



STUDENT HANDBOOK

2026–2027

7/31/26

College 
of
the Atlantic

This handbook provides information to students of College of the Atlantic. If you have questions that remain unanswered after reading this guide, please consult the important contacts in this handbook and call or email the appropriate COA staff member for help.

For additional helpful information, visit coa.edu/student-resources

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YOUR NEW HOME

THINGS WE WISH WE'D KNOWN

Previous and current students weigh in on what they wish they knew in their first year. What hidden places do they like to frequent? Where are the must-sees? Your RA will be able to guide you as well. This list is just a small selection of the many activities enjoyed by students.

IN ACADIA NATIONAL PARK

- **Acadia National Park headquarters:** All the information and helpful folks you'll need to get started exploring **the park**. For general park info call (207) 288-3338 or visit their website.
- **The Island Explorer buses:** Their website is a bit old school but the service provided is top-notch and free! They don't operate year round but are a great resource when in season.
- **Carriage roads:** Access is directly across Route 3, ask an older student or your RA where to find the trail. Amazing bridges, paths, hideouts, and great for biking, walking, or cross country skiing.
- **Access to Witch Hole Pond** and other highlights of the park, practically on your doorstep!
- **Sand Beach:** You can get there on the Island Explorer buses when they are in season and running. Be sure to check the bus schedules.
- **Hunter's Beach:** Secluded feel on a beautiful pebbled beach. The trailhead is a 15-minute drive from campus, and then a 10-minute walk down to the beach.
- **Beehive Trail:** This is a favorite hike for many students. You will find so many favorite places in Acadia! Go out, use the maps you got at orientation, and explore the wonderful wilderness that surrounds us.
- **Ship Harbor Trail:** A more moderate, less intensive, but still beautiful walk! Located in Southwest Harbor, this trail offers many different viewpoints, and is a lovely forest-bathing walk through a coniferous forest for those who don't like steep hikes. Almost reaching the Seawall, this trail is incredibly peaceful and is usually very quiet (especially in the winter).

ALSO ON MOUNT DESERT ISLAND

- Path up near COA pier and behind the Davis Center for Human Ecology (CHE building). You'll find favorite spots all over campus as you explore but this one is a bit of a treasure hunt. To find this little path, first make your way down to the COA pier. On your left, you will see Kayaks and you want to veer off of the paved path at this point and head into the woods. Here you will find a peaceful

coastal path with old stone stairs to sit upon.

- **Seal Cove Auto Museum:** \$10 admission for a wonderful exploration of these incredible automobiles
- **Pirate's Cove Golf:** mini-golf with a pirate twist.
- **Open Table MDI:** They are a wonderful part of the MDI community offering free meals on Tuesday nights with indoor seating and take-out options available. You can find them at 116 Cottage Street, a wonderful community experience.
- **Mount Desert Island Ice Cream:** Incredible and unique flavors!
- **Reel Pizza Cinerama:** Pizza and movies in a small theater with couches. This place has a wonderful atmosphere and affordable tickets
- **Side Street Café:** Great burgers, seafood, and take out. Students recommend their virgin margaritas as well. An amazing place for food and community
- **Siam Orchid:** A favorite Thai food stop for many COA students. Enjoy Thai iced tea, which is the orangest and creamiest tea you'll ever taste.
- **Thrive:** Open seasonally with fresh juices, smoothies, and healthy dishes
- **Choco-latte:** A popular café in town with coffee, hot chocolate, food and space to study or chat with friends.
- **The Sunrise Cafe:** Amazing lobster crepes located at the town pier.
- **COA Beech Hill Farm:** Our farm offers fresh produce seasonally. A great place to check out. Many students choose farm share boxes to mitigate the cost and receive fresh, healthy fruits and veggies.
- **COA Peggy Rockefeller Farm:** Raises grass-fed beef and pork as well as certified organic pastured poultry and lamb. All poultry is slaughtered on site in the farm's poultry processing facility. Also cultivates certified organic fruits, berries, and vegetables in a small garden. The heritage apple orchard contains 25 unique Maine varieties on standard rootstock.
- **Serendipity:** A resale clothing boutique. They carry products for people of all ages and genders. Clothing, jewelry, shoes and small household items. If you are interested in an affordable, fun, and eco-friendly shopping experience, you should check this place out. It is run by an organization that seeks to raise revenue for their hunger relief programs and also welcomes volunteers.

OFF THE ISLAND

- **Momo's Cheesecake** open 24/7 in Ellsworth: This is truly a gem of a place and a must-visit. What is better than a cheesecake shop that is open 24/7? You can pay in cash or Venmo while you're there.

- **Schoodic Point** (1 hour drive): Absolutely gorgeous vistas of the ocean and a wonderful spot to watch the crashing waves of the North Atlantic ocean.
- Common Ground Fair, presented by the **Maine Organic Farmers and Gardeners Association**: A huge state fair that many COA students attend. You can volunteer for four hours to get free admission (one day pass) and a camping spot. This is a must experience at COA. Find someone to carpool with or offer a carpool, there are also a couple of COA vans that travel for the day as well. The fair takes place in September in Unity, Maine.
- Contra dancing: Monthly contra events. Keep a lookout for emails about shuttles that fellow students organize or ask your friends to go and find a carpool option. Occasionally there are contra dances at the Jesup Memorial Library as well, which is walking distance from campus. For more info about off-island contra dance opportunities visit the **Downeast Friends of the Folk Arts** website.
- **Big Chicken Barn Books and Antiques**: An amazing place to explore the world of antiques! This place is huge and you can find so many unique items throughout the many floors and wide rooms. A great weekend adventure if you want to get lost amongst books and antiques and have fun.

Ask your RA and fellow students for more suggestions! There is plenty to do and always a new spot to explore!

HOW TO GET AROUND WITHOUT A CAR

The COA night and day buses: The night bus is a free service that runs from the Whale Skull into the town of Bar Harbor nightly from 6:30–11:30pm. You can ride to the YMCA, Hannaford grocery, an off-campus friend's house, and many other locations in town.

Day bus hours vary and the day bus runs during the winter term to help students get to campus safely in the colder months.

- **The Island Explorer buses:** The most up-to-date information can be found at their website. The website is a bit old school but the service provided is top notch and free! Runs from May to October.
- **Downeast Transportation** also provides affordable shuttles to Ellsworth and Bangor. Find more information and specific times and dates that buses run at their website.
- **Bus services to Portland and Boston** are available from Bangor. For information on bus schedules, call Concord Coach Lines at 1.800.639.3317 or check out their website.
- COA students can be picked up from or dropped off at the Bangor airport or bus station or the Bar Harbor airport at the beginning and end of the terms. A form will be sent out towards the end of the term to sign up for a shuttle the weekend after the term ends. For more information, contact Ingrid Hill in the student life office. See contact sheet above for contact information.
- A great way to get around town is on a bike. The streets of Bar Harbor are still busy with tourists in September but start to quiet down as the term unfolds. Many bike shops in town have discounted sales on their bikes at the end of summer; this is a great time to purchase a bike that will be fit for the paved roads and gravel carriage roads of Acadia. There are bike sheds on campus where you can store your bike. Email bikes@coa.edu if you need any maintenance help with your bike or with general queries.

RESOURCES NEAR CAMPUS

PHARMACY

HANNAFORD PHARMACY

86 Cottage Street, Bar Harbor
207-288-0421

WALGREENS

34 Cottage Street, Bar Harbor
207-288-2222

BANKING

BAR HARBOR BANK & TRUST

82 Main Street, Bar Harbor
207-288-3314

MACHIAS SAVINGS BANK

96 Cottage Street, Bar Harbor
207-288-5826

FIRST NATIONAL BANK

102 Main Street, Bar Harbor
207-288-3341

AUTO REPAIR

BOB'S AUTO REPAIR

Old Norway Drive, Bar Harbor
207-288-9344

FLETCHER'S

19 Bass Harbor Rd,
Southwest Harbor
207-244-7276

LAUNDROMAT

BAR HARBOR LAUNDROMAT

6 Pleasant St, Bar Harbor
207-288-2824

GROCERIES

HANNAFORD—Your basic supermarket.

86 Cottage Street, Bar Harbor
207-288-5680

A&B NATURALS—Local, organic, natural foods and bulk foods.

101 Cottage Street, Bar Harbor
207-288-8480

TOWN HILL MARKET—

Ordering/drop-off spot for Northeast Co-op orders.
1339 Main 102, Bar Harbor
207-288-5136

ROOM/SCHOOL SUPPLIES & BOOKS

SHERMAN'S—Books and textbooks for classes can be ordered here, office supplies, & décor.

56 Main Street, Bar Harbor
207-288-3161

HANNAFORD—There is an aisle for school supplies where you may be able to find lower priced notebooks and stationary.

86 Cottage Street, Bar Harbor
207-288-5680

PARADIS ACE HARDWARE—

Friendly hardware store that carries household tools including buckets, storage items, paint, and craft products.

31 Holland Ave, Bar Harbor
207-288-4995

Additionally, Ellsworth is a 20-minute drive from campus and has numerous stores to meet student's needs, including but not limited to Home Depot, TJMaxx, Marden's, Reny's, LLBean Outlet, Goodwill, and Walmart.

RESTAURANTS IN THE AREA

CAFÉ THIS WAY—Managed by two COA alumni who originally cooked up the idea of the restaurant as a senior project at the college, Café This Way is known around town for its brunch specialties. Dinners are also delicious. Seasonal: June–October.

14 1/2 Mount Desert Street
Bar Harbor
207-288-4483

GALYN'S—For a delicious lunch or a special night out, this spot fits the bill. Terrific salads, seafood specials, and an extensive menu means everyone at the table will eat well.

17 Main Street, Bar Harbor
207-288-9706

THIRSTY WHALE—The whale, as the locals call it, has delicious food at an affordable price.

40 Cottage Street
Bar Harbor
207-288-9335

HAVANA—American Fine Dining with a Cuban Flair owned by a COA alum.

318 Main Street, Bar Harbor
207-288-2822

SIDE STREET CAFE—Warm, welcoming eatery/bar provides burgers & other bar fare plus a variety of lobster dishes.

49 Rodick Street, Bar Harbor
207-801-2591

LOMPOC—This is an unpretentious backstreet hangout with delicious food and a beautifully curated selection of books and zines for sale.

36 Rodick Street, Bar Harbor
207-901-0004

CHOCO-LATTE—A comfortable and relaxing space, very popular among students. A great place to enjoy an assortment of coffee beverages, socialize, or do some work.

240 Main Street, Bar Harbor
207-801-9179

MOUNT DESSERT BAKERY—A unique coffee shop that has a variety of delicious drinks, pastries, bagels and sandwiches.

122 Cottage Street
Bar Harbor
207-801-9191

MCKAY'S PUBLIC HOUSE—This restaurant showcases original fireplaces, copper tables, and oak wainscoting in its comfortable dining rooms in which the creative local and organic cuisine is served year-round. The menu includes both pub fare and fine dining options.

231 Main Street, Bar Harbor
207-288-5214

TWO CATS—Breakfasts are fantastic at this cozy restaurant.

130 Cottage Street
Bar Harbor
207-288-2808

These restaurant highlights were shared by current students and are by no means comprehensive. For more information on local restaurants, contact the **Bar Harbor Chamber of Commerce** at 207.288.5103.

RESOURCES

IMPORTANT CONTACTS

Should you have a concern or question, please use the following list for contacting the appropriate office on campus.

Name/Title	When/Why to call?	Phone/Email
STUDENT LIFE Joshua Luce <i>Dean of Student Life</i>	Oversees residential life issues, orientation, and student support; acts as a liaison between students and the administration.	207.801.5670 jluce@coa.edu
Ingrid Hill <i>Student Life Operations Manager</i>	Oversees insurance enrollment, end-of-term shuttles, housing assignments, and changes.	207.801-5674 ihill@coa.edu
Barbara Conry <i>Director of Health and Wellness</i>	Direct support of students, including medical and mental health services, accommodations, navigating student health insurance, and health and wellness programming.	207-801-5671 bconry@coa.edu
Maya Caines <i>Director of Residence Life and the Student Experience</i>	Supervises the Resident Assistants (RAs). Oversees the residence hall programming, and student conduct. Chairs the Restorative Practices Team.	207.801.5676 mcaines@coa.edu
Nick Jenei <i>Director of Outdoor Programs</i>	Oversees all outdoor programming and OOPs trips. Acts as a liaison for off-campus students and manages student life communication efforts.	207.801.5672 njenei@coa.edu
Cat Fuller <i>Director of International Student Services</i>	Acts as a liaison between the Davis United World Scholars Program and COA. Oversees all immigration records and institutional compliance.	207.801.5673 cfuller@coa.edu

Name/Title	When/Why to call?	Phone/Email
FINANCIAL AID Amy McIntire <i>Director of Financial Aid</i>	For questions concerning a student's financial aid package, financial aid forms, the financial effects of a leave of absence, or to report outside scholarships.	207.801.5645 amcintire@coa.edu
ADMISSION Todd Miner <i>Director of Admission</i> Linda Black <i>Associate Director of Admission</i>	Request information for prospective students, explore re-entering the college after taking time off, or obtain information on visiting the area.	207.801.5640 or 5641 inquiry@coa.edu
BUSINESS Shana Willey <i>Business Office Manager</i>	For billing, account and payment inquiries, work-study paychecks.	207.801.5611 or 5613 swilley@coa.edu
ACADEMICS Kourtney Collum <i>Provost</i>	Questions about overall academics, questions about the advising process, supporting students with learning differences, and academic probation.	207.801.5732 kcollum@coa.edu
Krystal Meservey <i>Registrar</i>	Questions about academic records, transcripts, add/drop, and course registration.	207.801.5680 registrar@coa.edu
SAFETY Dan Daigle <i>Chief Facilities and Safety Officer</i>	Security and safety issues.	207.801.5690 ddaigle@coa.edu

ACADEMIC CALENDAR

2026

START OF YEAR AND ORIENTATION ACTIVITIES

August 19–29	OOPs Leader Training
Aug 24–Sept 4	RA Training
August 26–27	Incoming international students arrive
August 28–29	International student pre-orientation
August 29	OOPs participants arrive
August 31	OOPs trips depart
September 5	OOPs trips return
September 5	Non-OOPs incoming students arrive
September 5–8	Campus orientation
September 6	Residence halls open (returning students)
September 9	Convocation & Bar Island Swim

FALL

September 10	Classes begin
October 9–10	Family Weekend
October 29–30	Faculty Retreat
November 20	Classes end
November 22	Residence halls close

2027

WINTER

January 2	Residence halls reopen
January 4	Classes begin
March 12	Classes end

SPRING

March 29	Classes begin
June 4	Classes end
June 5	Commencement
June 6	Residence halls close

ACADEMIC PROGRAM

For complete information about COA's Academic Program, students should consult the College of the Atlantic Academic Handbook, available on the Registrar's Office webpage. The Academic Handbook serves as the official guide to the College's academic policies and degree requirements. It includes information about academic advising, registration, grading and evaluation policies, satisfactory academic progress, financial aid, internships, independent studies, study abroad and off-campus programs, senior projects, academic support resources, and other resources that support students' educational goals. Students should refer to the Academic Handbook for the academic year in which they entered the College, as degree requirements are governed by the handbook in effect at the time of matriculation.

TERM AT A GLANCE

Here is some information to help you understand the rhythm of a term at COA.

Week 1	Add/drop period	Can be confusing and/or stressful as students work to determine their classes and schedules.
Weeks 2 4	Settling in	Students begin settling into the flow of their class schedules, social events, work study, etc.
Weeks 5 6	Midterms	Many classes have group projects, presentations or papers due, so academic pressure can rise a bit.
Weeks 7 8	Reality check	Students feel more comfortable on campus. Most already have their routines in place and are beginning to see improvements in their coursework, creating meaningful connections between classes, which allows them to inform how they want to approach their finals.
Weeks 9 10	End of term	Academic pressure is high as students finish classes and have extra end-of-term projects and papers to complete. At the same time, students are dealing with planning for break. This can be a confusing mix of excitement, exhaustion, anxiety, sadness, relief, etc. However, you will always find community members willing to help you navigate these last few weeks.

YOUR NEW ADDRESS

Student's Name
105 Eden Street
Bar Harbor, ME 04609

This is the address that you should now use for your mail and packages. You can have items shipped ahead to this address before you arrive on campus.

Packages can be sent ahead of your arrival, but please send them only a few days before your expected move-in date.

HEALTH AND WELLNESS

Use the website to navigate counseling services, nurse hours, and other resources: [Health & Wellness—Health Center](#)

To schedule a counseling appointment, please use this link to make a Vagaro account and schedule your appointments safely and privately: [Health & Wellness—Counseling](#)

The nurse's office and counseling office are both located in Deering on the right side of Sea Urchin Cafe.

Counseling appointments and nurse's office visits are free to students.

If you are struggling to schedule appointments, find resources on or off campus, or need help in any way, you can email Barbara Conry at bconry@coa.edu, or visit her office, located on the second floor of Deering.

STUDENT LIFE

HOUSING

We require our first-year students to live on campus unless there are exceptional circumstances or lack of space.

The charge for housing for 2026–2027 is \$3,633 (full-year coverage from August 15, 2026–August 24, 2027). Students must make a specific time commitment when signing the Student Housing Contract.

Students may petition to stay in their rooms during winter break if compelling reasons exist—we do reserve the right to consolidate those staying on campus for energy-saving and security reasons. Look for an email from Ingrid Hill in week 6 of fall and winter term to petition to stay over break.

Students are required to vacate residence halls the day after the last day of Spring term classes. The date and time to vacate this academic year is Sunday, June 6, 2027 at 12:00 pm.

Rooms are inspected before students move in and when they move out in order to assess for any damages beyond normal wear and tear. Charges may apply if a room is left dirty or damaged.

All the students in a house or section also share responsibility for the condition of the common areas in each house. Any damage or supplemental cleaning

to those areas is divided equally amongst the residents—unless a particular student takes responsibility.

Resident Advisors (RAs) are returning students who have been selected for their willingness and ability to work with groups and individuals, their interpersonal skills, and their ability to help students make the transition to life at COA much smoother. The RAs will be one of the first people you meet on-campus and they are wonderful resources for questions and concerns. RAs are here to help you!

HOUSING AFTER THE FIRST YEAR

On campus: We hold a Housing Selection process in the winter term for any returning students interested in living on campus the subsequent year. Housing on campus is not guaranteed after the first year, but we are typically able to accommodate everyone who wants to live in COA housing. Housing selection is a way for returning students to get a room on campus in their preference of housing. You may choose to live with a roommate or to be in the same house with a friend. Ingrid Hill will send out emails pertaining to this process and the proceedings in the beginning of the winter term. If you would like to reach her prior to this, please email ihill@coa.edu

Off campus: COA owns 20 off-campus rental units in Bar Harbor, as well as the Mount Desert Center in Northeast Harbor, all for students to rent. The off-campus housing application process takes place at the beginning of the winter term and information about that process will go out by email from the off-campus property manager.

Helpful [rental rights information](#) can be searched on the Pine Tree Legal Assistance website.

The [MDI Rental Resource](#) Facebook page is useful to post and search for housing.

It is always useful to speak to third- and fourth-year students, RAs, and your peers to form housing groups and gain a sense of how renting off campus works. You will find the COA community to be your greatest resource as you find a place to live.

FOOD SERVICE AND MEAL PLANS

All students living in on-campus housing are required to be on the full meal plan. Students living off-campus can choose the full, 10, 5 or declining balance plans.

Full meal plan = \$1,726/term (\$5,178/year)

10 meals a week plan = \$1,123/term (\$3,369/year)

5 meals a week plan = \$663/term (\$1,989/year)

Dining Hall declining balance = \$110/term

Meals at COA are served in the Blair Dining Hall, also known as Take-a-Break or TAB. Weekday lunch is also served at the Sea Urchin Café in Deering Common. Breakfast, lunch, and dinner are available Monday through Friday, and brunch and dinner are available Saturday and Sunday.

Breakfast: 7:15am–9:30am

Lunch: 11:30am–1:00pm

Weekend Brunch: 11:00am–1:00pm

Dinner: 5:30pm–6:30pm

Sea Urchin Café*:

9:00am–2:00pm, weeks 2–9 each term

Meal funds may be transferred from term to term but not from year to year. Breakfast, lunch, and dinner can be purchased a la carte or as a full meal.

*Hours may differ depending on staffing.

For students with special dietary restrictions, please speak with either Lise Desrochers or Ken Sebelin on the food services staff at 207.801.5607.

FOOD ACCESS RESOURCES

Food insecurity—an uncertain or limited access to food—greatly affects student wellbeing, academic success, and community engagement. Fortunately, you are not alone!

Hunger on college campuses is largely invisible to those not directly impacted by it. The assumption that students capable of attending an institution like COA are able to afford comparatively cheaper expenses such as food can unwittingly contribute to concealing students' vulnerability to food insecurity on our campus.

The [Food Access Resources page](#) on the COA website provides an extensive list of local resources to help students access food. If you find you are still struggling to find food, don't hesitate to reach out to Student Life for assistance.

LAUNDRY

Laundry facilities are located in Seafox, Blair/Tyson, Collins House, and Robinson game room (located between Milliken and Shorey in the Davis Village). Students living in residences without laundry share the facilities listed above. Two large laundromats are within easy reach of most downtown residents. Laundry facilities require quarters to operate.

COA EMERGENCY LINE

If emergencies happen after hours where you need to speak to someone immediately, please call the COA emergency line ([207-288-9001](tel:207-288-9001)). This line is often forwarded to staff cell phones so it may ring a number of times before it is answered—please stay on the line.

FINANCIAL AID

Financial aid eligibility is determined by information provided on the Free Application for Federal Student Assistance (FAFSA) and COA's own financial aid form.

A student's financial need is defined as the difference between the calculated expected family contribution and the comprehensive cost of attendance figure. Approximately 80 percent of the college's students receive institutional financial aid, and a typical aid package may contain a combination of a COA grant, a Stafford student loan, and a work-study award. A small number of merit scholarships are awarded each year as well.

The FAFSA must be filled out by students and parents between October 1 and March 1 and can be found at the [Federal Student Aid](#) website. Returning students should receive a "Renewal FAFSA" notification, usually in December, at the email address they listed on the previous year's FAFSA. Applicants for financial aid should submit completed forms (FAFSA and COA) by March 1. Institutional funds are limited, and families filing late are at risk of receiving smaller awards. It is important to file tax returns early to provide the most accurate information possible on the FAFSA by March 1.

Information concerning the college's financial aid program is available from the [COA Financial Aid Office](#) at 207-801-5645 and on our website.

For questions about billing call the [COA Business Office](#) at 207- 801-5613 or look on our website.

HOW TO PROPOSE AN EVENT ON CAMPUS

Any student can propose an event to the Student Activities Committee (SAC). Ideally, events should be proposed at least four weeks ahead of the proposed event.

Information students need to bring to SAC include:

- Community Interest (events can also be brought to SAC to help gauge community interest)
 - Overall cost to sponsor the event which may include lodging or food for performers
 - Transportation costs
 - Proposed date and time
 - Space availability
 - Additional A/V requirements or other equipment
-

HOW TO START A CLUB

1. Name the club
2. Elect a president*
3. Elect a treasurer*
4. Fill out the [Google form](#)

*President and Treasurer are responsible for providing SAC with updated club requirements.

A 10-week probationary period exists where funds must be requested on an event-by-event basis. Approval after this period allows a long term budget proposal to be submitted to SAC for review each term.

CLUB REQUIREMENTS

Beginning of each term

- Must submit a budget for approval of the \$350 available to existing clubs
- Must provide updated mission and goals for the group
- Must submit names of current members
- Must submit a list of projected events

End of each term

- Must submit a summary of activities
- Must submit a count of people who participated in each event
- Must submit expenditures (\$ spent)

POLICIES

UNDERSTANDING TITLE IX

Title IX—part of a 1972 federal education law—prohibits discrimination on the basis of sex or gender in any federally funded education program or activity.

Sexual harassment and sexual violence are forms of sex discrimination.

College of the Atlantic is committed to providing an environment free from discrimination, including discrimination based upon sex or gender.

Find more information on [COA's Title IX policies](#) on our website.

Puranjot Kaur serves as the Title IX coordinator at COA. This position oversees the college's compliance with Title IX and assists any member of the college community who needs support, resources, or action to stop or remedy possible misconduct.

Puranjot Kaur, *Title IX Coordinator*: 207-288-5015 or pkaur@coa.edu

COA's responsibilities under Title IX include:

- Ensuring prompt and equitable resolutions of complaints
- Overseeing a centralized reporting process for all sexual harassment and misconduct allegations on campus
- Tracking and monitoring these allegations
- Coordinating training, education and prevention effort resources and interim remedies
- Clery reporting
- Obtaining and connecting with resources
- Informing the community about their rights to seek protective measures like no-contact orders, harassment prevention orders, and abuse prevention orders
- Organizing interim support and protective measures, like housing or academic modifications
- Connecting with when necessary or requested local law enforcement
- Responding to allegations of retaliation
- Providing all COA community members with transparent and accurate information about their Title IX rights, COA'S Title IX obligations, and our processes and procedures

COMMUNITY POLICIES

Policies governing student life

Although there are few stated restrictions on behavior at the college, we depend on the assumption that every individual action reflects conservation of resources and consideration of others. Detailed information on our academic and community policies can be found in the course catalog or the [Policies page](#) on the COA website.

ALCOHOL AND OTHER DRUGS

COA is required to comply with the Drug Free Campuses Act, as well as the laws of the State of Maine, which include but are not limited to:

- Individuals must be 21 years old to purchase, possess, or consume alcohol in the state of Maine.
- Persons under 21 years of age may not purchase, consume, possess, or transport alcoholic beverages.
- It is illegal to present false identification, either written or oral, in the attempt to procure alcoholic beverages.
- No person may furnish, procure, or deliver alcohol to a minor or allow any minor in his/her control to drink alcohol.
- No person may furnish, procure, or deliver alcohol to/for an intoxicated person.
- Only licensed liquor dealers may sell alcoholic beverages in Maine.
- Charging admission to parties where alcoholic beverages are available “free” is illegal.
- No person may drink alcohol while operating a motor vehicle. In addition, an excessive blood alcohol level (0.08) could result in a suspension of your driver’s license and/or a fine. If you are under 21 years old, the state considers you intoxicated if your blood alcohol level reaches 0.02.
- The consumption of alcoholic beverages in public places is illegal without a special license or permit issued by Maine state officials.
- In order for COA to comply with these laws and to maintain a safe campus, the following policy has been enacted:
- All COA students, staff, and faculty are personally responsible for complying with Maine state and local laws regarding consumption, sale, transportation, and procurement of alcohol.
- Individuals under the influence of alcohol will be held fully accountable for their actions, including physical or verbal abuse to individuals, or any action resulting in damage to personal or college property. Intoxication is not an acceptable defense or excuse for disorderly conduct.

- Making reference to alcohol is discouraged in campus advertisements or announcements for social events.
- Consumption of alcohol is prohibited in spaces regularly frequented by the public, including but not limited to Blair Dining Hall; Thorndike Library; Gates Community Center; Deering Common, access ways to buildings; parking lots and drives, hallways, lobbies, and common areas of buildings; formal gardens; and at all COA functions except under conditions noted below.

At the discretion of the Director of Public Safety or designee, any individual who is potentially disruptive or impaired by alcohol must cease their behavior upon request.

Consumption of alcohol in campus housing is only permitted by residents 21 or older, in private student rooms in housing not designated as substance-free. Alcohol is not permitted to be stored in common spaces. Any student storing alcohol in a student room will be held responsible for any consequences resulting from the consumption of that alcohol, whether by themselves or other community members violating this policy will be held accountable through measures that may include a warning or referral to appropriate social misconduct or personnel procedures. Complaints of social misconduct can be brought through the offices of either the Director of Campus Safety or the Dean of Student Life. Violations of Maine laws occur at the risk of the individuals involved - and are not the responsibility of the College.

Medical Marijuana

College of the Atlantic receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, College of the Atlantic is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. §1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, College of the Atlantic prohibits all marijuana use and possession, even that legally certified in the State of Maine for medical purposes, on any campus property and in any college-owned vehicle. Any community member identified as being in violation of this policy may be subject to disciplinary action for its use. First year students with medical marijuana prescriptions/certifications may request a waiver of the campus residency requirement by contacting the Dean of Student Life. Returning students should make arrangements to live off-campus for the duration of their time at College of the Atlantic or until such time as they no longer need to use medical marijuana. Employees will need to make alternate arrangements if they need to use medical marijuana during work hours.

Smoking

Because smoking is harmful to the health of the smoker and to everyone around them, COA is committed to providing a smoke-free environment. Therefore, smoking is prohibited on all College of the Atlantic property except in officially designated smoking areas, marked with appropriate signage. Community members who smoke are asked to do so in such a way that does not expose others to second-hand smoke. Smoking is also prohibited in all college-owned vehicles.

“Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar or pipe, or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or any form.

Smoking devices include all electronic nicotine devices, vapes, cannabis, or any plant product intended for human consumption through inhalation, whether natural or synthetic in any form.

There are two designated smoking areas on campus: behind the Peach Bike Shed, and the area behind the Blair-Tyson Bike Shed. These areas can be changed or moved at the discretion of CPBC.

This policy applies to all COA students, staff, faculty, and visitors and will be communicated via signage visible outside of campus buildings. Violations of this policy are subject to COA’s conduct process.

AMOROUS RELATIONSHIPS

Amorous relationships between paid professionals (faculty and staff) and students are prohibited at COA. Should any faculty or staff member enter into an amorous relationship with a student, that staff or faculty member will be expected to take unpaid leave for the duration of the student’s time at the college.

DISCRIMINATION

COA does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, disability, religion, ancestry or national origin, age, marital status, genetic information, or veteran’s status. COA operates in accordance with federal and state laws regarding nondiscrimination.

Therefore, the following procedures will be followed should any member of our community feel that infringement of rights or discrimination has occurred.

The procedure utilized in the investigation of any complaint of civil rights infringement or discrimination will be the same as those used for the investigation of gender or sexual harassment. These procedures are outlined in

the Sexual Harassment section of the Handbook.

If a community member is uncertain about whether they have experienced discrimination, have questions, or would like clarification, they are strongly encouraged to contact any of the following: the dean of student life, the director of public safety, the academic dean, or the affirmative action/equal employment opportunity officer.

If a community member decides to pursue a complaint, the first person to be contacted in such an event should be the affirmative action/equal employment opportunity officer.

DRUG FREE WORKPLACE AND CAMPUS

College of the Atlantic, in compliance with and in support of the Drug-free Workplace Act of 1988 and other federal and state laws, hereby notifies all employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at COA. Individuals will be prosecuted through either the college's internal policies and/or local law enforcement agencies.

FIREARMS

COA seeks to create and maintain a safe and secure environment in which to learn, work, and live. We believe that those in our community expect and will endeavor to keep each other safe and will refrain from engaging in behavior that will endanger others. This policy is a proactive step towards reducing the risk of harm associated with intentional or accidental use of firearms.

COA prohibits the possession of firearms, concealed or not concealed, with or without a concealed weapon permit, on campus or on property controlled by the college, or in college vehicles. Sworn law enforcement personnel carrying out their duties are exempt from this policy. If any member of the community has an academic reason for needing to have a firearm on campus, that individual can apply for an exemption to this policy by making a request to the director of public safety.

Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, shots (including paintballs), or other projectiles, regardless of the propellant used and regardless of whether the device is functional or not.

By expressly prohibiting firearms, this policy does not tacitly permit the possession of other weapons.

JUDICIARY HEARING

A student can be charged with misconduct by any member of the COA community. The following steps should be taken in any situation except those

involving sexual misconduct. Sexual misconduct issues are covered in the Complaint Procedures for Sexual Misconduct section of this handbook.

For complaints of academic misconduct, the academic dean or their designee will serve as the chair for the Judiciary Hearing Board; for complaints of social misconduct, the dean of student life or their designee will serve as the chair. This judiciary hearing process is an internal COA procedure, separate from and in addition to any legal actions outside the college which may be appropriate.

Generally, it is anticipated that the vast majority of complaints are the result of imperfect communication rather than malice or ill-intent and can therefore be resolved informally through communication and mediation. If a community member is concerned about the actions of a student, they are encouraged to address that student's behavior directly and respectfully. If a community member is uncertain about how to address the behavior, they can seek help and advice from a variety of sources: the dean of student life, the director of public safety, the academic deans, the resident advisors, or any faculty or staff member they feel comfortable with.

In the event that a community member feels uncomfortable confronting a student's behavior directly, they should discuss their concerns directly with either the dean of student life or the academic dean. They will be able to advise you of your options. In the event that a written complaint is deemed necessary, they can assist you in deciding whether an informal or formal resolution is appropriate. Please keep in mind that all parties need to be willing to engage in and complete an informal resolution in order for it to be successful. In the event this is impossible, the complaint will be referred to a judiciary hearing board for formal resolution. A person who feels uncomfortable approaching either the dean of student life or the academic dean should talk with any faculty or staff member who can speak on their behalf.

PARKING

- All COA community members, including board of trustees and members of the Acadia Senior College, wishing to park their vehicles on campus must register their vehicles each year with the office of public safety. Registration is required within the first seven days of the fall term, or within seven days of any term in which the owner/driver of the vehicle becomes a COA community member. Summer program participants will be granted temporary parking passes for the time period of the given program by the summer program staff.
- COA community members are expected to park in designated parking spaces only.
- Parking at The Turrets is reserved for deliveries, visitors and accessible parking only.
- Parking behind Kaelber Hall is limited to deliveries and accessible parking only. One space in this area is designated for kitchen staff to accommodate frequent

trips for supplies.

- Parking in front of the garages at Davis and Witchcliff is reserved for accessible parking and deliveries only. No parking is permitted in the circular drives.
- Deliveries in areas that are designated as such in this plan, are limited to ten minutes or less, and must honor the no-idle policy.
- No parking is permitted at any student housing or at the campus center.
- ADA space is available at all locations except Cottage House.
- ADA accessible permits are available from the office of public safety.
- No parking is allowed on the road to, or at the turn around area near the COA pier. Vehicles using this facility for loading or offloading must be moved to a designated parking space immediately after completing the task.
- The feature strip of pavers and cobbles by the whale skull is designated as a drop-off and pick-up area only. Vehicles may pull off in this area for a maximum of five minutes, and must be out of the road when stopped. There is no parking in this location.
- Bus parking is limited to the north lot. If this lot is filled, buses will be expected to leave campus while they wait to pick up their riders.
- Campus residents whose vehicles are unused for more than ten consecutive days are required to park in the north lot.
- Any driver who will be away from COA for an extended period of time who wishes to store their vehicle on campus must receive approval from the office of public safety and agree to certain conditions before being allowed to do so.
- COA maintenance and service vehicles, as well as contracted service vehicles are expected to honor the intent of this plan. Though these vehicles may need to park in restricted areas for short periods of time, if they are not being used for direct service they must be moved to a designated parking space.
- Any community member who is planning to invite guests to the campus is asked to inform them of the campus parking plan.

Snow management plan

- During snow events a weather alert will be posted via email from the office of public safety. With the occurrence of such an event, a campus-wide overnight parking lot ban will be in effect as follows:
- Overnight parking is allowed only on the west side (Route 3) of the south end of campus, and either the garden lot or the north lot on campus.
- Overnight is defined as the hours from 12:01–7:00 a.m.
- Vehicles parked elsewhere on campus will be towed at the owner's expense.

After an announcement that the parking ban has been lifted, all vehicles must be moved to a clean parking lot as soon as possible. Cars not moved within 24

hours will be towed to a clean lot at the owner's expense.

No-idle policy

Vehicles, whether for delivery or otherwise, parked on the COA campus are not allowed to idle for more than five minutes.

Enforcement

Owners of vehicles found parked in violation of this parking plan will receive written notice with an explanation describing the nature of the violation. A record of the infringement will be filed in the office of public safety. Upon a second violation, the owner of the vehicle will receive a notice explaining the nature of the violation, and warning that a third violation will result in the vehicle being towed at the owner's expense. A third violation will result in the car being towed at the owner's expense as soon as the call is made. A fourth violation by the same owner will be considered habitual and may result in forfeiture of the right to park at COA.

Exceptions to the two-warning system will include instances where a parked vehicle is blocking a roadway, fire lane, turn-around, ADA-accessible parking space or ramp, or failure to register. Parking in any of these locations will result in the vehicle being towed at the owner's expense without warning.

Please park responsibly and efficiently in one of the designated spaces, as shown on the campus parking map.

Any questions or concerns regarding this plan or other parking related issues may be brought to the office of public safety.

PET POLICY

Registration Requirements

All students wishing to bring a pet to campus must complete the Pet On Campus Contract within 48 hours of arrival. Failure to properly register any animal will result in immediate removal of the animal, a fine, and potential loss of COA housing privileges.

Permitted Animals

Only the following animals are allowed in on-campus housing (limit: one pet per student):

Small Mammals

- Hamsters
- Guinea pigs
- Rabbits (dwarf breeds only, maximum 4 lbs)
- Chinchillas
- Ferrets (spayed/neutered and descented)

Reptiles

- Non-venomous snakes (maximum 4 feet in length)
- Lizards (geckos, bearded dragons, blue-tongued skinks - maximum 18 inches)
- Turtles and tortoises (maximum 8-inch shell diameter)

Aquatic Animals

- Fish (freshwater and saltwater)
- Aquatic frogs
- Hermit crabs

Arthropods

- Stick insects
- Praying mantises

Prohibited Animals

All animals not explicitly listed above are prohibited, including but not limited to: birds, rodents not listed above, venomous or dangerous species, and any animal requiring specialized permits. Dogs and cats are only allowed on campus as ESAs - see ESA policy below.

Enclosure Standards

- All pets must be housed in secure, appropriately-sized enclosures at all times except during cleaning
- Maximum enclosure size: 8 cubic feet (2' x 2' x 2')
- Enclosures must not block emergency exits or pathways
- All enclosures must be escape-proof and meet species-specific habitat requirements

Household Approval

Before bringing any pet to campus, students must:

1. Obtain unanimous approval from all household members at the first house or section meeting
2. Address any concerns regarding allergies, phobias, or other health considerations
3. Establish additional household guidelines that complement institutional requirements

Maintenance and Care Standards

- Pets may only be removed from enclosures for routine cleaning and maintenance
- During cleaning, pets must be secured in temporary, safe containment
- Students are responsible for maintaining clean, odor-free living spaces

- Any household may revoke permission for a pet if it causes disruption through noise, odor, or other disturbances

Financial Responsibility

Pet owners are fully liable for:

- All damage to College property caused by their animal
- Professional cleaning costs
- Pest control expenses
- Any removal or remediation costs incurred by the College

Violations and Enforcement

Violations of this policy will result in the immediate removal of the animal from campus, financial penalties, and potential loss of COA housing privileges. Consequences for violations extend to all household members if collective approval is bypassed.

The Director of Residence Life and Student Experience provides mediation services upon request and reserves the right to make independent administrative decisions regarding pet removal.

Emotional Support Animals (ESAs) and Service Animals

ESA petitions must be submitted during the term prior to the animal's arrival

ESA requests are only reviewed during school breaks based on housing availability

No mid-trimester ESA approvals will be granted

For service animals or ESA petitions, contact Ingrid Hill, Student Life Operations Manager (ihill@coa.edu or 207-801-5674)

Absence Policy

Pets cannot remain on campus without their owners for more than 24 hours unless prior approval is obtained through Student Life.

POSTED MATERIALS

All notices and other printed material should be posted on bulletin boards, informational kiosks, or other designated locations. No item should be posted on walls, doors, woodwork, windows, or any other interior or exterior surface of campus buildings. Any items posted on a prohibited surface will be removed immediately and discarded appropriately.

SOCIAL MISCONDUCT

Students who engage in conduct which harms, or is intended to harm, another

person or another's property in the community (including college property) will be held accountable by the college. Harassing and intimidating behavior is particularly injurious to community life and will likely be subject to significant disciplinary action. COA also expects students to behave in accordance with the community policies outlined below. Social misconduct may be dealt with administratively or through a judiciary hearing process.

BIAS RESPONSE POLICY

I. PURPOSE

At College of the Atlantic (COA), we recognize that fostering inclusive, respectful, and responsive relationships—both within and beyond our campus—is central to our educational philosophy of human ecology. This policy reflects our deep commitment to addressing and learning from incidents of bias in ways that align with our shared values of justice, compassion, and interconnectedness.

COA is equally committed to free speech and academic freedom, which are essential components of a vibrant intellectual and democratic community. In solidarity with those who have experienced, witnessed, or perceived acts of identity-based bias, we also affirm our responsibility to nurture a campus climate where all individuals can flourish without obstruction.

This Bias Response Policy offers a framework to report, respond to, and reflect on incidents that intentionally or unintentionally negatively impact individuals or groups based on identity. These may involve sex, race, color, gender (including gender identity or expression), pregnancy, sexual orientation, physical or mental disability, religion, religious practices, ethnicity, ancestry or national origin, age, marital or partnership status, genetic predisposition, veteran's status, citizenship status, socioeconomic status, or any other personal characteristics.

Bias is complex. It can manifest as anything from innocent misunderstandings to systemic or hateful acts, and its impacts may be deeply felt regardless of intent. This policy seeks to adequately define identity-based bias and recommend a voluntary, holistic, and educational process that any community member can follow to address it. The process is available to all—especially:

- Those who believe they have experienced harm
- Those who believe they have witnessed harm
- Those who are concerned that their own actions may have caused harm

While the college provides formal mechanisms for addressing potential misconduct—such as the Social Misconduct Policy, Discrimination Policy, Sexual

Misconduct Policy, Grievance Policy, and employment policies outlined in the Faculty and Staff Manuals—this educational process is not meant to override or replace those avenues, or the responsibilities of the committees that govern them. Instead, it is a possible first step in cases where the presence of misconduct is reasonably uncertain, or where participants seek resolution and understanding through reflection and dialogue.

Disagreements and conflict, including those involving identity-based harm, are sometimes best addressed through informal, direct conversation. Community members are encouraged to engage in open, honest, and compassionate dialogue whenever possible. The college supports these efforts with resources and guidance, aiming to cultivate a community grounded in awareness, accountability, growth, and healing.

II. WHAT IS AN ACT OF IDENTITY-BASED BIAS?

Bias is a universal human trait, widely understood as a preference or prejudice, implicit or explicit, that influences perceptions, behaviors, and decisions. While many biases are harmless, they become harmful acts of identity-based bias when they drive threats, hate speech, or unequal service or treatment. Bias incidents may or may not violate COA's conduct policies or local/state law, but they are taken seriously because of their potential to undermine our human-ecological commitment to inclusivity, mutual respect, and community well-being.

Identity-based bias may also be harmful when it creates behavior that perpetuates stigmas and stereotypes, such as those associated with legally-protected classes like race, color, religion, ancestry, national origin, gender identity and expression, physical or mental disability, sex, sexual orientation, or age.

Categories may also include other existing or emerging expressions of identity the college community wishes to acknowledge as susceptible to acts of identity-based bias via individuals or groups within or beyond COA.

The most severe act of identity-based bias is a hate crime. However, while the definition of a hate crime is encoded in law, what ultimately constitutes other acts of identity-based bias, their severity, or what to do about them, is far less precise and can take time to make sense of.

Although all hate crimes are acts of identity-based bias, not all acts of identity-based bias are hate crimes, and some might be misunderstandings, ultimately unpursued by those impacted by the incident.

Examples of identity-based bias incidents may look like, but are not limited to the following:

- Stereotyping or degrading language in class discussions or public settings
- Vandalism or graffiti targeting specific identities
- Digital harassment or exclusionary social media content
- Cultural appropriation or insensitivity at campus events

- Unwelcome comments, jokes, or gestures related to identity

III. ROOTED IN HUMAN ECOLOGY

Our human-ecological framework encourages critical engagement with how bias shapes individual experience and community dynamics. We recognize that bias is not only interpersonal, but also structural and historical. Addressing bias at COA is a process of both response and transformation—educational, ethical, and systemic.

IV. IMMEDIATE RESPONSE

If there is an incident in progress or you feel unsafe, please call the COA Emergency Line at 207-288-9001 or the 24-hour Student Life Line at 207-266-5890. In a heightened emergency that requires 911 to be dialed first, please call next, if possible, the COA Emergency Line to alert campus authorities of incoming emergency personnel.

V. REPORTING A BIAS INCIDENT

Bias can be reported by any member of the COA community—students, faculty, staff, or visitors. We offer multiple channels for reporting:

- Online Reporting Form
- In-person with the Office of Title IX and Civil Rights Compliance or Student Life
- Via faculty, staff, or other trusted community member who can help initiate the process

Privacy is prioritized to the extent possible while ensuring community safety and integrity. If you wish to receive confidential support, please contact the Confidential Resource Advisor. More information about this campus resource is included in Section VI.

VI. CONFIDENTIAL RESOURCE ADVISOR

COA's Confidential Resource Advisor (CRA) is a possible first-point of contact for anyone wishing to explore informal or formal avenues to address a harmful act of identity-based bias. The CRA does not adjudicate anything or have the power to do so; they cannot officially determine what is or is not biased. Instead, the CRA is specially trained to help you talk things through, build clarity, and decide on your next steps. If you feel uncomfortable interacting with the CRA, another community member may speak on your behalf.

There are no expectations or time constraints on this part of the process, nor are there limits to how many times you can talk to the CRA about a given situation. By engaging the CRA, you are not required to take any additional steps, even those recommended or strongly advised, and the CRA can only take further actions with your consent.

As the CRA is not a mandated reporter, confidentiality is strictly protected, except in situations with clear and imminent danger. Notes are free of identifiable information but may be used to keep track of campus patterns. Insights shared with the college community are generalized and cannot be traced back to individuals.

VII. THE RESPONSE PROCESS

1. Initial Review – Reports are reviewed by the Office of Title IX and Civil Rights Compliance or Student Life to understand the context and urgency.
2. Outreach & Support – Individuals directly impacted will be contacted and offered support, resources, and space for reflection.
3. Next Steps – Depending on the nature of the incident, this may include:
 - Mediation or facilitated dialogue
 - Restorative justice approaches
 - Educational outreach or community response
 - Referral to Student Conduct or other appropriate office (if policies were violated)
 - Community Follow-Up – In some cases, broader educational programming or community dialogue may follow to address larger themes.

For incidents that involve an alleged policy violation, the Office of Title IX and Civil Rights Compliance will make a determination about whether or not an informal resolution is appropriate.

VIII. ACCOUNTABILITY WITH COMPASSION

In alignment with COA's values, the bias response process prioritizes learning, restoration, and growth, rather than disciplinary action. We believe in holding one another accountable while also supporting the possibility of transformation and deeper understanding.

IX. RESTORATIVE PRACTICES TEAM

The Restorative Practices Team (RPT) offers a supportive, educational, and voluntary path for responding to incidents of identity-based bias. Rooted in the college's human-ecological mission, the team helps individuals and groups address the impact of harm in ways that center accountability, relationship-building, and community healing.

The RPT does not adjudicate or recommend sanctions, nor does it have the authority to impose disciplinary action. Instead, the team works collaboratively with those involved—particularly impacted parties—to explore what a constructive and meaningful response might look like. The team recognizes that every incident is complex and unique; therefore, there are no one-size-fits-all outcomes. Responses are shaped through conversation, creativity, and the expressed needs and agency

of all participants.

Restorative practices may include:

- Facilitated conversations or restorative circles
- Community or organizational dialogues
- Education and awareness efforts
- Support planning and resource connection
- Mediation, if appropriate and desired

The RPT may also invite various stakeholders into the process when appropriate, aiming to foster understanding at both individual and collective levels. In addition to dialogue, the team may coordinate support services, counseling, educational resources, or community healing initiatives in response to the needs of those impacted.

Importantly, if during the restorative process the nature of the incident appears to involve intentional or serious misconduct, the RPT may recommend that the reporter pursue action through COA's formal mechanisms—such as the Social Misconduct Policy, Discrimination Policy, or other appropriate institutional processes.

The RPT's approach reflects a belief that to interrupt harmful bias—especially when it stems from misunderstanding, ignorance, or systemic issues—requires both proven strategies and creative, compassionate responses. By honoring the dignity of all involved, and by focusing on repair over punishment, the RPT contributes to a campus culture rooted in justice, mutual respect, and transformation.

The RPT is made up of not more than seven community members. It shall include at least two faculty members, two students, and two staff members. The Director of Residence Life & Student Experience coordinates the RPT and will facilitate recruitment.

X. FREE EXPRESSION AND RESPECTFUL DIALOGUE

COA strives to be a place of open inquiry and intellectual rigor. This policy is not intended to limit critical discourse, diverse perspectives, controversial speech, or actions protected under academic freedom, as these may not constitute acts of identity-based bias. We recognize that freedom of expression may produce strong emotions requiring reconciliation between individuals or constituencies. This must be navigated with mutual respect and a commitment to dignity for all.

XI. RESOURCES

1. Office of Title IX and Civil Rights Compliance
2. Office of Student Life
3. COA Counseling Services
4. Restorative Practices Team
5. Academic Advisors
6. Confidential Resource Advisor

XII. DELEGATION OF AUTHORITY AND COMMUNITY INPUT

This policy will be reviewed as needed by the Student Life Committee in collaboration with students, faculty, and staff and will welcome feedback from the COA community to ensure that the college's approach to bias response evolves alongside our collective values and lived realities. Additionally, the Student Life Committee has responsibility for determining the procedure for implementing this policy.

XIII. CAMPUS CLIMATE DATABASE

The Office of Title IX and Civil Rights Compliance, in coordination with Student Life, will create and maintain a campus climate database, primarily composed of any Bias Incident Reports and any RPT responses. It could also include general information from the CRA and other related reports, documents, and insights from supporting COA committees. This database aims to create data-driven reports, programming, initiatives, and interventions to improve campus life, evolve policy, and catalyze necessary systemic changes.

XIV. RETALIATION AND FALSE REPORTING

Retaliation directed at those who report an act of bias or intentional false reporting constitutes a serious violation of College policy and will not be tolerated. Students who do so may be subjected to disciplinary action as described in the Student Conduct Process. Faculty or staff who do so may be subject to disciplinary action as outlined in the Administrative Staff or Faculty Handbook.

RESIDENCE LIFE AND HOUSING POLICIES

ON-CAMPUS HOUSING

Rights, responsibilities, and obligations

We strive to create an atmosphere that is supportive and welcoming in campus residences. Every resident is responsible for contributing to the creation of a residential community that encourages learning and well being. To that end, there are various expectations of on-campus residents, some of which are detailed below. The Student Rights, Responsibilities, and Obligations section of the Student Housing Contract contains the full text. All campus residents are strongly encouraged to read the Student Housing Contract prior to signing.

Housing is only available for students who are enrolled full time or who are on a reduced class load authorized by the academic dean. Students who either choose not to enroll for a term, or who are ineligible to do so, will be asked to vacate college housing and will be responsible for the remainder of that term's rent. In exceptional circumstances or because of extreme emotional or medical problems a student may petition the dean of student life or coordinator of wellness & campus engagement to be released from the Student Housing Contract. The College may terminate a Student Housing Contract if a student fails to comply with any of the terms of the contract, the guidelines established by the house, or if the student presents a risk to other students.

Students living on campus are responsible for the following:

- Maintaining original room conditions and notifying the college of any maintenance issues that arise prior to the end of the year.
 1. Students are not permitted to make structural alterations to their rooms, remove furnishings, or repaint walls.
 2. Tenants are also asked not to use tape or nails when attaching things to the walls.
- Participating in maintaining and cleaning common spaces such as common spaces, kitchens, bathrooms, and hallways in their residence.
- Complying with campus fire-safety policies and procedures; this includes prohibited materials, ensuring fire exits are kept clear and accessible, and keeping all fire-detection and suppression devices operational. Items not permitted in dorms include candles, incense, hot plates, space heaters, and halogen lamps. Major violations will result in a \$100 fine.
- Although every effort will be made by the college to notify a student prior to

entering an occupied room, the college reserves the right to enter a student's room to perform routine or emergency maintenance or to enforce college policies, rules, and regulations.

- No room changes may occur in any residence hall until the first working day following the second week of classes. Students must first contact their resident advisor to discuss the possibility of a room change. Students may be referred to the Student Life Operations Manager
- The college allows residents to have overnight guests in housing; however all residents are asked to be sensitive to the rights of other members of the house community before encouraging their friends to visit. Residents should be aware that the ability to have guests is not automatic. Residents should know their guests well before hosting them on campus. Parents are strongly encouraged to find accommodations off campus. Residents are responsible for seeing that their guests know and comply with college and residence life expectations and policies. Residents should be present while their guests are visiting and are responsible for their guests' actions and behaviors. The residents hosting a guest will be held responsible for any actions or behavior that falls outside of the college's or the house's established expectations. Residents are expected to accompany their guests, particularly while in house common spaces. Guests must stay overnight in student rooms and not common spaces. Students may host guests for a maximum total of 16 days/term. The maximum stay for any single visit is 10 consecutive days. There is a maximum of two guests per room/night. If a guest stays beyond the maximum number of days then the host student can be charged \$55/night for each additional night. If at any time a guest is determined to be disruptive to the house by student life staff, then the guest can be required to leave campus. Any resident living in a shared room and wishing to host a guest(s) must ask and receive permission from their roommate(s) at least two weeks in advance of the arrival of any guests. Residents must also notify their house by email of the impending arrival of any guests. The arrival of a guest should not require a roommate to vacate their room without the person's permission.
- Students having compelling reasons to remain on campus during breaks or after graduation are required to petition the Student Life Operations Manager in advance to receive authorization. Students can expect to be charged a \$100/hour fee for not vacating the building on the posted closing date.
- Housing for returning students is determined through a housing lottery in mid-April. First and second year students should expect to live on campus, space permitting.

When students fail to comply with or meet these expectations, consequences can include working with their individual RA, community service, chores, fines, and being removed from on-campus housing.

HEALTH AND SAFETY INSPECTIONS

Health & Safety Room Checks are required in all on-campus residences Week 4 of Fall, Winter, and Spring terms. These checks are conducted to increase safety within our residential buildings. These checks also allow our staff an opportunity to educate residents through positive conversations. October checks are educational and do not result in student conduct referrals or fines.

During the check, Resident Advisors (RAs) conduct a visual & non-invasive scan of the room. They do not open drawers or closets but may move (or ask the resident to move items blocking outlets. Any items found that violate the policy will be confiscated and stored by the Director of Residence Life & Student Experience (DRLSE). In cases of behavioral violations (such as smoking or cleanliness issues) or items too large to be confiscated, residents must resolve the issue by the given date.

The date and time of Health and Safety Checks will be posted in houses. Residents will have at least 24-hour notice ahead of walkthroughs.

Prohibited items

- Piggybacking/Daisy Chaining - Surge protectors must not be plugged into another surge protector.
- If extension cords are used, they should not be under rugs or pinched by any object.
- Blocked Egress - All exits and hallways must be clear at all times. Violations include tapestries hung in front of doorways, furniture, or piles of personal belongings.
- Heating units should be kept clear.
- Smoke detectors should be operational and clear of obstructions.
- Remove items outside that may hamper snow removal or accessibility
- Prohibited items include candles, incense, hot plates, space heaters, halogen lamps, and smoking paraphernalia (bongs, pipes, etc.)

FIRE SAFETY

At College of the Atlantic, we recognize that fire safety is a critical shared responsibility. All members of our campus community must understand and adhere to fire safety procedures to ensure everyone's safety. If you discover or suspect a fire, pull the nearest alarm, evacuate immediately while warning others, and call emergency services (911) from a safe location. When a fire alarm sounds, leave the building promptly – *stay low if smoke is present, check door handles for heat before opening, and if exit routes are blocked, close doors, open windows, and signal for help.* Students, faculty, and staff must vacate any building when an alarm sounds, and failure to do so will result in disciplinary action and a \$50 fine.

To reduce fire hazards, specific items are prohibited in campus housing, including but not limited to:

- Candles
- Incense
- Paper lanterns
- Hot plates
- Toaster ovens
- Halogen lamps
- Extension cords
- Space heaters
- Air conditioners
- Smoking paraphernalia (bongs, pipes, etc.)
- E-bikes

Additionally, nothing may be hung from ceilings or sprinkler systems, and *tapestries and other wall decor must be securely attached to walls on all sides.*

Tampering with fire safety equipment, including smoke detectors, fire extinguishers, sprinkler systems, and exit signs, is strictly prohibited and carries severe consequences, including fines ranging from \$100-\$500, plus repair costs, and possible loss of campus housing.

All exits must remain clear at all times, and fire doors must never be propped open. The intentional activation of a false fire alarm or improper use of emergency doors is considered a criminal offense and may result in both legal charges and college disciplinary action. Violators will face fines and potential loss of campus housing privileges. Artwork and decoration can be attached to the walls, but cannot exceed 30% of the wall area in a room. Excessive mess poses a health and safety threat and may result in fines at the discretion of staff.

Those who fail to comply with violation notices/requests from college officials within 24 hours will have their belongings removed by COA staff.

Anyone wishing to utilize either of the two firepits on campus must receive prior approval from the Chief Facilities and Safety Officer or designee. Only individuals affiliated with the college may request use of the firepits. Students must have a faculty or staff sponsor present during the event or until the fire is extinguished. Participation is limited to 10–12 individuals unless approved in advance.

WEAPONS AND FIREARMS

COA seeks to create and maintain a safe and secure environment in which to learn, work, and live. We believe that those in our community expect and will endeavor to keep each other safe and will refrain from engaging in behavior that will endanger others.

COA prohibits the possession of weapons of any kind (firearms, ammunition, air guns, knives (excluding hunting, pocket and knives related for academic or work

purposes), bows and arrows, replicas of such, etc.), concealed or not concealed, with or without a concealed weapon permit on campus or on property controlled by the college, or in college vehicles. Sworn law enforcement personnel carrying out their duties are exempt from this policy. If any member of the community has an academic reason for needing to have a firearm on campus, that individual can apply for an exemption to this policy by making a request to the Chief Facilities and Safety Officer.

Firearms are defined as any gun, rifle, pistol, handgun, or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used and regardless of whether the device is functional or not.

INFORMATION TECHNOLOGY POLICIES

EXPECTATIONS FOR USING CAMPUS SYSTEMS

Utilizing college-owned computers and networks constitutes acceptance and understanding of the COA's IT policies. College of the Atlantic provides access to its computing and information resources as a service to students, faculty, and staff to assist in learning and the exchange of knowledge. Every user is responsible for the integrity of these resources. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the expectation of College of the Atlantic that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. The following responsibilities apply to all users.

IT ACCEPTABLE USE POLICY

Use of electronic mail is a privilege and not a right.

Users are expected to promote an atmosphere conducive to work and study. All users have a right to privacy and freedom from libel and harassment. Users are expected to act responsibly, ethically and lawfully. Unacceptable uses of email or other computing and networking resources and facilities shall include, but are not limited to, the following:

- Misrepresentation of identity or source in the use of email is unacceptable
- Using email or other computing or networking resources or facilities for any

purpose that violates federal or state laws

- Using email or other computing or networking resources or facilities for commercial purposes
- Sending patently harassing, intimidating, abusive, or offensive material to or about others
- Intercepting, disrupting, or altering electronic communications
- Non-academic community messages (lost/found, for sale, etc.) should be posted to the Community Gmail group
- College of the Atlantic email accounts are hosted by Google and are also subject to Google's Acceptable Use Policy

Respect copyrights and intellectual property rights

Users must respect all copyright issues regarding software, information, and attributions of authorship. Many programs, images, sounds, text, and related materials are owned by individual users or third parties, and are protected by copyright and other laws, by licenses and other contractual agreements. Failure to abide by these restrictions is a crime. Software made available by the college is licensed for use, and is protected by copyright law. Copyright infringement is illegal.

- Users may not make copies of or install college software on computers not owned by the college, or place copies of unauthorized software on college computers.
- Use of peer-to-peer file sharing of music, games, video, software, images, or other items in a manner that infringes copyright is prohibited. Users found to be engaged in these activities will have their computer removed from the network, and may be subject to further disciplinary or legal action.

Respect the security of the network

User accounts and network connections are for individual use and may only be used by the person to whom they have been issued. Users are responsible for all actions originating from their account or network connection and for protecting their password. Any attempt to circumvent computer, network or file security is prohibited.

- Users must not impersonate others or misrepresent/conceal their identity in electronic messages and actions.
- Users are responsible for all actions originating from their account or network connection and for protecting their password.
- The College network may not be used to gain unauthorized access, or attempt to gain unauthorized access to any computer system or account, whether college owned or not. Any attempt to circumvent computer, network or file security is prohibited.

- Capturing network traffic not destined for your computer is strictly prohibited.

Respect the shared nature of resources

Users may not do anything which may interfere with others' use of the college's computers, peripherals, or network. This includes but is not limited to:

- The inadvertent or deliberate spreading of computer viruses is not allowed. Users are responsible for maintaining up-to-date antivirus. Any infected computer will be immediately removed from the college network.
- Users may not alter software, hardware, or wiring.
- Excessive bandwidth results in poor network connectivity for all users and is not allowed. More than 4GB of bandwidth in 24 hours is considered excessive and will result in slower bandwidth rates for the next 24 hours. Examples of applications which result in high-bandwidth usage that can seriously disrupt the community's network include file sharing (p2p), streaming media (streaming high-definition TV or movies), video messaging, and excessive gaming.

Access to computer accounts and networks

College of the Atlantic will make reasonable efforts to have its computer systems and networks available at all times. However, as part of regular maintenance and other planned and unplanned activities, systems & networks may be unavailable at any particular time. The college reserves the right to restrict or terminate access to its computer & network resources as necessary. College of the Atlantic computer systems and networks are for non-commercial individual use related to the educational mission of the college by its faculty, staff, and students, and for approved college business activities. Use of college technology to gather or transmit information for purposes such as theft is a crime.

Privacy

The electronic mail system and network resources are the property of the College of the Atlantic. Although privacy and security are important, there are some circumstances under which college administrators may access these resources. These include:

- To comply with a request under federal or state public information laws
- To maintain, repair, and troubleshoot the computer network
- To investigate the misuse of the network, such as theft, gambling, pornography, institutional security, fraud, and harassment

IT responsibilities & recommendations

Information Technology & Services is responsible for preserving the integrity of the campus network, and will use the guidelines of this policy in their effort. College of the Atlantic disclaims any responsibility and/or guarantees for data,

information, and materials residing on non-COA systems or obtained by way of the internet. Although Information Technology & Services tries to provide a stable and reliable computer network, you may at times experience a system crash, network outage, or power outage. This interruption may result in the loss of your data, files, and/or software. In an effort to minimize risk, users should frequently back up their work.

Violations

Failure to abide by this policy may result in disciplinary action, including the loss of access to information technology resources. If you believe that a violation of this policy has occurred, you should contact the Dean of Student Life at jluce@coa.edu.

EMAIL POLICY

Purpose

Electronic Mail is a tool provided by the college and serves as a primary means of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of college email accounts evidences the user's agreement to be bound by this policy. In the event a college employee holds multiple college email accounts, the most stringent rules of this policy shall apply.

Account creation

College email accounts are created based on the official name of the staff or faculty member as reflected in the Business Office records. Student and alumni accounts are created based on user ID reflective of the name on file with the Registrar. Requests for name changes to correct a discrepancy between an email account name and official college records will be processed, in which case the email account name will be corrected. This could be due to error or a person legally changing their name. Requests for mail aliases based on name preference, middle name, etc., are evaluated on a case-by-case basis.

Faculty, staff, or departments can request temporary email privileges for users outside of the College. Full time Faculty or Staff requesting these types of accounts will be required to submit user information, rationale for account, expiration date, & sponsor information. Such requests shall be approved by the appropriate Director level manager.

Ownership of email data

The college owns all college email accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and college policies, the college also owns data transmitted or stored using the college email accounts.

Privacy and right of college access

While the college will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through college email accounts. Under certain circumstances, it may be necessary for COA IT staff or other appropriate college officials to access college email accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other college policies and violations of Google's Acceptable Use Policy.

COA IT staff or college officials may also require access to a college email account in order to continue college business where the college email account holder will not or can no longer access the college email account for any reason (such as death, disability, illness or separation from the college for a period of time or permanently). Such access will be on an as-needed basis and any email accessed will only be disclosed to individuals who have been properly authorized and have an appropriate need to know or as required by law.

All email users are bound by the appropriate acceptable use policy of both College of the Atlantic and Google. Google also retains the right to access Gmail accounts for violations of its [Acceptable Use Policy](#).

Data purging

Email messages held under Gmail accounts will be subject to Google's storage and retention policies, which may change from time to time, with or without notice. As of this writing, retention times are unlimited and storage limits are 30GB.

Record retention

It is the responsibility of employees to preserve college records, including emails or instant messages in particular circumstances:

- Those who have actual knowledge of matters in which it can be reasonably anticipated that a court action will be filed.
- A subpoena has been served or notice of same has been given.
- Records are sought pursuant to an audit or similar pending or possible investigation.

Expiration of accounts

Individuals may leave the college for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges are set forth below. Notwithstanding the guidelines below, the college reserves the right to revoke email privileges at any time.

- Faculty may keep their email account for 60 days from the end of the last term

in which they taught. If such separation is for cause, email privileges may be immediately revoked without notice.

- Staff may keep their email account for 60 days from the end of their last work week. If such separation is for cause, email privileges may be immediately revoked without notice.
- Students who leave the college without completion of their degree or other program may keep their email privileges for one academic term from the last term when they were registered.
- Students who are expelled from the college will have their email privileges terminated immediately upon the directive of the Provost's Office.
- Alumni who have graduated from the college will be permitted to retain their email privileges if their account remains active. All email accounts that are inactive for a period of one year will be removed. Alumni wishing to reconnect with the college can request an account and one may be provided to them.

Appropriate use and user responsibility

No data that is classified as protected shall be stored in or transmitted via email. This includes but is not limited to personally identifiable information, Social Security Number, bank account information, tax forms, background checks, sensitive research data, or other protected data.

Users who use email communications with persons in other countries should be aware that they may be subject to the laws of those other countries and the rules and policies on others systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

Use of distribution lists or 'reply all' features of email should be carefully considered and only used for legitimate purposes.

In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

Inappropriate use

With respect to college email accounts, the exchange of any inappropriate email content outlined below and described elsewhere in this policy, is prohibited. Users receiving such email should immediately contact COA IT, who in certain cases may also inform the Department of Public Safety, academic dean, administrative dean, provost, or COA general counsel.

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email

- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections
- Violates, or encourages the violation of, the legal rights of others or federal and state laws
- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature
- Constitutes, fosters, or promotes pornography
- Is excessively violent, incites violence, threatens violence, or contains harassing content
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement
- Misrepresents the identity of the sender of an email

Other improper uses of the email system include:

- Using or attempting to use the accounts of others without their permission
- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting)
- Use of the service to distribute software that covertly gathers or transmits information about an individual
- Conducting business for profit under the aegis of the college
- Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election or referendum on behalf of or under the sponsorship of the college

This list is not intended to be exhaustive but rather to provide some illustrative examples.

Scope

This policy applies to all individuals who use or maintain a College of the Atlantic provisioned email account.

Spam and phishing

All incoming email is scanned for viruses, phishing attacks and spam. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all spam and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases, viruses or phishing

appear to be sent from a friend, coworker, or other legitimate source. Do not click links or open attachments unless the user is sure of the nature of the message. If any doubt exists, the user should contact the Helpdesk at helpdesk@coa.edu

Definitions

Spam is defined as unsolicited and undesired advertisements for products or services sent to a large distribution of users.

Phishing is defined as the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication.

WEBSITE PRIVACY POLICY

This website domain, coa.edu (the “site”), is owned by and is the responsibility of College of the Atlantic. This privacy policy outlines the college’s data collection processes for coa.edu and any other college owned and operated web sites/pages, both when a visitor voluntarily enters and transmits information to the college and when data are collected automatically through use of the site.

What information does College of the Atlantic collect?

- Information you give us, such as your first and last name, email address, phone number, address, and more. This may be information you enter on the site or give to us in other ways, such as through email, online registration forms, or surveys
- Automatically collected information such as site/page traffic and usage statistics. COA uses Google Analytics which collects additional site usage data
- Information from some web visitors who communicate with the college via email or use the college’s application status portal, such as your email address, home server domain name, browser type and version, Internet Protocol (IP) address, and information regarding where, when, and how often you visit the college’s website/pages
- Information that you have provided to third-party vendors including, but not limited to, the College Board, ACT, and RaiseMe

How College of the Atlantic uses information we collect

- To inform our marketing strategy and approach
- For promotional and recruiting purposes, including contacting prospective students and providing information about the college or about services, programs, and events
- To analyze visitors’ online behavior for website development and content improvement

- To provide you with information you request and to answer your questions
- For educational and/or research purposes

Disclosure of personal data to third parties

College of the Atlantic occasionally retains the services of third parties to process information or financial transactions, analyze data, or for other purposes approved by members of the college's senior management. Any such organizations which receive personal data for these purposes are required to keep the information confidential and only use it to provide the agreed-upon services for the college.

We may also provide personal data to third parties:

- If you have given us explicit consent to do so
- If we are legally required to do so, for example in response to a subpoena or court order
- To protect against fraud or other illegal activity
- To protect the safety and security of visitors to the Site
- If it is necessary to protect or defend the rights or property of College of the Atlantic
- To protect against legal liability

Protecting personal information

Protecting your personal data is important to us. To prevent unauthorized access or disclosure of personal information, we have implemented physical, electronic, and administrative procedures intended to safeguard the information the college collects and/or stores online. In addition, we limit our employees' and contractors' access to personal information. However, the college cannot guarantee the absolute effectiveness of these security measures.

Controlling your personal information & GDPR

If you are located within the European Economic Area you have certain data protection rights including the right to be informed of the college's use of personal information, request access to personal information, correct inaccuracies, and request the erasure of personal information. These rights are subject to certain limitations. If you have questions or choose to exercise these rights, please contact webteam@coa.edu.

Payments

Where payment information is collected within the site, the college uses third-party services for payment processing. The college will not store or collect your payment information; that information is provided directly to the third-party payment processors whose use of your personal information is governed by their privacy policies.

Changes to this privacy policy

College of the Atlantic reserves the right to change this policy at any time. Changes to the college's website privacy policy are effective upon posting to the site.

Questions about this policy

Please direct questions to webteam@coa.edu.

COMMUNITY STANDARDS

DAMAGE TO PROPERTY, VANDALISM, AND GRAFFITI

Willful destruction of college property, vandalism, and graffiti are strictly prohibited. Any student who damages college property, creates unauthorized markings, including but not limited to; etching, painting, drawing upon, or otherwise marking something without permission, or defaces college facilities will be held financially responsible and subject to disciplinary action. This includes gardens, lawns, and landscapes. Violators will be subject to disciplinary action, which includes but is not limited to a community impact fine of \$100 plus the cost of removing the graffiti (time and materials).

FALSIFICATION OF INFORMATION

Students will be considered in violation of this policy if they:

- Lie or furnish false information to the College or College officials.
- Are aware of false information being furnished by others with the intent to deceive (and do not correct that false information promptly).
- Withhold information pertinent to student misconduct.
- Alter, misuse, enter any false information, or forge signatures on any official documents or College resources, including, but not limited to, academic transcripts, drop/add forms, or timesheets.
- Alter or have in their possession an altered identification card of any form.
- Counterfeit, forge, and fabricate official documents/paperwork/electronic communications.
- Intentionally issue a bad check or payment to remove a hold, register for classes, or receive an official transcript or diploma.

- Provide false information or fail to provide current information to defraud College of the Atlantic

COMPLIANCE WITH COLLEGE OFFICIALS

Failure to comply with the request of a college official - staff, faculty, resident advisors (including requests for identification or information), lying to a college official, failing to provide relevant information, and/or running away when approached by a college official are considered to be serious policy violations and will result in conduct action. Sanctions for failing to comply with a college official may include, but are not limited to, housing probation or restriction of access to campus. Any physical aggression directed at a college official may result in suspension.

PHYSICAL ASSAULT

College of the Atlantic does not tolerate physical violence. Students who engage in or encourage physical violence against another member of the COA community (including students, faculty, staff, and visitors) are subject to disciplinary action.

Physical assault is defined as striking, shoving, kicking, or otherwise subjecting another person to physical contact that causes them harm, is harassing, or alarms that person, regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical assault also includes hitting a person with anything thrown or propelled, including objects thrown from a window or structure.

Violations of this policy will result in disciplinary action. Sanctions may include, but are not limited to, the following: housing probation, social probation, referral to Student Support & Wellness, suspension, or expulsion. Violators may also be subject to arrest. If it is determined that a student found responsible for violating this policy had no other option but to use physical violence in self-defense, this will be taken into consideration in the sanctioning process.

Individuals who believe they have been physically assaulted should seek immediate assistance by contacting Public Safety at 208-288-9001.

RETALIATION POLICY

COA prohibits intimidation and/or retaliation against any individual who reports misconduct, participates in an investigation, or exercises their rights under college policies. Retaliation includes intimidation, harassment, discrimination, threats, or any action intended to discourage reporting or cooperation with official investigations.

An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating individual if it is determined that

a violation of this policy occurred. All incidents that are believed to constitute retaliation should be reported immediately to the Dean of Student Life or Provost.

Any member of the college community found responsible for retaliation will face serious disciplinary consequences, which may include warning, probation, suspension, or expulsion. The college is committed to maintaining a safe environment that protects individuals who report misconduct in good faith.

GOOD SAMARITAN POLICY

The Good Samaritan Policy eliminates disciplinary consequences for you and the people you are with if you call for help when drinking or using drugs. COA prioritizes the health and safety of all students and aims to remove barriers that may prevent students from seeking immediate medical attention.

COA students are expected to exercise care and concern and contact appropriate individuals in the event of any health and safety emergency, even if individuals have been drinking or using other drugs. This policy covers students whether they were using alcohol or other drugs voluntarily or not.

Instead of formal disciplinary action, students will meet with a Student Life staff member to discuss the incident. The student requiring medical attention may be referred to the Director of Student Support and Wellness for an assessment and must follow up promptly.

This policy also allows students to report incidents of violence or discrimination without fear of disciplinary consequences for their own drug or alcohol use.

However, this policy does not excuse or protect students who repeatedly violate the Alcohol, Medical Marijuana, or Drug-Free Workplace and Campus Policy and does not prevent disciplinary action regarding other severe violations, including causing or threatening physical harm, sexual violence, or discrimination. This amnesty does not extend to the distribution or sale of drugs or alcohol, or if drugs or alcohol are provided to another individual for the purpose of inducing incapacitation.

CONDUCT PROCESS

SUMMARY

The College of the Atlantic's conduct process is rooted in a philosophy of education, accountability, and restorative justice. The process prioritizes repairing harm, rebuilding relationships, and supporting personal growth while ensuring privacy and respect for all involved. It applies to all enrolled students and covers behaviors occurring on campus, during college-sponsored events, online communications related to college activities, and off-campus conduct that impacts the community. Students have specific rights throughout the process, including being informed of allegations, presenting evidence, and requesting restorative approaches. They are also responsible for participating honestly, complying with interim measures or sanctions, and responding to all communications.

Reports of misconduct can be submitted by any community member and may request a restorative approach. The Student Life office conducts an initial assessment and determines whether the case is suitable for informal, restorative, or formal resolution. Interim safety measures may be implemented as needed. Restorative pathways can include conferences, healing circles, accountability agreements, or educational programming. Formal resolutions are used for more serious matters and may involve more concrete sanctions. A range of sanctions are available and are designed to be proportional and educational. Outcomes are communicated in writing within five business days and include details on findings, sanctions, and appeal procedures.

Misconduct Appeal Process

The Misconduct Appeal Process allows students to challenge decisions or sanctions related to alleged misconduct, ensuring fairness and due process. Students may appeal based on procedural error, new evidence, or bias, and must submit their appeal within five business days of the decision letter. Appeals are reviewed to determine eligibility, and if accepted, a hearing may be scheduled. The appeals officer—potentially with a panel—considers the evidence and determines whether to uphold, modify, or overturn the original decision. The outcome is communicated to the student within five business days, and all decisions are final and binding.

CONDUCT PROCESS

1. Purpose and Philosophy

College of the Atlantic's conduct process upholds community standards, emphasizing education, accountability, and restorative practices. We prioritize repairing harm, rebuilding relationships, and fostering personal growth in a

manner that respects the dignity of all community members.

Privacy: All conduct proceedings will be conducted in a private manner, consistent with college policies and applicable privacy laws.

2. Scope of Authority

This conduct process applies to:

- All enrolled students at College of the Atlantic
- Behavior occurring on campus property
- Off-campus conduct that affects the college community
- Online and digital communications related to college activities
- Conduct occurring during college-sponsored events and programs

3. Student Rights and Responsibilities

Student Rights

Students involved in the conduct process have the right to:

- Be informed of alleged violation(s) in writing
- Present witnesses and evidence in their defense
- Privacy
- Appeal decisions under specified conditions
- Reasonable accommodations for a documented disability
- Request restorative approaches when appropriate

Student Responsibilities

Students are expected to:

- Respond to communications regarding conduct proceedings
- Participate honestly in the process
- Comply with interim measures if implemented
- Adhere to the terms of imposed sanctions
- Engage in good faith with restorative processes when participating
- Failure to respond or meet with the hearing officer will result in the incident being reviewed without the student's involvement, and sanctions will be applied as appropriate.

4. Reporting Misconduct

- Any member of the college community may file a report of suspected misconduct
- Reports should be submitted to the Student Life office

- Reports should include relevant details, dates, locations, and names of involved parties
- Anonymous reports will be accepted, but may limit the college's ability to investigate
- Reports may include a request for restorative approaches

5. Initial Assessment

Upon receiving a report, the Student Life office will:

- Review the report to determine if there is a potential policy violation
- Assess the need for any interim measures to protect community safety
- Determine whether the matter can be resolved informally, through restorative practices, or requires formal resolution
- Notify the respondent of alleged policy violations
- Explain available potential outcomes, including restorative options

6. Interim Measures

When necessary, to ensure safety or preserve the integrity of the investigation, interim measures may include:

- Temporary no-contact orders
- Changes in housing arrangements
- Class schedule modifications
- Interim suspension
- Other measures deemed appropriate to the circumstances

7. Resolution Pathways

Restorative Practices

When appropriate and agreed to by all involved parties, restorative approaches may include:

- **Restorative Conferences:** Facilitated dialogue between the person who caused harm, those impacted, and community members to discuss the harm and develop solutions
- **Healing Circles:** Community-based process bringing together affected parties to share perspectives and work toward healing
- **Accountability Agreements:** Collaborative plans outlining specific actions the responsible party will take to repair harm and prevent recurrence
- **Community Service:** Targeted service that meaningfully addresses the harm caused
- **Educational Programming:** Creating or participating in educational initiatives related to the incident

Informal Resolution

For minor violations, an informal resolution may be appropriate through:

- Educational conversations
- Mediation between parties
- Written agreements
- Verbal Warning

8. Formal Resolution

Proportional to the complexity of the case or when a restorative or informal resolution is not appropriate, formal resolutions may include an investigation process where the investigator interviews the complainant, respondent, and any relevant parties. This process may involve an investigation with a conduct officer or through a judicial hearing.

9. Potential Outcomes

Warning: Written notice of policy violation and potential for more severe sanctions.

Educational Program/Project: Participation in programs designed to increase policy awareness.

Referral to Director of Student Support and Wellness:

- Appointment required within 24 hours of hearing.
- Mandatory compliance with recommendations.

Fines: Monetary penalties

Loss of Privileges: Temporary denial of specific privileges.

Restricted Access: Conditions limiting presence in certain locations or activities.

Housing Probation: Risk of losing housing due to further violations.

Social Probation: Restricted campus access for non-academic purposes.

Suspension: Temporary removal from the College.

Expulsion: Permanent termination of student status.

Whenever possible, sanctions will incorporate restorative elements that address the specific harm caused and promote learning and community healing.

10. Decision Notification

- The student will receive written notification of the outcome within five business days of the hearing, whenever possible
- The notification will include findings, rationale, and any sanctions or

restorative interventions

- Information on the appeal process will be included in the notification

CONDUCT APPEAL PROCESS

1. Purpose

The appeal process provides students with an opportunity to challenge decisions or sanctions imposed due to alleged misconduct. This ensures fairness and upholds the principles of due process.

2. Eligibility for Appeal

A student may appeal a decision or sanction if one or more of the following conditions are met:

- **Procedural Error:** A significant error occurred in the hearing or investigation process that may have impacted the outcome.
- **New Evidence:** Substantial new information has emerged that was not available during the original process and could alter the outcome.
- **Bias:** Decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

3. Appeal Submission

Timeline

Appeals must be submitted within five business days from the date of the decision letter to the appeals officer or designee. The appeal letter should include the following:

1. Student name and contact information.
2. Grounds for Appeal: Clearly state the reason(s) for the appeal based on eligibility criteria.
3. Supporting Documentation: Attach any relevant evidence or documentation. New evidence should be presented in writing, along with a reason why the evidence was not available at the time of the initial misconduct hearing.
4. Requested Outcome: Specify the resolution or outcome being sought.

Request for appeal should be submitted in 12-point font in Times New Roman or Arial and not exceed five pages.

4. Review Process

Initial Review

The appeal will be reviewed by the appeals officer or designee to determine if it meets the eligibility criteria.

If the appeal does not meet the criteria, the student will be notified in writing within five business days of receipt

Appeal Hearing (if applicable)

If the appeal proceeds, an appeal hearing will be scheduled.

The student will be notified of the hearing date, time, and location at least three business days in advance.

The appeals officer will hear the evidence provided by the student and clarify questions based on the evidence provided by the student.

In some cases deemed appropriate by the appeals officer, a hearing panel of two additional faculty or staff members may be assembled to join the appeals officer.

5. Decision and Notification

Outcome

After reviewing the appeal, the appeals officer/panel may:

- Uphold the original decision and/or sanction.
- Modify the sanction(s).
- Overturn the original decision.

Notification

The final decision will be communicated to the student in writing within five business days of the review or hearing, whenever possible.

6. Finality of Appeal

The decision of the appeal process is final and binding.