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DISTANCE

Student Handbook



The Unity Environmental University Vision:

A multifaceted organization recognized as the thought leader in global ecological, economic, and societal solutions.

The Unity Environmental University Mission:

We are dedicated to delivering quality education and experiences that produce outstanding environmentally competent professionals and inspire individuals from all walks of life to steward sustainable ecosystems.

Unity's Core Values:

In pursuing Unity Environmental University's vision and mission, we are committed to following these eight core values:

Respect establishes trust.

We honor the intrinsic value of self, others, and the world we share.

Integrity aligns our actions and values.

We act with purposeful reflection to uphold our vision and mission.

Social Responsibility calls us to act.

We prepare leaders to address civic engagement in light of environmental concerns.

Community has no boundaries.

We connect through inclusive engagement locally and globally.

Resiliency demonstrates flexibility.

We develop the capacity of people, systems, and environments to anticipate and respond to change.

Cultural Competency recognizes differences as strengths.

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PURPOSE OF THIS HANDBOOK

The Distance Education Student Handbook contains the policies, procedures, and guidelines applicable to the Distance Education Sustainable Education Business Unit [SEBU] at Unity Environmental University as reviewed and approved by the Unity Environmental University Distance Education administrative team. The Unity Environmental University Distance Education SEBU currently oversees all Distance Education Progrti

ACADEMIC PROGRAMS AND ADMISSIONS

Please refer to the

24/7 Online Tutoring

Unity Environmental University Distance Education provides a limited number of tutoring hours to Peardeck.com, a 24/7 online tutoring support service. Students can create an account on the website, specify the subjects they need help with, and Peardeck matches them with an online tutor. Links to tutoring can be found in Canvas within the courses.

Mental Health and Wellness Counseling

The university provides access to unlimited professional counseling services, including on-demand crisis counseling and Uwill.com. An invitation will be sent to students' Unity email or by creating an account

Please refer to the [Unity Environmental University Distance Education Catalog](#) for information about cost of attendance, billing, financial aid, and the attendance policy governing the conditions under which a student may be administratively withdrawn from a class due to inactivity.

INSTRUCTIONAL DESIGN PROCEDURE AND ASSESSMENT

Common Course Syllabus

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

Common Course Template

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

Student Evaluations and Assessment

Students will have an opportunity to provide feedback at the end of every course. An online course evaluation form can be found in the student portal during the last week of the term.. This evaluation is designed to support course development and constructive instructor feedback. If there are concerns about either course development or instruction, or you missed the window to complete the online course evaluation, please email your feedback to the Academic Dean.

STUDENT RIGHTS AND RESPONSIBILITIES

Distance Education Student Code of Conduct

All members of the Unity Environmental University student body must assume responsibility and make sure that these actions do not adversely affect other community members. The University has the authority and responsibility to establish rules and standards that may require academic, moral, and

If a student engages in disruptive behavior in a course [including but not limited to bullying, trolling, harassment, inappropriate language, etc.], the instructor will seek to resolve the issue with the student directly.

If the instructor is unable to resolve the issue, he or she will notify the Academic Dean of the SEBU offering the course, who will investigate and determine a resolution. For sanctions applying only within the scope of the individual course [e.g., assignment or course grade, etc.], the decision of the relevant Academic Dean is final.

If the proposed sanctions for any conduct violation extend beyond the scope of the individual course [e.g., suspension from the University], the DE Academic Dean will inform the Executive Vice President of DE, who will subsequently consult with the VP of the SEBU in which the student is currently matriculated. If the two SEBU VPs are unable to agree on the proposed sanction, then the final determination shall rest with the Dean of Student Success.

Notice of any final resolution, as appropriate, should be copied to the student's designated advisor.

Honor Code

Unity Environmental University requires its students to exhibit academic integrity in all assignments. By enrolling in Unity Environmental University Distance Education, students express willingness to accept the responsibilities and privileges of this academic community. Every Unity Environmental University student is responsible for upholding the principles of academic honesty. Personal ethics and integrity should govern all actions.

Academic Dishonesty

Academic dishonesty occurs in many forms. This policy defines these instances and provides a judicial process by which such cases are decided.

Please note that students are responsible for appropriate and ethical use of artificial intelligence (AI) tools, as described in the *Guidelines for Using Generative Artificial Intelligence (AI) in This Course* section of their syllabus and the [Unity Distance Education Generative Artificial Intelligence Policy for Students.](#)

Plagiarism

Plagiarism is the adoption or reproduction of ideas, words, or statements of another person as one's own either knowingly, unintentionally, or without acknowledgment. We acknowledge the difference between citation errors, in which a writer incorrectly cites a source, and plagiarism, in which a writer engages in any of the following:

- quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any work;
- copying and pasting a portion of text from another source and then simply adding a citation;
- incorporating any information—data, statistics, examples, etc. — that is not common knowledge without attributing the source of that information;
- using another's images, sounds, opinions, research, or arguments without attribution;
- failing to follow fair-use policies, which dictate informal acknowledgement or formal citation depending upon the context and assignment; **or**
- submitting an assignment for one class in another class without approval of both instructors.

Falsification

Falsification refers to falsifying or deliberately misrepresenting data and/or submission of work.

Violations of the Honor Code

Students suspected of academic dishonesty shall be informed and are entitled to an opportunity to reveal their understanding of cheating/plagiarism in a private discussion with the course instructor prior to the assessment of any penalty. The instructor or the student may choose to have a witness present for the discussion.

Instructors who determine that a student has engaged in an act of academic dishonesty will contact the Academic Dean and complete an Academic Misconduct Form. The Dean may conduct an investigation to gather additional information about the situation. This may include examining submitted work and communication records, and soliciting information [via e-mail, telephone, or online meeting] from affected parties. Upon consultation with the Academic Dean, the instructor will impose a specific penalty, commensurate with the severity and nature of the offense. Penalties may include, but are not limited to, grade penalty or a failing grade for the work in question or a failing grade for the course.

This policy is designed to be educational and developmental in nature; however, if an act of academic dishonesty is considered to be egregious or a student has committed repeated instances of Academic Dishonesty, the Academic Dean may recommend that the student be Administratively Removed from the University. Recommendations for Administrative Removal are reviewed by the Academic Dean and must be approved by the Executive Vice President.

Inter-SEBU Academic Misconduct

If an instructor encounters evidence of academic dishonesty, they will follow the process described above. For sanctions applying only within the scope of the individual course [e.g., assignment or course grade], the decision of the Distance Education Academic Dean is final.

If the proposed sanctions for any violation of academic honesty extend beyond the scope of the individual course [e.g., suspension from the University], then the DE Academic Dean will inform the Executive Vice President and, subsequently, the Executive Vice President will consult with the VP of the SEBU in which the student is currently matriculated. If the two SEBU VPs are unable to agree on the proposed sanction, then the final determination shall rest with the Chief Learning Officer.

Notice of any final resolution is copied to the student's designated advisor.

Nondiscrimination / Harassment / Equal Opportunity Policy

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

Unity Environmental University does not discriminate based on race, color, ancestry or national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, or other status protected under local, state, or federal laws in the recruitment and admission of students, educational policies and procedures, and in the recruitment and employment of employees. We offer reasonable accommodation to applicants and to qualified individuals with disabilities, including accommodation in the application

process. Unity Environmental University is an equal opportunity employer and operates in accordance with federal and state laws regarding nondiscrimination.

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

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

Grievance Process [Non-Title IX]

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

NOTE: If a student has a safety concern, the student should contact law enforcement or other appropriate legal authorities.

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

This grievance procedure applies to all Distance Education students. If a student has a concern, the student should first communicate the concern to the Distance Education Advisor. The Distance Education Advisor will work to address and resolve the student's concerns to the student's satisfaction. The student may, at any time, seek advice and direction from an Assistant Dean of Student Success.

If the concern is unresolved after speaking with the Distance Education Advisor and/or an Assistant Dean of Student Success, the student may use the following grievance procedure:

A. Grievance Procedure

If a student has worked with the Distance Education Advisor and their Assistant Dean and the concern remains unresolved, the student should notify the Dean of Retention and Completion of their intent to grieve the issue. This notification must be received, in writing, within three [3] business days of written notification, the Dean of Retention and Completion (or their delegate) will contact the student to arrange a meeting to discuss the issue and receive relevant information from the student. The Dean will investigate the concern. This may include speaking to other parties, gathering additional information, consulting records, and other means of ensuring due diligence. The Dean will then schedule a meeting with the student, to discuss these findings.

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

B. Appeals Based on Failure to Follow Process

If the student does not feel that the procedures outlined here were followed, the student may file a written appeal specifying how this policy and these processes were not followed. The appeal must be submitted to the Executive Vice President of Distance Education within ten [10] working days after receipt of the decision of the EVP. The EVP will investigate the grievance and talk with the student and render a decision in writing within ten [10] working days of receipt of the appeal. The decision of the Dean will either state that the procedure was not followed according to the Student Handbook or that it was. If it was not followed, the original case will be re-investigated using the same process. The decision issued by the EVP is final.

C. Procedural Guidelines for Inter-SEBU Disciplinary Matters

Unity Environmental University students matriculate into a single Sustainable Education Business Unit [SEBU] but may enroll in courses across different SEBUs. To ensure a clear process and consistent response in these circumstances, the following guidelines have been established in addition to the other processes and procedures described in this handbook.

SEXUAL MISCONDUCT POLICY

Unity Environmental University is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, and all educational programs, activities, and services it operates.

This policy governs reports of alleged sexual misconduct involving Unity Environmental University students and other participants in Unity Environmental University programs. As a recipient of federal funds, Unity Environmental University must comply with Title IX of the Educational Amendments of 1972, which prohibits discrimination based on sex in education programs and activities. Sexual misconduct, defined fully below, includes sexual harassment, sexual assault, rape, and sexual exploitation. Sexual misconduct can create a hostile environment, which limits or denies students' ability to participate in or benefit from the school's educational program. Unity Environmental University does not tolerate sexual misconduct, sexual harassment, or any form of gender-based harassment, which can occur in many forms and have a broad impact on the community. ThenatiP

The Enterprise Title IX Coordinator oversees the University's overall response under this policy and addresses issues that affect the wider campus community by monitoring outcomes, identifying and addressing any patterns, and assessing the campus climate generally. The Enterprise Title IX Coordinator works directly with the Distance Education Title IX Coordinator and together they establish a positive climate for Title IX compliance efforts. The Unity Environmental University Enterprise Coordinator of Title IX Services, Ángel Martínez Loredo, can be reached at 207-509-7166 or alored@unity.edu.

Distance Education Title IX Coordinator: Students should contact the Distance Education Title IX Coordinator to seek information about Unity's processes and support resources, to file a complaint or make a report under this Policy, or to raise any other concerns. Students with any questions or concerns regarding this policy are encouraged to contact the Distance Education Title IX Coordinator, Doreen Rogan, and can be reached at 207-509-7290 or drogan@unity.edu.

Scope and Jurisdiction

This policy applies to allegations of sexual misconduct involving any current Unity Environmental University student or any participant in a Unity Environmental University program [e.g., summer programs]. This policy applies to any incident that occurs on Unity Environmental University property, or at any Unity Environmental University event or program occurring at an off-campus location in the United States, any building owned or controlled by a student organization that is officially recognized by the University, and to any other incident occurring off-campus in the United States where the conduct may impact and affect a student's participation in Unity Environmental University programs or activities or the environment at Unity Environmental University. This policy applies outside the United States if the activity, class, or field trip is part of the course in which the student (complainant) is registered. The term "student" as used in this policy means all students registered or enrolled in any course or program at Unity Environmental University or any person accepted to the Unity Environmental University Distance Education program and/or participating in any other Unity Environmental University programs. There is no time limit associated with making a report under this policy, so long as a student against whom allegations are made is still enrolled at Unity Environmental University. Nevertheless, individuals are encouraged to make reports promptly in order to maximize the University's ability to conduct a thorough and reliable investigation. Failure to promptly report an incident may result in the loss of relevant evidence and limit the scope of the University's response. If a report concerns a visitor or guest of a Unity Environmental University student who is a student at another educational institution, including a student who is enrolled at another institution in addition to UnityUW*
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Privacy vs. Confidentiality

Privacy and confidentiality have distinct meanings. It is important to understand the distinctions under Title IX. Privacy means that information related to a report of misconduct will be shared only with a limited circle of individuals who “need to know” the information in order to assist in the review, investigation, or resolution of the report. Although not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. Examples of individuals who often “need to know” of the report, allegations and information include the Enterprise Title IX Coordinator, Distance Education Title IX Coordinator, and professional staff, among all other mandatory reporters [see below]. University employees receive training regarding respecting and safeguarding private information.

The University must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except to carry out the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These professionals include community health providers, community mental health providers, rape crisis counselors, and attorneys, all of whom typically must abide by confidentiality laws applicable to their profession. These individuals are prohibited from breaking confidentiality unless the conduct poses a serious threat of harm to any individual, or under certain legally required circumstances, such as to comply with a subpoena or with mandatory reporting requirements when abuse of a minor is suspected.

Confidential Resources

If a student wishes to confidentially discuss an incident or seek resources without filing a report with the University, they are encouraged to reach out to:

National Sexual Assault Online Hotline: <https://hotline.rainn.org/online>

National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Their primary care provider

Or contact Uwill.com to speak with a counselor.

These resources will maintain confidentiality and are not required to report to the University.

Actual Knowledge

Actual knowledge means that the Distance Education Title IX Coordinator or any university official with the authority to implement corrective measures has been informed of sexual harassment or allegations of sexual harassment.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual

knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University.

“Notice” includes, but is not limited to, a report of sexual harassment to the Distance Education Title IX Coordinator.

Responsible Employees

Under law, a “responsible employee” is a Unity Environmental University employee who has a legal duty to report incidents of sexual misconduct to the Distance Education or Enterprise Title IX Coordinator. When a student tells a responsible employee about an incident of sexual misconduct, the responsible employee must report to the appropriate Title IX Coordinator all known details about the alleged sexual violence. All Unity Environmental University employees are responsible for reporting incidents of sexual misconduct to the appropriate Title IX Coordinator. All employees must undergo basic Title IX training. Employees with expanded Title IX responsibilities and/or appeals board members must undergo additional Title IX training specific to their role.

Resources for Counseling, Advocacy, and Support

Unity Environmental University has an array of online supports available to any student who is affected by sexual misconduct. Support resources are available to students regardless of whether a student

alternative employment arrangements and/or schedules;
a campus escort or transportation accommodations;
temporary exclusion from certain areas of campus; and
interim suspensions.

Unity Environmental University will seek to minimize unnecessary or unreasonable burdens on either party when instituting interim measures. However, violations of any directive made as an interim measure will constitute an additional offense that may result in further disciplinary action.

Prohibited Conduct and Key Definitions

Unity Environmental University prohibits the following forms of sexual misconduct: sexual harassment, gender-based harassment, non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence, stalking, sexual exploitation, and any other activity considered to be sexual misconduct under the law.

Retaliation is also prohibited. The following definitions apply:

- A. Complainant.** The individual who alleges that sexual misconduct has been committed against themselves or an individual alleged to be the victim of sexual misconduct by a third-party reporter. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the University with which the formal complaint is

- J. Non-Consensual.** Sexual contact or intercourse that occurs without consent.
- K. Intercourse without consent.** Penetration, no matter how slight, of (1) the vagina, anus, or mouth of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- L. Respondent.** The individual student who is alleged to have committed one or more acts of sexual misconduct.
- M. Retaliation.** Any harassing behavior, including intimidation, threats, and other adverse action, against a person who has reported an incident or who participates in the investigation of a report under this policy.
- N. Sexual Contact without consent.** Any intentional sexual touching by a person upon a person made without consent and/or by force. Sexual contact includes, but is not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts; making another touch you or themselves with or on any of these body parts [including clothing covering any of these areas]; or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.
- O. Sexual Exploitation.** Taking sexual advantage of another person without consent, which includes, without limitation: causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts [including genitalia, groin, breasts or buttocks] of another person; allowing third parties to observe private sexual acts; prostituting another person; engaging in voyeurism [e.g., watching private sexual activity without the consent of the participants] or viewing another person's intimate parts without consent; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection; or any other similar conduct.
- P. Sexual Harassment.** Unwelcome conduct of a sexual nature. Sexual harassment may include, for example, unwelcome physical contact; sexually explicit comments in person or via phone, letter, note, gift, text message, e-mail, or other electronic medium; sexual advances; requests for sexual favors; unwelcome invitations to engage in sexual activity; unwelcome commentary about an individual's body or sexual activities; threatening to engage in an unwelcome sexual act with another person; engaging in indecent exposure; and stalking or cyberstalking.

Sexual Harassment means conduct, on the basis of sex, that satisfies one or more of the following:

- an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct, also known as "quid pro quo"; **or**
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and

[UCR]

The University must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint

would not constitute sexual harassment even if proved,

did not occur during, in or related to the University's education program or activity, **or**

did not occur against a person in the United States,

then the University must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. Such a dismissal does not preclude action under another provision of the University's code of conduct.

The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

a complainant notifies the Title IX Coordinator for the [Distance Education or Enterprise] in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

the respondent is no longer enrolled or employed by the University;

or specific circumstances prevent the University from gathering evidence sufficient to reach a resolution of the formal complaint or allegations therein.

The University must promptly send written notice of any dismissal and reason[s] therefor simult

to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA, or as required by law, or to carry out the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.

Specific Circumstances

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

D. Drug and Alcohol Amnesty

Unity Environmental University encourages students to report incidents and allegations of sexual misconduct. So as not to discourage reports, a student who makes a report under this policy in good faith will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health and safety of any other person at risk. Unity Environmental University may, however, expect that individuals engage in counseling or other educational supports to address substance use.

E. Minor Students

When there is a reason to believe that a person under the age of 18 may have been subjected to abuse, many Unity Environmental University employees have a mandatory reporting obligation under Maine law and would report covered incidents to the appropriate State government agency. The Distance Education Title IX Coordinators can provide additional guidance on mandatory reporting.

Unity Environmental University's Response

The University, with actual knowledge of sexual harassment in an education program or activity of the University against a person in the United States, must respond promptly in a manner that is not deliberately indifferent. The University is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The University's response must treat complainants and respondents equitably.

Intake Procedures

A. Intake Meeting with Complainant

Upon receipt of a report of any allegation of sexual misconduct, the Distance Education Title IX Coordinator will first schedule an Intake Meeting with the reporting student [or other individual] in order to discuss the allegations in detail, provide the student with a general understanding of this policy and procedures, explain to the complainant the process for filing a formal complaint, and to identify forms of support, interim measures, or other accommodations available to the student. The Distance Education Title IX Coordinator will make available to the student a supporter or advisor [see below], as well as discuss procedural options for resolving the report,

including Mediation and making a formal report. At the initial Intake Meeting with the reporting student, the Distance Educ

the advisor of their choice [who may be, but is not required to be, an attorney] and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. The University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

provided to students. At the conclusion of the mediation, the Distance Education Title IX Coordinator shall provide to each party a written summary of the decisions reached. In addition, the Distance Education Title IX Coordinator may institute supportive measures agreed upon by the parties. Supportive measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the recipient's educational environment, and deter sexual harassment.

Supportive measures may include

- counseling;
- extensions of deadlines or other course-related adjustments;
- modifications of work or class schedules;
- campus escort services;
- mutual restrictions on contact between the parties;
- leaves of absence;
- increased security and monitoring of certain areas of the campus; **and**
- and other similar measures.

The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Distance Education Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. If either party wishes to appeal a supportive measure imposed by the Title IX Coordinator without the agreement of both parties, they may do so by contacting the Vice President of Distance Education in writing within three [3] working days of the Title IX Coordinator's written decision. The matter will be decided by the Vice President of Distance Education in a timely fashion, with no additional option for review or appeal. If a complainant believes the respondent has violated the terms of any decisions reached in mediation, they should immediately contact the Distance Education Title IX Coordinator to report the violation. The Distance Education Title IX Coordinator will make a determination of whether the terms were violated and will take responsive action if warranted, including issuing an appropriate sanction. The respondent may appeal to the Vice President of Distance Education, in writing, within three [3] working days. The matter will be decided by the Vice President of Distance Education in a timely fashion with no additional opportunity for review or appeal.

B. Formal Complaint

Upon receipt of a formal complaint, the University must provide the following written notice to the parties who are known:

1. Notice of the University

If a student does not feel comfortable coming forward to a particular designated University official who, according to this policy, is responsible for handling some aspect of this policy, an alternative University representative may be contacted instead.

Alternative representatives may then designate an impartial and appropriate person to resolve the matter following applicable University policy.

E. Confidentiality

In order to comply with FERPA and Title IX, and to provide for orderly processes without undue intimidation or pressure, all proceedings under this policy are confidential. All information, documents prepared for or disclosed in a mediation or formal investigation/adjudication, investigative reports, statements, and all other materials prepared and/or submitted may not be disclosed outside of the processes set forth in this policy, except as may be required by law.

The University must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including:

- any individual who has made a report or filed a formal complaint of sexual harassment,
 - any complainant, any individual who has been reported to be the perpetrator of sex discrimination,
 - any respondent,
 - and any witness,
- except as may be permitted by the FERPA statute or to the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

F. Withdrawal

If a student withdraws from the University after a complaint has been filed for an alleged violation, but before the complaint has been resolved by the University, the University may continue to proceed to investigate, adjudicate or otherwise complete its resolution of the complaint. The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing the respondent is no longer enrolled or employed by the University. The Distance Education Title IX Coordinator will determine how to conclude the matter. Students who are considering withdrawal are encouraged to consult with the Distance Education Title IX Coordinator to fully understand the implications of such a decision.

Policy Interpretation and Amendments

Please see the webpage for the [current Distance Education academic calendar](#).

Academic Catalog

Please note that the [catalog](#) includes information about programs, courses, admissions policies, and other university-wide policies including those pertaining to the Family Educational Rights and Privacy Act of 1974 [FERPA].

Financial Aid Consumer Information

Please see the webpage for [institutional information for consumers](#).

University Resources

The mailing address for all Unity Environmental University correspondence is:

Unity Environmental University Distance Education

70 Farm View Drive, Suite 200

New Gloucester, ME 04260

University Switchboard: [207] 509-7100

Distance Education: [207] 509-7155

University Website: