



Distance Education Student Handbook

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A Note from President Khoury

Unity College Distance Education Students,

Congratulations and welcome to Unity College! We are very happy to welcome you to our educational community.

As I'm sure you know, Unity College is a special place. Our sustainability science educational framework, our commitment to the liberal arts, and our emphasis on transdisciplinary pedagogy give Unity an extraordinary mission and an uncommon sense of community. Welcome to a community of people determined to make powerful and positive changes in the environmental century.

I am happy you are with us, and I hope that you find your time here satisfying and rewarding.

If you need help or have questions, please reach out to your Distance Education Concierge or Chief Distance Education Officer. And let me know if there is anything I can do.

In Unity,



Dr. Melik Khoury
Unity College President



SECTION 1: INTRODUCTION

The Unity College Mission

Through the framework of sustainability science, Unity College provides a liberal arts education that emphasizes the environment and natural resources. Through experiential and collaborative learning, our graduates emerge as responsible citizens, environmental stewards, and visionary leaders.

The Unity College Distance Education Student Handbook

The Distance Education Student Handbook contains the policies, procedures, and guidelines applicable to the Distance Education Strategic Education Business Unit (SEBU) at Unity College as reviewed and approved by the Unity College Distance Education administrative team. The Unity College Distance Education SEBU currently oversees all Distance Education Programs and courses. All students in those programs/courses will follow the policies and procedures outlined in this handbook.

Distance Education Programs: The most visible activity of distance education graduate and undergraduate work is the intellectual interaction of faculty and students involved in learning and devoted to advancing professionalism in their fields. Supporting these endeavors are academic leaders who are committed to providing an atmosphere in which distance education can flourish.

By accepting admission to Unity College, students indicate that they are responsible for adhering to the policies and procedures that govern their education at Unity College. The requirements of the programs at Unity College have been instituted so that students, faculty, and administrators are guided by a shared set of expectations for education. We sincerely hope that awareness of these requirements allows each student a fruitful educational experience at Unity College.

Distance Education Courses: Distance Education courses involve engagement in a course in a small-classroom, with active-learning. Online students can expect to see organized, engaging courses in an online format. All instructors follow a set of guidelines for courses and by signing up for a class, students are responsible for the academic integrity and personal conduct expectations required for a successful learning environment. Distance Education courses may be offered online, hybrid, or face-to-face.

Statement of Accreditation

Unity College is fully accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education (CIHE). NEASC is located at 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514. NEASC may also be contacted by telephone at (781) 425-7785 or through their website

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at <http://cihe.neasc.org>.

SECTION 2: ACADEMIC PROGRAMS

Please refer to the Unity College Distance Education Catalog for program and course information.

SECTION 3: ADMISSIONS

Undergraduate Admissions

To enroll in a Unity College Distance Education undergraduate transfer or degree completion program, students must fit the following criteria:

- a) Have a minimum of 30 college credits or an Associate's degree;
- b) Have a 2.0 minimum college transfer credit GPA on a 4.0 scale;
- c) Be at least 21 years of age by the first day of class.

An applicant needs to submit the following for consideration:

- a) A Unity College Distance Education undergraduate application for admission;
- b) An official college transcript mailed directly from all of the institutions previously attended.*

*NOTE: "Official" means the transcript will 1) be signed by a College official, 2) have the school seal, and 3) be in a sealed envelope. Electronic transcripts are accepted from an accredited institution or verified transcript agency when sent directly to the College. Applicants must submit all official transcripts from previous institutions. International students may need to have transcripts translated into English prior to evaluation.

Graduate and Certificate Admissions

The ideal applicant will have a background in biological, environmental, or natural resource sciences or fields closely related to these sciences. Strength in science and math should be reflected in previous coursework or other preparation. Unity College encourages differently prepared students to apply, and all applications will be considered on a case-by-case basis. International students need to follow the regular admissions process.

To be considered for admission to the graduate program at Unity College, an applicant must

- 1) Submit official transcripts* demonstrating the completion of a bachelor's degree. A minimum GPA of 3.0 is preferred.
- 2) Provide a current resume or C.V.
- 3) Write a personal essay (500 words minimum) addressing the following:
 - a) Why are you interested in pursuing a degree at Unity College and how does this program align with your career goals?
 - b) How do your previous experiences and background prepare you for this degree?
- 4) OPTIONAL: GRE score reports may be submitted to supplement an

application, but are not required.

*NOTE: "Official" means the transcript will 1) be signed by a College official, 2) have the school seal, and 3) be in a sealed envelope. Electronic transcripts are accepted from an accredited institution or verified transcript agency when sent directly to the College. Applicants must submit all official transcripts from previous institutions. International students may need to have transcripts translated into English prior to evaluation.

Non-Degree Student Policy

Under certain conditions, students may take Distance Education graduate or undergraduate courses without being accepted in a degree-seeking program. Their official status is "non-matriculated," a traditional academic term meaning not enrolled in a degree program.

Non-degree seeking students must complete a non-degree application online and submit unofficial transcripts to be considered. If a non-matriculated student decides to pursue a degree program, he or she will be required to go through the regular admissions process. Non-matriculated students are not eligible for Financial Aid. Students may take up to nine (9) credits before being asked to apply to a degree program.

Transfer of Credits

Undergraduate Students may transfer a maximum of 90 undergraduate credits into undergraduate programs at Unity College. Students must earn a 'C' (2.0) or higher in order for the credit to be accepted for transfer. The credit granting institution must also be accredited by a recognized regional or national accrediting body. Credits should be transferred at the time the student is admitted. Transfer credits count only toward the total earned hours, not undergraduate grade point averages.

Graduate students may transfer a maximum of nine (9) graduate credits into graduate programs at Unity College. All coursework transferred must link clearly to the degree requirements of the program the student is enrolled in, as determined by the Chief Distance Education Officer (CDEO). Students must earn a 'B' (3.0) or higher in order for the credit to be accepted for transfer. The credit granting institution must also be accredited by a recognized regional or national accrediting body. Credits should be transferred at the time the student is admitted. Transfer credits count only toward the total earned hours, not graduate grade point averages. Transfer of credits from other approved graduate programs will be considered on a case-by-case basis by the CDEO.

Expiration of an Application

Applications for admission remain viable for one calendar year. Either the student or the College may request a change in start date if within one year of initial acceptance. After one year, the applicant must reapply. Students who request a deferment of up to one calendar year must receive approval from the Chief Distance Education Officer.

Undergraduate Courses

Current Unity College students can self-register for online courses when distance education undergraduate courses are available. Students must meet the prerequisites when registering for a course. Prerequisite waiver requests should be reviewed by the Distance Education Dean of Undergraduate Programs on a case-by-case basis.

Incoming Unity College students who wish to take online courses must pay their deposit prior to beginning the course.

Non-Unity College students must have a high-school degree or equivalent and complete a non-degree student application online. The Distance Education Dean of Undergraduate Programs will verify course prerequisites have been met in order to approve admission. Once enrolled and a method of payment has been established, the Distance Education Concierge can register the student for courses.

SECTION 4: ACADEMIC RESOURCES

Academic Advising

Students will be assigned an academic advisor. Distance Education Advisors may be the Distance Education Concierge, Chief Distance Education Officer, The Dean of Distance Education Undergraduate Programs, or Distance Education Faculty. The academic advisor is familiar with the student's field of study and provides support throughout the student's time at Unity.

Academic advisors are important as a guide, a mentor, and a partner. Advisors help students plan their academic program, select courses, and discuss career options to get the most out of their program of study. When students enroll, they are assigned to an academic advisor who is both interested and skilled in helping Distance Education students advance in their careers.

Career Services

[The Office of Career Services](#) can support students with career development and helps facilitate community-based learning projects such as those that may be a part of the student's Capstone coursework. Career Services provides one-on-one counseling and will work with students and their advisors as needed.

Collaborative Learning Center

[The Collaborative Learning Center \(CLC\)](#) is an academic center that offers academic support, including writing and math tutoring, and academic course accommodations to students who are diagnosed with learning disabilities, ADHD, or other learning challenges. The staff of the CLC includes a Dean, a professional learning specialist, student success coaches, and peer educators.

Assistive Technology

The CLC has assistive technologies available for students with disabilities. Assistive technology can help students with learning differences become more successful readers, and writers and can bridge the gap between their reading and writing needs and their current skill. The Chief Distance Education Officer or Dean of Distance Education Undergraduate Programs can link students with accessibility concerns with the CLC staff.

Dorothy Webb Quimby Library Services

The [Quimby Library](#) houses a collection of more than 50,000 titles in a variety of formats, including e-books and digitized materials, which are selected primarily to support the College's curriculum. The library provides access to hundreds of scholarly and special-interest electronic journals and research databases. Quimby

Library is a member of several consortia: Minerva (Maine InfoNet); Lyris; OCLC: the Maine Download Library; and WALDO (Westchester Academic Library Directors Organization), providing the library with substantial interlibrary loan capabilities and purchasing options.

Online Orientation

Distance Education students are required to participate in an online orientation prior to the start of their first online coursework. The orientation will provide information on Canvas, CAMS, student resources, and expectations for online student success.

CAMS Student Portal

Unity College utilizes CAMS for student resources such as billing, financial aid, and the course schedule. Students can print unofficial transcripts through CAMS as needed. Once students are registered, they will receive the login credentials needed to access the student portal. Students must not share their login information with anyone. This login will serve as their single sign-on to access all student services, including Canvas and student email. Students can access their account through the CAMS application on their [single sign-on homepage](#).

Canvas Online Course Platform

Distance Education students will use Canvas to access their online courses. Assignments, discussions, the syllabus, and all student resources are available through Canvas. The courses are asynchronous, so there is no need to be online at a specific time during each online class week. Students will become more familiar with the Canvas navigation after reviewing the videos in the online orientation. Students can access their account through the Canvas application on their [single sign-on homepage](#).

Outlook Student Email

Each Unity College student is assigned a unique e-mail. Students can access their account through the Outlook application on their [single sign-on homepage](#). It is highly recommended that students check this email frequently to receive important communications from professors and the college.

Technical Policies and Resources

Computing user accounts are provided to students for their personal use while enrolled at Unity College. Students may not lend these accounts to others or use others' accounts. Students are responsible for all activity from their account. Because of this, it is imperative that students keep their passwords confidential

and never lend their account to another person. In their communications, students may not pretend to be anyone else or attempt to represent the College in any official capacity. Students may not use their email accounts for any activities that produce income.

Students are expected to provide and maintain functional personal computing equipment and Internet access service that meets or exceeds the minimum requirements below. Please note that these requirements may change from time to time.

We strongly recommend a laptop computer with the following minimum specifications:

Windows / PC:

- Windows 8
- Intel Core i5 or Core i7 CPU (2+ GHz)
- 4GB RAM or more
- 128GB or larger hard drive
- Wireless network ready
- Four-year, next-business-day warranty that includes accident coverage (for theft insurance, review your homeowners insurance policy coverage.)
- Suitable carrying case

Apple / Mac:

- MacBook Air or MacBook Pro
- Intel Core i5 or Core i7 CPU (2+ GHz)
- 4GB RAM or more
- 128GB or larger hard drive
- Wireless network ready
- Apple Care extended warranty (for theft insurance, review your homeowners insurance policy coverage.)
- Suitable carrying case

Software Requirements For All GIS Courses

NOTE - *Apple products are not compatible for ArcGIS Desktop, the software required for students enrolled in Unity College GIS courses.* Students enrolled in GIS will need to refer to the [ArcGIS website](#) for minimum specifications. GIS students will also need to sign a compliance form acknowledging that they meet the technology requirements in order to successfully run ArcGIS.

Software and Internet Access

Although courses are asynchronous and do not require that students be online at a certain time, it is important to have consistent internet access. Mobile devices and public access computers with internet (libraries, restaurants, etc.) may be slow and result in errors when trying to access coursework. Keyboard and mouse are recommended.

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Students should also be able to access **Microsoft Office 2013 or newer**. Students who do not have this can use Office 365, which is available on the home screen of the single sign-on portal.

It is also recommended that students have **speakers, headphones, microphone, and a web camera for video conferencing**. Most computers/laptops that have a web camera come equipped with a built-in microphone. Mobile devices and tablets can be used to view some of the course materials, but it is not recommended for daily use. A mouse and keyboard are preferred.

If you have difficulty accessing or using your Unity College computing account, please contact the IT Help Desk. If your computer hardware or software is not functioning properly, please contact the original equipment manufacturer or vendor who sold you the particular hardware or software or contact a local computer store for assistance.

Students should be aware that there are many laws affecting computing and related activities. There are legal statutes covering system intrusion, harassment, data privacy, fraud, child pornography, theft of services, and use of publicly funded facilities for religious or political purposes. In some situations, the College is obligated to share with authorities violations of the law when using College computer systems.

Violations of the Terms of Service will be dealt with according to disciplinary procedures outlined in this handbook. This may result in denial of access to College computing facilities or in other disciplinary action.

SECTION 5: EXPENSES AND FINANCIAL AID

Cost of Attendance

Undergraduate courses cost \$570 per credit hour (\$1710/course). Books, software, hardware, and other materials are not included in the credit hour cost and must be purchased separately.

Graduate courses cost \$850 per credit hour. Books, software, hardware, and other materials are not included in the credit hour cost and must be purchased separately.

Active military or veterans qualify for a special military rate for undergraduate and graduate courses taken online. For graduate students, the cost is \$765.00 per credit hour. For undergraduate students, the cost is \$513.00 per credit hour.

Billing

Students will be billed for each term after registering for their courses, and all student accounts must be settled and any financial aid in place before the end of the add/drop period (day 3 of each term). Any outstanding balance will lead to automatic withdrawal from courses.

Failure to Pay

Failure to pay bills in full when due may result in revocation of Unity College privileges, including but not limited to, issuance of grades and/or transcripts, registration for subsequent terms, participation in graduation ceremonies, and participation in registered classes and examinations. It is imperative that a student contact the Student Accounts Office at (207)509-7261 if any charges are disputed.

Refund Policy

Prior to the first day of class 100%. Students who do not check in, or actively start participation in their online courses during the add drop period, will be considered withdrawn prior to the first day.

1-3 calendar days 90%

4-7 calendar days 75%

8-14 calendar days 50%

15-21 calendar days 25%

22 or more calendar days 0%

Failure to Participate

Students who fail to participate in their course within the first three (3) days (as defined by a minimum of one discussion forum post) may be automatically

dropped from the course.

Financial Aid

Your federal need will be determined on the basis of the income and asset information you provide on the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov. Choose Unity's College Code (006858) to ensure that the federal application data will be transmitted to the Financial Aid Office. Please respond promptly to requests for additional information or clarification concerning your aid application.

NOTE: Financial Aid is not available for certificate programs or non-degree seeking candidates.

Private Loans

Private loans may be an option if no other sources of financial aid are available. Unity College is not permitted to provide counsel about which private loans to choose. For help on this matter, please visit: [Unity.edu/FastChoice](https://unity.edu/FastChoice)

SECTION 6: INSTRUCTIONAL DESIGN PROCEDURE AND ASSESSMENT

Common Course Syllabus

All Distance Education faculty are required to use a common course syllabus. The common syllabus will have course information, course learning outcomes, textbook requirements, instructor contact information, and assessment guidelines..

Common Course Template

All courses in the Distance Education programs are required to use a common Canvas course template. All courses will have work broken into 8-week modules with clear expectations and assessment rubrics. All courses will use the Canvas Learning Management System for posting grades, discussions, course readings, videos, and other course-specific materials.

Student Evaluations and Assessment

Students will have an opportunity to provide feedback for every class. Students will receive a link to an online class evaluation form that they must complete prior to receiving their final grade. This evaluation is designed to support course development and constructive instructor feedback. If there are concerns about either course development or instruction, please refer your feedback to the Chief Distance Education Officer.

SECTION 7: STUDENT RIGHTS AND RESPONSIBILITIES

Distance Education Student Code of Conduct

All members of the Unity College student body must be responsible for their actions and make sure that these actions do not adversely affect other community members. The College has the authority and responsibility to establish rules and standards that may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students. They are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when students cannot resolve conflicts themselves; when local, state, or federal laws have been broken; when there could be or there is a potential for personal harm or property damage; or when College regulations have been violated.

Unity College requires students to obey local, state, and federal laws. The College also has regulations that it expects students to follow. The College will take action against students whose behavior harms the College's general image or reputation. Students whose activities have a direct bearing on the College or members of the Unity College community may also be subject to disciplinary action. Each student is expected to follow the Distance Education Student Code of Conduct from acceptance to the College through graduation.

In order to achieve our goals as a community, we follow the Distance Education Student Code of Conduct. It embodies—in addition to policies—the acknowledgment of the right of individuals to decide how they live their lives as long as those actions do not interfere with the rights and welfare of others. Thus, our actions as a community and as individuals must assure equal treatment to all. This includes upholding honesty and maintaining respect, honor, and civility toward all community members throughout our involvement with the College community.

Nondiscrimination / Harassment / Equal Opportunity Policy

Unity College values a diverse College community where all individuals are treated with respect and dignity. The College is committed to providing a learning and working environment that is free of illegal discrimination, harassment or retaliation. Illegal discrimination against, harassment of, or retaliation against individuals of the College community are against College policy and will not be tolerated.

Unity College does not discriminate on the basis of race, color, ancestry or

national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, or other status protected under local, state or federal laws in the recruitment and admission of students, educational policies and procedures, and in the recruitment and employment of employees. We offer reasonable accommodation to applicants and to qualified individuals with disabilities, including accommodation in the application process. Unity College is an equal opportunity employer and operates in accordance with federal and state laws regarding nondiscrimination.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual that may involve any of the protected categories listed. Harassment on the basis of these protected characteristics is against the law and the policy of the College. Examples of prohibited harassing conduct include but are not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; written or graphic material that denigrates or shows hostility or aversion toward an individual or group; sexually-oriented conversation; or visual display of sexually suggestive pictures or objects.

These policies apply to all students and employees and are related to conduct engaged in by fellow employees, students, or third parties with whom students and employees interact in the course of their learning or jobs. Those who experience or witness discrimination, harassment, or retaliation are encouraged to promptly report such conduct to the Chief Distance Education Officer, who will promptly involve the appropriate College officials and investigate complaints. The type of discipline will be determined by reflecting on the severity of the conduct, up to and including suspension or dismissal from the College.

Netiquette, or network etiquette, is concerned with the "proper" way to communicate in an online environment. Consider the following "rules," adapted from [The Core Rules of Netiquette \(Links to an external site.\)](#)Links to an external site., whenever you communicate in the virtual world.

Rule 1: Remember the Human

When communicating electronically, whether through email, instant message, discussion post, text, or some other method, practice the Golden Rule: Do unto others as you would have others do unto you. Remember, your written words are read by real people, all deserving of respectful communication. Before you press "send" or "submit," ask yourself, "Would I be okay with this if someone else had written it?"

Rule 2: Adhere to the same standards of behavior online that you follow in real life

While it can be argued that standards of behavior may be different in the virtual world, they certainly should not be lower. You should do your best to act within the laws and ethical manners of society whenever you inhabit "cyberspace." Would you behave rudely to someone face-to-face? On most occasions, no. Neither should you behave this way in the virtual world.

Rule 3: Know where you are in cyberspace

"Netiquette varies from domain to domain." (Shea, 1994) Depending on where you are in the virtual world, the same written communication can be acceptable in one area, where it might be considered inappropriate in another. What you text to a friend may not be appropriate in an email to a classmate or colleague. Can you think of another example?

Rule 4: Respect other people's time and bandwidth

Electronic communication takes time: time to read and time in which to respond. Most people today lead busy lives, just like you do, and don't have time to read or respond to frivolous emails or discussion posts. As a virtual world communicator, it is your responsibility to make sure that the time spent reading your words isn't wasted. Make your written communication meaningful and to the point, without extraneous text or superfluous graphics or attachments that may take forever to download.

Rule 5: Make yourself look good online

One of the best things about the virtual world is the lack of judgment associated with your physical appearance, sound of your voice, or the clothes you wear (unless you post a video of yourself singing Karaoke in a clown outfit.) You will, however, be judged by the quality of your writing, so keep the following tips in mind:

- - **Always check for spelling and grammar errors**
 - **Know what you're talking about and state it clearly**
 - **Be pleasant and polite**

Rule 6: Share expert knowledge

The Internet offers its users many benefits; one is the ease in which information can be shared or accessed and in fact, this "information sharing" capability is one of the reasons the Internet was founded. So in the spirit of the Internet's "founding fathers," share what you know! When you post a question and receive intelligent answers, share the results with others. Are you an expert at something? Post resources and references about your subject matter. Recently expanded your knowledge about a subject that might be of interest to others? Share that as well.

Rule 7: Help keep flame wars under control

What is meant by "flaming" and "flame wars?" "Flaming is what people do when they express a strongly held opinion without holding back any emotion." (Shea, 1994). As an example, think of the kinds of passionate comments you might read on a sports blog. While "flaming" is not necessarily forbidden in virtual communication, "flame wars," when two or three people exchange angry posts between one another, must be controlled or the camaraderie of the group could be compromised. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

Rule 8: Respect other people's privacy

Depending on what you are reading in the virtual world, be it an online class discussion forum, Facebook page, or an email, you may be exposed to some private or personal information that needs to be handled with care. Perhaps someone is sharing some medical news about a loved one or discussing a situation at work. What do you think would happen if this information "got into the wrong hands?" Embarrassment? Hurt feelings? Loss of a job? Just as you expect others to respect your privacy, so should you respect the privacy of others. Be sure to err on the side of caution when deciding to discuss or not to discuss virtual communication.

Rule 9: Don't abuse your power

Just like in face-to-face situations, there are people in cyberspace who have more "power" than others. They have more expertise in technology or they have years of experience in a particular skill or subject matter. Maybe it's you who possesses all of this knowledge and power! Just remember: knowing more than others do or having more power than others may have does not give you the right to take advantage of anyone. Think of Rule 1: Remember the human.

Rule 10: Be forgiving of other people's mistakes

Not everyone has the same amount of experience working in the virtual world. And not everyone knows the rules of netiquette. At some point, you will see a stupid question, read an unnecessarily long response, or encounter misspelled words; when this happens, practice kindness and forgiveness as you would hope someone would do if you had committed the same offense. If it's a minor "offense," you might want to let it slide. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.

The Family Educational Rights and Privacy Act of 1974

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

Inspection of Records

A student has the right to inspect and review his or her education records within 45 days of the day the College receives a request for access. If a student wishes to inspect his or her education records, he or she should contact the Registrar to make arrangements.

Amendment of Records

A student has the right to request the amendment of his or her education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the

[Registrar](#), clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Records

Unity College must obtain a student's written consent prior to disclosure of personally identifiable information contained in educational records except in circumstances permitted by law or regulations, some of which are summarized below.

Directory Information

Unity College designates the following student information as directory information that may be made public at its discretion: name, address, telephone listing, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, most recent educational agency or institution attended, and student ID number or other identifier other than a Social Security number (but only if the identifiers cannot be used to gain access directly to education records without one or more other factors such as a password), participation and level of students in officially recognized activities, dates of attendance in the College, degrees, honors and awards received, and photographs and videos relating to student participation in campus activities open to the public.

Students who do not want the College to disclose directory information must notify the Registrar's Office in writing within thirty (30) days of enrollment. This opt-out request will remain in effect unless and until it is rescinded.

School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a legitimate educational interest. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the College as an administrator, supervisor, academic or research faculty or staff, or support staff member (including health or medical staff and law enforcement unit personnel); persons or companies with whom the College has contracted to provide specific services (such as attorneys, auditors, medical consultants, field placement supervisors and other related personnel, collection agencies, evaluators or therapists); Board of Trustee members; students serving on official committees or assisting other school officials in performing their tasks; and volunteers who are under the direct control of the College with regard to education records.

Grievance Process (Non-Title IX)

A grievance is a student concern relating to Unity College and resulting from non-academic circumstances that the student believes are unjust.

NOTE: If a student is concerned for her or his safety then she or he should contact law enforcement or other appropriate legal authorities.

NOTE: If the student concern is related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities (see below), the student should follow the procedures outlined in the Title IX section of this handbook.

This grievance procedure applies to all distance education students. If a student has a concern, the student should first communicate the concern to the Distance Education Concierge. The Distance Education Concierge will work to address and resolve the student's concerns to the student's satisfaction. The student may, at any time, seek advice and direction from the Chief Distance Education Officer.

If the concern is unresolved after speaking with the Distance Education Concierge and/or the Chief Distance Education Officer, the student may use the following grievance procedure.

Grievance Procedure

If a student has worked with the Concierge and the concern remains unresolved, the student should notify the Chief Distance Education Officer (CDEO) of his or her intent to grieve the issue. This notification must be received, in writing, within thirty (30) calendar days following the incident of concern. Within three (3) business days of written notification, the CDEO will contact the student to arrange a meeting to discuss the issue and receive relevant information from the student. The CDEO will investigate the concern. This may include speaking to other parties, gathering additional information, consulting records, and other means of ensuring due diligence. The CDEO will then schedule a meeting with the student to discuss these findings. The student will receive a decision in writing from the CDEO within thirty (30) days of that meeting.

If the student does not feel that the procedures outlined here were followed, then the student may appeal the decision based on a failure to follow process. For more information, see [the State Grievance Process](#).

Appeals Based on Failure to Follow Process

If the student does not feel that the procedures outlined here were followed, the student may file a written appeal specifying how this policy and these processes were not followed. The appeal must be submitted to the Chief Academic Officer (CAO) within ten (10) working days after receipt of the decision of the Chief Distance Education Officer. The CAO will investigate the grievance and talk with

the student and render a decision in writing within ten (10) working days of receipt of the appeal. The decision issued by the CAO is final.

Title IX

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

A. Definitions of Terms

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or depriving someone of the ability to participate in or benefit from the College's educational programs, activities, or employment. Examples of sexual harassment include, but are not limited to:

- Subtle or persistent pressure for sexual activity
- Unwelcome communications (verbal, written, electronic, etc.) of a sexual nature
- Unnecessary touching, pinching, or brushing against a person
- Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior
- Indecent exposure
- Unwelcome commentary about an individual's body or sexual behavior

Non-consensual sexual contact includes any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force. Examples of non-consensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals
- intentional touching of another with breasts, buttocks, groin or genitals
- making another person touch someone or themselves in a sexual manner

any intentional bodily contact in a sexual manner

Non-consensual sexual intercourse includes any sexual intercourse, however slight, with any object or body part by a person against other person that is

without consent and/or by force. Examples of non-consensual sexual intercourse include, but are not limited to:

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

Sexual exploitation includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording)
- knowingly transmitting a sexually transmitted infection
- exposing of a person's body or genitals
- prostituting or soliciting another community member

Consent is an active, knowing, and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

Incapacitation is a state in which someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why and how" of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy. Other definitions include:
 - A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
 - In order to give consent, a person must be of the legal age of consent.
 - Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication.
 - Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

Force is the use of physical violence and/or imposing on someone physically to

gain sexual access. Force also includes threats, intimidation and coercion that overcomes resistance or produces consent.

Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

Intimate Partner Violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate and/or control another person. This behavior can be verbal, emotional and/or physical. Examples include, but are not limited to striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats.

Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person's safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, non-consensual communications (e.g., face-to-face, telephone, email, social media), threatening or obscene gestures, surveillance, or showing up at places frequented by the targeted individual.

Other Forms of Misconduct, when gender-based, will fall under this policy. These include, but are not limited to:

- conduct that interferes with the rights of others and/or demonstrates disregard for the College community
- assisting another person in committing a violation of this policy
- personal harassment and/or verbal abuse
- the threat of physical harm, physical abuse, mental distress or injury
- actions that inflict physical harm, physical abuse, mental distress or injury
- slanderous, false or malicious statement(s) about a person or defamation of character
- endangerment of the health and safety of others
- hazing
- damage and/or vandalism to another's property

Jurisdiction Unity College students are responsible for their behavior regardless of their geographic location and are expected to comply with the Distance Education Student Code of Conduct, including the Sexual Misconduct Policy, in all circumstances.

Therefore, this Policy applies to any allegation of Sexual Misconduct against a Unity student, regardless of where the alleged Sexual Misconduct occurred.

B. Complaint Procedures for Sexual Misconduct

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

When reporting a violation of this policy, a student may report the alleged violation and wish to maintain his/her confidentiality and privacy. College staff that may provide confidential advice, options, and assistance includes our counseling and health services personnel.

Excluding such confidential reports, any reports of sexual harassment and discrimination, including sexual assault, must be reported to the Unity College Title IX Coordinator or Title IX Deputy Coordinator.

Title IX Coordinator: Raymond Phinney, email rphinney@unity.edu or call (207) 509-7241. Title IX Deputy Coordinator: Stephen Nason, email snason@unity.edu or call (207) 509-7284.

Both the Title IX Coordinator and Deputy Coordinator will consult with the Director of Human Resources (when a complaint involves an employee) to continue procedural review and apply appropriate processes.

Community members who are aware of an incident involving sexual misconduct, sexual harassment, intimate partner violence, and/or stalking are encouraged to speak to the Title IX coordinator, Deputy Coordinator, faculty member, or other College staff member and make a formal report. Reported incidents will be investigated.

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

Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If a student files an official complaint but does not wish to pursue official resolution and/or requests that his/her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the Complainant's complaint. If the Complainant requests that his/her name or other

identifiable information not be disclosed to the Respondent, the Title IX coordinator will inform the Complainant that the College's ability to respond may be limited and that Title IX prohibits retaliation. If the Complainant requests that his or her Complaint not be resolved, such request shall be in writing and include a waiver of investigation and resolution. The College will evaluate the Complainant's request(s) for confidentiality or no action in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; the Complainant's age; whether there have been other complaints of Sexual Misconduct against the same Respondent; and the Respondent's right to receive information about the allegation if the information is maintained by the College as an "education record" under FERPA. The Advisor will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the Complaint not be resolved, the Deputy Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described below. Please note that there are resources a student can utilize that can maintain confidentiality without the need to inform other College personnel. These resources include phone consultation with personnel of our Wellness Center, including but not limited to, our counseling and medical staff.

Interim Measures

In all complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community, including taking appropriate interim measures before the final outcome of the investigation and hearing, if any. Accordingly, the College may impose a "no-contact" order, which typically will include a directive that the Respondent refrain from having contact with the Complainant, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Title IX Deputy Coordinator for purposes of this Policy, or the Dean of Students, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, ordering interim suspensions and directing appropriate College officials to alter the students' academic or other arrangements with the College. When taking steps to separate the Complainant and the Respondent, the Advisor or the Dean of Students will seek to minimize unnecessary or unreasonable burdens on either party. Every reasonable effort will be made to allow the Complainant to continue in his or her academic or other arrangements with the College. Violations

of the Advisor's or Dean of Students' directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Retaliation

It is a violation of College policy to retaliate against any person making a Complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a Witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats, and other adverse action against any such Complainant or third party. Retaliation should be reported promptly to the Deputy Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

Criminal Proceedings

Because Sexual Misconduct may constitute both a violation of this Policy and criminal activity, Unity encourages students to report alleged Sexual Misconduct promptly to the appropriate law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a Complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceeding to commence its own investigation and take interim measures to protect the complainant as detailed above.

Disciplinary Procedure

Sexual assault is a criminal violation of the State of Maine "Sexual Assault" laws, US Sexual Abuse Codes, and a violation of the Unity College policy. A complaint of sexual assault can lead to either or both of two possible proceedings:

- A criminal court case filed by a district attorney's office;
- A College judicial hearing.

In the criminal case, the prosecutor must convince the court of the guilt of the accused "beyond a reasonable doubt." In the College judicial hearing before the College Council, responsibility for a violation of the Unity College Sexual Misconduct Policy is established by a "clear and convincing" standard. The "clear and convincing" standard of proof represents a standard between the "mere preponderance of credible evidence" standard and the "beyond a

reasonable doubt” standard. The College reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other relevant College policies, processes, and procedures before, during, or at the completion of extra-college criminal proceedings. Prior to the judicial hearing, the accused may be subject to Summary Suspension, which is defined as follows:

Summary Suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student presents an immediate and definite danger to him/herself or others, or threatens disruption of College actions or activities. Students who exhibit severe emotional problems may also be summarily suspended. Summary suspension is immediate termination of a student's privilege to attend the College and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any College activities, including virtual activities, and may be excluded from College property. Should the student ignore the conditions of this suspension, the College may initiate criminal proceedings. The authority for initiating a summary suspension is vested with the Dean of Students and Chief Distance Education Officer, who determine the length of the suspension.

Student Rights—Rights of the Complainant

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College
- The right to be treated with respect by College staff throughout the process
- The right to be notified of available counseling, mental and physical health services for victims of sexual misconduct, gender-based discrimination and/or harassment
- The right to identify witnesses and other parties and to request the Deputy Coordinator contact those individuals as part of the investigation
- The right to have an advisor present in a support or advisory role during the investigation and Title IX Judicial hearing
- The right to report the incident to non-college authorities and/or law enforcement and to be assisted by College staff in doing so
- The right to have a committee of mixed genders, to know the members of the committee ahead of time, and to address concerns of bias and/or conflict of interest in regards to committee members
- The right to review all documents and reports produced by the investigation, subject to limitations provided by law, as well as the names of all witnesses who may be called to provide statements to the committee, at least 24 hours prior to the hearing
- The right to know what provisions of the Distance Education Student Code of Conduct the accused student is charged with violating
- The right to challenge information and documents prior to the hearing

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- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing
- The right to have a copy of the committee hearing script at least 48 hours prior to the hearing
- The right to be present and participate in the committee hearing
- The right to make an impact statement to the committee, should the committee find the accused student responsible for violating this policy
- The right to participate in committee hearings by means other than being in the same room with the accused student
- The right to be informed of the outcome and sanction of any committee hearing within 24 hours of a decision being rendered, and to receive that decision in writing
- The right to appeal the finding and sanction of the committee, in accordance with the appeal guidelines established in this policy
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary

Student Rights—Rights of the Respondent

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College
- The right to be treated with respect by College staff throughout the process
- The right to be notified of available counseling, mental and physical health services, both College and non-College based.
- The right to identify witnesses and other parties, and to request the Deputy Coordinator contact those individuals as part of the investigation
- The right to have an adviser present in a support or advisory role during the investigation and committee hearing
- The right to have the Title IX grievance process fully explained, and to receive written notice of all Student Conduct Code charges at least 48 hours before a committee hearing
- The right to be notified of possible sanctions that may result if found responsible of violating this policy and the Distance Education Graduate Student Code of Conduct
- The right to have a committee of mixed genders, to know the members of the committee ahead of time, and to address concerns of bias and/or conflict of interest in regards to committee members
- The right to review all documents and reports produced by the investigation subject to limitations provided by law, as well as the names of all witnesses who may be called to provide statements to the committee, at least 24 hours prior to the hearing
- The right to challenge information and documents prior to the hearing
- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing
- The right to have a copy of the committee hearing script at least 48 hours

- prior to the hearing
- The right to be present and participate in the committee hearing
- The right to make an impact statement to the committee, should the committee find the accused student responsible for violating this policy
- The right to be informed of the outcome and sanction of any committee hearing within 24 hours of a decision being rendered, and to receive that decision in writing
- The right to a hearing outcome based on information presented during the hearing which the committee finds credible, relevant and convincing
- The right to appeal the finding and sanction of the committee, in accordance with the appeal guidelines established in this policy
- The right to privacy and the assurance that information regarding the complaint will be shared only with those necessary

Investigation

The deputy Title IX coordinator, in conjunction with the Title IX coordinator, is designated to formally investigate student grievances, address inquiries and coordinate the College's compliance efforts regarding student complaints. Notice of a formal complaint can be made in writing or orally to any appropriate staff member with whom the student feels comfortable, though the College encourages students to submit grievances in writing (electronically or by hard copy) to the Deputy Coordinator and/or the College Title IX coordinator. The Title IX team also reserves the right to investigate any incident referred to the Dean of Students that may relate to this policy, and, if necessary, refer that incident to the Title IX grievance process.

The complaint should clearly describe the alleged incident, when and where it occurred, and the desired remedy, if known. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as possible. Completion of the investigation and grievance procedures should be complete within 60 days of the receipt of the complaint, often sooner. Should this process last longer than 60 days, the Deputy Coordinator will communicate the reasons and expected timeline to all parties.

Preliminary Investigation

After reviewing the complaint, the Title IX team will:

- determine the identity and contact information of the complainant
- identify what policies, if any, were allegedly violated
- speak with the complainant to inquire about and finalize complaint
- conduct an immediate initial investigation to determine if there is cause to proceed with further investigation.

If there is insufficient evidence to support a reasonable cause for the complaint, the grievance will be closed with no further action.

Formal Investigation

If the Title IX team determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. During the formal investigation, the Deputy Coordinator or a trained lead investigator identified by the Deputy Coordinator will:

- commence a thorough and impartial investigation by developing a strategic investigation plan, including a witness list, information list, intended investigation timeframe, and order of interviews for all witnesses and the accused individual
- give the accused individual proper notice of the investigation and provide an opportunity for the accused individual to provide information
- complete the investigation in a timely manner, without unnecessary deviation from the intended timeline
- maintain communication with the complainant and the accused individual on the status of the investigation and overall process.

At the conclusion of the investigation, the Title IX team will speak with the complainant and the accused student to present the findings. If supported by the investigation findings, the investigator will present the accused student with a notice of alleged violations.

Resolution Agreement Option

If the accused student accepts responsibility for the alleged violations presented in the investigator's report, the Dean of Students will present proposed sanctions to the accused student. If the accused student accepts the sanctions, then those sanctions will be presented in a written decision letter. After acceptance of responsibility and sanctions, the accused student has three (3) business days to reconsider that acceptance and request a hearing. Accused students who do not accept responsibility or the investigator's proposed sanctions will have their matter heard by the Sexual Misconduct Board. Students who accept responsibility and the sanction recommendation of the investigator cannot appeal the decision.

Student Sexual Misconduct Board

The Board is composed of a total of three (3) members representing staff and faculty. The members should receive annual training on Title IX issues and investigations. The Dean of Students or his/her designee serves as its Chair.

Advisers

A person of the student's choice may attend the hearing in the role of an adviser. Advisers serve as a moral and emotional support for students during committee hearings, and can assist with meeting preparation. Advisers are not permitted to advocate for a student or speak on their behalf during a committee hearing. Students who are witnesses to the incident or are otherwise involved in the matter before the committee cannot serve as advisers.

Hearing Process for Distance Education Students

The Title IX team will meet via videoconference with both the complainant and the accused student prior to the hearing to outline the hearing process and answer questions. Prior to the hearing, the Deputy Coordinator will:

- be available to both the complainant and accused student to answer questions and address concerns with the process
- schedule the committee hearing, and select committee members from the pool of eligible members based solely on availability and maintaining a committee of mixed genders
- contact witnesses and work to ensure their availability for the committee hearing
- arrange accommodations intended to limit contact between hearing participants (i.e., arranging accommodations in different rooms, setting up physical barriers in the hearing room)
- prepare copies of all reports and documentary information to be disseminated to the committee, complainant and accused student before the hearing

The following individuals may be present at the hearing:

- Chief Distance Education Officer
- Dean of Distance Education Undergraduate Programs
- Conduct Board members and chair
- complainant
- adviser for complainant (optional)
- respondent (accused student)
- adviser for respondent (optional)
- investigator(s)
- witnesses (only one at any one time)
- Deputy Title IX coordinator

The chair will conduct the hearing in accordance with the hearing script. The script ensures that the investigation report is presented, and that the committee has the opportunity to ask questions of all parties and witnesses, if necessary. Audio or video recording devices are not permitted at committee hearings.

Additionally, the hearing script ensures:

- all parties are introduced
- all conduct code charges are read
- the respondent is provided an opportunity to plead "responsible," "not responsible," or decline to make a plea, for each conduct code charge
- the investigator will present the results and findings of the investigation
the committee can ask questions of the investigator, parties, and witnesses

If any individual should become disruptive during the hearing, including witnesses and advisers, the chair maintains the discretion to remove that individual from the hearing. At the conclusion of the investigation, presentation,

and questioning, the committee will deliberate privately to determine the accused student's responsibility for the charged conduct code violations. All decisions require a majority vote.

After the Unity College Conduct Board makes a decision, they will reconvene with the parties and the investigator, and the chair will announce the board's decision. If the respondent is found responsible for any violations, the committee will commence the sanction phase of the hearing. If the respondent is found not responsible for all conduct code violations, the hearing ends. During the sanction phase of the hearing, the hearing script will direct the board to:

- accept impact statements from both parties, verbally and/or in writing
- ask the deputy Title IX coordinator to disclose the respondent's past student conduct code violations, if any
- ask the deputy Title IX coordinator for sanction parameters, as defined by this policy for the applicable Distance Education Student Code of Conduct violations

At the conclusion of the sanction phase, the Conduct Board will deliberate privately. All sanction decisions require a majority vote. After a sanction decision is made, the board will reconvene with the parties and the investigator to announce the sanction decision and close the hearing. After the conclusion of the hearing, the investigator will speak with both parties and answer any questions about the sanctions and any post-hearing requirements. The board has twenty-four (24) hours from the close of the hearing to produce a written decision letter to both parties. Responsibility for the decision letter falls to the chair. Once completed, the decision letter is delivered to the investigator for delivery to both parties.

Sanctions-only Hearing

Should the respondent accept responsibility for all charged violations of the Distance Education Student Code of Conduct, but disagree with the investigator's proposed sanction, a sanctions-only hearing will be conducted. This hearing, after the presentation of the investigation findings and the opportunity for questioning, moves directly to the sanction phase described above.

Attendance at Hearing

Should the Complainant or the accused student fail to appear at the scheduled hearing, the Board Chair may postpone the proceedings or direct that the panel proceed and determine the Complaint on the basis of the Investigative Report and other available information, provided the absent party was duly notified of the scheduled hearing date, as outlined above.

Preponderance of Evidence Standard

A finding of responsibility must be supported by a preponderance of evidence. A preponderance of the evidence means that the information shows that it is "more likely than not" that the respondent violated this Policy

Sanctions

The following are possible sanctions for incidents reviewed under this policy:

- Students found responsible for violating this policy in regard to non-consensual sexual contact or intimate partner violence will likely receive a sanction ranging from probation to dismissal, depending upon the severity of the incident and any previous violations.
- Students found responsible for violating this policy in regard to non-consensual or forced sexual intercourse will likely receive a sanction of dismissal.
- Students found responsible for violating this policy in regard to sexual harassment, sexual exploitation, or other gender-based misconduct will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations.
- The committee will sanction students found responsible for Distance Education Student Code of Conduct violations not related to this policy in accordance with appropriate sanctions specified by policies related to the specific violation.

The board reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. Neither the board nor the appeal officer will deviate from the guidelines listed above unless significant mitigating or aggravating factors exist. The committee also reserves the rights to include additional sanctions, educational or otherwise, in accordance with all appropriate and related policies and processes.

Appeals

After receiving notification of the board's decision, both the complainant and the accused student have three (3) business days to notify the Dean of Students of their intent to appeal the decision. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three (3) business days of the receipt of the appeal form. Sanction(s) imposed by the committee will remain in effect while the appeal is pending. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting. The letter of appeal must be completed and signed by the student or submitted directly from the student's Unity College email account.

Once the appeal materials are submitted, the other party and the investigator may submit materials in response to the appeal. Complainants or accused students who fail to attend the committee hearing forfeit the right to request an appeal.

Unity College Conduct Board hearings may be appealed to the Dean of Students. The accepted grounds for an appeal are:

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- additional and/or new relevant information was not available at the time of the board hearing
- an error in the process or an abridgement of rights, as outlined by this policy, which materially impacted the outcome of the hearing
- The sanction(s) assigned by the board did not adhere to the sanction guidelines stated in this policy. Dissatisfaction with the sanctions, alone, is not a sufficient cause for appeal.

The Dean of Students determines whether or not there are grounds for consideration of an appeal meeting. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the appeal will be denied and the matter will be closed. If the Dean of Students determines that an appeal should be considered, he/ she may conduct a formal appeal panel. The appeal panel may decide:

- to affirm the decision of the board. In this case, the initial decision is final.
- to remand the matter back to the board to make a decision in light of the appeal panel's findings or initiate a new hearing based on the appeal's merit

Compliance with Sanctions and Accommodations

At the conclusion of the Title IX Grievance Process, the Deputy Coordinator will be responsible for ensuring compliance with all assigned sanctions, and to make any accommodations with the goal of preventing the recurrence of sexual and/or gender-based harassment.

Education

Unity College provides educational programs to inform all College community members, students, faculty, and staff about sexual misconduct, including identifying behaviors that constitute sexual misconduct, discussing College policy related to sexual misconduct under Title IX, and providing guidance and resources on this issue. This information is included in the Distance Education Adjunct Handbook and in the Distance Education Student Handbook, which is made available to all students, faculty, and staff.

SECTION 11: RESOURCES

Academic Calendar

Please see the webpage for the current academic calendar:

<https://online.unity.edu/academic-calendar/>

Financial Aid Consumer Information

Please see the webpage for institutional information for consumers:

<https://www.unity.edu/academics/academic-resources/registrar/consumer-information/>

College Resources

The mailing address for all Unity College correspondence is:

Unity College Distance Education

90 Quaker Hill Road, Unity, ME 04988-952

College Switchboard: (207) 509-7100; Distance Education: (207) 509-7155

College Website: www.online.unity.edu

Distance Education Team

Chief Distance Education Officer, Dr. Amy Arnett

aarnett@unity.edu: (207) 509-7204

Distance Education Concierge, Heather Stetkis

hstetkis@unity.edu: (207) 509-7155

Distance Education Concierge, Jason Aylmer

jaylmer@unity.edu: (207) 509-7154

Distance Education Dean of Undergraduate Programs, Dr. David Rogers

drogers@unity.edu: (207) 5097159

Graduate Faculty, Dr. Brent Bibles

bbibles@unity.edu: (207) 509-7125

Other Important Contacts

Dean of Students, Ray Phinney
rphinney@unity.edu: (207) 509-7241

Registrar, Kelsey Gilbert
kgilbert@unity.edu: (207) 509-7218

Associate Director of Financial Aid, Elizabeth Tilton
etilton@unity.edu: (207) 509-7225

Director of Library, Kate Russell
krussell@unity.edu: (207) 509-7176

Dean of Academic Support, Bobbi Thomas
bthomas@unity.edu: (207) 509-7265

Director of Human Resources, Beth Driggs
bdriggs@unity.edu: (207) 509-7169

Instructional Technology:
helpdesk@unity.edu; (207) 509-7110

Campus Store Manager, Leigh Juskevics
ljuskevics@unity.edu: (207) 509-7208

Public Safety: (207) 509-7232

Date Modified: July 31, 2019

Adoption Chain: DE Leadership, President