on a rotating basis.

### Criteria for Program Dismissal

Any one of the following is grounds for dismissal from the program:

- A student does not achieve a cumulative GPA above 3.0 within the next two semesters enrolled or does not successfully complete co-curricular requirements.
- While on academic probation, withdrawal from any course after the Add/Drop Period will result in student dismissal from the program.
- If the academic probation is resolved, the student must maintain a semester GPA of at least 3.0, or the student will be dismissed.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

### Academic Probation Plan (APP) for Non-Clinically Based Programs

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester Unsuccessful: \_\_\_\_\_

Course and/or co-curriculum requirements unsuccessful: \_\_\_\_\_

Semester Returning: \_\_\_\_\_

Course(s) you are taking next: \_\_\_\_\_

Schedule a meeting with the academic advisor by: \_\_\_\_\_

I, \_\_\_\_\_, understand that all the following items listed below must be completed. If I do not meet the requirements, I understand I will be dismissed from the enrolled program with the option to reapply 2 years from the dismissal date.

- Students must maintain a cumulative GPA of 2.0 or higher for the remainder of the enrolled program.
- Students cannot withdraw from courses after the add/drop period while on academic probation.
- Students must complete additional requirements as outlined by the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Academic Probation Plan by Assistant Dean of Student Services or Designee**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Program Dean, Academic Advisor, and Registrar

## Academic Probation for Non-Clinically Based Programs

**Date**

August 17, 2018

**Amended**

4/25/2023

Academic probation allows students to resolve barriers to success and improve academic skills and program knowledge.

A student must attain a minimum grade of C (74) in any course required for the major and/or a passing grade for the co-curriculum requirement.

**Criteria to be placed on Academic Probation**

- A student earns a semester grade point average of less than 2.0.
- A student does not complete the co-curricular requirements.

**Procedure**

- The course instructor will e-mail the assistant dean of student services if a student achieves a C- or lower grade or does not complete the co-curriculum requirement.
- The assistant dean of student services will check the student's semester GPA to determine if the student is placed on academic probation.
- The assistant dean of student services will collaborate with the student, the program dean, the academic advisor, and the registrar.
- A student who meets the criteria for academic probation must set up a meeting with the assistant dean of student services within 1 week of the semester's end. Failure to meet with the assistant dean of student services within the stated time frame will result in dismissal from the program.
- Probationary status is resolved when the student achieves a cumulative GPA above 2.0, which must be achieved within the next two semesters enrolled or successfully completes the co-curricular requirement.
- A student may be placed on academic probation once during the program.
- The student's program may extend beyond the published program length since most courses are taught on a rotating basis.

**Criteria for Program Dismissal**

Any one of the following is grounds for dismissal from the program:

- A student does not achieve a cumulative GPA above 2.0 within the next two semesters enrolled or does not successfully complete co-curricular requirements.
- While on academic probation, withdrawal from any course after the Add/Drop Period will result in student dismissal from the program.
- If the academic probation is resolved, the student must maintain a semester GPA of at least 2.0, or the student will be dismissed.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

**Academic Probation Plan (APP) for Non-Clinically Based Programs**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester Unsuccessful: \_\_\_\_\_

Course and/or co-curriculum requirements unsuccessful: \_\_\_\_\_

Semester Returning: \_\_\_\_\_

Course(s) you are taking next: \_\_\_\_\_

Schedule a meeting with the academic advisor by: \_\_\_\_\_

I, \_\_\_\_\_, understand that all the following items listed below must be completed. If I do not meet the requirements, I understand I will be dismissed from the enrolled program with the option to reapply 2 years from the dismissal date.

- Students must maintain a cumulative GPA of 2.0 or higher for the remainder of the enrolled program.
- Students cannot withdraw from courses after the add/drop period while on academic probation.
- Students must complete additional requirements as outlined by the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Academic Probation Plan by Assistant Dean of Student Services or Designee**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Program Dean, Academic Advisor, and Registrar

## Academic Warning for Clinically Based Programs

**Date**

June 20, 2000

**Effective Date**

May 1, 2024

**Amended**

Amended: 6/9/2003, 8/6/2004, 7/9/2007, 7/22/2010, 7/20/2012, 11/18/2016, 6/8/2017, 8/2/2018, 5/6/2019, 11/12/2021, 4/25/2023

**Criteria for Warning**

**Didactic:**

A matriculated student whose grade is below C at the midpoint in any course/co-curricular requirement will be placed on academic warning.

**Clinical:**

A matriculated student not meeting clinical objectives at the midpoint in any course/co-curricular requirement will be placed on academic warning.

At the midpoint of the course/co-curricular requirement, the course instructor will e-mail the assistant dean of student services if a student achieves a grade of C- or lower or does not complete the co-curricular requirement to place the student on academic warning. The assistant dean of student services will place the student on academic warning and will collaborate with the student, the program dean, the academic advisor, and the registrar. A copy of the academic warning will be placed in the student's file.

A course faculty may recommend to the program administrator that a student be placed on academic warning at any point in the program if there are concerns regarding a student's academic/clinical performance.

### Criteria for Warning Removal

At the end of the course(s)/co-curricular requirement(s), the student's performance will be evaluated:

#### Didactic:

The registrar will remove the warning status if the student's grade is C or above in the course/co-curricular requirement.

#### Clinical:

The registrar will remove the warning status if the student's clinical performance meets the clinical objectives.

Failure to meet these objectives or failure to receive a grade of C or higher in any course/co-curricular requirement will result in the student being placed on academic probation, provided they meet the criteria outlined in the academic probation policy. A student may receive an academic warning more than once.

Note: The criteria for academic probation and student dismissal are outlined in the academic probation and student dismissal policies.

### Procedure for Academic Warning

Faculty members having a concern regarding a student's academic/clinical performance shall:

- Communicate and document meetings with the student regarding academic/clinical concerns.
- Submit documentation to the program administrator outlining the academic/clinical concern.
- If the academic/clinical performance is a concern at any time, the student could be placed on Academic Warning.
- In some cases, a student may immediately be placed on academic warning or be dismissed from the College without previous communication.
- A copy of all documentation will be placed in the student's file.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Add/Drop, Withdrawal, and Refund Policy

### Date

March 1, 2009

### Amended

June 2013, February 2015, August 2015, November 2015, March 2017, July 2017,

August 2018, May 2019, January 2025, March 2026

### Official Withdrawal from College

Withdrawal is defined as a student who gives official notification of their withdrawal to the Registrar after a semester begins. (The student is withdrawing from all courses and leaving the College).

*Students wishing to withdraw from the College:*

1. **Must** contact the Registrar
2. Should contact their Program Dean
3. Should submit the Student Status Change Form to the Registrar
4. Withdrawal is not considered official until the student has notified the Registrar. Until such notification, the student remains enrolled in the College and/or course and is responsible for fulfilling its academic and financial requirements.

### Unofficial Withdrawal from College/course

1. Students must notify the Registrar when withdrawing from a course. If a student stops attending College or a course without notification, this will result in an unofficial withdrawal and a grade of "F" for the course.
2. If a student receives a grade of "F" in a course, the College will determine if the student should be treated as an unofficial withdrawal or not and follow the procedure below.

- If Federal financial aid is affected, the Financial Aid Office may need to make adjustments to the student’s financial aid. Without official notification the student will be considered unofficially withdrawn and a R2T4 calculation will be completed using a 50% mark in the semester to determine how much aid the student has earned and if any is to be returned to the Government.

**Adding & dropping or withdrawing from a course**

The “add/drop” period is the timeframe a student may adjust their schedule without any academic or financial penalties. The following schedule represents the timeline for the academic year.

Semester	Registration Period	Billing Period	Add/Drop Period -Courses Longer Than 4 Weeks	Add/Drop Period -Courses 4 Weeks or Shorter
Summer	Begins: At least 4 weeks prior to the bill date	April 1st or first Monday in April	Begins: One week prior to the start of course	Begins: One week prior to the start of course
Fall		July 1st or the firstMonday in July		
Spring	Ends: 2 week prior to the bill date	December 1st or the first Monday in December	Ends: End of business on Friday of the first week of the course	Ends: End of business on the 1st day of course

- Adding a course:** Student may add courses during the add/drop period, provided that there is space available in the course and the student has satisfied all requirements. Student charges will be adjusted and a revised bill will be generated. Payment in full is expected as of the date of enrollment, unless prior arrangements have been confirmed with the Bursar.
- Dropping a course:** Dropping a course is defined as a reduction in course load while remaining enrolled at the College within the add/drop period. (The student drops one or more courses but not all courses). All requests to drop a course within the add/drop period, must be coordinated through the Registrar.
- Withdrawal from a course:** Withdrawing from courses is a reduction in a student’s course load after the add/drop period while remaining enrolled at the College.

**Academic impact of withdrawing from a course or the college**

- A student may withdraw from a course at any time. If the student withdraws after 60% of the course, the student will receive a grade of “F” in the course which is calculated into the GPA. Before the 60% mark, the student will receive a grade of “WP” withdraw pass or “WF” withdraw fail. These grades will not be calculated into the GPA; however they will be reflected on the official transcript.
- At the end of every semester, the Registrar will notify the Financial Aid Office of any students who have received a grade of “F” in a course. A determination will be made within 30 days of the end of the payment period (semester) on whether or not the grade was earned or if the student dropped without notification.
- The Registrar will notify all appropriate staff of any student status change.

**Financial aid impact of adding/dropping/withdrawing from a course or College**

In accordance with Federal regulations, financial assistance may be adjusted for any aid recipient whose status changes during the semester. A portion of her/his financial aid may be returned to the Title IV programs as required by using the U.S. Department of Education’s methodology.

**Pell recalculation policy:**

Federal PELL Grant award amounts will be based upon enrollment status two weeks after the end of the add/drop period. At that time, if the number of credits enrolled is different from the student’s initial enrollment, the Federal PELL Grant will be adjusted from the original PELL grant award. No further adjustments to the Federal PELL Grant will be made after that point.

Federal PELL Grants awarded initially after the Pell recalculation date will be based upon enrollment at the time the award is determined. No further adjustments to the Federal PELL Grant will be made after that point.

**Enrollment status**

Academic Year: Full-Time enrollment is based on 24 credits per year. Enrollment status for fall/spring/summer semesters is determined according to the following table.

Credits	Status
12 or more	Full-Time
9-11	3/4 Time
6-8	Half-Time
1-5	Less than half-time

**Tuition balances & refunds**

Tuition and fees are reduced in accordance with the following schedule when courses are dropped. Withdrawal in first three weeks may result in a refund to the student. MCHP Scholarships will follow the same percentage chart for funds earned and eligible to keep by the student. Direct Subsidized and Unsubsidized loans and other Title IV funds may be returned as required by the Return of Title IV Funds calculation.

The Bursar’s Office will send the student a detailed statement indicating any amounts due the College or amounts due the student as a refund. The statement will include the expected due date for any amount due back to the College for return to the Federal Programs (if applicable).

WITHDRAWAL FROM COURSE/COLLEGE –STANDARD (Courses longer than 4 weeks)		WITHDRAWAL FROM COURSE/COLLEGE –NON-STANDARD (Courses 4 weeks or shorter)	
On or before the first week of courses	100%	On or before the first day of courses	100%
On or before the second week of courses	65%	On or before the second day of courses	65%
On or before the third week of courses	35%	On or before the third day of courses	35%
Thereafter	0%	Thereafter	0%

For purposes of calculating standard tuition adjustments, the attendance period begins on the opening day of scheduled campus courses per the official academic calendar, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

For purposes of calculating non-standard tuition adjustments, the attendance period begins on the start date of the course as specified on the course schedule, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

STUDENT STATUS CHANGE FORM

NAME \_\_\_\_\_ CLASS OF \_\_\_\_\_

Current Status	Change To	Date
_____ Credit Hours	_____ Credit Hours	
<input type="checkbox"/> Full Time Status	<input type="checkbox"/> Full Time Status	Effective Date: _____
<input type="checkbox"/> 3/4 Time Status	<input type="checkbox"/> 3/4 Time Status	Effective Date: _____
<input type="checkbox"/> 1/2 Time Status	<input type="checkbox"/> 1/2 Time Status	Effective Date: _____
<input type="checkbox"/> Less Than 1/2 Time	<input type="checkbox"/> Less Than 1/2 Time	Effective Date: _____

**ACTION**

Withdrawn  
Last attendance day: \_\_\_\_\_

Leave of Absence  
Last attendance day: \_\_\_\_\_

End date of Leave of Absence \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTIFICATION/MEETING WITH:

Advisor/Program Dean \_\_\_\_\_

Registrar \_\_\_\_\_

Financial Aid Specialist \_\_\_\_\_

Bursar \_\_\_\_\_

## Advanced Placement Program of the College Board

### Date

May 1, 2003

### Amended

July 2007, September 2011, May 2018, January 2025

The College participates in the Advanced Placement Program of the College Board to provide academic credit for exceptionally well-prepared students. Students who have taken the College Board Advanced Placement Tests should have the results submitted to the Registrar's Office for evaluation. Students scoring 3, 4, or 5 on these examinations for general education courses required by the College typically receive credit.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Auditing Courses

### Date

September 1, 2000

### Amended

July 2007, July 2010, June 2011, April 2018, May 2019, February 2020, January 2025

1. Persons wishing to attend credit courses, but not earn credit, may enroll as auditors with the permission of the involved Dean and involved faculty member.
2. Auditors are not counted as students in the enrollment census and are not required to complete the assignments or take examinations.
3. Courses with a patient care clinical component may not be audited.
4. Matriculated students auditing a course will be assessed a per credit audit fee.
5. Tuition charges for audited courses for non-matriculated students are the same as for course(s) taken for credit.
6. Once approval has been granted by the involved Dean and faculty member, the interested person will contact the registrar.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Bulletin Boards and Pamphlet Racks

### Date

September 14, 2000

### Amended

August 2008, August 2010, May 2018, September 2024

The College bulletin boards and pamphlet racks are furnished and maintained by the College to inform and educate personnel and students.

Permission to display material on bulletin boards or in pamphlet racks must be obtained from College Administration. The College reserves the right to approve or deny any posting.

All non-college related data posted on bulletin boards are to be signed by the Administrative Assistant and include date to be removed.

In screening material for bulletin boards, it is intended that high standards of good taste and propriety be maintained.

Approved \_\_\_\_\_

Monika Bissell, DBA  
President

## Challenge Exams for General Education Courses

### Date

September 1, 2003

### Amended

July 2001, April 2003, September 2003, January 2006, July 2006, July 2007, December 2007, July 2009; August 2010, March 2015, December 2016, January 2017, January 2018, May 2019, November 2020, September 2024

Applicants who wish to receive academic credit for knowledge and skills acquired prior to attending the College have the opportunity to do so through the College Level Examination Program (CLEP) challenge examinations. For associate degrees and certificate programs, transfer credits for challenge exams must be completed and submitted to the Registrar prior to the add/drop period of the third semester. For all other programs, challenge exams must be completed and submitted to the Registrar before the student has 12 credits remaining in their degree program.

- Students who transfer credits for challenge exams prior to matriculation will not incur a fee.
- Students who transfer credits for challenge exams after matriculation will incur a fee according to the fee schedule.

The CLEP examinations for courses that are required by this College's curriculum may be taken at an authorized testing center of the student's choice.

Refer to the college website for a listing of accepted CLEP exams. The scores achieved on the above challenge examinations must meet the score required by the College. Passing scores may be obtained from the Registrar's Office. If you have any questions about challenge exams and acceptable scores, please see the Registrar.

Students who wish to challenge general education credits should contact the Registrar's Office.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Change of Major

### Date

March 8, 2019

A student who would like to change their program major must meet their advisor. If the advisor approves of the change, the student must complete the Student Major Change Form (attached). The student will bring the form to the Program Dean or Coordinator of their current program major then to the Program Dean or Coordinator of the program major they wish to transfer into. Once these signatures have been obtained, the student will meet with the Registrar, Financial Aid Specialist, and Bursar to complete the Student Major Change Form.

If the program major that the student wishes to transfer into involves a competitive admissions process, the student will be required to follow the current admissions process.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

Student Major Change Form

Name \_\_\_\_\_

Class of \_\_\_\_\_

Current Major: _____	Change To: _____
Effective Date: _____	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notification/Meeting With:

Dean of Current Program \_\_\_\_\_

Dean of Program Transferring To \_\_\_\_\_

Registrar \_\_\_\_\_

Financial Aid Specialist \_\_\_\_\_

Bursar \_\_\_\_\_

Note: If the program major the student wishes to transfer into involves a competitive admissions process, the student will be required to follow the current admissions process.

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**FOR OFFICE USE ONLY**  SONIS  REG CARD  NOTICE  ROSTERS  MAILBOX  ID BADGE  ENROLLMENT/ATTRITION  NSLDS/CLEARINGHOUSE  DORM ROSTER  STUDENT FILE  LABELS  ENROLLMENT STATUS SHEET

## Clinical: Care of Relative, Friend, or Household Member by Students

**Date**

November 1, 1997

**Amended**

September 2000, July 2010, June 2018, February 2025

The clinical experience shall not include the care of a relative, friend, or household member.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Clinical: CPR Certification

**Date**

May 1, 2005

**Amended**

July 2010, February 2016, July 2018, February 2025

Students who participate in clinical practice are responsible for maintaining and validating basic life support certification for healthcare providers (BLS/CPR) endorsed by the American Heart Association or the American Red Cross. If CPR certification expires, the student will not be permitted to attend clinical practice until certification is reactivated.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Clinical Dress Code Policy

### Date

February 1, 2024

### Amended

February 2025

The following dress code shall be adhered to by all Maine College of Health Professions (MCHP) students during all assigned clinical, preceptorship, and clinical lab experiences:

- All students will present a neat, clean, and professional appearance with respect for the comfort and safety of the patients and themselves at all times.
- *Uniform:* The MCHP uniform must be clean and well-pressed and includes:
  - Pewter uniform pants and navy blue scrub top with the MCHP logo embroidered on the left chest;
  - Below-the-knee pewter scrub skirts may be worn; tights must be worn if wearing a skirt;
  - Appropriate undergarments that are not visible;
  - A solid white or navy blue shirt may be worn under the scrub top;
  - Clean white or black shoes and shoelaces that do not have a large logo. Shoes must be in good repair and align with clinical site guidelines. In clinical areas, appropriate footwear consists of a closed toe, a fully covered top, and a secure heel to protect against injury and exposure to chemicals and fluids. Footwear that presents safety or infection control concerns or loose-fitting shoes of any style are prohibited.
  - Socks or tights are required and must be free of runs and holes.
  - Students may wear a navy blue scrub jacket over the uniform with the embroidered MCHP logo on the left chest.
- *ID Badge:* Appropriate identification name badge must be worn on the chest on campus and at clinical sites. Facility-specific identification badges must be worn when appropriate.
- *Jewelry:* Small jewelry such as wedding bands and plain, smooth, and easily removable rings may be worn, and one pair of small stud-type earrings may be worn in the ears.
- *Piercings:* The visible presence of any body piercing other than pierced ears is unacceptable.
- *Tattoos:* Whenever possible, tattoos should be covered.
- *Make-up and Nails:* Light make-up may be worn. Students may not wear nail polish, artificial nails, nail jewelry, or nail extenders. Nails are to be no more than ¼" in length and clean.
- *Hair:* If hair is shoulder length or longer, it must be worn up and away from the face (off the collar, no long ponytails or long braids). Facial hair must be clean, neat, and trimmed.
- *Frangrance:* The clinical setting is fragrance-free. Students may not wear perfumes or strongly scented personal care products and must not smell of body odor, cigarette smoke, or other strong scents.

Program-specific clinical dress requirements are found in the program-specific student handbooks.

The College uniform is required for all clinical, clinical lab, and simulation learning experiences unless the clinical/lab faculty instructs otherwise.

Students may not wear the College uniform at any time while functioning as an employee in any facility. The College uniform is ONLY worn when the student is functioning in an assigned clinical facility as a student.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Clinical: Electronic Access to HIPAA Protected Patient Information

### Date

April 1, 2016

### Amended

July 2018, February 2025

Students may access electronic patient records on their assigned clinical unit during scheduled clinical hours and for authorized training purposes on the MCHP campus.

At no time may students access patient records on any computer other than a network computer associated with the hospital/clinical site to which the student is assigned. The use of personal computers or other electronic devices for accessing patient records is forbidden.

Students may not use employee credentials to access the clinical site computer system when functioning as a student.

Students reported to have accessed patient records outside scheduled clinical hours or from a computer other than a clinically assigned hospital/clinical site network computer will be dismissed from the Maine College of Health Professions.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Clinical: Student Exposure to Blood and Body Fluids

### Date

June 26, 2000

### Amended

August 2001, August 2002, February 2003, June 2003, August 2005, September 2010,  
August 2013, June 2018, May 2025

### Purpose

1. To provide guidelines for students exposed to blood or body fluids.
2. To define the term exposure as it applies to this policy as “a person’s contact with anybody substances from another human being.”

### Procedure For the Exposed Student to Follow IMMEDIATELY

If you experience: An exposure to blood or body fluids such as; a needle stick, splash of blood or body fluid onto/into mucous membranes (eyes, mouth, etc.) or open skin, or other blood or body fluid exposure, you must:

1. Wash the affected area with soap and water *immediately*.
2. Flush mucous membranes with water *immediately*.
3. Notify your supervisor/instructor *immediately after washing and flushing*.
4. Have your supervisor/instructor *immediately notify* the supervisor so that the source information can be collected in a timely fashion.
5. Report *immediately* to the facility’s occupational health department or to the Emergency Department. The student’s accident insurance may be used to defray expenses related to this incident.
6. The supervisor/instructor must fill out an Incident Report *immediately* according to the clinical site policy. Make sure the brand of needle/sharp is identified on that report. *OSHA requires it.*

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## CNA Non-Degree Student Dismissal

### Date

September 1, 2000

### Reviewed

July 2009, July 2010, May 2012, December 2013, February 2014, May 2017, March 2025, July 21, 2025

The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been warned by the Course Instructor or Chief Academic Officer.

CNA students must complete all classes, simulation lab, and clinical hours as scheduled in order to complete the course and to be eligible to take the State certification examination. Make-up hours for classes, simulation lab, and clinical hours will be allotted and published in the syllabus. Any student who misses time in excess of the allotted make-up hours will be dismissed from the course. Extenuating circumstances will be reviewed by the Chief Academic Officer.

Dismissal for other than academic reasons may occur without prior warning. The decision to dismiss a student for other than academic reasons is made by the Chief Academic Officer or designee after consultation with referring faculty.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure. Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Failure to maintain patient safety
- c. Concealment of errors made during clinical assignments.
- d. Performing skills outside of their current role.
- e. Illicit use, possession or distribution of drugs or alcohol on campus.
- f. Possession of weapons on campus.
- g. Acts of verbal or physical aggression/abuse toward another person
- h. Failure to follow College policies and procedures

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## CNA - Student Dismissal

### Date

September 14, 2000

### Amended

September 28, 2018, May 9, 2019

### Reviewed

July 23, 2009, July 22, 2010, May 29, 2012, December 6, 2013, February 19, 2014, May 9, 2017

The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been warned by the Course Instructor or Vice President of Academic and Student Affairs.

CNA students must complete all classes, simulation lab, and clinical hours as scheduled in order to complete the course and to be eligible to take the State certification examination. Make-up hours for classes, simulation lab, and clinical hours will be allotted and published in the syllabus. Any student who misses time in excess of the allotted make-up hours will be dismissed from the course. Extenuating circumstances will be reviewed by the Vice President of Academic and Student Affairs.

Dismissal for other than academic reasons may occur without prior warning. The decision to dismiss a student for other than academic reasons is made by the Vice President of Academic and Student Affairs or designee after consultation with referring faculty.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure.

Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Concealment of errors made during clinical assignments.
- c. Performing skills outside of their current role.
- d. Illicit use, possession or distribution of drugs or alcohol on campus.
- e. Possession of weapons on campus.
- f. Failure to follow College policies and procedure

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## CNA: Retention, Nursing Assistant Course

### Date

May 24, 2012

### Amended

February 19, 2014, May 9, 2017, July 21, 2025

Faculty and staff of the College are prepared to assist the student in successfully completing the course. Students may seek assistance from faculty and staff who strive to facilitate the student's success in the course.

Continued enrollment of the student may be in jeopardy for academic or non-academic issues. If any of the behaviors below are manifested by the student, the instructor will meet with the student and provide academic counseling to develop a plan for success.

Should the student continue to exhibit the behaviors listed below, a written warning will be issued. In the case of a warning, the student and instructor will develop an individualized learning activity. The student and instructor will develop a schedule of meetings to evaluate progress toward goals.

Failure to meet the academic grade level, or demonstrate the expected behaviors of an MCHP student, as determined by the College may result in dismissal. (See dismissal policy)

Behaviors that can lead to dismissal from the CNA program:

1. Attitudes
  - a. Acts of verbal or physical aggression
  - b. Displaying negative attitudes with peers, instructor, College staff, patients, or facility staff members

2. Absenteeism

Every student enrolled in this program is required to attend all 130 hours of the classes, laboratory practices, and clinical days.

- a. If an absence occurs and is due to illness or other unavoidable reasons, students must call their instructor the morning of the class/clinical experience.
  - b. Unexcused absences, including no call/no show may result in immediate dismissal from the program.
  - c. Arrangement for make-up is the responsibility of the student. The student will collaborate with the instructor on the first day back to discuss missed work and will arrange with the instructor to make-up the class or clinical experiences. This will be done at the discretion of the instructor.
3. Violation of College Policies, including but not limited to the following:
    - a. Academic dishonesty including cheating on exams or plagiarism
    - b. Theft or destruction of property
    - c. Obvious intoxication or presence of drugs or alcohol
    - d. Repeated disruptive behavior in class/clinical sites that interferes with the learning process of other students
    - e. Compromise of patient safety by any means
    - f. Compromise of patient confidentiality

Adapted from Maine Health Occupations Education Association (MHOEA) July 21, 2004.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Copyright Policy

### Date

April 1, 2016

### Reviewed

June 2018, May 2025

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

MCHP prohibits unauthorized distribution of copyrighted material and unauthorized peer-to-peer sharing.

Copyright provides legal protection of an author's or creator's original work. Copyrighted material may not be copied, distributed, or modified without consent of the author, unless it falls under the "Fair Use" exception. Fair Use allows students, researchers, and instructors to use copyrighted material "Fairly" without permission. If the use of the copyrighted material does not fall under "Fair Use", permission from the copyright holder is required.

Copyright violations may be subject to civil and criminal liabilities. Federal penalties may include paying damages, fines, and/or imprisonment.

Students who abuse the Copyright Law are in direct violation of the "Code of Student Conduct" policy and are subject to disciplinary action up to and including termination from the college and may result in a report to law enforcement.

More detailed information is available at [www.copyright.gov](http://www.copyright.gov)

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Course Duration Policy

### Date

January 1, 2021

### Amended

May 2025

In accordance with federal financial aid guidelines, courses may open up to six days before the first day of scheduled instruction. Courses may not open seven or more days before the first day of scheduled instruction. Faculty may not assign reading, quizzes, written work, or discussion posts seven or more days before the first day of scheduled instruction. Academic engagement must continue throughout the scheduled end of the term.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Course Waiver Request

### Date

August 1, 2015

### Amended

February 2017, June 2018, May 2019, October 2025

A course waiver means that the student does not have to take a required course in the curriculum because the College has determined that the student already possesses the knowledge and skills taught in the course and will be granted the appropriate course credit. Documentation of how the student has met the content and spirit of the requirement must be provided by the student to the registrar's office.

For MCHP degree and certificate offerings, course waivers must be completed and submitted to the Registrar prior to the close of registration for the semester in which the course would be completed. A determination will be made as to whether the course will be waived and the student will be notified of the decision two weeks prior to the start of the course.

In considering the waiver, the College takes into account the course syllabus of the course being waived and whether the previous experience would include the information necessary to provide an equivalent education. Considerations could include:

- Educational background
- Type and years of experience
- Certifications and/or licenses held
- Time lapse since education and/or experience

Any course that has been waived will be listed on the transcript as a prior learning experience with the number of credits. Students must meet the minimum on-campus requirements required for graduation regardless of waived and transferred courses.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Credit Hour Policy

### Date

July 1, 2006

### Amended

July 2010, October 2011, January 2013, December 2016, May 2018, May 2019, September 2019, November 2019, April 2020, March 2021, January 2023, April 2023, May 2024, March 2025

### **Lecture**

Fifteen hours of lecture instruction equals one credit hour. is a minimum of thirty hours of out-of-class work. The expected student workload associated with one credit hour

### **Science Lab**

Approximately thirty-seven and a half hours of lab instruction equals one credit hour. The expected student workload associated with one credit hour is a minimum of thirty hours of out-of-class work.

### **Bachelor-Level Clinical/Preceptorship**

Approximately forty-five hours of clinical precepted experience equals one credit hour. Associate degree Clinical Health Science Clinical Lab or Clinical Preceptorship

- *Phlebotomy*
  - Clinical Lab: Approximately 15 hours of clinical lab instruction equals one credit hour
  - Clinical Preceptorship: Approximately 60 hours of clinical preceptorship equals one credit hour
- *Medical Assisting*
  - Clinical Lab: Approximately 15 hours of clinical lab instruction equals one credit hour
  - Clinical Preceptorship: Approximately 60 hours of clinical preceptorship equals one credit hour
- *Mental Health Rehabilitation Technician/Community*
  - Clinical Preceptorship: Approximately 60 hours of clinical preceptorship equals one credit hour
- *Certified Registered Central Services Technician*
  - Clinical Preceptorship: Approximately 100 hours of clinical preceptorship equals one credit hour

### **Diagnostic Medical Sonography Lab**

Approximately sixty hours of lab instruction equals one credit.

### **Medical Imaging Clinical or Clinical Practicum**

Approximately sixty hours of clinical or clinical practicum equals one credit.

### **Associate degree Nursing and Practical Nursing Clinical**

Approximately thirty hours of clinical instruction equals one credit hour.

### **Associate degree Nursing and Practical Nursing Clinical Preceptorship**

Approximately forty hours of clinical preceptorship equals one credit hour.

### **Distance/Online Learning**

The same formulas above are used for distance/online courses. course delivery modalities.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## **Distance Learning Policy**

### **Date**

May 1, 2012

### **Amended**

October 2013, May 2019, May 2025

Distance learning is an educational process that occurs when a teacher and student are not in the same physical location. The learning process is facilitated by one or more technological media.

Faculty and students adhere to the policies of the College and the distance learning guidelines when developing and delivering a distance learning course.

Distance education students will be afforded the same benefits and opportunities as on-campus students.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Diagnostic Medical Sonography Leave of Absence

### Date

January 1, 2025

**Diagnostic Medical Sonography Program Exemption from the Academic Leave of Absence Policy:** Due to the demanding, fast-paced, and hands-on structure of the Diagnostic Medical Sonography (DMS) Program, the Maine College of Health Professions Academic Leave of Absence Policy is not applicable to the DMS students. This exemption ensures the maintenance of academic continuity, promotes student success, upholds patient safety, and complies with institutional and programmatic accreditation standards.

**Purpose:** The purpose of this policy is to outline the guidelines and procedures for students in the Diagnostic Medical Sonography program requesting a leave of absence (LOA) due to extenuating circumstances, ensuring academic continuity, student success, and compliance with institutional and program standards.

### General Guidelines:

#### 1. Eligibility:

- A leave of absence may be granted for extenuating circumstances such as medical leave, pregnancy, family emergencies, or other situations as deemed appropriate by the Program Director and Dean. An approved LOA may **not exceed eight weeks**.

#### 2. Make-Up Requirements:

- **Didactic:** Students must make up any missed coursework as part of their LOA agreement. Coursework may be made up:
  - Before the absence: If feasible and appropriate for the time in the program (i.e., curriculum pacing, instructor availability), agreed upon by the course instructor, and approved in advance.
  - After the absence: Up to eight weeks beyond the semester the absence is requested.
- **Clinical:** Students must make up any missed clinical time as part of their LOA agreement. Clinical hours may be made up:
  - Before the absence: If feasible and appropriate for the time in the program (i.e., clinical competency requirements, etc.), agreed by the clinical site, and approved in advance.
  - After the absence: Up to eight weeks beyond the semester the absence is requested.
- Coursework and clinical rotations completed before and after their regular schedule must align with the academic and accreditation standards of the program.
- Students who require additional time beyond the approved extension period will receive a failing grade for the course(s) that is/are incomplete and will be withdrawn from the program; they may restart the program the following fall.

#### 3. Extended Absence:

- If the required clinical hours and/or didactic work cannot be completed within the approved extension, the student will be withdrawn from the program and may restart the program the following fall.

#### 4. Program Continuation:

- Students leaving for or returning from a planned or unplanned leave of absence (LOA) within the approved timeframe must successfully complete all program requirements. Refer to the Procedure for Requesting a Leave of Absence below.
- What is required to successfully continue in the program will be outlined based on the LOA circumstance and will be discussed when developing a plan during the Procedure for Requesting a Leave of Absence.

#### 5. Program Re-Entry:

- Students who exit the program because their leave of absence extended past the approved extension are eligible to restart the program the following fall.

**Attendance Expectations:** Students are expected to adhere to the attendance guidelines outlined in the Medical Imaging Clinical Attendance Policy.

### Procedure for Requesting a Leave of Absence:

1. Submit a written request to the Program Director and Dean, including:

- Reason for the leave.
  - Anticipated duration.
  - Supporting documentation.
2. Develop a plan to make up program requirements.
  3. Obtain written approval for the LOA.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Diagnostic Medical Sonography Pregnancy Policy

### Date

January 1, 2025

### Purpose:

This policy is designed to ensure that Diagnostic Medical Sonography (DMS) students who are pregnant are supported, provided with appropriate accommodations, and protected under applicable legal guidelines, including Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, including pregnancy, childbirth, and related conditions.

### 1. Policy Overview

The program recognizes that pregnancy is a temporary condition and aims to support pregnant students while ensuring their academic and clinical success. This policy provides guidelines for notifying the program, requesting accommodations, and ensuring student health and safety.

### 2. Legal Compliance

The program adheres to all applicable laws and regulations, including:

- **Title IX:** Prohibits discrimination based on pregnancy and requires institutions to provide reasonable accommodations for pregnant students.
- **Americans with Disabilities Act (ADA):** Applies in cases where pregnancy-related conditions qualify as a temporary disability.

### 3. Notification Process

**3.1 Voluntary Disclosure:** Students are not required to disclose their pregnancy. If students choose to disclose their pregnancy, they are encouraged to notify the DMS Program Director as early as possible to provide necessary support and ensure a safe learning environment.

**3.2 Documented Disclosure:** Students disclosing pregnancy will meet with the DMS Program Director and complete the DMS Disclosure of Pregnancy Form.

**3.3 Privacy and Confidentiality:** All information related to a student's pregnancy will be treated confidentially.

**4. Accommodations:** Students seeking accommodations must meet with the ADA Coordinator.

**5. Program Interruptions:** Students may choose to take time off from program requirements. The following policies inform and guide student progression in the program:

- *Academic Leave of Absence Policy*
- *Financial Aid Student Leave of Absence Policy*
- *Medical Imaging Clinical Attendance Policy*

### 6. Safety Guidelines

**6.1 Clinical Environment:** Pregnant students should, at minimum:

- Wear appropriate protective equipment (e.g., lead aprons during procedures involving radiation).
- Avoid exposure to harmful substances and ensure adherence to safety protocols at clinical sites.

**6.2 Health Monitoring:** Students are encouraged to consult their healthcare provider to assess their ability to continue with program activities, particularly in physically demanding or potentially hazardous environments.

## 7. Responsibilities

### 7.1 Student Responsibilities

- Students choosing to disclose their pregnancy:
  - Notify the program of pregnancy and request accommodations as needed.
  - Comply with safety protocols and communicate concerns promptly.

### 7.2 Program Responsibilities

- Provide a supportive and non-discriminatory environment.
- Implement reasonable accommodations promptly.
- Ensure that clinical sites adhere to safety protocols for pregnant students.

## College and Program Resources

- DMS Program Director
- ADA Coordinator
- Title IX Coordinator

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

### Diagnostic Medical Sonography Program Disclosure of Pregnancy

**Instructions:** Completion of this form is voluntary. The purpose of this form is to disclose pregnancy to the Diagnostic Medical Sonography Program for the purpose of ensuring the health and safety of the student and their unborn child/children. This information will allow the program to provide guidance regarding clinical assignments, program requirements, and any necessary accommodations. Please read the following information carefully before completing the form.

#### Student Information:

Name: \_\_\_\_\_

Student DOB: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Clinical Site (if applicable): \_\_\_\_\_

#### Pregnancy Disclosure:

Date of Disclosure: \_\_\_\_\_

Expected Due Date: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Provider Contact Information: \_\_\_\_\_

**Student’s Acknowledgment and Options:**

1. I understand that disclosure of pregnancy is voluntary and is intended to assist the program in supporting my health and safety during my education.
2. I understand that I may elect to continue participating in all program activities, including clinical assignments, with or without accommodations.
  - a. If accommodations are requested, I understand that I must meet with the ADA Coordinator to discuss options.
3. I understand that I may choose to take a leave of absence from the program if necessary.
  - a. If I choose this option, I will follow the program’s leave of absence policies and procedures.
4. I understand that I can rescind this disclosure at any time by providing written notice to the program director.

**Student’s Declaration:** By signing below, I acknowledge that I have read and understood the information provided in this form. I voluntarily disclose my pregnancy to the Diagnostic Medical Sonography Program and understand my options and responsibilities.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Program Use Only:**

Notes or Follow-Up Actions:

## Dual Degree Policy

**Date**

February 9, 2023

Students enrolled in a baccalaureate degree program may pursue a dual degree. To earn a dual degree, students must fulfill the following requirements:

- Complete the Dual Degree Request form from the Registrar’s Office including signatures. (Attached)
- Complete 30% more credits beyond their first degree to earn their second degree.
- Satisfy all requirements for each degree.
- Comply with all College regulations.

To meet residency requirements, students must complete 25% of the total credits required for both degrees at MCHP.

Example:

- 1st degree 120 CH, 2nd degree additional 30%:  $120 \times 0.30 = 36$  CH
- Residency requirements:  $(120 + 36) \times 0.25 = 39$  CH

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## FERPA: Reporting Student Disciplinary Records

**Date**

April 1, 2016

**Amended**

September 2018, October 2025

Student disciplinary records are defined as educational records by the Family Educational Rights and Privacy Act (FERPA). As educational records, disciplinary records are not subject to release without written authorization by the student. However, under certain circumstances, FERPA permits the college to release disciplinary records without written authorization by the student (34 CFR §§ 99.31(a)(13) and (14)). MCHP recognizes the complexity and delicate nature of these situations and will comply with all requests for release of student disciplinary records on a case-by-case basis in consultation with proper authorities and council.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## FERPA: Student Education Records

### Date

September 1, 2000

### Amended

June 2003, August 2007, July 2010, April 2016, May 2018, June 2018, November 2025

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
  - Students should submit a written request to the Registrar's office that identifies the records they wish to inspect. The MCHP official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
  - Students may ask the College to amend a record that they believe is inaccurate or misleading. A request must be made to the Chief Academic Officer using this form. The request should include information that clearly identifies the part of the record the student wants amended and specifies why it is inaccurate or misleading. The College will notify the student of its decision in writing.
  - If the College decides not to amend the record as requested by the student, the Registrar's office will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additionally, the student will receive information regarding the hearing procedures when notified of the right to a hearing.
3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The University discloses education records without a student's prior consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is defined as a person employed by MCHP in an administrative, supervisory, academic or research, or support staff position including law enforcement and Health Center personnel; a person or company with whom the College has contracted, such as an attorney, auditor, or collection agent; a person serving on the Board of Trustees; or a staff member serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

MCHP may release personal identifiable information under these conditions:

- To College officials who have a legitimate educational interest;
- To federal, state and local authorities in connection with an audit or evaluation of compliance with educational programs;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid; this includes veterans' benefits;
- To organizations conducting studies for or on behalf of Maine College of Health Professions, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction;
- To accrediting organizations to carry out their functions;
- To comply with a court order or a lawfully issued subpoena when specifically requests (student may not be notified);
- To appropriate parties in a health or safety emergency;
- Upon request to officials of another school to which a student seeks or intends to enroll or has enrolled (such request is usually processed in response to a written request from the student);
- To parents/legal guardians of an eligible student who claim the student as a dependent for income tax purposes. The College informs parents/guardians where it deems appropriate;
- In cases of violent crime, the results of any disciplinary proceeding conducted by MCHP against an accused student to the alleged victim;
- In releasing directory information.

Under the FERPA exception for disclosure to MCHP officials with legitimate educational interests, third parties identified as MCHP officials are subject to the requirements in the Act with respect to disclosure or possible re-disclosure of personal identifiable information ([Disclosure and Re-disclosure information](#))- 34 C.F.R. 99.33.

FERPA permits disclosure of directory information without consent unless the student has filed a [Request for non-disclosure of directory information](#). Directory information at Maine College of Health Professions includes:

- Name
- MCHP Email Address
- Phone numbers(s)
- Classification (i.e. sophomore, senior, etc.)
- Major field of study
- Periods of enrollment
- Degrees pursued
- Credit hour load (i.e. full-time, part-time, etc.)
- Degree(s) awarded
- Date(s) of degree conferral
- Honors

If a student wishes to have the above-mentioned information withheld, they submit a [Request for non-disclosure of directory information](#). Once the Registrar's Office receives the completed form, all directory information will be withheld until the Registrar's Office is notified to remove the hold.

For additional information regarding student privacy and FERPA, visit the [FERPA Website](#).

4. Information about the right to [file a complaint](#) with the U.S. Department of Education concerning alleged failures by Maine College of Health Professions to comply with the requirements of FERPA can be found by following the link above. The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Honors

### Date

July 1, 2002

### Revised

July 2004, July 2007, July 2008, July 2009, July 2010, August 2013, August 2016, February 2024, October 2025

Graduating students will receive the following designations based on their GPA:

- Honors 3.3 – 3.49
- High Honors 3.5 – 3.74
- Highest Honors 3.75 – 4.0

**Dean's List:** To qualify for the Dean's List, a student must carry a minimum of 9 credits/semester, earn a minimum GPA of 3.5, and uphold the standards of the College.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Human Subjects for Clinical Practice Policy

### Date

December 13, 2023

The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Safeguards include, but are not limited to:

- Competent supervising faculty

- Properly functioning equipment
- Appropriate equipment for the procedure being performed

All activities in the program must be educational, and students must not be substituted for staff.

The program must ensure the voluntary and prudent use of students or other human subjects for skills exams. Students' grades and evaluations must not be affected by participation or non-participation. Students participating in skills exams on one another, whether simulated or not, must complete a

Student Consent to Practice form at the beginning of each program start. Deans and/or program directors must keep Student Consent to Treat forms throughout the student's tenure in their current program. If a student transitions from one program to another, the student must fill out a new Student Consent to Treat form for the new program.

Reference: Commission on Accreditation of Allied Health Education Programs (CAAHEP). (2020). *Standards and guidelines for the accreditation of educational programs in diagnostic medical sonography*. <https://www.jrcdms.org/pdf/DMSStandards9-2021.pdf>

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Incomplete Grade

### Date

September 1, 2000

### Amended

November 2010, March 2017, April 2017, September 2018, October 2025

The grade of "incomplete" may be given to a student when extenuating circumstances exist. Such circumstances may include extended illness of the student and/or immediate family, or other emergent situations which demand a student's absence from class or which affect the student's academic performance.

The instructor and student should collaborate to develop a written plan for completion of the unfinished work. Should the student fail to complete the course within the time frame stated in the completion plan, a grade of "F" will be assigned for the course. In addition, an incomplete that is not removed within 8 weeks of being posted becomes an "F".

The student will agree to this policy by completing and signing the written plan for completion of the unfinished work. Once submitted, the instructor will forward a copy of the completion plan to the student's advisor and the Registrar's office for the student's file.

The Dean will determine whether registration for the following semester should be allowed.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Learning Experience (Unusual Incidents)

### Date

December 1, 1980

### Amended

September 2000, July 2010, August 2013, September 2013, May 2018, October 2025

Failure to follow College policies and procedures (e.g., professional conduct, scope of practice, etc.) requires completion and submission of a [Learning Experience Form](#), which is due within twenty-four (24) hours of the incident in question. This form must be completed with the faculty member involved, submitted to the Dean, and then placed in the student's academic record.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## MA: Student Dismissal, Medical Assistant Stand Alone Course

### Date

October 19, 2018

### Amended

February 8, 2024

The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been warned by the course instructor or chief academic officer.

Medical Assisting students must complete all classes, simulation lab, and clinical hours as scheduled to complete the course and be eligible to take the national certification examination. Make-up hours for classes, simulation lab, and clinical hours will be allotted and published for each course. Any student who misses time over the allotted make-up hours will be dismissed from the program. The chief academic officer will review extenuating circumstances.

Dismissal for reasons other than academic may occur without warning. The decision to dismiss a student for reasons other than academic is made by the chief academic officer or designee after consultation with the referring instructor.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure.

Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Concealment of errors made during clinical assignments.
- c. Performing skills outside of their current role.
- d. Illicit use, possession, or distribution of drugs or alcohol on campus.
- e. Possession of weapons on campus.
- f. Failure to follow College policies and procedures

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## MA: Retention, Medical Assistant, Stand Alone Course

### Date

October 19, 2018

### Amended

February 8, 2024

Faculty and staff of the College are prepared to assist the student in successfully completing the course. Students may seek assistance from faculty and staff who strive to facilitate the student's success in the course.

Continued enrollment of the student may be in jeopardy for academic or non-academic issues. If any of the behaviors below are manifested by the student, the instructor will meet with the student and provide academic counseling to develop a plan for success.

Should the student continue to exhibit the behaviors listed below, a written warning will be issued. In the case of a warning, the student and instructor will develop an individualized learning activity. The student and instructor will develop a schedule of meetings to evaluate progress toward goals.

Failure to meet the academic standards as determined by the College may result in dismissal. (See MA: Student Dismissal Medical Assistant Stand Alone Course Policy)

### Behaviors:

1. **Attitudes**
  - a. Acts of verbal or physical aggression
  - b. Displaying negative attitudes with peers, instructor, College staff, patients, or facility staff members
2. **Absenteeism**

Every student enrolled in this program must attend all classes, laboratory practices, and clinical days.

- a. If an absence occurs and is due to illness or other unavoidable reasons, students must call their instructor the morning of the class/clinical experience.
  - b. Unexcused absences, including no call/no show, may result in immediate dismissal from the program.
  - c. Arrangement for make-up is the student's responsibility. The student will collaborate with the instructor on the first day back to discuss missed work and will arrange with the instructor to make up the class or clinical experiences. This will be done at the instructor's discretion.
3. **Violation of College Policies**
- a. Academic dishonesty including cheating on exams or plagiarism
  - b. Theft or destruction of property
  - c. Obvious intoxication or presence of drugs or alcohol
  - d. Repeated disruptive behavior in class/clinical sites that interferes with the learning process of other students
  - e. Compromised safety of patients
  - f. Compromised confidentiality of patients
  - g. Violation of College policies

Adapted from Maine Health Occupations Education Association (MHOEA) July 21, 2004.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Midterm Grades

### Date

April 1, 2017

### Amended

June 2017, May 2025

Midterm grades are advisory grades indicating a student's progress halfway through the course. Midterm grades are not official and are not included into the grade point average and they do not appear on transcripts. The grade is entered into Sonis (MCHP student information system) by the faculty or designee.

A midterm grade report and degree audit will be used for student advising to help students identify areas of weakness and strength, and aid in goal setting. Any matriculated student who earns a midterm grade of lower than the grade required by the program in any course will be placed on academic warning.

Note: The criteria for academic warning are outlined in the academic warning policy.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## CNA Non-Degree Student Dismissal

### Date

September 1, 2000

### Reviewed

July 2009, July 2010, May 2012, December 2013, February 2014, May 2017, March 2025, July 21, 2025

The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been warned by the Course Instructor or Chief Academic Officer.

CNA students must complete all classes, simulation lab, and clinical hours as scheduled in order to complete the course and to be eligible to take the State certification examination. Make-up hours for classes, simulation lab, and clinical hours will be allotted and published in the syllabus. Any student who misses time in excess of the allotted make-up hours will be dismissed from the course. Extenuating circumstances will be reviewed by the Chief Academic Officer.

Dismissal for other than academic reasons may occur without prior warning. The decision to dismiss a student for other than academic reasons is made by the Chief Academic Officer or designee after consultation with referring faculty.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure. Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Failure to maintain patient safety
- c. Concealment of errors made during clinical assignments.
- d. Performing skills outside of their current role.
- e. Illicit use, possession or distribution of drugs or alcohol on campus.
- f. Possession of weapons on campus.
- g. Acts of verbal or physical aggression/abuse toward another person
- h. Failure to follow College policies and procedures

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Participation in Commencement Ceremonies

### Date

October 1, 2018

### Amended

October 2025

The College recognizes the privilege, honor, and distinction that participating in commencement ceremonies bestows upon its graduates. Given this, the College is committed to honoring graduates at an annual graduation ceremony.

Students who meet the following criteria may participate in the annual graduation ceremony. Students:

1. Have completed all graduation requirements within the last 12 months.
2. Have not been dismissed from the College for any academic or behavioral reasons.
3. Are within 7 credits of completing their degree or program plan.

The Chief Academic Officer is the final authority, upon recommendation from program Deans, in awarding any exception to this policy.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Plagiarism Policy with Special Consideration for Artificial Intelligence

### Date

February 1, 2025

Maine College of Health Professions (MCHP) is committed to fostering academic integrity, professionalism, and ethical behavior in all aspects of learning and practice. As technology evolves, particularly with the rise of Artificial Intelligence (AI), the potential for academic dishonesty, including plagiarism, has grown in new and complex ways. This policy outlines the College's approach to plagiarism, addressing both traditional and AI-driven forms of academic misconduct, while recognizing the educational benefits and challenges AI presents.

### Definition of Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment. This includes, but is not limited to:

- Copying and pasting text, images, data, or other materials without citation.
- Paraphrasing someone else's work without proper citation.
- Submitting work generated by another individual or through AI tools as one's own.
- Using AI-generated content in a manner that misrepresents its origin without proper citation.
- Submitting the same work for multiple assignments without permission.

## The Role of Artificial Intelligence (AI) in Academic Work

AI tools, such as generative text models (e.g., ChatGPT), image generators, and other applications, can provide assistance in research, writing, data analysis, and problem-solving. While these tools can enhance learning, creativity, and efficiency, they also introduce new challenges related to authorship, originality, and academic honesty.

### Use of AI in Academic Work

- **Allowed Usage:** Students are encouraged to use AI tools for research, idea generation, improving writing quality, and understanding complex topics. AI can be a valuable learning tool when used ethically and transparently.
  - Example: Using AI to summarize an article or to clarify medical terms.
- **AI-Generated Content as a Source:** If a student uses AI to generate content (text, images, or other media), this must be explicitly acknowledged in the work. AI-generated content should be treated as a source, similar to a reference from a peer-reviewed journal, and cited appropriately.
  - Example: "This section of the paper was generated with the assistance of an AI tool (e.g., ChatGPT) to aid in structuring the introduction to medical ethics."

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Requirements for Enrolled Students

### Date

September 17, 2021

### Amended

March 2024

#### I. Matriculated Students

Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

Matriculated students must maintain adequate health in the interest of patient welfare and others.

Matriculated students are provided accident insurance through the College. Details of the plan are available from the Bursar.

*Clinical-Based Programs:* A student must comply with the following requirements to participate in clinical experiences, including lab, or progress in the program:

- a. Submit required immunization records as directed.
- b. Submit the signed Student Requirements Acknowledgement Form. The individual must be able to perform the activities inherent in clinically-based educational programs.
- c. CPR Certification – A Basic Life Support Provider Course for the Healthcare Professional through the American Heart Association or American Red Cross is required. Students must have BLS CPR certification that expires no earlier than two months beyond the students' projected program completion date.
- d. Criminal Background Check – Enrollment in programs with clinical practicum requirements is contingent upon the results of a criminal background check. Background check results may cause a revocation of admission to the College and affect clinical placement and employment as a health professional.
- e. Complete all required college-wide and program-specific orientations.
- f. To protect the college community and clinical sites, exposure to any communicable disease must be reported to prevent the spread of disease. Students will report exposure to communicable diseases to appropriate clinical personnel. It is the student's responsibility to work safely and take the proper safety precautions so as not to contract or spread such diseases. The program dean or designee will serve as a resource to facilitate this communication.

*Non-Clinical Based Programs:* A student must comply with the following requirements:

- a. Submit required immunization records as directed.
- b. Complete all required college-wide and program-specific orientations.

## II. Non-Matriculated Students

Non-matriculated students are those not formally accepted into an academic program.

- a. Non-matriculated students may register for general education college courses during the open registration periods, providing they have met the prerequisites for the course. Such registration must be completed through the Registrar's Office.
- b. Submit required immunization records as directed.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Requirements for Graduation and Program Completion

### Date

April 10, 2003

### Effective Date

May 1, 2024

### Amended

5/19/2003, 12/20/2004, 7/9/2007, 8/3/2010, 10/6/2011, 8/2/2013, 9/16/2013, 12/6/2013, 8/6/2014, 8/5/2015, 11/23/2016, 12/2/2016, 7/18/2018, 10/19/2018, 5/6/2019, 2/14/2020, 12/4/2020, 2/9/2022, 2/8/2024

### Associate in Applied Science Degrees

Degrees are conferred by the Board of Trustees of the College to students who have successfully completed all Associate in Applied Science Degree requirements.

All Associate Degree programs will contain a core general education curriculum to consist of a minimum of 20 credit hours, which must include the following:

- ENG 101, College Writing - 3 credits
- Social Sciences (elective or program specific) - 3 credits
- Arts and Humanities (elective or program specific) - 3 credits
- Mathematics or Science (elective or program specific) - 6 credits
- General Education Courses (elective or program specific) - 5 or more credits

These are the minimum requirements for the general education coursework. Specific program requirements are listed in the curriculum plan of the designated program.

### Interprofessional Education Requirement

All Associate Degree programs require the completion of assigned interprofessional education experiences every semester.

### Community Service Requirement

All Associate Degree programs require the completion of at least one assigned community service experience.

All Associate Degree programs require at least 60 credit hours. Students must earn a minimum cumulative grade point average of 2.0

All Associate Degree programs require that a minimum of fifty percent (50%) of degree credit coursework be completed at the College. Specific degree programs will require additional credits.

Students will not be issued a degree if they have not met all their financial obligations toward the College.

### Nursing

Students must earn a minimum cumulative nursing grade point average of 2.0 and a minimum grade of "C" in each required general education course. Students must complete at least 70 credit hours for the degree as listed in the curriculum plan for the class in which the student is enrolled. At least one year of the nursing major credits must be sponsored by and taken on the Maine College of Health Professions campus.

### Radiologic Technology

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of “C” in each required course. Students must complete at least 76 credits for the degree listed in the curriculum plan for the class in which they are enrolled. At least one year of credits in the radiologic technology major must be sponsored by and taken on the Maine College of Health Professions campus.

### Bachelor of Science Degrees

The College's Board of Trustees confers degrees to students who have completed all Bachelor of Science Degree requirements.

All Bachelor's Degree programs require a core general education curriculum which consists of a minimum of 41 credit hours that must include the following:

Category	Courses	Course Name	Minimum Level	Credits
Arts & Humanities	ENG	College Writing	100	3
	ENG	English Literature	200	3
	AH	Arts & Humanities Elective	200	3
	COM	Communication	100	3
Social Sciences	PSY	Intro to Psychology	100	3
	SS Elective	Elective	100	3
Math	MAT	General Math	100	3
Sciences	BIO	Anatomy & Physiology I & Lab	100	4
	BIO	Anatomy & Physiology II & Lab	100	4
Ethics/Philosophy/Religion	PHI	Ethics, Philosophy, or Religion Elective	200	3
Electives		General Education	100	3
Electives		General Education	200	3
Electives		General Education	300	3
Total				41

These are the minimum requirements for the general education coursework. Specific program requirements are listed in the curriculum plan of the designated program.

### Interprofessional Education Requirement

All Bachelor's Degree programs require the completion of at least one course in interprofessional practice. Community Service Requirement

All Bachelor's Degree programs require the completion of at least one assigned community service experience.

All Bachelor's Degree programs require completion of a minimum of 120 credit hours.

All Bachelor's Degree programs require that a minimum of 25% of credits be completed at the Maine

College of Health Professions. Specific degree programs will require additional credits.

Students have a maximum of eight (8) years to complete the BS degree.

Students will not be issued a degree if they have not met all their financial and library obligations toward the Maine College of Health Professions.

Students must earn a minimum cumulative grade point average of 2.7 and a minimum grade of “C” in each required course.

### Certificate Programs

Certificates are awarded to students who have successfully completed all program requirements.

General education courses specified in the curriculum plan may be transferred according to the Transfer Credit Policy. All program-specific courses must be taken at the College. Exceptions will be reviewed individually by the Dean.

**Interprofessional Education Requirement**

All Certificate programs require the completion of assigned interprofessional education experiences every semester.

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of “C” in each required course.

Students will not be issued a degree if they have not met all their financial obligations toward the Maine College of Health Professions.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

**Scholastic Standards****Date**

December 29, 2000

**Amended**

August 14, 2001, April 10, 2003, June 9, 2003, August 24, 2004, June 28, 2006, July 9, 2007, August 3, 2010,

February 17, 2015, November 18, 2016, June 1, 2017, August 24, 2018, November 13, 2020

1. Numerical and Grade Point Equivalence.

Letter Grade	Numerical Grade	Grade Point Average
A	95 - 100	4.0
A-	90 - 94	3.7
B+	87 - 89	3.3
B	84 - 86	3.0
B-	80 - 83	2.7
C+	77 - 79	2.3
C	74 - 76	2.0
C-	70 - 73	1.7
D+	67 - 69	1.3
D	64 - 66	1.0
D-	60 - 63	.7
F	Below 60	.0

2. A student must achieve a cumulative grade point average of 2.0 and complete all program requirements for the program in which the student is enrolled to be awarded their degree.
3. A summary of academic progress (a grade report) is available to students at the end of each semester through the student information system.
4. In addition to scholastics, students are expected to meet the College standards, as defined in college publications, i.e. student handbooks, syllabi.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

**Student Dress Code on Campus****Date**

August 1, 2009

**Amended**

August 2010, April 2017, January 2026

The College encourages students to dress in accordance with the profession to which they aspire.

- Students should take care to ensure that clothing is suited for work or learning tasks and maintains appropriate coverage of the body (from shoulders to mid-thigh)
- When specific clothing is required for an activity or task, MCHP will communicate the requirement in advance.
- Undergarments should not be visible.
- Clothing and accessories should be clean and free from rips, tears, potentially offensive language, or imagery/graphics.
- Students should exercise conscientiousness and courtesy for others with regard to body odor and fragrances.
- Accessories should be reasonable so as not to interfere with work and learning on campus. Reasonable accommodations will be made where required.
- All students enrolled at MCHP are required to display their identification name badge always worn above the waist while on campus.
- Please also refer to the student clinical dress code policy for clinical student dress requirements.
- Students in the clinical laboratory or simulation setting on campus will follow the clinical dress code policy.

\*Students who violate the dress code policy will be *required* to develop an action plan.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Student Translation

### Date

February 1, 2026

Students enrolled at Maine College of Health Professions (MCHP) are not permitted to formally translate or interpret for patients during clinical, laboratory, or educational activities.

Formal medical interpretation must be provided by qualified, institution-approved interpreter services in accordance with healthcare facility policy and patient safety standards. Students may not assume the role of interpreter regardless of personal language proficiency.

Students may engage in basic, non-clinical communication (e.g., greetings or comfort measures) when appropriate and permitted by the clinical site; however, this does not replace or substitute for professional medical interpretation.

Failure to adhere to this policy may result in corrective action and will be addressed in accordance with MCHP and clinical site policies.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Transcript Requests

### Date

July 1, 2005

### Amended

July 2007, August 2009, July 2010, December 2017, November 2025

Upon receipt of a signed written request from a student, the Registrar will send an official copy of the student's transcript to any college or agency named.

The amount of transfer credit granted for courses completed at this College is determined entirely by the institution to which the student is requesting credit by transfer. Knowledge of the transfer policy of the institution to which the student is applying for transfer credit is helpful.

Transcripts may be:

- a. Given directly to the individual.
- b. Mailed directly to the person or institution for which the transcript is requested.

Persons with outstanding financial obligations in excess of \$500.00 must meet with the Bursar or designee within five business days of the notification of an account hold to arrange a repayment plan. Once the repayment plan is signed by the student, the registrar will temporarily release the transcript.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Transfer of Credits to the Maine College of Health Professions

### Date

October 6, 2000

### Amended

July 2007, August 2009, July 2010, August 2011, August 2014, February 2015, December 2016, February 2021,

March 2025

Credits earned at regionally accredited colleges or universities will be considered for transfer to the Maine College of Health Professions at the time of student admission to the College. A student cannot transfer additional credits from other colleges or universities after admission and matriculation to the College.

Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

Only those courses determined by the appropriate Dean and/or Program Director to be equivalent to the courses included in a specific program curriculum plan will be considered for transfer of credits. The grade received for an approved transfer course will be listed as "TR" on the College transcript and the grade will not be calculated into the student's cumulative grade point average.

To transfer credits to the College, the student must:

- Request an official transcript be mailed directly from the institution where the credits were earned to the Registrar's Office.
- Provide an official course description from the year the credits were earned. Check with the Registrar to determine the necessity of the course description.
- **Only courses in which the student earned a C or higher will be considered for transfer.**

### Certificate Programs:

- Transfer credits may be accepted for General Education Courses as stated in this policy.
- All program-specific courses must be taken at the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### Associate of Applied Science Degree:

- Degree specific courses for transfer credits must have been successfully completed within 2 years of matriculating into a program of study at the College.
- A minimum of fifty percent (50%) of degree credit coursework must be completed through the College. Specific programs will require additional credits from the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### Bachelor's Degree:

- A minimum of twenty-five percent (25%) of degree credit coursework must be completed through the College. Specific programs may require additional credits from the College.
- Some courses have changed substantially over time. There may be situations in which courses taken more than 10 years ago may not transfer into the College.
- Exceptions will be reviewed on an individual basis by the Dean. These courses must be congruent with the course descriptions published in the College catalog.

### Master's Degree:

- Request an official transcript be mailed directly from the institution where the credits were earned to the MCHP's Registrar's Office.
- Provide an official course description or syllabus from the year the credits were earned. Check with the Registrar to determine the necessity of the course description or syllabus.
- Only courses in which the student earned a C or higher will be considered for transfer.

- Prior learning and transfer credit policy for the master's degree programs dictates that only credits earned at regionally accredited colleges or universities will be considered for transfer to MCHP at the time of student admission to the College. Students may not transfer additional credits from other colleges or universities after admission and matriculation to the College.
- A minimum of forty percent (40%) of degree credit coursework must be completed at MCHP (for the RN to MSN programs only).
- Master's degree-specific required courses must be completed at MCHP.
- Exceptions will be reviewed on an individual basis by the Program Dean.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Transfer of Credits to Another Institution

### **Date**

September 14, 2000

### **Amended**

July 9, 2007, July 22, 2010, November 17, 2017

Upon receipt of a written request signed and dated by the student, the Registrar's Office will send an official transcript to any college, university, or agency named.

The amount of transfer credit granted for courses completed at this institution is determined entirely by the institution to which the student is requesting credit by transfer.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Use of Phones and Personal Electronic Devices

### **Date**

October 1, 2001

### **Amended**

August 2008, July 2010, October 2012, April 2016, October 2017, May 2018, October 2025

1. Use of mobile devices in the didactic or in the clinical environment must not cause a disruption and will only be allowed at the discretion of the instructor.
2. Absolutely no patient information, including photos, shall be accessed by or stored in a personal electronic device.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

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# Admission Policies

## Admission to the College

### Date

December 1, 2000

### Amended

February 2003, July 2004, December 2004, March 2005, July 2005, November 2005, June 2006, August 2006, July 2010, July 2012, August 2013, October 2013, March 2015, November 2016, October 2019, May 2020, December 2021, February 2022, April 2023, October 2023, December 2023, April 2024, May 2025, March 2026

Applicants meeting the criteria for admission to the College are accepted regardless of religion, race, gender, sexual orientation, age, marital or parental status, or national or ethnic origin and are accorded all the rights, privileges, programs, and activities available to students at the College.

### Application Procedure

- Submit a completed application with a non-refundable application fee to the College Admission office by the published deadlines. This form must be completed fully and accurately.
- Submit an official graduation transcript from a secondary (high) school directly to the College.
- Submit official results from a HiSET or General Education Development (GED) exam if you have not received a diploma from a State-approved secondary educational institution.
- Submit official transcripts for all post-secondary education (college/university) courses completed and/or attempted. These transcripts must be submitted directly to the College from the institution(s) at which the applicant completed or attempted courses.
- Evaluation of International Transcripts will follow the International Transcript Evaluation Policy.
- Admission to all programs is based on a competitive review.

### Admission Requirements

#### *Bachelor of Science Degrees*

#### **Bachelor of Science Degree in Nursing**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Minimum cumulative college GPA of 3.0.
- Documentation of earned associate degree or nursing diploma **AND** current, unrestricted RN licensure
  - Current MCHP students completing their degree (ADN) may be accepted into this program. Students may not complete more than 15-credits of the required BS courses (non-clinical) **without** obtaining unrestricted RN license. Completion of the following general education college courses taken at a regionally accredited college/university with a minimum grade of C.
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - 100-level Psychology- 3 credits
  - 200-level Psychology- 3 credits
  - Arts/Humanities Elective- 3 credits
  - Social Science Elective- 3 credits

#### **Bachelor of Science Degree in Medical Imaging**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Minimum cumulative college GPA of 3.0.
- Completion of the following general education college courses taken at a regionally accredited college/university with a minimum grade of C.
  - A&P I with lab- 4 credits

- A&P II with lab- 4 credits
- College Writing- 3 credits
- 100-level Psychology- 3 credits
- College Math 100 level or higher – 3 credits
- Humanities or Social Science Elective- 3 credits
- Documentation of earned associate degree **AND** current, unrestricted professional primary certification in radiologic technology, diagnostic medical sonography, nuclear medicine technology, MRI technology, or radiation therapy.
  - Current MCHP students completing their degree may be accepted into this program. Students may not complete more than 15-credits of the required BS courses (non-clinical) **without** obtaining unrestricted professional certification.

#### **Bachelor of Science Degree in Healthcare Administration**

- Documentation of high school graduation, HiSET completion, or GED completion. Documentation of earned associate degree **AND** current, unrestricted professional healthcare certification.
  - Current MCHP students completing their current healthcare degree may be accepted into this program. Students may not complete more than 15-credits of the required BS courses **without** obtaining unrestricted professional healthcare certification. Completion of the following general education college courses taken at a regionally accredited college/university with a minimum grade of C.
  - A&P I with lab- 4 credits
  - A&P II with lab- 4 credits
  - College Writing- 3 credits
  - 100-level Psychology- 3 credits
  - College Math 100 level or higher – 3 credits
  - Humanities or Social Science Elective- 3 credits

#### *Associate Applied Science Degree*

##### **Associate Degree in Nursing**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements for the placement testing examination.
- Completion of high school or college-level biology, algebra, and second math with a minimum grade of C or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology may be waived with completion of College Level A+P I or II with a minimum grade of C.)

##### **Associate Degree in Radiologic Technology**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements for the placement examination.
- Completion of high school or college-level biology, chemistry, algebra, and second math with a minimum grade of C or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology and chemistry may be waived with completion of College Level A+P I and II with a minimum grade of C.)
- Finalist applicants must attend a program informational session.

##### **Associate Degree in Clinical Health Sciences**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements for the placement examination.
- Completion of high school or college-level biology and math with a minimum grade of C or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology may be waived with completion of College Level A+P I or II with a minimum grade of C.)

##### **Bridge to Associate Degree Nursing Program**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Completion of the following general education college courses taken at a regionally accredited college/university with a minimum grade of C.
  - College-level College Writing
  - College-level Introduction to Psychology
  - College-level A&P I with lab

- College-level A&P II with lab
- An official transcript indicating graduation from a practical/vocational nursing program, respiratory therapy, or paramedic. Transcripts must be submitted directly to the College from the institution(s) where the applicant completed courses.
- Provide evidence of current unrestricted state license indicating approval to practice as a licensed practical nurse or paramedic.
- Submit documentation of 1,000 hours of practice as a respiratory therapist (RT), LPN /LVN, or paramedic within the previous two years.
- Meet the benchmark requirements for the placement testing examination. Practical nurse graduates of MCHP are exempt from placement testing and the work hour requirement.

#### **Associate of Applied Science Pre-Diagnostic Medical Sonography**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements for the placement testing examination.
- Completion of high school or college-level biology, chemistry, algebra, and second math with a minimum grade of C or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology and chemistry may be waived with completion of College Level A+P I and II with a minimum grade of C.)

#### **Associate Degree in Health Sciences Pre-Professions**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements of the placement testing examination (as applicable).
- Completion of high school or college-level biology and algebra with a minimum grade of C or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology may be waived with completion of College Level A+P I or II with a minimum grade of C.)

### **Certificate Programs**

#### **Certificate Nursing Assistant Program**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements of the placement testing examination

#### **Certificate Practical Nursing Program**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Meet the benchmark requirements for the placement testing examination.
- Completion of high school or college-level biology and algebra with a minimum grade of C, or demonstration of equivalent proficiency through GED or HiSET subject scores. (Biology may be waived with completion of College Level A+P I or II with a minimum grade of C.)

#### **Advanced Certificate Mammography Program**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Completion of a radiography diploma or degree program or current enrollment in a radiography program.
- Documentation of ARRT radiologic technology certification in good standing. Students currently enrolled in a radiography program will document ARRT certification in good standing before program completion.

#### **Advanced Certificate Computed Tomography Program**

- Documentation of high school graduation, HiSET completion, or GED completion.
- Completion of radiography, nuclear medicine technology, radiation therapy education or current enrollment in a program.
- Documentation of ARRT or NMTCB primary certification in good standing. Students currently enrolled in a program will document ARRT certification in good standing before program completion.

#### **Advanced Certificate Diagnostic Medical Sonography Program**

There are two pathways for entrance into this program; holding an Associate Degree in Allied Health Education or holding a Bachelor of Science Degree or higher.

- Must document high school graduation, HiSET, or GED completion.

- Completion of the following courses taken at a regionally accredited college/university with a minimum grade of B:
  - Anatomy & Physiology I with lab
  - Anatomy & Physiology II with lab
  - College Writing
  - Physics
  - College Math 100 level or higher
- Minimum cumulative college GPA of 3.0.
- Completion of a two-year associate degree (60 credits) in a program that is healthcare related from a regionally accredited college. Patient care experience or the successful completion of a patient care course. Clinical internship/externship preferred.
  - Or
- Completion of a Bachelor of Science degree at a regionally accredited college/university.
- Patient care experience or the successful completion of a patient care course. Clinical internship/externship preferred.
- Submit documentation of a job shadow in sonography to include a minimum of 5 different procedures observed.

The Advanced Certificate in Diagnostic Medical Sonography is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

### Early Action

The Admissions Committee reserves the right to make early acceptance decisions and will notify the applicant.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## International Transcript Evaluation

### Date

March 1, 2019

### Amended

January 2023, November 2025

International transcripts must be evaluated by an academic credential evaluation service which is a member of the National Association of Credential Evaluation Services, NACES (<http://www.naces.org>). Official credential evaluations must be sent directly to the College from the academic credential evaluation service.

Applicants are responsible for the cost associated with the credential evaluation service.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Re-Admission to a Program

### Date

September 1, 2000

### Amended

May 2003, September 2004, July 2007, December 2007, August 2008, July 2010, May 2014, January 2015, November 2016, May 2018, November 2025

Applicants meeting the criteria for admission are accepted regardless of religion, race, gender, sexual orientation, marital or parental status, age, national or ethnic origin and are accorded all the rights, privileges, programs and activities available to students at the College.

Persons who previously attended the College and who withdrew or were dismissed from a program are eligible to apply for readmission after a two-year waiting period by applying to the Admissions Office.

Applications from individuals who were suspended or dismissed from the College for academic or disciplinary reasons will be reviewed by the Director of Admissions.

Individuals may be readmitted to a program one time. Individual exceptions due to extenuating circumstances will be considered by the Director of Admissions.

Applicants must resolve any financial holds to be considered for readmission into the program.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Rescission of an Offer of Admissions

### Date

January 1, 2026

### Purpose

The purpose of this policy is to establish clear, consistent criteria and procedures under which Maine College of Health Professions (MCHP) may rescind an offer of admission to an academic program. This policy ensures transparency, consistency, and compliance with institutional standards, accreditation requirements, and programmatic obligations.

### Scope

This policy applies to all applicants who have received an offer of admission to any academic program at Maine College of Health Professions, including certificate, diploma, and degree programs.

### Policy Statement

An offer of admission to Maine College of Health Professions is conditional and contingent upon the applicant's timely fulfillment of all admission, onboarding, and enrollment requirements as communicated in the offer letter and institutional materials. The College reserves the right to rescind an offer of admission when required conditions are not met or when institutional or programmatic standards are not satisfied.

### Criteria for Rescinding an Offer of Admission

An offer of admission may be rescinded for reasons including, but not limited to, the following:

**1. Failure to Complete Onboarding Requirements**

The applicant does not complete required onboarding materials by the published deadline. Onboarding requirements may include, but are not limited to:

- Health and immunization documentation
- Background check and/or drug screening
- Compliance training, orientation modules, or attestations
- Submission of required forms or acknowledgments
- College-wide and program specific orientation

**2. Failure to Submit Required Deposit**

The applicant does not submit the required enrollment or seat deposit by the deadline specified in the offer of admission.

**3. Failure to Meet Conditional Admission Requirements**

The applicant does not satisfy conditions outlined in the offer of admission, such as submission of final transcripts, verification of credentials, prerequisite coursework, or licensure eligibility.

**4. Misrepresentation or Falsification of Information**

The applicant provides false, misleading, or incomplete information during the application or admission process.

**5. Ineligibility for Program Participation**

The applicant is unable to meet essential program requirements, including clinical placement eligibility, regulatory requirements, or technical standards.

### Deposits

Any deposits submitted in connection with an offer of admission are non-refundable, unless otherwise required by law or explicitly stated in writing by Maine College of Health Professions. Failure to meet admission or onboarding requirements resulting in rescission of an offer does not entitle the applicant to a refund of deposits.

**Notification**

Applicants whose offers of admission are rescinded will be notified in writing by the appropriate College office. The notification will include the reason for rescission and the effective date. Rescission is effective immediately upon issuance of the notification.

**Appeals**

Unless otherwise required by law or College policy, decisions to rescind an offer of admission are final and are not subject to appeal.

**Reapplication**

Applicants whose offers have been rescinded may reapply in a future admission cycle, provided all admission requirements are met at that time. Rescission of an offer does not guarantee future admission.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

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# College-Wide Policies

## Acceptable Use of Electronic Resources

### Date

February 23, 2023

### Effective Date

May 1, 2023

### Purpose

To establish and define the "acceptable use" of Maine College of Health Professions ("MCHP") electronic resources, including, but not limited to, computer facilities and services, computers, networks, electronic mail services, and electronic information and data, and video and voice services, to support the educational, research and service missions of the College.

### Scope

This policy is applicable to all faculty, staff, students, and other individuals using MCHP network resources, and individuals who are conducting MCHP business using external networks.

This includes all College owned, licensed, or managed hardware and software, the use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network, and the use of information.

### Policy

#### I. General Consent

Individuals with access to the College's information technology resources are responsible for their appropriate use, and by their use, agree to comply with all applicable College, policies, guidelines, and standards, and applicable State and Federal laws and regulations.

For use and access to be acceptable, individuals must demonstrate respect of:

- the rights of others privacy;
- intellectual property rights (e.g. as reflected in licenses and copyrights);
- ownership of information;
- system mechanisms designed to limit access; and
- an individual's right to be free of intimidation, harassment, and/or retaliation.

#### II. Principles of Acceptable Use:

All individuals granted access to MCHP information technology resources must agree to and accept the following:

- a. Using only the information technology resources for which they are authorized by the College.
- b. Utilizing appropriate authentication mechanisms to access information technology resources.
- c. Not attempting to access information technology resources for which their authorization may be erroneous or inadvertent.
- d. Only using accounts, passwords, and/or authentication credentials that have been authorized to use consistent with their role at MCHP.
- e. Protecting, and not sharing, their account, password, and/or authentication credentials.
- f. Only sharing data with others as defined by applicable policies and procedures, and dependent on their assigned role.
- g. Not using MCHP information technology resources to represent the interests of any non-College group or organization unless authorized by an appropriate College department or office or that could be taken to represent MCHP.
- h. Not using any hardware or software designed to assess or weaken security strength, unless authorized by the institutional President or his or her designee(s).
- i. Not engaging in disruptive "spamming" (i.e., sending unsolicited electronic communication to groups of recipients at the same time), or acting in a way that will harm, damage, corrupt, or impede authorized access to information resources, systems, networks, equipment, and/or data.
- j. Not forging identities or sending anonymous messages, unless the recipient has agreed to receive anonymous messages.

- k. Not using MCHP information technology resources to alter, disrupt, or damage information technology resources of another person or entity.
- l. Not using MCHP information technology resources to upload, download or distribute copyrighted or illegal material which results in violation of the law.
- m. Complying with all licenses and contracts related to information technology systems that are owned, leased, or subscribe to by MCHP, and complying with applicable local, state, or federal laws, and institutional policies, rules, and guidelines as they relate to information technology resources.

**III. Protecting the Security and Integrity of Information Resources from Unauthorized Use:**

In order to protect the security and integrity of Information Resources against unauthorized or improper use, and to protect authorized individuals from the effects of any potential abuse or negligence, the College reserves the rights, at its sole discretion, to limit, restrict, or terminate any account or use of Information Resources, and to inspect, copy, remove or otherwise alter any data, file, or system resources that may undermine authorized use. The College also reserves the right to inspect or check the configuration of Information Resources for compliance with this policy, and to take such other actions as in its sole discretion it deems necessary to protect College Information Resources. The College also reserves the right to control and/or manage use of the frequency spectrum within the boundaries of all College locations. Individuals of the College are required to report transmitting devices and their characteristics to College officials, if so requested. The College reserves the right to require those units or individuals found to have such devices that interfere or are suspected to interfere with operation of centrally managed College systems, to discontinue use of such devices, and, if necessary, to remove them from College property.

The College shall not be liable for, and the individual assumes the risk of, inadvertent loss of data or interference with files resulting from the College's efforts to maintain the privacy, integrity and security of the College's Information Resources.

The College is not responsible for the content of individuals' personal web spaces, nor the content of servers, programs or files that individuals maintain either in their personally allocated file areas on College-owned computer resources or on personally-owned computers connected to the College's Information Resources.

The College reserves the right to suspend network access or computer account(s), or to impose sanctions as defined in this policy if individually-maintained files, programs or services are believed to have been operating in violation of either law or policy. Additionally, the College retains the right subject to applicable law and policy to search and/or seize, for investigative purposes, any personal hardware or systems connected to College Information Resources if there is cause to suspect that such hardware or systems were used either in violation of federal, state or local law, or in violation of the terms and conditions set forth in College policies governing computer and network usage. Restoration will be at the sole discretion of the College. The College shall, to the full extent required under law, cooperate with all legal requests for information, including, but not limited to, disclosure of system user account information when made by any law enforcement officer or legal representatives pursuant to court order, subpoena or other legal process.

The College can enforce the provisions of this policy and the rights reserved to the College without prior notice to the user.

**Exceptions and Exemptions:**

Exceptions to, or exemptions from, any provision of this policy or supplemental IT Guidelines and Standards must be approved by the Office of the President.

Any questions about the contents of this policy or supplemental IT Guidelines and Standards should be referred directly to the College President who has the responsibility to interpret the Security Standards.

**Policy Violations**

Any MCHP department or individual found to operate in violation of this policy may be held accountable for remediation costs associated with a resulting information security incident or other regulatory non-compliance penalties, including but not limited to, financial penalties, legal fees, and other costs.

Faculty, staff, or students who violate this policy and supplemental IT Guidelines and Standards may be subject to appropriate disciplinary action, specifically including suspension or termination of access and/or network privileges.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

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## Bulletin Boards and Pamphlet Racks

**Date**

September 14, 2000

**Amended**

August 2008, August 2010, May 2018, September 2024

The College bulletin boards and pamphlet racks are furnished and maintained by the College to inform and educate personnel and students.

Permission to display material on bulletin boards or in pamphlet racks must be obtained from College Administration. The College reserves the right to approve or deny any posting.

All non-college related data posted on bulletin boards are to be signed by the Administrative Assistant and include date to be removed.

In screening material for bulletin boards, it is intended that high standards of good taste and propriety be maintained.

Approved \_\_\_\_\_

Monika Bissell, DBA  
President

## Decorations

### Date

September 1, 2000

### Amended

July 2010, February 2018, September 2024

This policy is intended to discourage usage of decorations, which may be considered offensive or a safety hazard.

- No potentially damaging decorations are to be attached directly to walls, floors or ceilings.
- Decorations must be fireproof / flame resistant.
- No electric lights may be placed on a live plant/tree or strung over doors, windows, or ceilings.
- Decorations must never in any way block an entrance, exit or window.
- Burning candles or incense are prohibited.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Electronic Social Networking

### Date

April 6, 2023

### Effective Date

May 1, 2023

The College recognizes the open nature of social media, which is used for both personal and professional purposes. Social media can create a sense of role ambiguity. It may not always be clear when one is speaking on behalf of the College, sharing facts, or sharing personal/professional opinions. This policy is designed to help the college community (students, faculty, and staff) navigate through this ambiguity and clarify certain responsibilities when posting material online. It is important to remember that we are subject to the same laws, professional expectations, and guidelines when interacting online as we would in person, both internally and externally.

Note that faculty and staff must also abide by Central Maine Healthcare Policies.

The College recognizes that members of the college community may wish to participate in electronic social networks, such as Facebook and Twitter. We respect the rights of these individuals to personal expression and individual views through these and any other media. Faculty and staff are strongly encouraged to maintain professional boundaries with students and refrain from communicating and having relationships with students on social media.

Depending on the material shared on these sites, individuals will be held accountable for their entries.

- Activities or statements which are determined to be harassment of others will not be tolerated. Members of the college community are expected to be respectful of others when posting to a blog or network site and should assume that because of public access, other people are reading such entries.

- Use of proprietary logos, other branding, and identities are prohibited. Only individuals officially designated to do so have the authority to speak on behalf of the organization.

College community members are expected to exercise freedom of speech with responsibility and common sense. If activity on a social networking site is reported as violating policy, it will be investigated and handled according to the college disciplinary process.

Members of the college community are expected to follow these guidelines when participating in social networking:

1. **Protect confidential and proprietary information:**

Do not post confidential or proprietary information about the College, students, employees, patients, or alumni. All persons must follow the applicable federal requirements such as Family Educational Rights and Privacy Act (FERPA) and Healthcare Information Portability and Accountability Act (HIPAA) regulations. Adhere to all applicable institutional and legal privacy, confidentiality, and property policies and laws. College community members will not post or discuss any clinical experience or information regarding experiences with the clinical agency staff, clients, and patients on any internet social media.

2. **Respect copyright and fair use:**

When posting, be mindful of the copyright and intellectual property rights of others and of the College.

3. **Use College intellectual properties only with permission:**

No user may establish social networking sites that use the College logo or other intellectual properties such as photography, video, artwork, classroom presentations, and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.

4. **Personal Use:**

Personal use is use that is not coursework related. Internet access is permitted; however, personal use is prohibited if it:

- a. Adversely affects the efficient operation of the computer system, which includes the PC, network, or internet performance
- b. Violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet, or any other policy, regulation, law, or guideline as set forth by local, State, or Federal law
- c. Streaming of audio and/or video content for personal use. For example, internet radio
- d. Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law
- e. Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images
- f. Uploading or downloading copyrighted materials or proprietary agency information contrary to policy
- g. Personal commercial purposes

5. **Disseminating official information:**

The College is responsible for posting and publishing official online information on its own behalf. Unauthorized persons doing so will be in violation of this policy.

6. **Monitoring:**

The College reserves the right, whenever it deems it necessary and appropriate, to monitor Internet access use, with or without user permission. The Information Services Department uses tools such as internet blocking and spyware to ensure the performance integrity of the Network.

7. **Consequences:**

Failure to adhere to this policy may result in disciplinary action up to and including dismissal or termination.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Integrity

**Date**

March 1, 2014

**Amended**

May 2018, August 2024

The College expects that members of the Board of Trustees, Administration, Faculty, Staff, and Students will act responsibly, with professional ethics and integrity. These expectations are delineated in the By-laws of the Board of Trustees; position descriptions of administrators, faculty, and staff; in the Student Code of Conduct Policy and MCHP Student Code of Responsibility included in the College Student Handbook.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Pets

### Date

November 4, 1997

### Amended

9/14/2000, 8/8/2001, 8/1/2008, 7/22/2010, 1/19/2018, 8/24/2022, 8/10/23

No animals except for service animals are allowed on college premises.

Staff may obtain permission from the President or a Vice President to bring nonservice animals on campus for limited **visits**.

Note: Refer to Service Animals Policy

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Policy Review

### Date

May 1, 2021

### Amended

March 2025

To define the process for policy review and approval.

To ensure policies are current, relevant, and support the mission of the College, policies are reviewed at least every three years.

- Faculty or staff with a suggestion for policy change must talk with their supervisor before proceeding with the policy request form.
- Faculty or staff requesting revision to an existing policy or approval of a new one must use the Policy Request Form on the MCHP Intranet.
- The completed form and draft policy must be submitted on the MCHP Intranet and saved in the "Awaiting signatures" Folder.
- Faculty or staff must notify-as appropriate- the Dean, Registrar, Director of Admissions, Vice President of Finance, and Chief Academic Officer that their signatures are required.
- When the signatures are complete, the faculty or staff member will notify the Policy Chair, who will move the forms into the "Ready for Committee Review" folder and add the policy to the policy committee agenda.
- The faculty or staff requesting the policy change will be invited to the policy committee meeting.
- The Policy Request Form must be submitted before April 1st to be considered for the following academic year (exceptions will be considered).
- Policy changes approved throughout the year will become effective at the beginning of the following academic year to coincide with the publication of the College Catalog.
  - a. The policy committee chair sends the registrar updated, new, or changed policies for the College Catalog.
  - b. The registrar sends out the draft College Catalog before May 1st to verify the change were entered into the College Catalog.
- Changes that necessitate immediate implementation are communicated to the College community.
- The policy chair informs college personnel of any policy changes once the policies are approved by the Policy Committee and College President at the end of the academic year via email.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

### Policy Request Form

Deadline for Submission: by the February Policy Committee Meeting for AY beginning May 1  
Please complete the following with approvals and submit to the chair of the Policy Committee.

Policy Title:	College-wide or Program Specific: Please specify affected program(s)
New Policy or Amended Policy – attach current policy	
Summary of the Need/Reason for the Change:	
Draft Policy Attached	
What other policies, programs, or processes will be impacted by this change?	
Please list the pages of the following publications that will be affected:	
Catalog Pages: _____	
MCHP Website Pages: _____	
College Wide Student Handbook Pages: _____	
Program Specific Student Handbooks: Programs and Pages _____	
Reviewed By:	Comments (Y) Please Attach
Date	Date
Dean	Y or N
Registrar	Y or N
Assistant VP of Admissions	Y or N
VP Finance	Y or N
VP Academic and Student Affairs	Y or N

## Requirements for Enrolled Students

### Date

September 1, 2021

### Amended

March 2024, April 2025

#### a. **Matriculated Students**

Matriculated students are those who have formally applied for acceptance into a degree or certificate program and have officially started the program.

Matriculated students must maintain adequate health in the interest of patient welfare and others.

Matriculated students are provided accident insurance through the College. Details of the plan are available from the Bursar.

**Clinical-Based Programs:** A student must comply with the following requirements to officially start the enrolled program, participate in clinical experiences, including lab and simulation, or progress in the enrolled program:

- a. Submit required immunization records as directed.
- b. Sign the Technical Standards document as part of the onboarding process. The term 'technical standards' refers to all non-academic admission criteria that are essential to participation in Healthcare programs at the Maine College of Health Professions
- c. CPR Certification – A Basic Life Support Provider Course for the Healthcare Professional through the American Heart Association or American Red Cross is required. Students must have BLS CPR certification that expires no earlier than two months beyond the students’ projected program completion date.
- d. Criminal Background Check – Enrollment in programs with clinical practicum requirements is contingent upon the results of a criminal background check. Background check results may cause a revocation of admission to the College and affect clinical placement and employment as a health professional.
- e. Complete all required college-wide and program-specific orientations and onboarding requirements.

- f. To protect the college community and clinical sites, exposure to any communicable disease must be reported to prevent the spread of disease. Students will report exposure to communicable diseases to appropriate clinical personnel. It is the student's responsibility to work safely and take the proper safety precautions so as not to contract or spread such diseases. The program dean or designee will serve as a resource to facilitate this communication.

**Non-Clinical Based Programs:** A student must comply with the following requirements to officially start the enrolled program:

- a. a. Submit required immunization, CPR, and background records as directed, if applicable to the enrolled program.
  - b. Complete all required college-wide and program-specific orientations.
- b. **Non-Matriculated Students**

Non-matriculated students are those not formally accepted into an academic program.

- a. Non-matriculated students may register for general education college courses during the open registration periods, providing they have met the prerequisites for the course. Such registration must be completed through the Registrar's Office.
- b. Submit required immunization, CPR, and background records as directed, if applicable.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Scheduling of Rooms

### Date

September 14, 2000

### Amended

October 1, 2012

### Reviewed

August 26, 2010

Faculty and staff must reserve meeting rooms ahead of time by using the Microsoft Outlook Scheduling System. Students must obtain permission and schedule rooms in the College through the College Registrar.

Room assignments will be scheduled through the College Registrar at least one month in advance of the semester start. Directors will submit room requirements at least two months in advance of the semester start to the College Registrar.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Solicitation

### Date

February 1, 1994

### Reviewed

September 2000, July 2010, January 2017, August 2024

The College Administration shall approve solicitation requests individually.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

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# Faculty & Staff Policies

## Academic Integrity

**Date**

February 10, 2017

**Amended**

August 2018, September 2021, November 2025

Academic Integrity includes:

- Creating a culture of honesty and respect where a vibrant exchange of ideas is possible
- Respecting the scholarly work and effort of others and awarding appropriate credit
- Honesty in reporting scholarly achievements
- Maintaining the security of college technology and operational systems
- Respecting confidentiality and the right to individual privacy
- Supporting the achievements of others
- Demonstrating fairness, respect, and responsibility in learning, teaching, and research

The demonstration of Academic Integrity requires:

- Providing a well-defined and thorough syllabus which follows the college template, identifies course expectations, guidelines, and standards of performance
- Ensuring students understand expectations and are held responsible for following the guidelines provided in the syllabus
- Cultivating an environment of kindness and respect
- Identifying and addressing violations of academic integrity
- Effectively assessing students' achievement of course objectives and basing evaluation on academic merit
- Providing students with honest and timely feedback according to their abilities to achieve course benchmarks
- Providing time and opportunity to discuss scholarly matters
- Appropriately citing and referencing scholarly work

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Academic Program Review Policy

**Date**

January 27, 2017

**Effective Date**

May 1, 2022

**Amended**

January 11, 2022

MCHP expects that all academic (credit-bearing) programs will be regularly reviewed to evaluate their quality and effectiveness in supporting the College's mission. Because some MCHP programs are evaluated by an external accrediting body, those programs are exempt from submitting their program for internal review. All other programs at MCHP must be internally reviewed by the program review committee. MCHP's process for program review begins with the program review committee, which creates and oversees the program review schedule. The process then engages program faculty and management in the creation of a program summary report that is submitted to the program review committee, whose response and recommendations are shared with the faculty as a whole.

### **Frequency of Reviews**

Academic programs are reviewed according to the following schedule:

- MCHP reviews will occur on a 5-year cycle. For all programs, this schedule may be altered if a program's needs change to require earlier review (to be determined by the program review committee).
- New programs have a mandatory review three years after initial launch.

### **Program Review Committee**

Program evaluation will be carried out by the program review committee.

#### *Composition*

The program review committee (PRC) will be composed of at least one salaried faculty member from each division. The chief academic officer (CAO) will be an ex officio member of the committee and will act in an advisory manner. In the absence of the CAO, the president or designee will serve in that capacity. The committee chair will be the recipient and disperser of all documents coming to and from the committee. The voting members on the committee must be an odd number.

Non-voting members may be added when appropriate (e.g., when issues of licensure may prompt the need to include a team member with particular credentials).

#### *Charge*

The program review committee is charged with working on behalf of MCHP to review all non-exempt programs offered at the College for currency and continued benefit to the students and the institution.

Additionally, the program review committee is asked to determine how effectively each program strives to fulfill the mission of the College.

#### *Scope*

The Scope of the program review committee is to:

- Conduct regularly scheduled formative reviews of all non-exempt College programs.
- Review programs following a published review cycle (as described above).
- Request any information it needs to facilitate the review, including, but not limited to, the program self-study.
- Identify program strengths, weaknesses, and opportunities, and offer specific recommendations to assist programs in their efforts to improve.
- Create a program review report that is submitted to the appropriate dean and president of the college.
- Follow the Program Review Committee Procedure attached.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

### **Program Review Committee Procedure**

#### ***Review Procedure***

The initial steps in the review involve the establishment of the review schedule and the preparation of the program review report. The PRC chair will alert deans one year in advance of program review due dates. The program faculty members and academic leadership will prepare a program review summary report in accordance with established program review guidelines.

The chair of the program review committee is responsible for distributing the program summary report to the committee and coordinating activities of the PRC (including providing meeting space, scheduling meetings with faculty and administrators, etc.). The CAO will support preparation of the PRC's program review report and other administrative matters associated with the PRC's activities as needed.

The efforts of the PRC are divided into three principal phases: pre-review, review, and post-review. Each of these is discussed below.

#### ***Pre-Review***

Prior to the PRC review of the academic program, the PRC will have received the department's program summary report and any administrative information

that may be appropriate. The PRC will ensure deans are aware of the timeline for their review process. After the PRC's initial review of these materials, the PRC members may direct queries to the PRC chair for information that they will require either prior to or during the review. The PRC chair will assemble the requests and transmit them to the appropriate dean. The dean is responsible for providing the requested information.

### **Review**

A meeting with the dean and/or additional information may be requested by the PRC as a result of the review. The dean will be responsible for responding to such requests in a timely manner.

The PRC will submit a written program review report to the dean of the program under review within four weeks of receiving the program summary report. In this report, the PRC will assess the program's overall performance and its specific strengths and weaknesses. The PRC's program review report will make recommendations for any changes the PRC believes advisable. The PRC will consider the curriculum; student demand for the program; scholarly activity of the program's faculty; program facilities; student outcomes and performance; the market for its graduates; the level of support for the program; the effectiveness of its leadership; and its effectiveness in furthering the College's mission and goals.

### **Post-Review**

Faculty and administrators of the program will have access to the PRC's program review report. Within two weeks of receiving the report, the dean will provide a written response (prepared in consultation with the program's faculty members) giving specific actions planned in the light of the report's recommendations. Where there is disagreement with the findings or recommendations of the PRC, the basis for such disagreement will be given.

Within two weeks of receiving the department's response, the CAO will discuss the PRC's program review report and department's response with the dean and faculty. Finally, the committee will prepare recommendations and the chair will submit these and all supporting documents to the president to complete the review. These recommendations, together with the department's program summary report, the program review committee's program review report, and the program's response, will constitute the official record of the program review.

### **Review Process Summary**

1. PRC chair notifies dean of intent to review (one year in advance)
2. Department dean and faculty creates program summary report
3. Department submits program summary report to PRC
4. PRC conducts a review of the summary report and requests clarification and additional information from deans if required, and completes program review report
5. PRC submits the program review report to dean
6. Department faculty and administration review the program review report and respond to PRC noting disagreements and/or discrepancies
7. PRC reviews the program summary report, PRC program review report, and the department's response
8. CAO meets with dean and faculty of program under review to discuss PRC's recommendations and department's response.
9. The chair submits recommendations and supporting documents (the full record) to president
10. The chair submits the program review report and final recommendations to the faculty senate.

## **Guidelines for Writing a Program Summary Report**

### **Introduction**

Periodic program review is an opportunity for the faculty offering a program or service to engage in a discussion among themselves and with the chief academic officer, the program review committee, and president about its effectiveness and future role within the institution.

### **Purpose**

The goals of program review are to:

- Assess the role of the program or service in advancing MCHP's mission
- Provide the information and plans about the direction of programs and services
- Provide information about program improvement
- Demonstrate alignment between the program and resources
- Evaluate the effects of changes made since the last review
- Compare the program with external authorities, including other educational institutions or leading professional associations

### **Operational Principles**

- The report should acknowledge past and present operations but focus on the future of the program.
- The authoring program or service should write a candid report.
- The information required in the guidelines provides only the minimum needed for the report.
- The review should discuss specifically how student and external assessment data and the information acquired during the review process are connected to program planning.
- The review process should engage faculty.
- The report narrative, excluding prologue and appendices, should be no more than 25 pages.

### **Components**

#### 1. Prologue (including descriptive numerical information)

This section should precede the report's analysis and should provide numerical snapshots of the program.

- Number of graduates, yearly for the past five years
- Student GPA distributions (lowest, highest, average) and probations for each of the past five years
- Average SAT/HESI or other appropriate test score of each incoming class for each of the past five years
- Average class size for the program/service in each of the past five years
- Number and percent of full time and adjunct faculty to include level of education for each of the past five years
- List of courses taught in each of the past five years indicating taught by full-time or adjunct faculty, enrollment numbers, and grade distribution (lowest, highest, average)
- Percentage of courses taught by adjunct faculty for each of the past five years
- Student: faculty ratio (program-wide average) for each of the past five years

#### 2. Executive Summary

- A synopsis of the report (1-2 paragraphs)

#### 3. Connection to the Mission, Vision, and Strategic Plan

- The contribution made by the program in meeting the College's mission
- Program viability in attracting and retaining qualified students
- Trends affecting the future of the program
- Projections of changes affecting the profession in the future
- Specific goals of the program and how they are connected to the institution's mission, vision, and strategic plan
- Other areas of special interest to the division

#### 4. Program Quality

- Evidence that the program attracts, retains, and graduates successful students
- Discussion of the program's uniqueness and the advantages/disadvantages vis-à-vis the institution
- Discussion of the future of the profession in near- and long-term and the job outlook for graduates in the region and nation
- Discussion of how the program or service is distinctive from similar programs at similar colleges
- Contribution of the program or service to other MCHP programs
- Planning and development initiatives
- Analysis of the effectiveness of current resources in meeting specific goals of the program
- Any other information relating to the program's quality
- Information about the program's advisory council (membership, meeting schedule, description of the council's involvement with shaping program offerings), if appropriate
- Teaching and Student Learning

#### 5. Teaching and Student Learning

- Discussion of the assessment of student learning

- This section should include a tabular display of program outcomes and the courses that contribute to them. Also included should be tabulated data describing student achievement of the program's outcomes on a yearly basis since the last review and a summary of all the years under consideration.
  - Discussion of teaching and advising quality
    - While mention should be made of innovative teaching and advising of students, the focus should be on the program faculty as a whole.
  - Evidence that program graduates meet with success after graduating from the program
6. Faculty
- Summary of scholarship and other kinds of engagement with the intellectual community of one's field and/or service in advancing the interests of the college
  - Number of faculty with special certificates and types of certificates
  - Number of faculty in the various degree levels
7. Marketing
- Description of marketing materials and activities
  - Discussion of faculty participation in marketing activities (e.g., open house, community outreach, etc.)
8. Responses to Previous Program Reviews
- Discussion of how the program has worked on strengthening itself following the analysis contained in previous program review, building on existing strengths and remedying weaknesses
9. The Future of the Program
- Responses to the projections described in Section 3: Connection to the Mission, Vision, and Strategic Plan
  - Priorities divided into four categories:
    - Critical
    - Immediate
    - Medium Term
    - Long Term

## **Guidelines for Writing a Program Review Report**

### ***Introduction & Purpose***

The program review committee is charged with working on behalf of MCHP to review all non-exempt programs offered at the College for currency and continued benefit to the students and the institution. Additionally, the program review committee is asked to determine how effectively each program strives to fulfill the mission of the College.

### ***Operational Principles***

- The report is to be submitted within four weeks of receiving the program summary report.
- The report will address the program's overall performance and its specific strengths and weaknesses.
- The report will make recommendations for any changes the PRC believes advisable.
- The PRC will consider when writing the report:
  - Curriculum
  - Student demand for the program
  - Scholarly activity of the program's faculty
  - Program facilities
  - Student outcomes and performance
  - Market for its graduates
  - Level of support for the program
  - Effectiveness of its leadership
  - Effectiveness in furthering the College's mission and goals

### ***Components***

1. Final Analysis of:
  - Prologue
  - Executive summary

- Connection to mission, vision, and strategic plan
- Program quality
- Teaching and student learning
- Faculty
- Marketing
- Response to previous program reviews
- Future of the program

2. Program Review Committee Checklist

## Course Capacity

**Date**

January 26, 2023

**Amended**

February 2026

**Purpose:** The course capacity policy sets guidelines regarding the number of students who may enroll in a course. The minimum and maximum course capacities are established, taking into consideration the quality of instruction, student experience, accreditation requirements, and fiscal responsibility. Students enrolled in the College should be allowed access to courses required by their major subject to available educational resources.

**Minimum Course Enrollment:** A minimum of six students must be enrolled in a course for the course to run. At the close of open enrollment, the Vice President of Finance will evaluate courses with fewer than six students. The VP of Finance will confer with the program deans of affected students to determine if alternate courses may be substituted or if the student requires the course for graduation. In extenuating circumstances, the course may be offered with fewer than six students, or an independent study course may be feasible. Exceptions may also be made for new programs and advanced certificate courses.

**Maximum Course Enrollment:** The following guidelines will be used to determine course capacity. If additional students want to enroll in the course, the VP of Finance will confer with the program deans and course faculty to determine whether to offer an additional session of the course. In extenuating circumstances, the dean may choose to allow additional students provided the safety of students and quality of instruction are not compromised.

- Face-to-Face Courses 40
- Online Courses 24
- Laboratory Courses
  - AD Nurse (NUR) 10
  - Nursing Simulation 10
  - Practical Nursing (LPN) 10
  - Radiologic Technology (RAD) 8
  - Sonography (DMS) 6
  - Anatomy & Physiology 20
  - Microbiology 20
  - Medical Assistance 10
- Clinical
  - Prelicensure Nursing 8

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Curriculum Development

**Date**

December 1, 2013

**Amended**

February 2014, September 2018, December 2013, May 2024

All proposed new courses, new programs, and changes in curriculum that involve changing syllabi objectives, course description, credit hours, pre/co-requisites, or changes in programs that include programmatic outcome changes or curriculum plans must follow the procedure outlined in the accompanying document.

The College-Wide Curriculum Committee is responsible for recommendation, approval, implementation, and analysis of course evaluation.

**\*See Curriculum Committee Team for Procedure**

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Faculty Absence

### Date

September 14, 2000

### Amended

August 2010, August 2018, May 2024

In the event that a faculty member must be absent from the College for illness or injury, the faculty member is responsible for informing their direct supervisor as soon as possible in order to provide for continuity of academic activities within the College. Should the direct supervisor be unavailable, the faculty must notify the Chief Academic Officer.

Planned absences from the College for reasons that may include attendance at continuing educational conferences, professional organization meetings, and/or community service functions:

- The faculty member is responsible for requesting approval from their direct supervisor.
- The faculty member must discuss with the direct supervisor the faculty member's plan of alternate arrangements for the continuation of academic activities at the College.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Faculty and Staff Qualifications

### Date

July 1, 2010

### Amended

August 2010, August 2013, September 2013, August 2018, May 2024

All faculty and staff are hired based upon MCHP job descriptions, which reflect accreditation and industry standards.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Faculty Orientation Period

### Date

September 1, 2000

### Amended

July 2010, August 2018, May 2024

An orientation is provided for each new faculty member. The specific content and length of the orientation period will be determined by the direct supervisor. The faculty handbook will outline the orientation process.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Faculty and Staff Dress Code

### Date

July 1, 2006

### Amended

July 2010, June 2017, May 2024

Appearance sends a strong message to our students, clients, visitors, physicians, fellow employees, as well as others. The appearance of faculty and staff should reflect the high degree of professionalism that is associated with the College

All faculty and staff members must always be clean, neat, and professional in their appearance.

- During clinical rotations, faculty shall adhere to the facilities' dress code.
- No strong scented personal care items should be used.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Faculty and Staff Fair Treatment (Grievance) Policy and Procedure

### Date

September 1, 2000

### Amended

August 2001, February 2003, August 2007, July 2010, August 2018, January 2025

\*All matters involved in this procedure will be confidential. When concerns, problems disputes, and complaints cannot be alleviated by the normal communication channels in place within the College the following formal steps are to be followed:

1. The dispute will be submitted in writing to the direct supervisor.
2. The direct supervisor will respond in writing within five (5) school days from the receipt of the written dispute.
3. If the dispute is not resolved to the satisfaction of the involved faculty or staff members, an appeal may be made to the President of the College. This written appeal must be submitted within five (5) school days following the written response from the direct supervisor.
4. The President of the College will respond in writing to the appeal within five (5) school days.
5. If the dispute is not resolved, it is the faculty or staff member's responsibility to submit a written request to the President of the College for activation of the AD-HOC Fair Treatment Committee within five (5) school days.
6. The President of the College activates and refers the dispute to the AD-HOC Fair Treatment Committee within five (5) school days.
7. The AD-HOC Fair Treatment Committee will convene and hear the dispute within five (5) school days. The Committee will consist of:
  - a. One uninvolved Vice President or designee
  - b. Two uninvolved faculty or staff members appointed by the President
  - c. One faculty or staff member designated by the involved faculty or staff member.
8. The AD-HOC Fair Treatment Committee will submit a written report, including findings, documents, and recommendations within five (5) school days, to the President of the College, the direct supervisor, and the involved faculty or staff member.
9. Should the recommendations of the AD-HOC Fair Treatment Committee not be acceptable to either the faculty or staff member or the President of the College, the dispute will be presented in writing to the Chair of the Board of Trustees of the College by either party, within five (5) school days.
10. The Chair of the Board of Trustees or designee will investigate the dispute and render a decision with (10) school days. This decision is final and binding upon all parties involved.

Each party involved in this fair treatment process may be accompanied by an individual of their own choosing during any step of the procedure.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Grade Submission Policy

**Date**

June 1, 2017

**Amended**

August 2018, February 2021, May 2024

Mid-course and final grades must be entered into the College’s student information system by the faculty teaching the course (or appropriate Dean). Mid-course grades must be submitted halfway through the course or at least one week before the registration period starts. Final grades must be submitted within 48 hours after the final exam or the last class meeting. Final grades may not be submitted earlier than the final week of the course.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Inclement Weather Policy

**Date**

December 1, 2000

**Revised**

8/1/2008, 8/20/2010, 8/17/2021, 1/22/2016, 5/14/2018, 2/18/2021, 2/8/2024

In the event of inclement weather where travel is, or is anticipated to be, unsafe, the President or designees will determine the need to delay classes or close the College. Individual faculty and staff may not cancel their classes or events without approval from the President or designee.

Should it ever become necessary to delay classes or close the College, the following notifications will be made:

College Website	<a href="http://www.mchp.edu/">http://www.mchp.edu/</a>
MCHP Email	Students, Faculty, and Staff will be notified by MCHP email

College activities may be delayed or may be completely canceled. If the College is closed, students will not attend classes or clinical rotations. Except in extenuating circumstances, classes that are canceled will NOT be rescheduled; however, the involved faculty will offer class material in an alternate format. The College may reschedule clinical as deemed necessary. The decision to delay classes or close the College will be available by 5:30 AM for daytime scheduled events and 11:00 AM for afternoon and evening scheduled events.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Learning Resource Policy

**Date**

May 5, 2003

**Amended**

August 16, 2010, September 21, 2018

All instructors will evaluate learning resource materials yearly for currency of content. It is recommended that content is less than five (5) years old.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

# Records Retention Policy

## Date

April 1, 2017

## Amended

November 2017, April 2018, September 2024

Orderly maintenance of college records requires specific records retention periods. Records management periods are outlined in the attached table.

The office holding the record is responsible for its retention or destruction per the table. Expired records that contain personal information (name, social security number, driver's license number, credit/debit card number, financial account numbers, PIN, password) must be shredded.

Electronic records may be subject to the same retention standards as tangible records.

The table indicates minimum retention duration. A department may opt to retain documents for longer periods keeping in mind storage space availability and the historical and statistical value of the documents.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Records Retention

Type of Record	Location	Minimum Duration
Admissions Data for Applicants Who Enroll	Admissions/Registrar	5 years from graduation or last date of attendance
Admissions Data for Non-Enrollees	Admissions	1 year
Catalogs	Registrar	Permanent
Consent to Release Personal Identifiable Info	President or Records Room	5 years
Corporate Records: Accreditation Records Articles of Incorporation Board of Trustees Minutes By-Laws Charter Endowment/Development Records	Records Room	Permanent
Credit by Examination	Records Room	Permanent
Cumulative GPA Lists Per Class/Major	Records Room	Permanent
Curriculum Plans	Registrar	Permanent
Degree, Copy of	Records Room	Permanent
Degree, Grade, Enrollment Stats	Records Room	Permanent
Disciplinary Records That Result in Suspension or Expulsion	Records Room	Permanent
Enrollment Verification	Registrar	1 year
Entrance Exam Reports	Admissions/Registrar	5 years
Fee Schedules	Bursar	Permanent
Financial Aid Records	Financial Aid	5 years
Financial Records (accounts receivable, accounts payable, cash disbursement)	Bursar	7 years
Grade Books - Faculty	Canvas	5 years
Graduation Lists	Records Room	Permanent
Legal Records	Records Room	Permanent
Recommendation Letters for Enrolled Students	Faculty/Admin.	5 years
Record Cards - Nursing	Registrar	Permanent

Type of Record	Location	Minimum Duration
Transcripts - including those used to transfer credits (PLA documents)	Registrar/Records Room	Permanent
Transcripts - High School and Other Colleges (no transfer credits)	Registrar/Records Room	5 years
Veterans Administration Certifications	Bursar	7 years

## Travel Requests and Reimbursements

### Date

May 14, 2018

### Amended

January 2025

### POLICY STATEMENT:

Maine College of Health Professions is committed to supporting professional growth and development. Travel to conferences is one important element of that growth.

### ADMINISTRATIVE RESPONSIBILITY:

The President, Vice Presidents, Deans are responsible for assuring that within their division:

1. Proper authorization for travel is obtained before any commitments are made, including ensuring the availability of sufficient budgeted funds with the VP of Finance.
2. There is a potential benefit to MCHP
3. All other more cost-effective alternative were reviewed (such as teleconferencing)
4. All expenditures follow the guidelines herein this policy

### FACULTY AND STAFF RESPONSIBILITY:

1. Travelers follow all Central Maine Healthcare travel policies and procedures
2. All expenditures are reasonable and have a legitimate business purpose
3. All expenditures are supported by adequate documentation summarized on the travel reimbursement form.
4. Travelers and approvers will be held accountable for adherence and subject to financial audit

### TRAVEL REIMBURSEMENT:

Faculty and Staff are reimbursed according to the guidelines of Central Maine Healthcare for travel expenses.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Tuition Reduction for Spouse or Family Member

### Date

June 1, 2012

### Amended

August 2012, April 2018, September 2019, January 2025

- The college offers a tuition reduction benefit program for spouses and family members who attend MCHP.
- In lieu of an employee using their CMH tuition reimbursement benefit, the employee may elect to take the tuition reduction benefit for their spouse or dependent children for attendance at MCHP.

### Definition:

#### A. Employee:

- Currently employed as a full-time, part-time, or adjunct
  - Adjunct eligibility: Must have an active contract at the time of enrollment for the class(es)

- Successfully completed the 90-day probationary period of employment
- B. Spouse eligibility:
- Legally married to an employee at the time of enrollment and
  - Meets course(s) pre-requisites
  - Matriculated or non-matriculated student status
- C. Dependent children eligibility:
- Dependent must be a tax dependent as defined by federal law and
- Claimed as a dependent on the employee’s most recent tax cycle
  - Meets course(s) pre-requisites
  - Matriculated or non-matriculated student status

**Amount of Support:**

Tuition will be reduced by 50% up to a maximum of \$5,000/academic year of remaining balance after all applicable grants, scholarships external reimbursement programs. The reduction does not apply to fees or the purchase of textbooks or supplies.

This policy applies only to courses offered by Maine College of Health Professions and is subject to available funds.

The Application for Tuition Reduction Form attached as page 2 of this policy must be submitted by faculty or staff requesting tuition reduction to Administrative Council.

Approved: \_\_\_\_\_  
 Monika Bissell, DBA  
 President

**Application for Tuition Reduction**

Faculty or Staff must complete this form and submit it Administrative Council at least 30 days prior to the start of the Course or Program. An earlier submission will facilitate approval in a timely fashion.

To be completed by faculty or staff:

Faculty/Staff Name
Date Submitted
Student Name
Relationship to Faculty/Staff
Course or Program to be completed
Date of Course or Program

Administrative Council approval.

Date of Administrative Council Meeting
Decision (approval or denial)
If denied, reason for denial.

After approval, please forward for processing to:

- \_\_\_\_\_ Financial Aid
- \_\_\_\_\_ Bursar
- \_\_\_\_\_ Registrar: Original

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# Financial Services Policies

## Book Voucher Policy

### Date

August 4, 2016

### Amended

3/22/2018, 4/13/2018, 10/19/2018, 11/9/2023

### Guidance from the U.S. Department of Education:

The U.S. Department of Education has issued guidance to schools regarding various options to assist students in obtaining or purchasing books and supplies. These options may include cash disbursements, bookstore vouchers, stored value cards, school credit, checks, and Electronic Funds Transfers (EFT) to the student's bank account. Maine College of Health Professions has chosen to use the book voucher process for students to purchase books and supplies. The U.S. Department of Education's guidelines state that if a student uses the option provided by the institution to get books and supplies, the student is considered to have authorized the use of Title IV funds and does not need written authorization for this purpose only. To ensure that students have timely access to books and supplies, the Book Voucher Policy at Maine College of Health Professions is based on the guidelines and regulations of the U.S. Department of Education.

### Eligibility:

The Office of Financial Aid determines if a student is eligible for the book voucher. To be eligible for the book voucher, a student must meet the following criteria:

- Must be admitted as a matriculated student
- Must have a current FAFSA on file if applicable
- Must meet general requirements for receiving federal or state aid if applicable
- Must have all required verification documents submitted to the Financial Aid office if applicable
- Must be registered for course(s)
- Must be awarded aid and have funds remaining from their awards after all charges are paid in full or approval of third-party commitment

### Process:

The Office of Financial Aid will determine and provide appropriate information to eligible students. After all charges are paid in full, vouchers are issued to students with funds remaining from their award(s). If there is a credit balance, the student can use pending aid to purchase books from the College Bookstore up to a maximum of \$1500/semester. By using a book voucher, the student is authorizing the Maine College of Health Professions to deduct all bookstore charges from any amount of aid in excess of tuition and other charges. Excess financial aid awards will be reduced as a result of these charges.

College Bookstore provides a record of purchases to the Bursar, and the Bursar deducts these charges from the student's account.

### Student Responsibility:

If the student's financial aid eligibility changes or awards require re-calculations due to a change in the student's course schedule, the student will be responsible for the balance created on his/her student account from the book voucher. If the student does not receive financial aid or withdraws before receiving financial aid, all outstanding charges, including the books charged, will be the student's responsibility.

Misuse of financial aid funds is in violation of federal regulations.

**No exceptions are made to this policy.**

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Determining Indirect Budget for Cost of Attendance

### Revised

March 2011, February 12,2015

### Process:

1. Bursars Office provides tuition and fee rates for upcoming school year for all programs.
2. Indirect expenses are factored:
  1. **Rent:** average determined by local market trends using a basic 1-2 bedroom apartment.
  2. **Dorm:** current dorm rate used as set by President plus room deposit.

\*\* Students who have families, but for transportation reasons opt to live in the dormitory, their COA budget will reflect only expenses for off campus housing expenses.

3. **Food:** average amount used \$74.00 per week.
4. **Transportation:** factored at an average of 20 miles per week x 4 class days per week average at the IRS standard rate.
5. **Child/Dependent Care:** factored at an average area rate for one child for a 30 week period.
6. **Computer:** average purchase price for a lower-end computer and basic printer.
7. **Misc Expenses:** includes personal items, living expenses, school expenses (not already considered), and misc. expenses.

Allowable Indirect expenses are factored for both the standard 9 month school period and a 12 month period for second year students who take required general education classes during the summer.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Code of Conduct for Educational Loans

### Amended

11/09/2023

Maine College of Health Professions has a code of conduct that prohibits conflicts of interest with respect to Title IV, HEA loans, or private education loans. The college processes all its federal education loans through the Federal Direct Loan program. MCHP has no preferred lending arrangements with any lenders for any private or alternative loans. Employees of MCHP are prohibited from:

- Entering into any revenue-sharing arrangements with any lenders.
- Receiving gifts from a lender, guarantor, or loan servicer.
- Contracting to receive any financial benefit from any lender.
- Directing borrowers to a particular lender.
- Receiving offers of funds for private loans.
- Call center or financial aid office staffing assistance from lenders.
- Receiving compensation for serving on a lender advisory board.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Enrollment Verification

### Date

April 7, 2016

### Reviewed

March 2024, February 2026, March 2026

The Financial Aid Office of the Maine College of Health Professions has adopted this enrollment verification protocol to assure a student's initial enrollment and continued enrollment for registered classes are accurate. As part of the financial aid process, some financial aid (Pell Grant, State of Maine Grant Program) is based partly on the number of student hours and student status – less than ½ time, ½ time (at least 6 credit hours), ¾ time (9 credits-11 credits), or full time (12 credits or more). Full-Time enrollment is based on 24 credits per year.

At the start of each semester, the Registrar's Office performs enrollment verification on each student and provides a report listing the number of credits each student is enrolled in for that semester. The Financial Aid Specialist then verifies every aided student's enrollment to ensure the aid awarded corresponds with the number of credits for which the student is enrolled. If the student is enrolled for a different number of credit hours than indicated and they are receiving aid, an adjustment may be necessary.

Once the enrollment is verified with the Registrar's Office, the Financial Aid Specialist will log into NSLDS (National Student Loan Data System) to report the enrollment for the semester and certify this enrollment. This process will be repeated every 28 calendar days to ensure the enrollment reporting is done on a regular and timely basis.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Operational Structure of the Financial Aid Office and Bursar Office

### **Amended**

February 2026

### **Revised**

June 2015

This policy addresses the protocols followed and the interactions between the Financial Aid Office and the Bursar Offices as student financial aid is processed.

### **Procedure:**

1. Tuition charges are processed by the Bursar Office through the SonisWeb Software Program.
2. Scholarships and FA Awards are awarded through Sonis by the FA office
3. FA Awards are disbursed on Ed Express (Federal program) then notifies the Bursar office to disburse the funds onto the student accounts.
4. Scholarship and awards are posted to the student account by the Bursar office.
  - a. The Financial Aid and Bursar offices reconcile charges and adjustments monthly. A paper copy of the monthly close out report from SonisWeb is provided to the Accounting Office for entry in the general ledger and verification of postings.
5. Payments received for the student account are processed thru SonisWeb by the
  - a. Bursar office on a daily basis. Each person posting payments to the student account creates a daily receipt batch and reconciles the batch at the end of each day. After reconciliation a "final run" is performed that closes the batch and prevents any changes to the payment.
6. Credit card payments are processed by the Bursar office and entered into SonisWeb the same as other payments. The credit card machine is closed-out and balanced each day at 5:00pm.
7. The Bursar will process the daily deposit using the pre-formatted deposit slips provided by Accounting. A copy of the deposit slip and credit card slips will be faxed to both Accounting and Patient Financial Services. Security is notified and the deposit picked up for delivery to the bank. A copy of the deposit slip and pick-up log is maintained in the Registrar's Office.
8. If a refund is due the student, the Bursar Office initiates the refund request using a Check Request Form. A 3rd party – the Director or President of the
9. College reviews and signs the check request form. A copy of the request form is maintained in the Bursar Office and the original is forwarded to Accounts
10. Payable in the Accounting Office for processing.
11. The refund checks are posted in SonisWeb for the refund amount to properly document all accounts. The Bursar makes copies and then dispenses the checks to the students.
12. In addition, Accounting functions routinely performed by the Accounting Office include but may not be limited to: Deferred Income adjustments – performed quarterly; general journal entries – initiated by Financial Aid Office as necessary.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Financial Aid Student Leave of Absence (LOA)

### Date

September 14, 2000

### Amended

April 10, 2003, October 2, 2003, August 1, 2007, July 28, 2010, June 30, 2014, October 8, 2021

**LOA Policy:** MCHP's LOA Policy is made available to students via its web site at [www.mchp.edu](http://www.mchp.edu), and in MCHP's catalogue.

**Approved Leave of Absence -- A leave of absence (LOA), for Return of Title IV (R2T4) funds purposes is a temporary interruption in a student's program of study at MCHP.** LOA refers to the specific time period during a program when a student is not in attendance at MCHP, but is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA at MCHP must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring MCHP to perform an R2T4 calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an R2T4 calculation.

For a LOA to qualify as an approved MCHP LOA:

- MCHP must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing, signed, dated, and include the reason for the student's request;
- The student must follow MCHP's policy in requesting the LOA;
- There must be a reasonable expectation that the student will return from the LOA;
- MCHP must approve the student's request for a LOA in accordance with the school's policy;
- MCHP may not assess the student any additional institutional charges, the student's need may not increase, and therefore the student will not be eligible for any additional federal student aid;
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- A MCHP student returning from a LOA must resume their educational program at the same point in the academic program that he or she began the LOA, and
- MCHP will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- If the student does not resume attendance on or before the end of the leave of absence, the school treats the student as a withdrawal.
- If your school grants a LOA that does not meet the conditions to be an approved LOA for the Title IV purposes (for example academic reasons) the school considers this a withdrawal for Title IV purposes.

**Maximum Time Frame (MTF) – MCHP's MTF accounts for all periods of non attendance (including weekends and scheduled breaks), and will not exceed 180 days.** MCHP will reduce the length of the LOA, if the 180th day falls on a day the school would be closed.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Federal Verification Process Policy

### Date

May 1, 2009

### Effective Date

May 1, 2026

### Amended

December 2015, October 2020, March 2024, January 2026

Each year, the federal government and/or MCHP Financial Aid Services randomly selects financial aid recipients for verification. The verification process requires a review of the information reported on the FAFSA for accuracy against documentation the student provides to our office.

The U.S. Department of Education has moved towards a more individualized verification process where only certain elements of verification are performed on students. This means that MCHP may not require the same documentation from each student selected for verification.

If a student is selected for verification, the student will be asked to submit a verification worksheet and may also need to provide copies of Federal Return Transcripts from the IRS website. Federal tax information (FTI) that is transferred via the FA-DDX to the FAFSA form is considered verified for Title IV purposes. The student should not submit a tax return or other verification documentation unless it is requested by Financial Aid Services.

Applications selected by the FPS (FAFSA Processing System) must be verified for those students to receive any subsidized student financial assistance. This includes Pell, SEOG as well as Direct Subsidized loans.

**Procedure:**

1. Students selected for verification are indicated by an asterisk (\*) next to the Student Aid Index (SAI) amount on the Institutional Student Information Record (ISIR) or if determined to be necessary by the Financial Aid Specialist.
2. Students selected will receive notification via email or postal mail from the Financial Aid Office as to what information is required, depending on the verification tracking group they fall into and their dependency status. See the attached chart for the information to be verified depending on the tracking group.
3. Verification documents should be submitted as soon after notification as possible but no later than three weeks after notification of being selected for verification.
4. There are negative consequences resulting from failure to complete verification within a timely manner, including limited funding availability. Our goal is to help students avoid these consequences. Verification regulations require the following:
  - a. Verification may result in FAFSA corrections that could change student award amounts and the amount a student owes.
  - b. Estimated financial aid awards may be removed if verification is not completed within specified deadlines.
  - c. Financial aid funds will not be applied as payment to a student account or disbursed until the verification process is completed.
5. If all items are verified, the financial aid process continues and aid is awarded and disbursed onto the student's account as planned. If there are discrepancies that require correction the Financial Aid office will make corrections to the ISIR (FAFSA) online through the FPS. The student will be contacted to inform them that there has been a correction and if a revision has been made to their award via a revised Award Letter.
6. Individuals who have purposely misrepresented information or altered documentation to obtain financial aid funds fraudulently will be reported to the U.S. Department of Education Office of Inspector General.

**Verification Tracking Groups**

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	Tax Filers <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of Individual Retirement Account</li> </ul> (IRA) Distributions <ul style="list-style-type: none"> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Tax Credits</li> </ul> Nontax Filers <ul style="list-style-type: none"> <li>• Income Earned from Work</li> </ul> Tax Filers and Nontax Filers <ul style="list-style-type: none"> <li>• Number of Household Members</li> <li>• Number in College</li> </ul>
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> </ul>

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V5	Aggregate Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> <li>Adjusted Gross Income</li> <li>U.S. Income Tax Paid</li> <li>Untaxed Portions of IRA Distributions</li> <li>Untaxed Portions of Pensions</li> <li>IRA Deductions and Payments</li> <li>Tax Exempt Interest Income</li> <li>Education Tax Credits</li> </ul> <p>Nontax Filers</p> <ul style="list-style-type: none"> <li>Income earned from work</li> </ul> <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> <li>Number of Household Members</li> <li>Number in College</li> <li>SNAP, if indicated on the ISIR</li> <li>Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR</li> <li>High School Completion Status</li> <li>Identity/Statement of Educational Purpose</li> </ul>
V6	Reserved	N/A

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Maintenance and Organization of Student Files

**Amended**

11/9/2023

**Reviewed**

February 2015

This policy addresses the protocols concerning information contained in the student's financial aid file.

**PROCEDURE:**

- Each file will contain:
  - Termination or withdrawal information, including Return of Funds worksheets, copies of checks for returned funds, etc. (if applicable)
  - FA award letter
  - Verification information, tax returns related to verification (if applicable)
  - ISIR results and related correspondence
  - Copy of master promissory note and loan entrance counseling
  - Copy of NSLDS loan and grant history
  - Transcript to verify course credits
  - Correspondence with student
  - FERPA release form
- A student file is created for each student accepted into the college as indicated by the Admissions Office.
- Files are filed alphabetically with the active student files.
- Files are retained for five years or indefinitely if an account is in the collection or considered to be active.
- Files are considered confidential and maintained in a locked office when the Financial Aid Office is not open.
- File is open for student review at any time. Parental or spousal review requires the written consent of the student

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Financial Status for Students of Active Duty Status in the Reserves or Military

### Date

February 1, 2015

### Amended

October 19, 2018, June 4, 2019

Any reservists or active military status student who is unable to complete the current semester due to unexpected military services or is called to duty will meet with the Vice President of Finance, Vice President of Academic and Student Affairs, and their program Dean to make an initial plan for the student to re-join the college upon release from their duty. Military Tuition Assistance Funds may be returned to the Department of Defense according to the Return Unearned Military Tuition Assistance Funds Policy which will not result in student debt for the returned funds.

The student must present a copy of their official military orders to the Registrar. A copy of the orders will be maintained in the Student file.

The student would notify the Admissions Office of their intent to return and return would be based on available space.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Payment of College Fees

### Date

August 1, 2016

### Amended

March 2018, April 2018, March 2019, June 2019, April 2021, May 2025

All College tuition and fees must be paid in full or have established payment arrangements with the college on or prior to the first day of class.

### Billing

- a. Students are sent a statement of accounts which includes all semester tuition and associated fees prior to the beginning of each semester.
- b. Payment in full is expected by the due date indicated on the statement.
- c. If payment is not received by the first day of class, students will be given written notification that they must contact the Bursar's office that day to discuss payment options and arrangements.
- d. Veterans Administration benefits will be recognized as payment fulfillment as indicated on certificate of eligibility submitted to the Bursar.
- e. If within 7 days, payment has not been received or a mutually agreed upon payment arrangement has not been established with the business office, student access to the learning management system may be removed resulting in:
  1. Inability to participate in a class
  2. Inability to participate in an exam
  3. Inability to continue enrollment in the program
- f. Withdrawal from or stop attending all courses prior to the 60% point of the semester will most likely result in a reduction to financial aid grants and/or loan, per Federal Title IV regulations, and the student will be responsible for the remaining balance.
- g. Failure to fulfill all payment expectations and/or payment arrangements will result in a hold being placed on the student's account. Having a hold will prevent the student from being able to access the following college services:
  1. Class registration
  2. Viewing grades
  3. Obtaining transcripts and/or receiving a diploma.

### Payment Plans

- a. The College offers the option of an interest-free monthly payment plan. Payment arrangements are coordinated through the Bursar's office. Students are encouraged to set up payment arrangements as soon as possible

- b. All payment plans require a signed agreement. If the student is a minor, a parent must co-sign the agreement. Students must sign a FERPA form authorizing discussion of payment arrangements and/or account balances.
- c. Payment plans are established for each term. For the fall & spring semesters, the balance owed can be spread over a maximum of 4 equal installments. For the summer semester the balance owed can be spread over a maximum of 3 installments.
- d. A \$40 payment plan participation fee will be assessed per Semester.
- e. Payments are divided into monthly increments.
  - 1. The 1st installment is due at the point of establishing the plan.
  - 2. Fall semester installments must be paid in full by Nov 1st
  - 3. Spring semester installments must be paid in full by March 1st
  - 4. Summer semester installments must be paid in full by June 1st
- f. Late payments and/or inability to meet the financial obligations set-forth in agreement may prevent subsequent arrangements for the following semester.

### **Payment of Student Account by 3rd Party or Government Entity**

The College recognizes payments by governmental organizations such as the Career Center, Trade Assistance Programs, Aspire Programs, or other 3rd party.

Billing activities will occur as follows:

- a. The student completes the “Responsible Party Form”, which states that the ultimate responsibility for payment resides with the student. The student shall provide the Bursar with written authorization from the agency, that they are approved for payment for school-related expenses.
- b. Students must sign a FERPA form authorizing discussion of payment arrangements and/or account balances.
- c. The Bursar’s Office will provide the agency with a detailed statement of account, including all anticipated aid, with a copy to the student.
- d. If payment is not received within 45 days after the semester begins, the College will bill the student and expect immediate payment or payment arrangements made with the College.

### **Tuition Reimbursement from Employers/Outside Scholarships**

- a. Financial responsibility of all Tuition and Fees are the student’s. Individual scholarships and employer sponsored tuition reimbursement agreements are between the student and the outside resource.
- b. Outside scholarships are expected to be received within 45 days after the semester begins. If not, the “anticipated scholarship” will be removed from the account. The College will bill the student and expect immediate payment or payment arrangements made with the College.

Please Note: It is the student’s responsibility to notify the Financial Aid Office of any outside scholarships and employee tuition reimbursement agreements. Relative to financial aid regulations, the Financial Aid Office may adjust the financial aid award to the extent that it is impacted by the outside resources. A student must not receive any financial aid over and above their cost of attendance. If the outside resource increases the aid so that it exceeds their total cost of attendance, the student’s aid will be adjusted to prevent an over award.

### **Payment Methods**

The Bursar’s Office is responsible for the billing and collections of tuition and fees

#### **Accepted payments:**

**SONIS - Online:** Student has ability to self-pay in Sonis.

**Credit/Debit Cards** can be processed either in person or via phone @ 795-2649 or 330-7743.

**Cash:** Please do not mail cash. Students may pay in person at the Bursar’s Office

**Personal Checks:** Please make the check payable to the Maine College of Health Professions. Include student name & student ID # on the front of the check.e.

**Certified Funds:** Please make cashier’s checks, money orders, or other certified funds payable to the Maine College of Health Professions. Please include the student name, student ID #, and phone number on the front of the check.

Payments may be delivered in person or mailed to the following address:

Maine College of Health Professions  
Attn: Bursar’s Office  
70 Middle Street  
Lewiston Maine 04240

**Bursar's Office Hours:** Monday – Friday 7:30 a.m. to 4:00 p.m.

### **Returned Check Policy**

- a. Returned checks, either electronic or paper, that are issued to the Maine College of Health Professions will result in a \$25.00 returned check fee. This fee will be added to the account of the student for whom the check was presented. This fee will be added for each returned check, regardless of the reason for the return. Stop payments are considered returned checks and are subject to fees.
- b. The student receiving the benefit from the returned check is responsible for repayment.
- c. The student must make other payment arrangements with the Bursar's Office. If collection procedures are unsuccessful, the account will be referred to a credit reporting collection agency.
- d. Each account will be allowed two returned checks, after which payment by personal check will no longer be accepted. This includes returned electronic payments. Communication regarding how to resolve the returned check will be sent to the student whose account is affected.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## **Professional Judgment**

### **Amended**

11/9/2023

### **Reviewed**

February 2015

The Financial Aid Office of the Maine College of Health Professions reserves the right to make "professional judgment" decisions regarding financial aid. These decisions will be on a case-by-case basis depending on the student's needs and circumstances regarding the issue.

Process for Professional Judgment:

1. Financial Aid Specialist identifies an issue regarding financial aid that may require special handling outside the routine financial aid process.
2. Alternately, the student may bring an issue to the Financial Aid Specialist for special consideration.
3. In both circumstances above, issue and/or request is documented and placed in student file.
4. Financial Aid Specialist reviews the issue for consideration of Professional Judgment. If necessary, research is conducted through various Dept. of Education publications to ensure the validity of the request. The Financial Aid Specialist may also consult with peers in the financial aid community.
5. After a decision is reached by the Financial Aid Specialist, the Vice President, Financial Affairs, or the President of the College is consulted to ensure the decision is fair and equitable.
6. The student is advised of the outcome of the request via written communication.
7. Component(s) of financial aid is adjusted accordingly. A new financial aid award letter is created and provided to the student.
8. Full documentation of the adjustment is recorded for the student file.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## **Return of Title IV Funds (R2T4) Policies and Procedures**

### **Date**

June 1, 2014

### **Revised**

3/2017, 3/18/2022, 11/9/2023

### **Purpose & Scope**

It is the policy of the Maine College of Health Professions (MCHP) to follow the federal requirements of 34 CFR 668.22. The federal statute requires MCHP to recalculate federal financial aid eligibility to a Title IV grant or loan recipient who officially or unofficially withdraws or leaves for any reason, including medical withdrawals and administrative or academic dismissals from the college before completing the payment period or period of enrollment. (Modular courses are courses that do not span an entire semester.)

NOTE: MCHP strongly encourages students to read and understand the policies below prior to making a final decision about withdrawing from classes. The requirements for the Title IV program funds when a student withdraws are separate from the Maine College of Health Professions' refund policy.

### Add/Drop Period

If a student's enrollment changes during the add/drop period, then aid will be re-evaluated based on the new enrollment status, cost of attendance, and award/disbursement procedures for each award type.

- Pell Grant – will be repackaged if the enrollment status changes before the Pell recalculation date.
- Direct Loans - If enrollment status remains at least half-time at the end of the add/drop period, the loan funding will not be adjusted even if the enrollment status changes during the add/drop period. The student is still eligible for the amount to be disbursed based on the revised cost of attendance.

If a student drops all courses during the add/drop period and does not begin attending any classes, all aid will be removed before disbursement.

### After the add/drop period

If a student attended classes and the last date of activity is recorded in the student information system, then that date is utilized to determine the R2T4 calculation.

### Return to Title IV

Federal Financial Aid is disbursed under the assumption that the student will attend for the entire payment period (Semester/Module) for which the student was awarded funds. MCHP will determine how much financial aid the student earned if that student:

1. Completely withdraws
2. Stops participating in classes before completing a semester/module or does not complete all modules the student was scheduled to attend.

Institutions are required to determine the amount of Title IV financial aid that was "earned within the payment period." Software provided by the US Department of Education is used to complete the R2T4 calculation. This calculation must be completed within 30 days of the date the school determines that the student has withdrawn. The school is required to return any **unearned funds within 45 days from the date of determination.**

Students enrolled in semester courses – The total number of days of the semester, excluding any scheduled breaks of five more days.

Students enrolled in modular courses – The number of days in the modules in which they are enrolled.

### Modular Withdraws Reviews for Sessions

If students are enrolled for only one session and withdraw during one session, then the official withdrawal policies and procedures will be used to determine if an R2T4 is needed, and if so, processed using the calendar dates associated with that session.

If students are enrolled for multiple sessions or are enrolled in both a session and a full semester course and are packaged for aid using the entire payment period, then the following questions will be used to determine if the student qualifies as a withdrawn student.

1. After beginning attendance in the payment period or period of enrollment, did the student cease attendance or fail to begin attendance in a course he or she was scheduled to attend?
  - a. When the student ceased attendance or failed to begin attendance in a course he or she was
  - b. scheduled to attend, was the student still attending other courses?
2. When the student ceased attendance or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending other courses?
  - a. Yes – This is not a withdrawal. Aid is recalculated based on the add/drop/withdrawal policy.
  - b. No- Proceed to number 3
3. Did a student complete all requirements for graduation at the time of withdrawal?
  - a. If Yes – this is not a withdrawal. It may be necessary to recalculate Title IV aid
  - b. If No – Proceed to Question 4
4. Did the student successfully complete Title IV eligible coursework in one module or combination of modules that equals 49% or more of the number of countable days in the payment period?
  - a. If Yes – this is not a withdrawal. It may be necessary to recalculate Title IV aid

- b. If No – Proceed to Question 5
5. Did the student successfully complete Title IV eligible coursework equal to or greater than what the school considers to be half-time enrollment (6 Credits) for the payment period?
  - a. If Yes – this is not a withdrawal. It may be necessary to recalculate Title IV aid
  - b. If No – Proceed to question 6
6. Did the student confirm in writing or via email their intent to attend a course in the module beginning later in the term and no more than 45 days after the withdrawal date from the previous course?
  - a. If Yes – this is not a withdrawal. Aid is recalculated using the new enrollment type and our policies and procedures for awards received.
  - b. If no, complete the R2T4 calculation
  - c. If a student provides intent to return to attend a course in the payment period and subsequently wishes to change the re-entry date, he or she may do so by submitting the request in writing.
7. If a student confirms intent to attend in a module beginning later in the term, but does not actually return, the student is considered to have withdrawn, and the last date of attendance from the most previously attended course is used as the withdrawal date for the R2T4 calculation.
8. For a student who:
  - a. Withdraws from a module program;
  - b. Does not provide intent to return to a later course
  - c. Had aid returned based on an R2T4 calculation;
  - d. Re-enters the same program prior to the end of the payment period, the student is considered to have not withdrawn and is eligible to receive Title IV funds for which he or she was eligible prior to withdrawal, including funds returned under the return of Title IV funds provisions and based on the enrollment status upon re-entry.

The order in which Title IV program funds must be returned.

1. Unsubsidized Direct Loans (Other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required
5. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

## Types of Withdrawals

### Official Withdrawals

The following procedures are in place at MCHP for official withdrawals:

1. The student notifies the MCHP Registrar's Office of intent to withdraw.
  - a. MCHP may allow a student to rescind his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment.
2. The Registrar notifies the Financial Aid and Student Account Offices of the student's withdrawal and the official withdrawal date for the R2T4 calculation.
3. If the student had federal financial aid (Title IV aid), the R2T4 calculation is performed.
  - a. The college must determine the amount of Title IV aid a student has earned if he or she withdraws. Within 30 days, the college will calculate the amount of Title IV aid that a student has earned based on the payment period of enrollment. The student will be obligated to pay for any tuition, fees, books, or equipment not covered by Title IV funds.
  - b. The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if 25 percent of the payment period has been completed, the student has earned 25 percent of the assistance that he or she was originally scheduled to receive for the payment period. Once a student has completed more than 60 percent of the payment period, he or she will be considered to have earned all Title IV aid.
  - c. If a student has received more assistance than he or she has earned, the excess funds must be returned. The funds are returned in the following order: Unsubsidized loan first, Subsidized loan, then Pell Grant last.
  - d. If the student has received (or the college received it on his or her behalf) less assistance than the amount earned for the payment period, he or she will be able to receive those additional funds through a post-withdrawal disbursement.
    - i. If the student has grant eligibility due to a post-withdrawal disbursement, the school will process grant funds and post them to the student account.
    - ii. If the student has loan eligibility due to a post-withdrawal, MCHP will offer the loan(s) post-withdrawal and will not process until the student and/or parent has accepted all or a portion of the loan within 30 days of the school sending notification. Once the school has the

signed acceptance from the student, MCHP will process the loans and post them to the student's account within the time frames allowed. If the school does not receive notification back from the student, MCHP will not process the loan, and it will not be credited to the student's account. Any unclaimed post-withdrawal loan funds will be returned to the Federal loan program.

4. If the R2T4 calculation results indicate that the student received more Title IV assistance than they earned, funds are returned to the Education Department using the electronic refund functionality in G5. If the R2T4 calculation results indicate that the student received less Title IV assistance than he or she earned a post-withdrawal disbursement is arranged.
  - a. The conditions and limitations for a post-withdrawal disbursement are the same as for all other late disbursements. However, there are additional requirements for late disbursements made as post-withdrawal disbursements. MCHP follows the rules for paying and/or offering a post-withdrawal disbursement in regulations governing the Return of Title IV Funds. From the date MCHP determined that a student withdrew, grants are returned as soon as possible, but not later than 45 days.
  - b. Although MCHP must make or offer late disbursement in certain situations, a student is never required to accept it, particularly loans. For example, a student may decline a late disbursement of a loan to avoid taking on additional debt.
  - c. The regulations prohibit MCHP from making a late disbursement in certain situations, even if a student otherwise meets the conditions for a late disbursement. MCHP will not make a
    - i. Late second or subsequent disbursement of Direct Loan funds unless the student has graduated or successfully completed the loan period;
    - ii. Late disbursement of Direct Loan funds to a first-year, first-time borrower who withdraws before the 30th day of the student's program of study (unless the school meets the requirements for a waiver based on low default rates).
    - iii. Late disbursement later than 180 days after the date the student becomes ineligible.
    - iv. Late disbursement of a grant later than 45 days after learning of a student's withdrawal.
5. The student is notified of the action(s) taken.
  - a. Borrowers who withdraw from school will receive exit interview information.

### Determining Unofficial Withdrawals

MCHP assumes that the student has unofficially withdrawn if:

- They began attendance at MCHP and
- Did not officially withdraw and
- Failed to earn a passing grade in at least one course during an entire period.

This policy and related procedures are required under the federal Title IV student financial aid programs. MCHP has policies and procedures to identify and timely perform R2T4 calculations for unofficial withdrawals. This requires the collaboration of a number of different areas on campus, including faculty. The policy accounts for:

1. A student has attended at least one class day.
  - a. Prior to performing the R2T4 calculation for an unofficial withdrawal, the college will document that the student attended at least one class day of the course for which the student received a non-passing grade. MCHP cannot assume that the student began attending class simply because the student was registered in the course.
2. Determining the difference between an earned non-passing grade and an unearned non-passing grade.

The following procedures are in place at MCHP for tracking unofficial withdrawals:

1. At the end of each semester, the Financial Aid Office (FAO) runs a query of all Title IV aid recipients with all non-passing grades for the enrollment period.
2. The Registrar's Office reviews the student's files. It communicates with faculty as needed to determine if the student had any academic-related activity for the semester and to determine the last day of attendance or the last day of academic-related activity, if available. The list is updated and returned to the FAO for follow-up.
3. The FAO uses the last date of attendance or last day of academic-related activity, if available, or uses 50 percent of the period date as the withdrawal date, whichever is appropriate.
4. The FAO performs the R2T4 calculations.
5. Adjustments are made in the student information system by the FAO.
6. The students are notified in writing of all returns and any obligations required by the student with instructions.
7. The Student Accounts staff is notified of any refunds that need to be returned and returns the unearned funds no later than 45 days after MCHP determines the student withdrew.
8. The Student Accounts office adjusts the student's account for all Title IV fund reductions.

**Procedure**

Students wishing to withdraw from the College should contact their Academic Advisor and the Dean and submit a resignation letter to the Registrar. Withdrawal is not considered official until the dated letter of resignation is filed with the Registrar. Until such filing, the student remains enrolled in the College and is responsible for fulfilling its academic and financial requirements.

At MCHP, the following offices are responsible for coordinating the withdrawal process:

- The Registrar's Office is the designated contact point for students who choose to withdraw. The student may contact the college in person or via electronic mail.
- The Financial Aid Office is responsible for performing the R2T4 calculations and to notify the student accounts office of appropriate adjustments to the student's account.
- The student accounts staff is responsible for returning any unearned Title IV funds to the Federal Government.

A student's aid is posted to his or her account at the beginning of each period, and the student earns the funds as they complete the period. If the student withdraws during the payment period, the amount of Title IV earned by the student up to that point is determined by a formula on a pro-rata basis. If the student receives excess program funds that must be returned, MCHP will calculate the portion to be returned to the Federal Government. The portion to be returned will be equal to the lesser of Institutional charges, the unearned % of the funds, or the entire amount of excess funds.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

**Return of Unearned Tuition Assistance (TA) Benefit****Date**

April 1, 2016

The Department of Defense requires the return of unearned TA funds on a proportional basis through at least the 60% portion of the course regardless of the reason for withdrawal (service-related or otherwise). The return of any TA funds will be returned directly to the military service, not the service member.

The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if 25 percent of the payment period has been completed, the student has earned 25 percent of the assistance that he or she was originally scheduled to receive for the payment period. Once a student has completed more than 60 percent of the payment period, he or she will be considered to have earned all of the TA funds. If a student has received more assistance than he or she has earned, the excess funds must be returned to the military service.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

**Return of Unearned Military Tuition Assistance****Date**

February 1, 2015

**Amended**

10/19/2018, 6/4/2019, 11/9/2023

Any reservist or active military status student who is unable to complete the current semester due to unexpected military services or is called to duty will meet with the Vice President of Finance, Vice President of Academic and Student Affairs, and their program Dean to make an initial plan for the student to re-join the college upon release from their duty. Military Tuition Assistance Funds may be returned to the Department of Defense according to the Return Unearned Military Tuition Assistance Funds Policy, which will not result in student debt for the returned funds.

The student must present a copy of their official military orders to the Registrar. A copy of the orders will be maintained in the Student file.

The student would notify the Admissions Office of their intent to return, and the return would be based on available space.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## SAP Appeal Form

**FINANCIAL AID APPEAL**  
**SATISFACTORY ACADEMIC PROGRESS**  
(Information Sheet)

**INCOMPLETE FORMS will NOT be considered.**

Financial Aid Appeal Forms are available on the MCHP web site under Financial Aid Satisfactory Academic Progress <http://www.mchp.edu/financial-aid-satisfactory-academic-progress>

**Complete and Print out Form.**

**ALL APPEALS MUST HAVE:** Check list below.

1. Financial Aid Appeal Form.
2. Student's Statement of Appeal
3. Attach an unofficial Maine College of Health Professions transcript.
4. Attach an Educational Plan signed and dated by advisor or director and student.

**Reinstatement:** All financial aid students must meet satisfactory academic progress standards. MCHP requires that all students maintain a cumulative G.P.A. of at least 2.0, successfully complete at least 67% of all credits attempted and meet all prior appeal restrictions to be considered for eligibility for federal and state financial aid.

**Extension:** Federal regulations require schools to establish a time limit for financial aid eligibility. At MCHP, the time limit is 150% of your program credits and/ or you have received an AAS degree or a certificate. If approved, a student may continue to receive financial aid beyond the usual time limit in order to complete their objective. You must also maintain the G.P.A of at least 2.00, and successfully complete at least 67% on a semester and cumulative basis.

Submitting an appeal does not guarantee it will be approved. Each case is reviewed and a decision is made based upon its individual merits. A response will be mailed to you via the address you provided on your appeal form. Disbursement of eligible aid after approval of an appeal will not be considered an extenuating circumstance for any future appeal. Review Process may take up to 4 weeks. **Committee decision is FINAL.**

**All paperwork included with your appeal becomes property of the Financial Aid Office and will not be returned, therefore, please do not submit original documents. The Financial Aid Office will not be responsible for making copies.**

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

**PRINT OR TYPE THE FOLLOWING:**

***ACADEMIC SEMESTER(S)/YEAR FOR WHICH AN APPEAL IS BEING REQUESTED***

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

Disqualified due to:

Less than 2.00cum GPA

Failure to meet 67% completion rate

Attempted 150% of their academic program received an AAS degree, and /or Certificates.

NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Academic Program:** \_\_\_\_\_ **Estimated Completion Date (month/Year):** \_\_\_\_\_



**STUDENT CERTIFICATION:**

- In order to be eligible for financial aid I **MUST**:
  - Take courses that are required for my declared program of study.
  - Maintain a cumulative GPA of 2.0 or better, complete minimum 67% of the units attempted every semester and 67% of cumulative units attempted.
- **I have a limited timeframe** to be considered for aid in which I must complete my program of study.
  - Failure to meet academic requirements, or exceeding my allowed timeframe, means that I am ineligible for aid
  - I am responsible for reading and complying with the Satisfactory Academic Progress (SAP) Policy found on <http://www.mchp.edu/financial-aid-satisfactory-academic-progress>

By signing below, I certify I have read and understand the APPEAL procedure and that the **appeal decision is FINAL**. If my appeal is approved, I agree to the terms of my APPEAL and to the decision of the Financial Aid Office. I acknowledge that future receipt of financial aid depends upon fulfilling the conditions of my appeal and maintaining all other aspects of the satisfactory academic progress policy.

*Student's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## Satisfactory Academic Progress

### Date

May 1, 2003

### Amended

August 2009, June 2013, February 2014, April 2014, June 2014, August 2016, April 2017, June 2019, March 2024, January 2026

To comply with Federal Title IV Regulations §668.34, Maine College of Health Professions (MCHP) is required to establish and implement policies and procedures surrounding Satisfactory Academic Progress (SAP) for students who use Federal student aid to help pay for college. The SAP policies must be at least as strict as the school's policies for non-Title IV recipients, and in the case of MCHP, the policies are the same for all groups of students (including VA benefit and DoD Tuition Assistance recipients). The SAP policies are published in the MCHP Catalog and on its Website at <http://www.mchp.edu>

### SAP Policy

It is MCHP's policy to enforce the Federal rules surrounding SAP as defined by the following rules and procedures.

**Consistent Application of Policy – MCHP's SAP policy provides for consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate, and educational programs established by the school.**

MCHP's Registrar is instrumental in working with the Financial Aid Office to ensure that consistent standards are applied to all students within the categories noted above by identifying the students by category upon request by the aid office.

**Frequency of SAP Review - MCHP reviews SAP after each payment period based on pace and grade point average for each student.** All students receiving financial aid must complete a given number of credits in comparison to those attempted, as noted under Pace. The scale varies depending on the status of the student - full-time, part-time, or three-quarter time - and the educational program in which the student is enrolled.

Each semester, the MCHP's Registrar provides a report to the Financial Aid Office that verifies that students listed on the official roster have achieved satisfactory progress as defined in the components of that policy listed below.

**Reinstatement of Eligibility:** Financial aid eligibility may be regained by eliminating all SAP deficiencies (at the student's expense) until the requirements of the SAP policy are met or by the student successfully appealing their SAP status. Students who do not enroll for a semester or pay for school at their own expense do not automatically qualify to receive financial aid in a subsequent semester.

**Timeframe - The maximum allowable timeframe for receiving financial aid is equal to 150% of the published length of the academic program.**

- **Example:** If the program requires 70 credit hours for graduation, a student will reach the maximum timeframe at three years of enrollment.

**Pace – A student must complete 67% of credit hours attempted each semester to remain compliant with the SAP policy.** The pace is calculated by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours the student has attempted. MCHP does not include

remedial courses in the Pace calculation. Transfer credit hours from another institution that are accepted toward a student’s educational program are counted as both attempted and completed hours. Course incompletes and withdrawals are included in both the Pace and GPA calculations; students do receive Title IV student aid for repeating a course.

**Example:** Successfully completed credit hours (12) are divided by the attempted credit hours (16) to calculate pace (75%). The pace must be at least 67% to meet eligibility requirements.

**Completed Hours ÷ Attempted Hours = Pace**

**Completed Credit Hours** = All credit hours with a passing grade on a student’s academic record, according to the Registrar (A, A-, B+, B, B-, C+, C, P, TR) and all transfer credit hours.

**Attempted Credit Hours** = All completed credit hours listed above and all credit hours with a non-passing grade (C-, D+, D, D-, F, WF, WP) on a student's academic record, according to the Registrar.

	Enrollment in Program		
	Full-time= 12+ Credits	¾ Time = 9-11 Credits	½ Time = 6 Credits
Maximum # Academic Years to Complete Program	3 Years	4.5 Years	6 Years

**GPA – Title IV aid recipients at MCHP must maintain at least a 2.0 Cumulative Grade Point Average (GPA) to remain eligible to receive Federal student aid.**

If a student is enrolled at MCHP for more than 2 academic years, the student must have a "C" or its equivalent or have academic standing consistent with the college’s requirements for graduation. The Office of the Registrar calculates the student's grade point average using MCHP's academic standards. Students with insufficient grade point averages are notified of their status by the Financial Aid Office. Upon notification of the academic action, the Financial Aid Office will take the appropriate action.

Students not maintaining SAP will receive a letter from the Financial Aid Office indicating they have been placed on Financial Aid Warning, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving such a letter should see an academic counselor as soon as possible.

**Financial Aid Warning** - is a status assigned to a student who is not making SAP at the end of the semester/payment period. A student on financial aid warning may continue to receive assistance under the Title IV HEA programs for one semester/payment period despite a determination that the student is not making SAP. A Financial Aid Warning status may be assigned without an appeal or other action by the student. At the end of the Financial Aid Warning semester, the student must successfully meet SAP. If the student does not meet SAP, the student will be suspended from receiving further financial aid. The student may appeal this decision – see the Appeal Process below.

**Financial Aid Probation** – is a status assigned to a student that appeals a financial aid suspension and the appeal is granted. While on “SAP Probation” status, the student can continue to receive financial aid. A student placed on Financial Probation is a student that MCHP determined should be able to meet the school’s SAP standards by the end of the subsequent payment period or meet the condition of an academic plan for the student to follow to ensure that the student is able to meet MCHP’s SAP standards by a specific point in time. If, at the end of the probation period, the student does not meet MCHP’s SAP standards or the terms of the academic plan condition, the student will be ineligible for all financial aid.

To remain eligible for financial aid, the student must meet MCHP’s SAP standards or the terms of the academic plan condition. The student is then required to notify the Financial Aid Office in writing that the conditions of eligibility have been met. The student will be required to observe all normal application procedures and deadlines for financial aid consideration. The Financial Aid Office will verify eligibility with the Registrar and will notify the student, in writing, that the student is eligible for Title IV financial aid.

**Appeal Process** - Students who wish to request an appeal due to the death of a relative, injury or illness of the student, or other extenuating circumstances must submit the request to the Financial Aid Specialist. As a part of the appeal, the student must detail the circumstances that impacted his/her performance, as well as what has changed to make rectification possible at the next point of evaluation.

The Financial Aid Office will review the appeal and notify the student in writing of the decision within 10 business days of the date the appeal is received. The student may then appeal that decision in writing to the Dean of their program or the President of the College. A response will be given to the student within 10 business days from the date that the appeal is received.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Student Federal Aid Packaging

### Date

December 22, 2015

### Amended

11/9/2023

This policy addresses the protocols necessary to support the student population and maintain compliance with the U.S. Department of Education regulations regarding the student loan process.

Maine College of Health Professions participates in the Pell Grant and the Direct Student Loan and Parent PLUS Loan Programs through Title IV Funding and participation approval by the U.S. Department of Education.

### Process:

1. The student files the Free Application for Federal Student Aid (FAFSA). Using the Federal Methodology for determining a student's financial aid need, the Financial Aid (FA) Office analyzes and awards any aid for which the student is eligible. The FA Office advises the student through the Financial Aid Award Letter of the type and amount of Federal Aid awarded.
2. The transcript is pulled to verify the number of credits the student is enrolled for the semester/year. The FAFSA is reviewed for Expected Family Contribution (EFC), C-flags, or to determine if the student has been selected for verification. The National Student Loan Data System (NSLDS) is reviewed to see Pell and Loan limits, verifying eligibility.
3. Pell will be awarded first for each semester based on EFC and COA using the Pell chart from the Information for Financial Aid Professionals (IFAP) website. Then loans are awarded based on at least half-time enrollment, number of total credits earned (less than 35, 1st year; over 35, 2nd year), and dependency status.
4. Verify that the Master Promissory Note (MPN) and Entrance counseling are complete before disbursing any loans. A copy of these will be placed in the student's FA file.
5. Loans are awarded only to the maximums allowed or an amount that, when factored with other financial aid, would meet the student's total cost of attendance.
6. The Awards are entered into the College's secure student information system, and the student is notified through an award letter.
7. The student accepts the student aid offer by indicating acceptance through the College's secure online portal. If a student wants less than indicated on the award letter, they must indicate the amount on the portal.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Student Loan Processing

### Date

April 1, 2011

### Amended

February 2015, December 2015, March 2024, January 2026

This policy addresses the protocols necessary to support the student population and maintain compliance with the U.S. Department of Education regulations regarding the student loan process.

The Maine College of Health Professions participates in the Direct Student Loan and Parent PLUS Loan Programs through Title IV Funding and participation approval by the U.S. Department of Education.

**Process:**

1. A student files the Free Application for Federal Student Aid (FAFSA). Using the Federal Methodology for determining a student's financial aid need, the Financial Aid Office advises the student through the Financial Aid Award Letter of the type and amount of student loan they are entitled to receive.

**Dependent Undergraduate Annual Limits for Direct Subsidized Loans and Direct Unsubsidized Loans**

Dependent undergraduates (excluding dependent students whose parents can't get Direct PLUS Loans)	Total (subsidized and unsubsidized)	Maximum subsidized
First Year	\$5,500	\$3,500
Second Year	\$6,500 \$4,500	\$4,500
Third Year and Beyond	\$7,500 \$5,500	\$5,500

**Independent Undergraduate Annual Limits for Direct Subsidized Loans and Direct Unsubsidized Loans**

Independent undergraduates (and dependent undergraduates whose parents can't get Direct PLUS Loans)	Total (subsidized and unsubsidized)	Maximum subsidized
First Year	\$9,500	\$3,500
Second Year	\$10,500	\$4,500
Third Year and Beyond	\$12,500	\$5,500

2. Loans are awarded only to the maximums indicated above or an amount that when factored with other financial aid would meet the student's total cost of attendance.
3. The student accepts the student loan offer by indicating their acceptance through the College's secure online portal. If a student wants less than indicated on the award letter they must indicate the amount on the portal.
4. The student completes a Master Promissory Note (MPN) and Entrance counseling through an online process at [www.stdentloans.gov](http://www.stdentloans.gov). The Financial Aid Office prints a copy of the completed MPN and confirmation of completion of entrance counseling from the Common Origination & Disbursement website (COD) to ensure the MPN has been completed prior to originating the loan in EdExpress. If the student has a multi-year Master Promissory Note in place, that document can be used, provided it is not expired.
5. The Financial Aid Office originates the loan in EdExpress and then transmits it through EdConnect to the COD system. Once accepted in COD and transmitted back to EdExpress, the funds are disbursed to the student's account by the Bursar.
6. The Bursar sends a request to the College Accounting Office to have funds drawn down through the G5 website. Accounting does general ledger entries to reflect funds received through electronic transfer. The Bursar's Office maintains copies of requests and general ledger entries.
7. If Title IV Funds create a credit on the student account, a refund check is issued to the student within 14 days from the disbursement date per Federal Regulations.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

**Student Loan Repayment Program****Amended**

11/9/2023

**Reviewed**

May 2011, February 2015

This policy addresses the processes performed by the College to assist students and lenders in the loan repayment process.

At the start of each school year:

1. Upon determining student eligibility, the student is given information about the Direct Loan Program. Each student is made aware of maximum loan amounts for the student year through the Financial Aid Award letter.

2. The student receives counseling via an online counseling process on various issues – the difference between subsidized and unsubsidized loans, prepayment options, and the items considered to be educational for use of student loan funds. Additionally, the student is advised of aggregate loan amounts to be borrowed by students. The student is made aware of additional funds available through unsubsidized student loans, PLUS Loans, or alternative loans through local lenders. Online entrance counseling is required for all loan recipients.
3. The school certifies through Common Origination and Disbursement (COD) that the student is eligible for funds. The Financial Aid Office maintains a good working knowledge of COD and uses this system regarding student loan issues.

Upon graduation from the College or Withdrawal:

1. Exit interview counseling information is delivered upon separation from the College. The Financial Aid Office receives electronic notification of completion by the student.
2. Each student is provided with an exit letter prepared by the Financial Aid Office that includes the information to complete exit counseling and the information for the Ombudsman.
3. The College actively participates with all lenders in Skip Tracing, address correction, and monitoring throughout the year. The College maintains copies of all such correspondence.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Students Convicted of Sale or Possession of Illegal Drugs

A federal or state drug conviction can disqualify a student from receiving federal student aid funds. The student self-certifies on the FAFSA that he/she is eligible. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid; they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile unless the student was tried as an adult.

The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Offense	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. The student will be provided a clear and conspicuous written notice of his/her loss of eligibility and the methods whereby he can become eligible again. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program that includes two unannounced drug tests given by such a program. Further drug convictions will make him/her ineligible again.

The student must certify to MCHP that he/she has successfully completed the program. When a student regains eligibility during the award year, MCHP may award Pell Grant for the current payment period and Direct Loans for the period of enrollment.

### Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Tuition Appeal

### Date

March 10, 2015

This policy addresses situations in which students believe they have valid reasons for requesting a refund of tuition from Maine College of Health Professions. If a student feels he or she has an extenuating circumstance which justifies an exception to the refund policy, he or she may appeal to the Tuition Appeals Committee in the following manner:

### PROCEDURE:

1. The student must complete a tuition appeal form (attached) and submit it to the Bursar's office in writing no later than 30 days from the end of the semester in which the course was offered.
2. Appeals must include any supporting documentation that warrants the request for appeal.
3. The Tuition Appeals Committee will meet to review the appeal.
4. The student will receive a written response with the Committee's decision within 4 weeks of the appeal.
5. Committee decisions are final.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Tuition Benefit and/or Outside Scholarships

### Date

January 25, 2018

### Amended

6/5/2018, 11/9/2023

It is the student's obligation to notify MCHP of any tuition benefits from employers and or outside scholarships if receiving federal financial aid.

- Students who receive federal financial aid must notify the financial aid office that they are:
  - Eligible to receive tuition benefits from their employer
  - Recipients of any outside scholarships or grants
- Relative to financial aid regulations, the Financial Aid Office may adjust the student's financial aid to the extent that outside resources impact it.
  - A student must not receive any financial aid over and above their cost of attendance, resulting in an over-award of aid.
  - The Financial Aid Office retains the right to track any estimated financial assistance and make necessary adjustments to meet federal regulations.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Unpaid Balance on Student Account

### Date

March 1, 2009

### Revised

April 3, 2014

### Reviewed

June 30, 201

Policy dictates the protocol to follow when a student has an unpaid balance due the College of Nursing and Health Professions.

### PROCEDURE:

1. Student is aware of balance owed through notices from the College of Nursing and Health Professions and/or collection agency or attorney services. Letters from the College of Nursing and Health Professions indicate that transcripts will not be released for any student who has an outstanding account balance.

2. Student receives a minimum of three requests for payment of account. Student is also advised of option of making payment arrangements to pay obligation.
3. The final letter to student advises that payment is due by a set date or account will be referred to collections.
4. Account referred to Advanced Collection Services or Fales & Fales for collection.
5. Account remains on active account status for a period of one year and then is transferred off A/R to Bad Debt. Accounting is advised and a general journal entry is made for any funds collected by attorney or collection services.
6. Transcripts or other student records are not released while the student has an unpaid balance. In addition, a student is not eligible for re-enrollment in the program with an outstanding balance due the College.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

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# Safety & Security Policies

## Drug-Free Campus Policy

### Date

March 18, 1989

### Amended

November 1, 2010, February 24, 2012, November 30, 2015, January 8, 2016, April 22, 2016, August 1, 2017

### Reviewed

September 14, 2000

The Maine College of Health Professions works to provide a drug-free environment for all employees and students.

On the College premises or at College-sponsored activities, the following acts are prohibited:

- distribution, possession, use of, or attempt to purchase any illegal drug or controlled substance without legal authorization
- providing alcoholic beverages to individuals under 21, or possession of alcoholic beverages by individuals less than 21
- possession of an open container of an alcoholic beverage in a public place without the express permission of the owner, public intoxication, driving while intoxicated, and drinking alcoholic beverages in an unlicensed public place

### Marijuana Use

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on campus and clinical settings illegal, even in states with medical or recreational marijuana laws, including Maine. Thus, the College does not permit the use of medical or recreational marijuana anywhere on campus or in the clinical setting.

### Disciplinary Sanctions

As an employee/student of the College, you are hereby informed that the unlawful manufacture, distribution, dispensing, possession, use of, or attempt to purchase any illegal drug or controlled substance will result in dismissal from the College or termination of employment with the College. A controlled substance includes opiates, cocaine and its derivatives, hallucinogenic substances, marijuana, amphetamines, barbiturates, and other narcotic drugs, a complete list of which is found in Schedules I-V of Section 812 in Title 21 of the United States Code. In accordance with Maine Law, the College will proceed to appropriately involve police officials to enforce this policy, and thus individuals may be subject to prosecution. The sanctions here also pertain to the prohibited acts listed above related to alcoholic beverages possession and use.

To continue to work for or attend the College, you must agree to abide by this drug-free campus policy. The College will provide to employees and students on an annual basis information on the following:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities.
- Description of applicable legal sanctions under state, local and federal law.
- Description of health risks.
- Description of available counseling, treatment rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

*The Drug-Free Workplace Act of 1988  
(\*DOD Drug-Free Workforce)*

The 1988 Drug-Free Workplace Act of 1988 requires that no department, agency, or instrumentality of the United States receive any federal funds unless a written policy be in place, prior to January 16, 1989, to ensure that all its workplaces are free from illegal use, possession, or distribution of controlled substances (as defined in the Controlled Substances Act) by the officers and employees. The legislation prohibits the payment of any fiscal year 1989 funds to a contractor or recipient who does not have such a written policy statement in place.

Necessary provisions appear in "Subtitle D," of the "Drug-Free Workplace Act of 1988." A federal contractor should:

- Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The sanctions as a result of violation to this policy should also be specified.
- A drug-free awareness program should be established to inform employees about the dangers of drug abuse in the workplace; the policy for maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.
- Provide to each employee on contract a copy of the published statement.
- Notify the contracting agency within 10 days of receiving a notice of conviction from an employee.
- Either sanction the convicted employee or require participation in a rehabilitation program.

There is currently no indication as to how these provisions will be enforced. Certain federal benefits can be denied to anyone convicted of distributing or possessing illegal drugs.

The Department of Defense issued interim regulations requiring all DOD contractors to institute and maintain a program, including drug-testing programs, to provide for a drug-free workforce. It is intended that DOD requirements are to cover employees who have access to classified information. To achieve a drug-free workplace program, contractors will be required to include: (1) employee assistance; (2) teaching supervisors to detect and address illegal drug use; (3) confidential treatment referral; and (4) identification of illegal drug users, including testing.

\*Excerpted from the College and University Personnel Association Newsletter

## Education and Prevention of Alcohol and Substance Abuse

### Date

September 14, 2000

### Amended

July 21, 2010, May 14, 2018

The following are components of the program aimed at education and prevention of alcohol and substance abuse implemented on an annual basis for the staff and students of the College.

The program includes:

- Education about alcohol and substance abuse and related health risks.
- Education about treatment of alcohol and substance abuse, including a list of referrals and resources for counseling and treatment.
- A description of the College policies which prohibit the use, possession, or distribution of alcohol or illicit substances.
- A description of legal sanctions that may apply to an individual who violates the laws pertaining to the use of alcohol or drugs.

### Description of Components of the Program

Education about alcohol and substance abuse and related health risks

1. Education will be provided to faculty, staff and students of the College. Education may include the following:
  - A presentation and discussion directed by a professional health care provider who is currently active in the field of alcohol and substance abuse.
  - Distribution of written materials (pamphlets, handouts) which address the health risks of alcohol and substance abuse.
  - Use of a video which provides education about aspects of substance abuse and its prevention and treatment.
  - Supplemental education is provided to the students of the College on an annual basis.
2. Treatment of alcohol and substance abuse

Current treatment options will be discussed/presented during the annual educational session. A list of treatment and counseling resources will to be distributed to faculty, staff, and students in the College. Anyone requesting assistance with the evaluation or treatment of an alcohol or drug related problem will be referred through the Employee Health Office, or to the individual's own health care provider.

3. College policies related to alcohol and substance use, possession, or distribution

The College prohibits the consuming, keeping, or distribution of any alcoholic beverage or illicit drug or substance on the College campus. Violating this policy shall result in the individuals or residents immediately being dismissed from the College, and/or immediately moving out of their dorm room.

4. Legal sanctions in instances of alcohol or substance related use, possession or distribution

Some situations involving the use of alcohol are illegal. The use, possession and distribution of illicit drugs or substances are a civil and/or criminal offense under Maine law. In accordance with Maine law, the College will proceed to appropriately involve police officials to enforce their policies, which prevent the illicit use, possession or distribution of alcohol and/or drugs. Individuals involved may be subject to prosecution under the full extent of the law.

5. Biennial review of the program

The Vice President of Academic and Student Affairs will conduct biennial review of the effectiveness of the alcohol and substance abuse program.

\*This policy is in compliance with the Drug-Free Colleges & Communities Act Amendments of 1989 (P. L.101-226), section 1213 of the HEA.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Policy Regarding Making a False Report

**Date**

April 15, 2016

**Amended**

May 14, 2018

Any employee or student knowingly making a false report, or complaint, or knowingly providing false or intentionally misleading information during an investigation regarding a charge of sexual harassment, sexual violence, stalking, or intimate partner violence, may be the recipient of disciplinary action up to and including dismissal from the college or termination of employment.

A good faith complaint that results in a determination that the evidence is not sufficient to support a formal charge or to constitute a violation of this policy is not considered to be a false report.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Incident Reporting

**Date**

September 14, 2000

**Amended**

10/21/2013, 5/14/2018, 3/14/2024

**Definition:** An incident is any adverse occurrence or event inconsistent with the College's routine operation.

**Clinical Practicum:** Any incident occurring in the clinical setting requires the student and faculty/supervisor to follow institutional policy regarding incident reporting.

**Injury on Campus:** Any incident occurring on the College campus involving injury requiring more than basic first aid shall be documented using the Maine College of Health Professions (MCHP) Incident Reporting form and will be reported via the CMMC incident reporting system at the discretion of the College President.

Where there is a minor injury needing no more than basic first aid, the college employee will complete the Maine College of Health Professions (MCHP) Incident Report form and forward the form to the President of the College.

When there is an injury or possible injury that would require or potentially require more than basic first aid):

- a. Emergency services (call 9-911) should be encouraged for all parties involved. If a visitor refuses to access emergency services, this refusal should be documented in the MCHP incident report.
- b. The college employee will ensure the MCHP Incident Report is completed as soon as possible after the incident. The form must be sent to the President of the College, who will determine its dissemination.

**Theft or Property Damage:** Any event involving property damage or theft of personal items shall be documented and reported immediately using the College Incident Report Form. (Attached)

**Contact CMMC Security immediately for any security concerns at 207-795-2299.**

When there is theft, fire, property damage, etc.:

- a. Contact CMMC Security
- b. The College employee will call 9-911 in-house or 911 for other devices
- c. The College employee will contact the President of the College
- d. The College employee will complete the MCHP Incident Report Form within 24 hours of the occurrence
- e. The College employee will forward the completed form to the President of the College, who will determine its dissemination
- f. If there is physical harm to anyone involved, follow the procedure for Injury on Campus as described above.

\*NOTE – In no instance should any statement relating to the College’s liability be made by an employee of the College, except as authorized by the President of the College.

Approved: \_\_\_\_\_  
Monika Bissell, DBA  
President

**Incident Report: Injury, Property Damage, Event**

Date of Incident \_\_\_\_\_

Time Incident Occurred: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

If ‘Other’ was chosen name/describe/give address of location: \_\_\_\_\_

Name of Person Involved in the Incident: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If more than one person was directly involved (not witnesses), enter their names, addresses, phone, and email

**Injuries**

Purpose of Injured person on/near campus property \_\_\_\_\_

If ‘Other’ was chosen explain the purpose of the injured person’s presence on/near campus: \_\_\_\_\_

Describe the incident in detail: \_\_\_\_\_

Was first aid or medical attention given? \_\_\_\_\_

If first aid or medical attention was given, who administered this? \_\_\_\_\_

Was the injured a minor? \_\_\_\_\_

If a minor, were parents or guardians notified? \_\_\_\_\_

Name and contact information of parent or guardian contacted \_\_\_\_\_

**Property Damage**

Describe the Property Damage: \_\_\_\_\_

Extent of Damage: \_\_\_\_\_

Were Police Notified? \_\_\_\_\_

If so, which Police Department? \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone of Owner: \_\_\_\_\_ Email of Owner: \_\_\_\_\_

**Other Event**

Description of what occurred, and any action taken: \_\_\_\_\_

Did police investigate and make a report? \_\_\_\_\_

If so, which police department? \_\_\_\_\_

**Witnesses**

Name, address, phone, and email of any witnesses: \_\_\_\_\_

**Person completing this report:**

Name: \_\_\_\_\_ Date of Report \_\_\_\_\_

Phone: \_\_\_\_\_ Employee Position: \_\_\_\_\_

Division: \_\_\_\_\_

Campus Information: To be completed by the Dean of Division or Senior Administrator

Completed by: \_\_\_\_\_ Date this section is complete: \_\_\_\_\_

Was incident investigated by the College? \_\_\_\_\_

If yes, include notes of investigation: \_\_\_\_\_

Upload any photos that were taken:

Purpose of Report

The purpose of this report is: \_\_\_\_\_

If the purpose is for a claim, will the claimant be contacted by the College? \_\_\_\_\_

**Inclement Weather Policy**

**Date**

December 1, 2000

**Revised**

August 2008, August 2010, August 2021, August 2016, May 2018, February 2021, February 2024, January 2026

In the event of inclement weather where travel is, or is anticipated to be, unsafe, the President or designees will determine the need to delay classes or close the College. Individual faculty and staff may not cancel their classes or events without approval from the President or designee.

Should it ever become necessary to delay classes or close the College, the following notifications will be made:

College Website	<a href="http://www.mchp.edu/">http://www.mchp.edu/</a>
MCHP Email	Students, Faculty, and Staff will be notified by MCHP email

College activities may be delayed or may be completely canceled. If the College is closed, students will not attend required classes or clinical rotations. Except in extenuating circumstances, classes that are canceled will NOT be rescheduled; however, the involved faculty will offer class material in an alternate format. The College may reschedule clinical as deemed necessary. The decision to delay classes or close the College will be available by 5:30 AM for daytime scheduled events and 11:00 AM for afternoon and evening scheduled events.

Approved: \_\_\_\_\_  
 Monika Bissell, DBA  
 President

## Infection Control

### Date

February 8, 2024

### Effective Date

February 1, 2024

Standard Precautions are the primary strategy for the prevention of infectious agents among students and faculty; they include practices to be applied to the care of ALL simulated patients in ALL college laboratory settings, regardless of the suspected or confirmed presence of an infectious agent.

Standard Precautions shall be applied during the care of all simulated patients and anytime that there is anticipated contact with blood, body fluids, secretions, and excretions except sweat, non-intact skin, and/or mucous membranes.

Assume that every person is potentially infected or colonized with an organism that could be transmitted in a healthcare laboratory setting and apply infection prevention practices during the delivery of simulated practice. Utilize components of Standard Precautions in the following manner:

- **Hand Hygiene:**
  - Utilize Alcohol-Based Hand Rub (ABHR) before and after contact with simulated patient or simulated patient’s environment or used equipment, prior to donning and after doffing PPE, prior to aseptic procedures, and between contact of contaminated areas and clean areas of the same patient.
  - Wash hands with soap and water when hands are visibly soiled or contaminated with proteinaceous material (ex., blood/body fluids).
- **Personal Protective Equipment (PPE):**
  - Gloves:
    - When the potential exists for contact with blood or body fluids, secretions, excretions, mucous membranes, or non-intact skin. Wearing gloves DOES NOT replace hand hygiene. Remove gloves promptly after use.
  - Masks and eye protection:
    - During procedures and patient-care activities likely to generate splashes or sprays of blood, body fluids, and secretions.
  - Isolation gown: When potential contact of clothing or exposed skin exists with blood, body fluids, excretions, or secretions.
- **Environmental control:**
  - Cleaning:
    - Adhere to developed procedures for routine care, cleaning, and disinfection of environmental surfaces, especially frequently touched surfaces in laboratory and simulation areas.
  - Soiled simulation equipment:
    - Handle in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other students, faculty, and environments. Ensure that reusable equipment is not used for the care of another simulated patient and is discarded.
    - Adhere to developed procedures for routine care, cleaning, and disinfection of simulation equipment.

- Linen/laundry:
  - Handle, transport, and process used linen in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and avoids transfer of microorganisms to other students, faculty, and environments.
- **Sharp instruments/needles:**
  - Do not recap, bend, break, or hand-manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features when available; place used sharps in a puncture-resistant container.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

Adapted from: Central Maine Healthcare. (2023). Standard precautions used for all patients.

<https://mycmh.sharepoint.com/>

Additional reference: Centers for Disease Control (CDC). (2023). *2007 guideline for isolation precautions: Preventing transmission of infectious agents in healthcare settings.*

<https://www.cdc.gov/infectioncontrol/pdf/guidelines/isolation-guidelines-H.pdf>

## Non-Discrimination Policy

### Date

February 14, 2003

### Amended

July 23, 2010, July 20, 2012, April 8, 2016, May 14, 2018

The College is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, genetic information, or veteran status and other legally protected statuses in the recruitment and admission of its students, in the administration of its education policies and programs, or in the recruitment and terms and conditions of employment of its faculty and staff. The College adheres to all applicable state and federal equal opportunity laws and regulations. The College is dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation. The College maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of college operations.

This policy addresses all forms of sexual and gender discrimination, including sexual harassment, sexual violence, stalking, and intimate partner violence. The College does not discriminate on the basis of gender in its educational, extracurricular, or other programs or in the context of employment. Gender discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX is enforced by the Office for Civil Rights within the U.S. Department of Education, which has promulgated regulations explaining and implementing Title IX. Gender discrimination and sexual harassment are also prohibited under Title VII of the Civil Rights Act of 1964, and the Maine Human Rights Act, the regulations of both the Equal Employment Opportunity Commission and the Maine Human Rights Commission, and other applicable statutes.

This policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against College community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. The College also recognizes that harassment related to an individual's gender, gender identity or expression, or sexual orientation can occur in conjunction with misconduct related to an individual's race, national or ethnic origin, religion, age, disability or other statuses. Targeting individuals on the basis of these characteristics violates college policy and community principles. Under these circumstances, the college will coordinate the investigation and resolution efforts to address such harassment.

The College, as an educational community, will respond promptly and equitably to reports of sexual harassment, sexual violence, stalking, intimate partner violence, and any other discriminatory actions in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Policy Prohibiting Relationships by Persons in Authority

### Date

April 8, 2016

### Amended

May 14, 2018

It is the policy of the Maine College of Health Professions that sexual, romantic or other intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are prohibited. In general, this includes all sexual or other intimate relationships between students and their employers, supervisors, professors, advisors or other college employees. Similarly, college employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

Therefore, persons with direct supervisory or evaluative responsibilities who contemplate beginning or are involved in such relationships are required to promptly:

1. discontinue any supervisory or evaluative role with the other person; AND
2. report the circumstances to their own supervisor.

Examples of evaluative responsibilities include, but are not limited to, performance evaluations, salary decisions, decisions regarding promotion, or decisions on continuation of employment for a person with whom they have a consensual relationship. Failure to fully or timely comply with these requirements is a violation of this policy, and the person in authority could be subject to disciplinary action, up to and including dismissal from employment by the college.

All violations, complaints, or concerns regarding this policy should be reported to the Title IX Coordinator.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Policy Prohibiting Retaliation

### Date

April 8, 2016

### Amended

May 14, 2018

Any act of retaliation is prohibited by Administration, Faculty, Staff, or Students. The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a complainant, respondent, or third party may commit or be the subject of retaliation.

Retaliation in any way against an individual because they raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence is prohibited. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the reported allegation is later not deemed to be a violation.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking

### Date

June 21, 2016

### Amended

May 14, 2018

The Maine College of Health Professions prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined in the Code of Federal Regulations (34 CFR 668.46(a)), specifically:

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

## Education and Resources

- All incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing education on an annual basis. Education focused on sexual misconduct includes:
  - An overview of College policies and procedures including a review of resources and reporting options available for students, faculty and staff.
  - Relevant definitions including prohibited conduct, discussion of the impact of alcohol and illegal drug use, effective consent, safe and positive options for bystander intervention and information about risk reduction.
- MCHP encourages all community members to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual violence. Faculty and staff will escort any MCHP community member to a safe place, provide transportation to the hospital, assist in coordination with law enforcement, and notify the Title IX Coordinator.
- Assistance is available by contacting Campus Security and local law enforcement 24 hours/day, year-round.
- Medical Resources are available at local hospital emergency departments. Victims may also contact an advocate from the Sexual Assault Prevention Response Services or Safe Voices to accompany them to access off-campus resources.
- Confidential Resources and Support are available for individuals who are not prepared to make a report but are seeking information and support. These resources include local hospital emergency departments, Central Maine Medical Center Pastoral Care, Safe Voices, Maine Coalition Against Sexual Assault, and Tri-County Mental Health Services Crisis Center among others.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## Privacy and Confidentiality Policy - Reporting Sexual Misconduct

### Date

April 15, 2016

The Maine College of Health Professions is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct, including sexual harassment, sexual violence, stalking, or intimate partner violence. Throughout the reporting, investigation and sanction process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Privacy and confidentiality have distinct meanings under this policy.

Privacy generally means that information related to a report of misconduct will only be shared with a limited group of individuals. The use of this information is limited to those college employees who "need to know" in order to assist in the active review, investigation or resolution of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Radiation Safety

### Date

December 16, 2019

Purpose: To ensure Radiation Safety for patients, students, and the general public.

1. The Radiation Safety Officer (RSO) shall be appointed by the Dean of the Medical Imaging Programs. The RSO will work in cooperation with the Medical Imaging Administrators and Faculty to ensure adherence to regulations pertaining to radiation safety.
2. Medical Imaging Students will be educated in methods used to keep radiation exposure to patients, self, and the general public As Low As Reasonably Achievable (ALARA). Students are responsible for practicing radiation safety to foster the ALARA concepts.
3. Medical Imaging Students shall abide by the radiation safety policies of their assigned clinical site.
4. Medical Imaging Students will adhere to the radiation safety protocols listed in the Medical Imaging Student Handbook:
  1. Declaration of Pregnancy
  2. Dosimetry
  3. General Policy Statements
  4. Pregnant Students

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Safety

### Date

September 14, 2000

### Amended

August 8, 2001, August 6, 2002, August 25, 2006, August 1, 2008, August 20, 2010, May 14, 2018, November 22, 2019

Central Maine Healthcare's (CMH) safety policies including emergency preparedness and fire safety are found in the Safety Manual on the CMH portal. The College provides safety protocols through live drills and briefings to all faculty, staff, and students of the College. Safety protocols are outlined in the college-wide student handbook and student resident agreement.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Sexual Assault Reporting – Faculty, Staff, and Students

### Date

September 14, 2000

### Amended

July 23, 2010

Effective August 1st, 1992, under the Student Right To Know and Campus Security Act, mandated collection and statistics disclosure of campus rape has been extended to include collection of statistics concerning the occurrence of forcible or non-forcible sex offenses on campus. **The alleged victim is strongly encouraged to report any sexual assault immediately.** All matters involved in the reporting process will be confidential to the extent that mandating reporting procedure allows the alleged victim:

- To proceed immediately to the Emergency Department at the Central Maine Medical Center for necessary medical care.
- Notify the Security Department at Central Maine Medical Center as soon as possible following the incident.
- Notify the Director of the Central Maine Medical Center College of Nursing and Health Professions as soon as possible following the incident.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Sexual Harassment - Students

### Date

January 1, 2003

### Amended

August 16, 2010, May 14, 2018

Federal law requires that all educational programs annually provide their students with certain information concerning sexual harassment. The following contains that information.

Sexual harassment is illegal. It is defined as “unwelcome” sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or demeaning employment or educational environment.

It is important to remember that even if behavior is not intended to be offensive or harassing, if it is perceived as such, it may be considered sexual harassment.

If you believe you have been subjected to sexual harassment, you should notify the Title IX Coordinator at once. If the Title IX Coordinator is not available, or if the complaint involves the Title IX Coordinator, contact the President of the College.

Your complaint will be treated seriously and held in confidence. The individual investigating your complaint will speak only with those individuals who must be contacted in order to conduct a fair and thorough investigation.

Your complaint will be heard via the “Fair Treatment Policy & Procedure”. If any individual who has a role in any step of the Fair Treatment Policy & Procedure is the subject of the complaint, that step will be eliminated from the process for purposes of hearing the complaint. (See Student Fair Treatment Policy & Procedure.)

The Maine Human Rights Commission has a procedure for investigating and responding to complaints including charges of sexual harassment. The Maine Human Rights Commission can be contacted by calling 624-6290 or in writing at: State House, Station 51, Augusta, Maine 04333.

Any individual, who files a complaint of sexual harassment via the Maine Human Rights Commission, or through the Fair Treatment Policy & Procedure, will be protected from retaliation.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Smoking

### Date

September 1, 2000

### Amended

July 1991, June 1994, August 2001, October 2003, August 2004, July 2010, November 2017, November 2025

Maine College of Health Professions is a smoke-free facility. In accordance with Maine statute and in keeping with our mission as a leading provider of health professions education, the College does not permit smoking or vaping in any part of the facility or on college grounds, which for the purpose of this policy, include the sidewalks in front of and around the MCHP building, the green space abutting the college entry, and all parking lots and property associated with MCHP and Central Maine Healthcare.

The Department of Human Services, across from MCHP on Middle Street, is also a smoke-free facility, so students and employees may not smoke on their property.

Failure to abide by this policy is a violation of the MCHP Student Code of Conduct and will result in disciplinary action as indicated therein.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Title IX - Anti-Violence, Discrimination, and Harassment Policy

### Date

April 15, 2016

### Amended

September 2024

Maine College of Health Professions (MCHP) takes a firm stand against violence, discrimination, and harassment of any member of our college community. This policy is wide in scope. It covers any acts that fall under the commission of violence, discrimination, and harassment; and includes provisions covered under Title IX.

MCHP recognizes the importance of, and adheres to the tenets, and requirements set forth in the Violence Against Women Reauthorization Act (VAWRA) and Title IX. As such, MCHP provides for members of this college community the following which can be reviewed in detail in the college's Annual Campus Safety, Security and Fire Report (pages of report noted after each provision below).

- Adherence to required policies and procedures named in the VAWRA. (pp. 12- 58)
- Adherence to required procedures for addressing complaints that fall under the VAWRA and Title IX, and provision of resources for reporting as stated in Title IX. (p.14)
- Adherence to the Non-Discrimination Policy of the college. Resources for individuals who experience any form of violence, discrimination and harassment.
- Reporting procedures for individuals who must report an incident of violence, discrimination or harassment, and options for methods of reporting such incidents.
- Interim Measures, remedies, and accommodations pertaining to such incidents.
- Adherence to following Title IX guidelines with respect to investigation and resolution of any reports of violence, discrimination and harassment.
- Risk reduction information.

This policy is supported by and supports all information contained under the Violence Against Women Reauthorization Act section in the annual Security and Fire Report of the Maine College of Health Professions.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Weapons Policy

### Date

April 15, 2016

### Amended

8/1/2017, 10/12/2023

Possessing or using weapons, explosives, flammable substances, or other dangerous devices is not allowed on any part of the Maine College of Health Professions campus at any time.

A weapon is any object or substance designed and/or used to inflict a wound, to cause injury, or to incapacitate, and includes, but is not limited to, all firearms, pellet guns, air pistols, air rifles, all knives, blackjacks, metal knuckles, fireworks, explosives, and biological agents. Replicas and facsimiles of weapons are also prohibited.

Possession of a weapon may result in expulsion from the College.

In accordance with Maine Law, the College will proceed to involve police officials to enforce this policy appropriately, and thus, individuals may be subject to prosecution.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

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# Student Services Policies

## Academic Dismissal From a Program

### Date

March 4, 2021

A student whose academic standing is not in compliance with the scholastic standards established for continued progression in a program will be dismissed from the respective degree or certificate program. In most cases, students who are dismissed for academic reasons have previously been placed on Academic Probation or have been warned by the Dean or Advisor.

Students who are dismissed from a program will be withdrawn from all program-specific courses. They will be responsible for any financial obligations according to the Add/Drop/Withdrawal and Refund Policy.

Students must wait two years from the date of dismissal before they are eligible to apply for readmission into the program from which they were dismissed. If applicable, students may continue to take general education courses and may apply to an alternate program without waiting two years.

The student may appeal the dismissal by filing a petition to Waive the Policy For Dismissal From A Program.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

## ADA: Adjustment of Attendance

### Date

December 1, 2015

### Amended

January 2018, August 2024

1. Attendance is an essential component of post-secondary education and students are expected to comply with the class attendance-related requirements of the course for which they are enrolled. The College realizes, however, that there may be times when a student cannot attend a class due to disability-related reasons.
2. Students who wish to request an adjustment of attendance for a course or courses must register with the Americans with Disabilities Act (ADA) Coordinator and provide documentation of a conditions from a licensed or certified professional which substantiates their need for an adjustment of attendance-related requirements.
3. An adjustment of the attendance-related requirements does not mean a relaxation of course requirements. Students will be responsible for fulfilling all course requirements, including credit hours required for licensing, and evaluation standards for a given course.
4. In order to determine the reasonableness of an accommodation concerning an adjustment of attendance, the ADA Coordinator will contact the instructor(s) to determine whether and to what extent class attendance is an essential feature of a given course. For example, the following questions will be considered:
  - a. Is there interaction between the instructor and students and among the students themselves as an ongoing feature of the class?
  - b. Do students' contributions in class constitute a significant component of the learning process?
  - c. Does the course rely upon student participation in discussion or related activities as an essential method for learning?
  - d. To what extent does a student's absence from the class constitute a significant loss to the educational experience of other students in the class?
  - e. What do the course description and syllabus say regarding attendance-related requirements?
  - f. Are attendance-related requirements an essential factor by which the final course grade is calculated?
5. If, following discussion and analysis with the instructor, an adjustment of attendance related requirements is determined to be a reasonable accommodation, an accommodation letter will be generated by the ADA Coordinator to complete the accommodation process. The student provides this letter to the appropriate instructors. Students will be required to contact instructors in advance of anticipated absences. In the case of emergency or unexpected absences, students should contact their instructors as soon as possible to verify the reason for the absence and arrange for any approved make-up work.

6. Instructors are encouraged to contact the ADA Coordinator if they believe that disability related absences have become excessive and/or when students have failed to provide reasonable notification of absences. The ADA Coordinator will contact students when so notified to discuss their class attendance.
7. Students should make every effort to maintain regular attendance and particular effort should be made to attend class for scheduled tests. Deadlines for submission of assignments or projects will not be affected due to any adjustments of attendance.
8. The College reserves the right to maintain the academic integrity of its courses. An accommodation agreement may be terminated if, in the opinion of the instructor and in consultation with the ADA Coordinator and the appropriate Program Dean, absences are found to have compromised the academic integrity of the course (the accommodated student's learning outcomes cannot be achieved) or constitute a fundamental alteration of the course as it is offered. Such findings will be documented and the student informed of such action in writing.
9. Students who are approved for adjustment of attendance related requirements as a disability related accommodation will be provided a copy of this procedure. Their signature on the accommodation letter will signify their agreement to abide by the stipulations therein.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## ADA: Course Substitution Requests as an Accommodation for Students With Disabilities

### Date

January 1, 2016

### Amended

January 2018, August 2024

Student requests for a course substitution as an accommodation will be individually reviewed by the College Committee on Curriculum Substitution for Students with Disabilities. The Committee will be composed of the appropriate Program Dean, the Americans with Disabilities Act (ADA) Coordinator, the appropriate involved Faculty, the Registrar, and any other ad hoc members as deemed necessary.

In general, academic requirements that the College reasonably determines are essential to the student's program of instruction or to pertinent career licensing requirements will not be substituted because such substitutions can significantly diminish the integrity of the degree sought. For example, the College regards written communication as an integral and essential component of every program offered. Any modification of that requirement would substantially alter the nature of the educational preparation. Consequently, the College regards ENG 101 College Writing to contain core requirements that cannot be substituted.

Each request will be evaluated on an individual, case by case basis.

### Procedure

A student seeking a course substitution must complete the following steps:

1. Meet with and present to the ADA Coordinator documentation of the reasonable attempt to complete the course as outlined in the student's program curriculum.
2. Complete the College's documentation process for eligibility for accommodation. The documentation provided must clearly establish the impact of the disability on the course required.
3. Provide the ADA Coordinator with a written request of the need for substitution of a required course in the degree program and why the student believes this request should be granted.
4. Sign a release of information so that the provided documentation can be shared with the Committee members, who understand the confidential nature of this information.

The ADA Coordinator will:

1. Make the initial assessment of the relationship between the requested substitution and the disability.
2. Forward all documentation and the written request to the Committee chairperson.

The Committee chairperson will within 10 working days of receiving the request information:

1. Meet with the Committee and review the program requirements to engage an interactive process to review the program requirements and the rationale the College has for the requirement.

2. Once the purpose of the requirement has been established, the Committee will consider other courses or courses in other disciplines where the requirements and goals may approximate those of the course in question.
3. After the alternatives have been examined, the Committee will determine, consistent with any legal advice, whether another course(s) would be an acceptable substitution for the program requirement. The Committee will have 15 working days from its first meeting to carefully review all information and come to a reasoned decision.

### **Outcomes**

1. There is no reasonable substitute for the required course as the elimination of the course would result in a fundamental alteration of the program of study; the request is denied.
2. Reasonable substitutes do exist; the request is granted.

The Committee chairperson will notify the student and the Committee members within 10 business days in writing of the Committee's decision, and indicate what, if any, actions are necessary to take. If the substitution is granted, the written communication will include the following information:

1. What course or courses are acceptable for substitution.
2. That this substitution will be indicated on the student's transcript.
3. That all other degree requirements, such as the total number of degree credits, must be met.

This process will be well documented so that others who were not involved can follow the deliberate, reasoned process completed, the alternatives considered, and the reasons for the final decision.

If the student does not agree with the decision of the Committee, the student may file a grievance, according to the Student Fair Treatment Policy and Procedure.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## **ADA: Eligibility for Accommodations**

### **Date**

December 1, 2015

### **Amended**

December 2016, January 2018, August 2024

In accordance with federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2008), the College is committed to providing the means to enable students with disabilities equal access to education. Individuals with disabilities (those defined as having a "physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment") who are otherwise qualified, may be eligible to receive academic support and/or accommodations(s). Eligibility of services is based on appropriate and current documentation that establishes that an individual has a disability and the current functional impact of that disability as it pertains to our school environment and programs. Reasonable accommodation(s) are provided on an individual, case by case basis to an admitted or enrolled student.

Essential components of any course of study may not be eliminated or circumvented. Accommodation(s) are intended to provide equal access, not special privilege. Disabled students, like all students, are responsible for maintaining the established acceptable level of conduct and academic achievement.

### **Procedure**

It is the responsibility of the student to make the College Americans with Disabilities Act (ADA) Coordinator aware of her/his disability and need for possible accommodation(s) in a timely manner. This may be prior to or during the admissions process, prior to course registration or any time during the semester.

Students who believe they have a current and essential need for disability accommodation(s) are responsible for requesting accommodation(s) and providing appropriate and current documentation to verify disability and the functional impact of the disability in the College educational environment to the ADA Coordinator. This documentation is required to verify the need for accommodation(s) that provides equal access to programs and services at the College. This process takes time; the sooner the student begins the procedure, the sooner appropriate accommodation(s) can be considered and determined. Once the ADA Coordinator has the complete, appropriate and current documentation, a determination and meeting will take place within fifteen school days.

This process is as follows:

1. A student must contact the ADA Coordinator to make known the possible need for accommodation;
2. The student must provide a copy of required, complete, appropriate and current documentation to the ADA Coordinator;
3. The ADA Coordinator will review the provided documentation and then contact the student to set up an appointment to discuss possible accommodation(s);
4. At the appointment, an accommodation letter will be generated as appropriate;
5. The student's sharing of the accommodation letter and discussing its contents with an instructor activates the accommodation(s) in that particular class.

Accommodation letters must be updated each semester.

If a student feels that the accommodation(s) outlined in the letter are not being provided, the student needs to make the ADA Coordinator aware of this situation.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

### **Documentation Requirements**

Documentation must be typed on official letterhead of the diagnosing practitioner. The practitioner must be a certified/licensed professional who is qualified to diagnose the stated disability and not related to the student. The documentation must be current (for learning disabilities, within five years and on adult scales; for all other disability areas, within one year). Documentation must include the following components:

1. Diagnosis must be described from the latest version of the Diagnostic and Statistical Manual of Mental Disorders as appropriate.
2. The date the student was first diagnosed and beginning of treatments or services; a general history and clinical interview should be included.
3. A description of the comprehensive diagnostic tests/methods used, including specific test scores (raw scores, converted standard scores, index scores, age equivalents, etc.) as well as the examiner's narrative interpretation. This narrative should rule out other disability areas.
4. A clear and direct statement of diagnosis. The diagnostician should avoid ambiguous words such as "appears" or "seems". If the data does not confirm a disability, the evaluator should state that conclusion in the report.
5. A description of the current functional impact of the disability. This must establish what major life activity is limited. An explanation of the functional limitations from the impairment that may adversely affect the individual in an academic college program must be included.
6. A statement of the method of treatment including any medications, ability/inability to control symptoms, effects of medication that may adversely affect clear cognitive functioning.
7. A description of the expected progression of symptoms, especially during the college years.
8. A history of previous accommodation(s) and their impact.
9. Recommendations based on the functional and substantial limitations for college academic and physical accommodation(s).

If a student does not have documentation but feels that she/he may have a disability, the ADA Coordinator can try to assist the student to determine an appropriate practitioner to contact. MCHP does not provide any testing; testing is at the student's expense.

Documentation minimums (for Psychiatric Disorders, LD, ADHD, Brain Injury, Autism, NLD):

1. Cognitive Component (latest version of the WAIS preferred)
2. Achievement Component (latest version of the WIAT preferred)
3. Information Processing (latest version of the WMS preferred)
4. Other tests should be included as appropriate to the particular area of disability likely based on results of the above required components. As an example, it would be appropriate to use the Connors Continuance Performance Test for suspected ADHD.

## **ADA: Service Animals**

### **Date**

January 1, 2016

### **Amended**

January 2018, August 2022, August 2024

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its' amendments and the Maine Human Rights Act provide that any dog, and on a very limited basis a miniature horse, that is individually trained to do work or performs tasks for the benefit of an individual with a disability is a service animal. The work or tasks the service animal performs must be directly related to the handler's disability. This can include a physical, sensory, psychiatric, intellectual, or mental disability. Service animals are permitted in areas of public accommodation. Service animals that pose a direct threat to the health or safety of others, cannot be effectively controlled by the owner, or are not housebroken will not be allowed as an accommodation.

Owners are responsible for having animals toilet in an appropriate area and cleaning up after their service animals. Service animals in training are not allowed on campus as an accommodation unless accompanied by a specially trained handler. Damages created by a service animal are the financial responsibility of the owner. If a service animal accompanies a student to campus, it must meet the town's licensing requirements and display such a tag. All dogs must wear a rabies vaccination tag as required by law and be vaccinated against diseases common in dogs as determined by a licensed Maine veterinarian. Generally, it is advisable that a service animal wears some identifying feature that it is a working animal and should not be interfered with by others.

To determine if an animal qualifies as a service animal, the College may ask the following questions:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

The owner must provide to the ADA Coordinator proof of current vaccinations against common diseases in this type of animal (dog) as determined by a licensed Maine veterinarian. The owner must also provide an annual clean bill of health, including vaccinations, from a licensed Maine veterinarian. The student must provide contact information for an alternative caregiver in case of an emergency.

The student assumes all financial responsibility related to the campus facility and bodily or personal injury caused by the service animal.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## ADA: Temporary Disability Policy

### Date

November 1, 2015

### Amended

January 2018, August 2024

If a student requires accommodation for a temporary disability (one lasting less than six months), the student must complete the following process to receive accommodations:

The student must make the American with Disabilities Act (ADA) Coordinator aware of the nature of the temporary disability and the need for accommodation.

The student must provide appropriate documentation to the ADA Coordinator that outlines the nature of the temporary disability and what the needs, restrictions, and the duration of the need for accommodation.

If the accommodation(s) is/are for academic classes, the process of accommodation proceeds as defined in the regular procedure for accommodation (see Disabilities Eligibility for Accommodation).

If the accommodation(s) is/are for the clinical setting, the following steps will take place:

The ADA Coordinator will contact the appropriate Program Dean and discuss the student's request. The Program Dean will contact the Clinical Supervisor/Faculty to discuss the request. The provided documentation may be shared with the Program Dean and the Clinical Supervisor/Faculty to help determine the appropriateness of the request in the clinical setting.

The Program Dean will get back to the ADA Coordinator. If the request for accommodation is approved entirely, the ADA Coordinator will contact the student, meet and generate the accommodation letter. Student will share the accommodation letter with Program Dean, Clinical Supervisor and any appropriate healthcare professionals in the healthcare setting, to initiate the accommodation(s) in the clinical setting.

If there are concerns or suggested alternatives around any requested accommodations, the ADA Coordinator will have a meeting with the Program Dean and Clinical Supervisor, (Triad), to come to agreement/investigate possible alternative ways to provide accommodation(s) for the clinical setting. It is possible that requested accommodation (s) in the clinical setting may be determined to be inappropriate or unreasonable. After this meeting and discussion, the ADA Coordinator will contact the student to set up a meeting to discuss the results of the Triad meeting and complete the accommodation process.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Bereavement Leave

### Date

July 10, 2022

### Amended

July 15, 2002, August 16, 2010, July 20, 2012, June 5, 2018

Bereavement leave of one day will be granted. Additional bereavement leave will be granted upon approval of the Dean.

The student is responsible for the content missed due to the leave. Clinical make-up will be determined by the Dean.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Code of Student Conduct

### Date

November 3, 2000

### Amended

April 10, 2003, August 16, 2010, May 12, 2011, June 18, 2018

Some actions cannot be tolerated because they seriously interfere with the basic purpose and processes of an academic community. By formulating a general code of ethics, rights and responsibilities, the College reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action.

Students are not only members of the academic community, but members of the larger society. Thus they retain the rights, protection, guarantees and responsibilities which are held by all citizens.

A student is not immune to prosecution by local, state or federal enforcement agencies, whether or not the College takes action on the violation.

The Code of Conduct, the "Code" applies principally to conduct that occurs on College premises, or at College-related activities or facilities. College premises means all land, buildings, facilities and other property owned by Maine College of Health Professions / Central Maine Healthcare Corporation.

Off-campus conduct may also subject a student to disciplinary or other appropriate administrative action when it is perceived to pose an imminent threat of harm or safety of the student or others or reflects on a student's fitness to continue at the College.

### **Rights, Responsibilities and Code of Conduct**

Definitions in the Code of Conduct

- The term "student" refers to:
  - Any person who has been accepted and submitted their deposit or
  - Any person registered for a course, whether in a non-degree or degree seeking program, from the point of registration to the completion of course of study. Examples include, but are not limited to, students who are enrolled, but not taking classes due to an academic break or students taking a medical or other personal leave.
- The term "behavior" means conduct and expression.
- The term "member of the College community", means Maine College of Health Professions system trustees, academic, nonacademic and administrative staff, students and other persons while such other persons are on College property or at a College function.

Students who are believed to have assisted in violating any provision of the Code of Conduct may be charged with a violation to the same extent as those persons committing a violation.

Attempts to violate this Code, including unsuccessful attempts, are prohibited and are subject to the same response under this Code as are actual violations.

The College considers the following behavior, or attempts at the behavior, by any student or student organization, whether acting alone or with others, to violate the code of student conduct.

### **Prohibited Acts Against A Person**

- Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to, hazing, personal injury, alcohol or other drug abuse, physical restraint, holding or transporting an individual against her or his will.
- Threatening or causing nonphysical abuse of or abusive behavior towards another person, including, but not limited to verbal or written statements which constitute a form of expression unprotected by law, such as obscenity, fighting words and defamation. Nonphysical abuse means psychological abuse or abusive behavior through verbal or written statements that intend to or could reasonably be foreseen to cause embarrassment, humiliation, shame, fright, grief, or intimidation.
- Any actual or threatened nonconsensual sexual act.
- Stalking, which is willfully, maliciously and repeatedly following, contacting or harassing another person in a manner which would cause a reasonable person to feel frightened, intimidated, threatened, or harassed.
- Conduct that threatens the mental or physical health and safety of others. This includes but is not limited to hazing, alcohol or other drug abuse, and other forms of destructive behavior.

### **Property Offenses**

- Destroying or vandalizing property, or intent to destroy or vandalize property, including, but not limited to, College owned property, fire alarms, extinguishers, and other safety devices.
- Trespassing upon, forcibly entering or otherwise proceeding into unauthorized areas of College owned buildings or facilities, their roofs or the residential space of another person that are locked, closed, or otherwise restricted to use.
- Unauthorized and/or inappropriate use of property.
- Unauthorized or inappropriate use, duplication or possession of keys, computer access codes, or other security mechanisms.
- Stealing or unauthorized possession of property.
- Embezzling, defrauding, or using false pretenses to procure money, property, or services.
- Knowingly purchasing or possessing stolen or embezzled property, money, or services.
- Intentional disruption or obstruction of the lawful activities of the College or its members, including their exercise of the right to assembly and peaceful protest.

### **College Offenses**

- Illegal purchase, use, possession or distribution of alcohol, other drugs, or controlled substances.
- Academic dishonesty, including, but not limited to plagiarism, cheating and other forms of academic misconduct, misuse of academic resources or facilities, the misuse of computer software and hardware, data, equipment, or networks.
- Possessing or using weapons, explosives, flammable substances or other dangerous devices.
- A weapon is any object or substance designed and/or used to inflict a wound, to cause injury, or to incapacitate, and includes, but is not limited to all firearms, pellet guns, air pistols, air rifles, all knives, black jacks, metal knuckles, fireworks, explosives, biological agents, and chemicals such as Mace and/or tear gas. Replicas and facsimiles of weapons are also prohibited.
- Creating a fire, safety, or health hazard.
- Falsely reporting a fire or other emergency situation, including, but not limited to, activating a fire alarm when there is no reasonably perceived emergency.
- Intentional disruption or obstruction of the lawful activities of the College or its members, including their exercise of the right to assembly and peaceful protest.
- Having an animal on campus, except as permitted by College policy.
- Causing any object to be ejected from windows, roofs, or balconies of College owned buildings.
- Conveying information which the student knows or should know to be false, including, but not limited to forging, altering or causing any false information to be entered into College record or to be presented at a College proceeding, or to a member of the College community.
- Impersonating a member of the College community.

- Elimination of bodily fluids or waste, including but not without limitation, urine, feces, vomit or blood in receptacles not designed for receipt of such substances.
- Indecent exposure, such as but not limited to, flashing and all exposure prohibited by State statute.
- Violations of College policies, rules or regulations that are published in the Student Handbook or any other official College publication or agreement.
- Responsibility is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or while improperly using controlled substances.
- Disorderly conduct, including but not limited to public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
- Violation of any state, federal, or local law, especially when the violation has a negative impact on the well-being of the College or its individual members.

### **Consequences**

Failure to observe these policies may result in disciplinary action up to and including termination from the College and may result in a report to law enforcement.

Every effort has been made to assure the accuracy of the information in the Student Handbook, students and others who use the Student Handbook should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this policy.

Changes may come in the form of statutes enacted by rules and policies adopted by the Board of Trustees of the Maine College of Health Professions, Legislature, by the President of the College, or by the Chairman of the Board of Trustees or designee of the College.

Students shall have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## **Student Grievance Policy and Procedure**

### **Date**

September 14, 2000

### **Amended**

August 14, 2001, February 6, 2003, August 1, 2007, July 30, 2010, August 4, 2016, November 3, 2017, February 9, 2018, March 28, 2020, October 5, 2020

### **Policy**

The administration, faculty, and staff encourage open communication. It is our belief that minor differences can be resolved without recourse to the process listed below. The Academic Advisor may be used as a resource at any step within the problem-solving process. **Should a concern arise, the student should first speak to the faculty or staff member involved.** However, there may be situations where a more formal process becomes necessary. The grievance process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the students' code of conduct, course syllabus, program requirements, etc. Usually, the resolution of a complaint or grievance involves the resolution of the problem/issue, not the punishment of those involved.

A "grievance" is a complaint based on the belief that one has been treated unfairly.

- Academic: The student has the right to grieve and appeal a final course grade, an academic policy decision, or academic dismissal.
- Non-academic: The student also has the right to grieve and appeal a complaint pertaining to a staff, faculty, or administrator violating a student's right or privileges.

### **Grievance Procedure**

All matters involved in this procedure will be confidential. All disputes need to be delivered in writing.

When concerns, problems, and complaints cannot be alleviated by the usual communication channels in place within the College, the following steps are to be followed:

#### **1. Informal Meeting**

If a student has a grievance concerning any grade, academic policy decision, or academic college dismissal, he or she first must meet with the instructor or decision-maker to discuss the concern and present documentation that supports the grievance. This meeting must occur **within 3 business days** of notification of the grade, policy decision, or academic dismissal.

## 2. Petition

If unsatisfied with the outcome of the informal meeting, the student may make a petition, requesting that the Dean review and amend the prior decision. In the event that there is a conflict of interest, the petition will be referred to another person of authority.

- The student will submit the Grievance Petition Checklist and all relevant documentation (i.e., policies, syllabi, handbook, etc.) **within 2 business days**. Students who have questions regarding the process are encouraged to contact their faculty advisor.
- The Dean must meet with the student **within 3 business days** of receiving the student's Grievance Petition Checklist. The Dean will:
  - Serve as a mediator and attempt to resolve the concern through mutual agreement.
  - Review relevant documentation, meet with additional parties as appropriate, and provide a written decision **within 5 business days** of receiving the student's Grievance Petition Checklist.
  - Submit all documentation related to the decision to the Registrar to be held in the student's academic file.

## 3. Appeal

If either party (student or instructor) disagrees with the decision of the Dean, he or she may file an appeal with the Grievance Committee.

1. The appeal must be submitted to the Vice President of Academic and Student Affairs (VPASA) in writing **with all relevant documentation no later than 2 business days** after the date of the Dean's written decision.
2. The Committee will:
  1. review all documentation and may request a meeting with the parties concerned.
  2. provide a decision in writing **within 5 business days** of receiving the appeal to the student, faculty member, Dean, and the student's academic advisor of the decision.
  3. Submit all documentation related to the decision to the Registrar and to be held in the student's academic file.
  4. **The decision of the Committee is final.**

The Grievance Committee will consist of:

- The VPASA or designee, Chair of the Committee
- One uninvolved faculty from within the division
- One uninvolved faculty from another division
- If the grievance is not academic, a staff member will be involved

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

# Non-Academic Student Dismissal from the College

## Date

March 4, 2021

Dismissal from the College for other than academic reasons may occur without warning. The decision to dismiss a student for other than academic reasons is made by the appropriate College administrator.

Dismissals for other than academic reasons may include:

- a. Breach of patient confidentiality.
- b. Concealment of errors made during clinical assignments.
- c. Performing skills outside of their current role.
- d. Illicit use, possession or distribution of drugs or alcohol on campus.
- e. Possession of weapons on campus.
- f. Failure to follow College policies and procedures.

Students who are dismissed from the College will be withdrawn from all registered courses. They will be responsible for any financial obligations according to the Add/Drop/Withdrawal and Refund Policy.

The student may appeal the dismissal by following the Student Grievance Policy and Procedure.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Student Parking

### Date

September 14, 2000

### Effective Date

May 24, 2024

### Amended

8/14/2001, 8/2/2003, 8/8/2008, 7/22/2010, 8/17/2011, 4/13/2018, 4/12/2020, 8/24/2022, 4/11/2024

Students have permission to use specified designated parking facilities owned by the Central Maine Medical Center.

Any student wishing to use these parking facilities must obtain a parking application from the Registrar's Office.

- Please do not park in patient/visitor lots.
- Please park within parking space lines, avoid blocking cars, and take care when opening doors.
- Student parking is designated in Lots I and J on Lowell Street, Lot K on Hammond Street, and Lots R and S on Holland Street. Students must park in these lots on weekdays between 8 AM and 5 PM. Students may park in any CMH employee lot on weekends and after 5 PM on weekdays.
- Students as patients or visitors at Central Maine Medical Center: All students off duty are asked to avoid using patient/visitor parking spaces unless necessary. Off-duty students who are visiting CMHC/CMMC for their own or their families' medical needs and who feel it necessary to park in a patient space are asked to inform Security at ext. 2299 upon entering the building. This will avoid mistaken issuance of a violation.
- Students who also work for Central Maine Healthcare can park in team member parking when in the role of team member vs student.
- A student requesting accommodation for parking must meet with the College ADA Coordinator.
- Role of Security: To ensure orderly and efficient parking for everyone, the Security Department is responsible for monitoring compliance and coordinating enforcement of this policy.

### Parking Enforcement Policy

- 1st Violation in any 12-month period: written notification, copy to the VP Student Services or
- 2nd Violation in any 12-month period: written notification, copy to VP Student Services or designee, and student's file.
- 3rd Violation in any 12-month period: **VEHICLE WILL BE TOWED AT STUDENT'S EXPENSE**, and notification sent to the college (student's file).
- 4th Violation in any 12-month period: **VEHICLE WILL BE TOWED AT STUDENT'S EXPENSE**, and notification sent to the college (student's file).

NOTE: The student will **NOT** be notified before towing on the 3rd or 4th violation.

- 5th Violation in any 12-month period: Students will lose parking privileges on campus for the remainder of their time attending the College.

Note: All violations will be sent to the VP of Student Services or designee. If the student disagrees with the issuance of a violation, it is the student's responsibility to discuss the issue with Security. This must be done within five (5) calendar days of receipt of the violation unless serious extenuating circumstances exist.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Probation Plan

### Date

August 4, 2016

### Amended

June 2017, August 2018, May 2019, February 2024, April 2026

**Probation**

Probation is assigned to students who do not meet academic, clinical, or co-curricular requirements but are permitted to continue in the program under specified conditions.

\*Probation status may be applied only once during the program.

**Criteria for Probation**

1. Approved Waiver of Dismissal
  1. Failure of a didactic course (below 74% or "C")
  2. Failure of a clinical course
  3. Approved continuation in the program following dismissal criteria
2. Co-Curricular Requirement Deficiency
  - Failure to meet required co-curricular components, such as Interprofessional Education (IPE) or community service requirements
  - Compliance requirements (e.g., certifications, health records)

**Probation Procedure**

1. The dean or designee will notify the Registrar that a student meets the criteria for probation.
2. The Registrar will send official notification to the student, dean, and academic advisor of their probation status
3. The advisor will meet with the dean to determine the criteria of the probation plan prior to the meeting with the student
4. The student must meet with their advisor and dean within three (3) business days from the notification date to review the probation plan
  - Students who do not meet with their advisor and dean during the above timeframe will be dismissed from the program
5. The dean must approve the final probation plan
6. Failure to comply with all conditions of the probation plan will result in dismissal of the program.
7. The probation plan is submitted to the Registrar to be part of the student's official record.

**Duration of Probation**

The probation is limited to one academic semester unless otherwise specified.

**Outcomes of Probation**

- Return to Good Standing
- Continuation of probation at program discretion
- Dismissal for failure to meet probation requirements

**Documentation**

Notification and the signed Probation Plan will be maintained in the student's academic file.

The academic advisor will follow up with the student as written in the probation plan. Documentation is entered in the student information system (SIS).

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

Program: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

Dean or Designee: \_\_\_\_\_

**Reason for Probation (check all that apply):**

Approved Waiver of Dismissal

Failure of a didactic course (below 74% or "C")

Failure of a clinical course

Approved continuation in the program following dismissal criteria

Co-Curricular Requirement Deficiency

Failure to meet required co-curricular components, such as Interprofessional Education (IPE) or community service requirements  
Compliance requirements (e.g., certifications, health records)

**Summary of Deficiency:**

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**Required Actions and Expectations:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Benchmarks and Deadlines:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Additional Comments:**

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**Failure to Meet Requirements of the Probation Plan:**

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**Review Date:**

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**Acknowledgment:**

I understand the conditions of this Probation Plan and the expectations for returning to good standing. Failure to meet these conditions may result in dismissal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Program Dean, Academic Advisor, and Registrar

## Student Computer Laboratory Access

Date

March 23, 1999

**Amended**

9/14/2000, 8/1/2007, 8/8/2008, 7/22/2010, 4/1/2016, 5/14/2018, 5/12/2024

The Computer Laboratory with associated equipment is maintained by the College.

**When using facility and equipment:**

- Food is not allowed in the Computer Laboratory at any time. Drinks are allowed in a covered container.
- Computer and printer settings may not be changed, moved, or re-configured.
- Personal programs may not be downloaded.
- **After use, be sure to log out of accounts on the computer. Never leave the computer unattended when you are logged in.**

Respect all software licenses

- Users may not copy any copyrighted software provided by Maine College of Health Professions.

Respect the integrity of computer programs

- Users may not delete, alter, or rearrange computer programs.

Respect other users

- Most students use computers for instructional reasons; be respectful when others require a quiet environment for concentration.
- Priority for academic use will take precedence over non-academic use.

Personal documents

- All student documents should be saved on the student's MCHP OneDrive.
- External drives may not be used; files may be emailed
- Documents should not be saved to the desktop.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Health

**Date**

August 26, 2004

**Amended**

July 26, 2010, July 20, 2012, October 9, 2012, July 12, 2013, October 21, 2013, November 4, 2016, June 18, 2018

Matriculated students shall be required to maintain adequate health in the interest of patient welfare and others, including but not limited to appropriate immunizations as outlined in the Admissions Policies. A student will not be allowed to participate in clinical experiences, including lab, or progress in the program unless the student is compliant at all times.

Matriculated students are required to purchase accident insurance through the College. The cost will be billed to the students on an annual basis. Details of the plan are available from the Bursar.

In an effort to protect the College community and clinical sites, exposure to any communicable disease must be reported to prevent further spread of the disease. Students will report any exposure to communicable disease to the dean for consideration of possible change of clinical assignment. The dean will document the exposure with follow up action taken which will be filed in the student's record.

All student health information will be held in the strictest confidence.

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

## Waiver of Student Dismissal From a Program Policy

### Date

March 4, 2021

### Amended

February 2024, April 2026

This policy refers to a student who wishes to challenge dismissal from a program. The culture at the Maine College of Health Professions ensures that students have access to a fair and impartial process where they feel safe initiating a petition to challenge a policy. A student requesting a petition to waive the policy for dismissal from a program must follow the instructions below.

A student who wishes to challenge their dismissal from a program must complete the following steps:

1. **Within two (2) business days** after meeting with their advisor, the student must provide written notification to their advisor regarding their intention to file a petition to waive their dismissal.
2. The student will write a letter to present to the Dismissal Review Panel defending their petition. In other words, tell the panel why they should be granted permission to continue progression in a program and state the reasons why the dismissal policy should be waived.
3. The student will gather relevant documents to support the petition (examples: letter of support from faculty, medical letter, any supporting documentation providing reason for failing the course(s) etc.)
4. The advisor will schedule a date/time for the student to meet with the Review Panel, which will occur within two (2) business days of receiving notification of the student's intent to file a petition for waiver of the dismissal policy. The Review Panel includes the program-specific dean or designee and at least two of the following individuals: the academic advisor, the chief academic officer, a dean from another program, a staff member, or a faculty member.
5. The committee may vote either to waive the academic dismissal—placing the student on academic probation with a required action plan and specific conditions for continuation—or to uphold the dismissal and remove the student from the program.
6. After the meeting with the student, the Review Panel will respond to the student within two (2) business days, communicating their decision. The decision by the Review Panel is final.

Approved: \_\_\_\_\_

Monika Bissell, DBA

President

### PETITION TO WAIVE DISMISSAL FROM A PROGRAM

#### *Student checklist*

***A student who wishes to challenge their dismissal from a program must complete the following steps:***

1. **Within two (2) business days** after meeting with their advisor, the student must provide written notification to their advisor regarding their intention to file a petition to waive their dismissal.
2. The student will write a letter to present to the Dismissal Review Panel defending their petition. In other words, tell the panel why they should be granted permission to continue progression in a program and state the reasons why the dismissal policy should be waived.
3. The student will gather relevant documents to support the petition (examples: letter of support from faculty, medical letter, any supporting documentation providing reason for failing the course(s) etc.)
4. The advisor will schedule a date/time for the student to meet with the Review Panel, which will occur **within two (2) business days** of receiving notification of the student's intent to file a petition for waiver of the dismissal policy. The Review Panel includes the program-specific dean or designee and at least two of the following individuals: the academic advisor, the chief academic officer, a dean from another program, a staff member, or a faculty member.

Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

*The signatures below provide documentation that the meeting has been scheduled and the student has been notified about the date and time for their meeting with the Review Panel.*

\_\_\_\_\_  
Dean of the Program Signature

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

After the meeting, the Review Panel will review your case. A decision will be communicated to you in writing **within two (2) business days**.

*A completed/signed copy of this form is attached to supporting documentation provided by the student and maintained in the student's file.*

# Updates for Faculty & Staff

## Policy Change Record

Maine College of Health Professions  
Policy Change Record, AY 2022-2023

#	Category	Policy Name	Date Retired	Date Amended	Effective Date	Catalog	Colleg HB	Program HB	Web	Faculty Handbook
1	Student Services	ADA Emotional Support Animal	8/4/2022		8/24/2022		Yes		<a href="https://www.mchp.edu/disclosures/ada-statement/">https://www.mchp.edu/disclosures/ada-statement/</a>	
2	Student Services	ADA Service Animal		8/24/2022	8/24/2022		Yes		<a href="https://www.mchp.edu/disclosures/ada-statement/">https://www.mchp.edu/disclosures/ada-statement/</a>	
3	College-Wide	Pets		8/24/2022	5/1/2023					
4	Student Services	Student Parking		8/24/2022	8/24/2022		Yes			
5	Admissions	Deferred Enrollment	11/3/2022		5/1/2023	Yes				
6	Admissions	Admission to the College		1/26/2023	5/1/2023					
7	Faculty & Staff	Course Capacity		New Policy 1/26/2023	5/1/2023					Yes
8	Academic	Clock/Credit Hour Policy	1/26/2023		1/26/2023					
9	Academic	Credit Hour Policy		1/26/2023	1/26/2023	Yes	Yes			
10	Academic	Dual Degree Policy		New Policy 2/9/2023	2/9/2023					
11	College-Wide	Acceptable Use of Electronic Resources		New Policy 2/23/2023	5/1/2023		Yes			Yes
12	Admissions	Admission to the College		2/23/2023						
13	Admissions	Admission to the College, Bridge	3/30/2023							
14	Admissions	Admission to the College		3/30/2023		Yes				
15	Admissions	Foreign Transcript Evaluation	1/26/2023			Yes				
16	Admissions	International Transcript Evaluation		New Policy 1/26/2023	5/1/2023	Yes			<a href="https://www.mchp.edu/admissions/">https://www.mchp.edu/admissions/</a>	
17	Safety & Security	Social Networking - Students	4/6/2023		5/1/2023		Yes			
18	College-Wide	Electronic Social Networking		4/6/2023	5/1/2023		Yes		<a href="https://www.mchp.edu/admissions/">https://www.mchp.edu/admissions/</a>	
19	Admissions	Admission to the College		4/25/2023	5/1/2023	Yes				
20	Academic	Academic Warning Clinical		4/25/2023	5/1/2023	20	Yes		<a href="https://www.mchp.edu/academics/academic-warning/">https://www.mchp.edu/academics/academic-warning/</a>	
21	Academic	Academic Warning Non-Clinical		4/25/2023	5/1/2023	20	Yes		<a href="https://www.mchp.edu/academics/academic-warning/">https://www.mchp.edu/academics/academic-warning/</a>	

## Updates for Faculty & Staff

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#	Category	Policy Name	Date Retired	Date Amended	Effective Date	Catalog	Colleg HB	Program HB	Web	Faculty Handbook
22	Academic	Academic Probation Clinical		4/25/2023	5/1/2023	21	Yes			
23	Academic	Academic Probation Non-Clinical		4/25/2023	5/1/2023	21	Yes			
24	Academic	Credit Hour Policy		4/25/2023	5/1/2023	Yes	Yes			

4/26/2023 emailed to faculty and staff

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# Policy Committee Charter

## Charge

To ensure policies are current, and relevant and support the mission of the college and suggest revisions in accordance with accreditors, professional standards, and government regulations.

## Scope

With input from faculty and staff, the policy committee reviews existing policies every three years or as needed and reports changes to the faculty senate and the operations committee. All policies are given final approval by the president.

## Composition

Membership will reflect representatives from each division and administration. The committee is composed of the VP of Academic and Student Affairs, VP of Finance, Director of Admissions, Registrar, and Representatives from each Academic Division.

## Voting

All members have voting rights except the Chair, who votes only to break a tie vote.

## Term limits

Chair: Two-year term limit

## Meeting Schedule

The Policy Committee will meet monthly or more often as needed. The Chair will schedule the meeting. Any faculty or staff will submit proposed policy revisions with the appropriate form to the Chair.

## Duties of the Chair, Members

### Chair

- Receives, reviews, and determines if the policy change form is complete
- Sets agendas
- Sends out the agenda before meetings with associated policy change forms
- Schedules meetings
- Reports committee work to the Faculty Senate and Operations Committee
- Notifies students, faculty, and staff of any approved changes that will be implemented immediately
- Documents and tracks retired policies, policy revisions, and new policies
- Retired and revised policies must be archived
- New and revised policies are saved in the appropriate location
- Policy changes are tracked and distributed for updates to Handbooks, Catalog, and Website
  - Webmaster (Web)
  - Registrar (Catalog)
  - Deans/Directors (Program-Specific Handbooks)
  - VP Academic and Student Affairs (College-Wide Student Handbook & Web)
  - Director of Admissions (Marketing Material)
  - Chair of Faculty Senate (Faculty Handbook)

### Committee Members

- Committee Members are expected to come to the policy meeting prepared, having reviewed prior meeting minutes and any documents submitted for the current meeting.
- Members will record the meeting minutes on a rotating basis. If a member is to be absent, they are asked to find a replacement committee member to record minutes.
- Members are expected to notify the chair if unable to attend a meeting. A quorum (half the membership plus one) is needed to vote.

## Procedures

To ensure policies are current, relevant, and support the mission of the College, policies are reviewed at least every three years.

- Policies are reviewed by the Policy Committee.
- College leaders review policies that pertain to their functional area(s).
- Faculty or staff requesting revision to an existing policy or approval of a new policy must speak with their supervisor before bringing the request forward.
- Faculty or staff requesting revision to an existing policy or approval of a new policy must use the Policy Request Form and obtain the pertinent signatures.
- The Policy Request Form must be submitted before the February policy committee meeting to take effect for the following academic year (exceptions will be considered).
- Academic policies, once approved by the Policy Committee, are reviewed with the Faculty Senate and signed by the College President.
- Administrative policies, once approved by the Policy Committee, are signed by the College President.
- Policy changes approved throughout the year will become effective at the beginning of the following academic year to coincide with the publication of the College Catalog.
- Changes that necessitate immediate implementation are communicated to the College community.
- The policy committee chair will distribute the annual policy summary by March 1 to key stakeholders to ensure the accurate/timely update of all publications and disclosures.
  - a. Webmaster - website
  - b. Registrar - catalog
  - c. Deans – student handbooks, nursing adjunct faculty handbook
  - d. VP Academic and Student Affairs – faculty handbook
  - e. Assistant VP Enrollment Management – marketing material
  - f. Chair Faculty Senate – faculty handbook
- By the end of the spring semester, the annual policy summary spreadsheet is distributed to all faculty and staff.

# Bylaws

## Article I: Name and Location

Revised

February 2, 2022

The name of the Corporation shall be the Main College of Health Professions ("Corporation" or "College"), and its location shall be in Lewiston, Main.

## Article II: Seal

Revised

February 2, 2022

The seal of this Corporation shall be a circular die bearing the words "Main College of Health Professions, Lewiston Main, 1977". Pending the procurement of a die seal, a wafer seal or common corporate seal may be used in its place.

## Article III: Purposes and Powers

Revised

February 2, 2022

**Section 1. Purposes.** The purpose of the Corporation shall be set forth in its Articles of Incorporation including maintaining a College of Health Professions to prepare eligible students for associate and bachelor degrees and training in the health professions; to contribute to educational activities relevant to the continuing delivery of optimal healthcare in the region; and to promote and carry on research related to healthcare.

The corporation is organized exclusively for charitable, scientific, and educational purposes as a nonprofit Corporation. Its activities shall be conducted for the for the aforesaid purposes in such a manner that no part of its net earnings will inure to the benefit of any member, trustee, officer or individual. No substantial part of its purpose will be to engage in carrying on propaganda or otherwise attempting to influence legislation.

All references in these bylaws to the Articles of Incorporation shall be construed to mean the Articles of Incorporation of the Corporation as from time to time amended or restated.

**Section 2. Powers.** Subject to the express limitation that the Corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status (a) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, or (b) as a corporation to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, the enumeration of specific objects, purposes and powers shall not limit or restrict the meaning of the of the general powers of the College, and the College shall have and exercise all powers and rights not otherwise denied nonprofit corporations by the laws of the State of Main are necessary, suitable, proper, convenient, or expedient to the attainment of the purposes set forth herein, subject to Article IV of these bylaws.

## Article IV: Membership of the Corporation

Revised

February 2, 2022

**Section 1. Membership.** The Sole Member of the Corporation shall be Central Maine Medical Center ("Member", or "Sole Member").

**Section 2. Powers and Voting Rights of the Sole Member.** The Sole Member shall have the following rights and powers, except as expressly stated herein, and shall also have the rights of members, including the right to vote on any matters on which members may have a right to vote, under Title 13-B, Maine Revised Statutes:

- a. Fix the number of Trustees within the limits of the Articles of Incorporation.
- b. Elect, reappoint, or remove Trustees or officers upon nomination or recommendation by the Board of Trustees of the Corporation.

- c. To review the appointment or removal of the President of the Corporation and, in collaboration with the College, to disapprove any such appointment or removal of the President to the extent that the Member concludes that it would be detrimental to the College or Sole Member.
- d. To review the annual operating and capital budgets and any proposed unbudgeted capital expenditure of \$100,000 or greater, any project involving new and unbudgeted annual operating expenses of \$100,000 or greater, or the Corporation incurring any unbudgeted long term debt of \$100,000 or greater and, in collaboration with the Corporation, to disapprove any such budget, expenditure, or debt to the extent that Member concludes that it would be financially detrimental or economically unfeasible to the College or the Sole Member.

**Section 3. Special Meetings.** Special meetings of the Corporation may be called at any time by the Sole Member.

## Article V: Board of Trustees

### Revised

February 2, 2022

**Section 1. Number** The Board of Trustees shall consist of not less than seven (7) and not more than seventeen (17) voting members, two of whom shall be the Chair and Treasurer. The President shall be a non-voting ex officio member.

**Section 2. Nomination and Election.** Trustees shall be nominated or recommended by the Board of Trustees, subject to appointment by the Sole Member (see Article IV, Section 2.a.). In selecting candidates for Trustee, consideration shall be given to persons who have knowledge and experience in the areas of nursing, medical imaging, healthcare management, education, finance, development, marketing, and planning.

**Section 3. Term.** Trustees shall serve a term of three (3) years and may be reappointed consistent with Article IV, Section 2.a.

**Section 4. Powers of the Trustees.** The Board of Trustees shall have general control and supervision of the business of the Corporation and is ultimately responsible for the Corporation's quality and integrity, including the Corporation's pursuit of its mission and purposes.

The affairs, funds, and other property of the Corporation shall be directed and managed by the Trustees who, except as otherwise provided by law, the Articles of Incorporation or these Bylaws shall have, exercise, and discharge all powers and duties of the Corporation. The Trustees shall appoint and charge every faculty member of the Corporation, whether clinical or non-clinical, and such other employees and agents of the Corporation as they shall determine to be needed by the Corporation and to require appointment by the Trustees.

The powers of the Board shall include, but not be limited to:

- a. Conferring degrees of the College;
- b. Setting tuition and fees;
- c. Approving and monitoring clinical affiliations;
- d. Approving a strategic plan;
- e. Approving College policies and procedures that have fiduciary implications;
- f. Approving operating and capital budgets, subject to Article IV;
- g. Monitoring and providing input in Corporation's institutional investments (including endowments and scholarship funds);
- h. Nominating or recommending Trustees, subject to article IV;
- i. Selecting the President, who shall serve until resignation, death, or removal by the Board of Trustee's, subject to Article IV;
- j. Evaluating the President
- k. Monitoring the overall quality of the College;
- l. Monitoring the Corporation's risk management, external audits, regulatory compliance, internal controls and contingency management; and
- m. Electing former Presidents of the College to emeritus status as provided in Article XV of these bylaws.

**Section 5. Chair of the Trustees.** The Chair shall preside at all meeting of the Trustees and shall have, exercise, and discharge such powers and duties as may be specified in the Bylaws or assigned by the Trustees at any time. In the event that the Chair shall be absent, the Trustees may elect from their number a Temporary Chair to preside at meetings.

**Section 6. Financially Interested Person.** At all times, at least two-thirds of the Trustees, including the Chair, of the Corporation shall not be financially interested persons. For purposes of this section, a "financially interested person" is an individual who has received compensation from the Corporation, Central Maine Medical, Center or Central Maine Healthcare Corporation within the previous twelve (12) month period, for services rendered as an employee, independent contractor, or consultant, either directly, or indirectly through a legal entity in which the individual has a financial interest (not including the shareholder of a publicly held Corporation); or the spouse, brother, sister, parent, or child of such an individual.

**Section 7. Removal, Resignation and Vacancy of Trustees.** Any Trustee may be removed at any time consistent with Article IV, Section 2.b. without a finding of cause, upon majority vote of the Board of Trustees and with the confirmation by the Sole Member, that the best interests of the Corporation will be served thereby. Any Trustee may resign by delivering written resignation to the Corporation at its principal office addressed to the Chair with a copy to the President or Secretary. Such resignation shall be effective upon receipt unless it is specified to be effective at some later date. Any vacancy of a Trustee, whether occasioned by removal, resignation, death, or other cause, may be filled by the Board in accordance with Article IV, Section 2.b.

## Article VI: Officers of the Corporation and Their Election

Revised

February 2, 2022

**Section 1. Officers.** The corporation shall have a President, Chair, Treasurer, Secretary, and such other officers as the Board of Trustees may authorize.

**Section 2. Election.** The Chair shall be a person having no financial interest in the College and shall be elected by a majority vote of the Board. The Chair, President, Treasurer and Secretary shall be elected by a majority vote of the Board. Each shall serve until resignation, death, or removal by majority vote of the Board.

## Article VII: Powers and Duties of Officers of the Corporation

Approved

Revised

February 2, 2022

**Section 1. Powers and Duties of the Chair.** The chair shall serve as a voting member of the Board of Trustees and shall preside at meetings of the Board of Trustees. The Chair shall report at least annually to the Sole Member on the status of the operation of the Corporation. The Chair shall perform such other duties as may be imposed by law, by the Articles of Incorporation, the bylaws, or by vote of the Board of Trustees.

**Section 2. Powers and duties of the President.** The President shall be a qualified and experienced educator who shall be responsible for the day-to-day administration of the College. The President shall be the chief executive officer and agent of the Trustee's and shall, subject to their authority, supervise, direct, and control all operations of the Corporation, including, but not limited to, the following:

- a. Work with the Board of Trustees, develop, update, and implement a strategic plan for the College;
- b. Recommend to the Trustees an annual budget for the Corporation;
- c. Report to the Trustees on the affairs of the Corporation at least four (4) times each year;
- d. Report at least annually to the Trustees the names of those candidates who shall have qualified for degrees from the Corporation, the names of those persons recommended for appointment to the Faculty and the names of those members of the Faculty recommended for promotion, contract renewal, or promotion and contract renewal;
- e. Execute authorized contracts, deeds, bonds, mortgages, notes and other instruments in the name of the Corporation, unless the Trustees shall have delegated to some other person authority to execute any such instrument;
- f. Delegate authority, subject to the approval of the Trustees, to other officers and employees of the Corporation for the purpose of promoting orderly administration;
- g. Have, exercise, and discharge such other powers and duties as the Trustees may assign; and,
- h. Except as otherwise specified by the Board of Trustees, appoint, evaluate, promote, transfer, and dismiss all employees of the Corporation.

**Section 3. Powers and Duties of the Treasurer.** The Treasurer shall be responsible to assure there are accurate accounts of all receipts and disbursements of the College; the deposit of all money and other securities in such depositories as may be designated by the Board of Trustees; the disburse of funds of the College; taking proper vouchers for disbursements; and the preparation of all statements and reports required by law, by the Chair of the Board of Trustees, or by the Board of Trustees. The Treasurer shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned by these bylaws, the Board, or the Chair of the Board. The Board or the Chair of the Board may delegate all or part of the authority and duties of the Treasurer or subordinate officers.

**Section 5. Powers and Duties of the Secretary.** The Secretary shall see that all notices are duly given, shall keep the records of the Corporation and of the Board of Trustees, and shall be custodian of all College records and the seal of the College. The Secretary shall perform such other duties as may be delegated by the Chair or the Board of Trustees or as may be imposed by law. In the Secretary's absence from any meeting, a temporary Secretary may be appointed by the Chair.

**Section 6. Promissory Notes, Deeds, Drafts, and Assignments of Securities.** Promissory notes, deeds, drafts, contracts, agreements, and assignments of securities shall be signed by the President and the Treasurer unless the Board of Trustees shall designate other persons for such purpose.

**Section 7. Removal, Resignation, and Vacancy of Officers.** Any officer may be removed at any time, consistent with Article IV, Section 2.b. without a finding of cause, upon determination by the Board of Trustees and with confirmation by the Sole Member, that the best interests of the Corporation will be served thereby. Any officer may resign by delivering written resignation to the Corporation at its principal office addressed to the Chair with a copy to the President or Secretary. Such resignation shall be effective upon receipt unless it is specified to be effective at some later date. Any vacancy of an officer, whether occasioned by removal, resignation, death, or other cause, may be filled by the Board in accordance with Article IV, Section 2.b.

## Article VIII - Corporate Commitment and Signature Authorization

### Revised

February 2, 2022

**Section 1. General.** Officers or an employee expressly designated by an authorized officer may make commitments and execute and deliver documents on behalf of the Corporation as authorized by these bylaws and/or by the Trustees.

**Section 2. Commitments Approved by Trustees.** Any contract or other document which embodies a commitment that has been approved by the Board of Trustees in accordance with the bylaws in the course of their action on any budget of the Corporation or otherwise may be executed and delivered on behalf of the Corporation by the President, Treasurer, or any other officer designated by either of them. Any unbudgeted contract or commitment in an amount of \$25,000 or more must be approved by the Board.

**Section 3. Commitments Not Approved by Trustees.** Any commitment not requiring approval under Section 2 may be executed and delivered on behalf of the Corporation by the President or the Treasurer.

## Article IX - Faculty

### Revised

February 2, 2022

**Section 1. Bylaws of the Faculty.** The Trustees shall adopt bylaws and similar instruments of governance for the organization and conduct of the affairs of the faculty. The Trustees may amend or repeal such instruments only (1) in response to a written recommendation made by members of the faculty to the Trustees; or (2) following at least thirty (30) days' written notice by the Trustees to the faculty of the action proposed to be taken by the Trustees, during which time the Trustees shall give due consideration to any recommendations received from such faculty members. At the request of the faculty, the President and one or more Trustees shall come before a meeting of the faculty to review and hear comments on the proposed action.

**Section 2. Appointments to the Faculty.** The bylaws of the faculty shall establish procedures for processing and evaluating applications and recommendations for appointment, reappointment, and promotion of the faculty by the Trustees. Every appointment and promotion shall be in accordance with such bylaws.

**Section 3. External Interference.** The Board of Trustees shall strive to protect members of the faculty from external interference by persons or agencies not involved in the College's education process that might jeopardize their academic independence or the independence of the College.

## Article X: Meetings of the Board of Trustees

### Revised

February 2, 2022

**Section 1. Regular Meetings.** Regular meetings may be held at least four (4) times per year at times fixed by the Board of Trustees.

**Section 2. Special Meetings.** The President or the Chair may at any time call a special meeting of the Board of Trustees and such meeting shall be called upon the written request of any four (4) Trustees.

**Section 3. Methods of Taking Action.** Any action which may be taken at a meeting of the Board of Trustees may be taken alternatively:

- a. Action may be taken by unanimous written (including electronic) consent of the Trustees at any time before or after the intended effective date of such action.
- b. For a meeting held without a call or notice if a quorum is present and if the Trustees who did not attend, after learning of the action taken and of the impropriety of the meeting, fail to make a prompt (within 3 business days) objection thereto, action may be taken.

- c. A trustee may participate in a meeting telephonically or by similar electronic means.
- d. At all meeting of the Board of Trustees, the presence of fifty percent (50%) of the Trustees shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of the Board of Trustees. If, at any meeting duly called, a quorum shall not be present, a lesser number may adjourn the meeting until such time as a quorum can be obtained.
- e. No notice need be given of a regular meeting of the Board. Notice of all special meetings shall be given in written, electronic mail, or facsimile format and shall be delivered, sent, or personally given to each Trustee not less than two days (2) before the date of such meeting.
- f. Any or all Trustees may participate in a meeting of the Board by any means of communication by which all Trustees participating may simultaneously hear or otherwise understand each other during the meeting.

## Article XI: Committees

### Revised

February 2, 2022

The Chair will have the authority to create and appoint the members of any committee or committees, including an Executive Committee, from among members of the Board, with each committee consisting of two (2) or more Trustees and other than the Executive Committee may include non-Trustees.

## Article XII: Conflict of Interest

### Revised

February 2, 2022

**Section 1. Statement of Potential Conflicts.** Prior to accepting a position on the Board of Trustees and annually thereafter, each Trustee shall submit in writing to the Chair a list of all businesses and other organizations of which the proposed Trustee is an officer, director, trustee, member, owner, (either as a sole proprietor or partner), shareholder (at least 5% of the shares), employee, or agent with which the Corporation has, or might be expected to have, a relationship or a transaction in which the Trustee might have a conflicting interest. Each written statement will be resubmitted at least annually or at such time as the information in a previously submitted disclosure changes. The Chair shall become familiar with the statements of all Trustees in order to guide conduct should a conflict arise.

**Section 2. Conduct of Meeting of the Board of Trustees When Conflict Exists.** At such time as any matter comes before the Board of Trustees which involves or may involve a conflict of interest, the affected Trustee shall make known the potential conflict, whether disclosed by written statement or not. Such Trustee shall answer any questions that might be asked and shall disclose all material facts. At the request of the Chair, the Trustee shall withdraw from the meeting for so long as the matter shall continue under discussion. In the event the conflict of interest affects the Chair, the Temporary Chair is empowered and may require that the Chair be removed in the same manner, and for the duration of the discussion and action on the matter the Temporary Chair shall preside. In the absence of the Temporary Chair, the Treasurer may assume such responsibilities. Officers or Trustees with a conflict may be counted in determining the presence of a quorum.

**Section 3. Approval of Transactions Where Conflict May Exist.** A Trustee who has a direct or indirect financial interest in a matter coming before the Board of Trustees or committee of the Board of Trustees shall not vote on such matters. However, any such Trustee shall be counted in determining the presence of a quorum. A transaction in which one or more Trustees has a financial interest may be approved if it receives the affirmative vote of a majority of the Trustees who have no direct or indirect interest in the transaction, but in no event may a transaction be approved by a single Trustee. Further, the Board of Trustees may authorize, approve, or ratify a transaction in which one or more Trustees has financial interest only if the interest is disclosed or known to the Board or committee of the Board, and only if the transaction is fair and equitable to the Corporation as of the date that the transaction is authorized, approved, or ratified.

**Section 4. Membership and Affiliation with Competitors.** No person shall be appointed to or shall continue to serve as a member of the Board of Trustees if that person serves as a board member, officer, or management employee in a policy-making position in another, unrelated educational organization which competes with the Corporation, or in another organization which is likely to cause regular or ongoing conflicts with that person's duty to the Corporation.

## Article XIII: Amendment of Bylaws

### Revised

February 2, 2022

These bylaws may be amended by vote of a majority of the Board of Trustees then in office, provided that any proposed amendment has been submitted in writing to the Trustees at least one week prior to the meeting at which it is to be voted on, provided, further, any amendment shall not be effective until it has been submitted to the Sole Member for review. The Sole Member, in collaboration with the Corporation, may disapprove all or part of an amendment to the

Bylaws the extent that it finds that the amendment would be contrary to, or inconsistent with, the Articles of Incorporation, Title 13-B of Maine Revised Statutes, the requirements of Section 501(c)(3) of the Internal Revenue Code, other applicable statutes and regulations, the mission of the Corporation or the Sole Member, or to the extent that the Sole Member concludes that it would be detrimental to the College or the Sole Member.

## Article XIV: Indemnification

### Revised

February 2, 2022

The Corporation shall in all cases indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, or administrative, by reason of the fact that that person was a Trustee, officer, employee or agent of the Corporation, against expenses, including attorney fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding; provided that no indemnification shall be made for any person with respect to any matter unless a quorum of the Board (with parties to such action, suit or proceeding not participating) determines that that person acted in good faith in the reasonable belief that his or her actions were in the best interests of the Corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful. Such indemnification is similarly unavailable in (i) instances where an employee is determined to have acted outside the course or scope of his or her employment with respect to the matter at issue or (ii) proceedings before a licensing body involving an investigation or potential disciplinary action against a current or former employee or agent of the Corporation by the licensing body by which such person is licensed, regardless of whether any of the actives for which the person was investigated or disciplined occurred while the persona was an employee or agent of the Corporation. The Board may determine to conditionally authorize payment of expenses incurred in defending a civil or criminal action, suit or proceeding while the action is pending, and before a final determination is made by the Board as to the persons entitlement to indemnification, provided that the Trustee, officer, or employee agrees in writing to repay such amount in the event that, upon final disposition of the action, it is determined that the person is not entitled to indemnification. In the event that multiple Trustees are parties to a proceeding, such that a quorum of disinterested Trustees cannot be obtained, a determination as to whether a Trustee qualifies for indemnification as set forth above may be delegated to independent legal counsel selected by any disinterested Trustees, or if there are none, by the most senior disinterested executive, who shall render a written which shall be determinative. Notwithstanding any other provision of this Article XIV, upon the recommendation of the Corporation the Sole Member may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee or agent of the Corporation, against any liability asserted against such person and incurred in such capacity, or arising out of his or status of such, whether or not the Corporation would be liable to indemnify such person under this article.

## Article XV: Emerita/Emeritus Status

### Revised

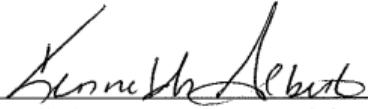
February 2, 2022

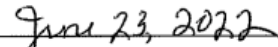
Section 1. Election and Title. The Board of Trustees, in recognition of distinguished service to the College, may elect a former President of the College to emeritus status upon that person's retirement from the College. A person shall be elected to emeritus status only resolution adopted by majority vote of the Board of Trustees. Subject to agreement of the designee, shall utilize the feminine designation "emerita" for female designees and the masculine designation "emeritus" for male designees.

Section 2. Acceptance of Terms. Each person elected to emerita or emeritus status, as a condition precedent to her or his authorized use and enjoyment of that status, shall be required to accept the designation of emerita or emeritus status (and any renewal thereof) in writing containing terms consistent with this bylaw and other specific terms and conditions adopted by the Board.

Section 3. Conduct and Revocation. A person elected emerita or emeritus status may represent herself or himself as having that status in connection with the College only during such periods in such form as this status had been authorized by these bylaws and by the authorizing resolution adopted by majority vote of the Board of Trustees. Election to emerita or emeritus status shall be for such term as shall be fixed by the Board of Trustees in the authorizing resolution and may be revoked at any time for any reason or for no reason by majority vote of the Board of Trustees.

Section 4. Limitations. Emerita and Emeritus status are honorary academic designations that carry no authority to bind, speak, or act on behalf of the College. A person elected to such status is not a Trustee, trustee, officer, employee, or agent of the College, receives no compensation, and is not eligible for employment benefits, provided, however, that election to emerita or emeritus status shall not preclude a former faculty member, officer, or employee from enjoying or receiving any employment benefit which became vested during that person's employment with the College or which is deemed by its terms to continue following termination of that person's employment.

  
Kenneth Albert, Esq., RN, MCHP Board Chair

  
Date