



Thomas and Maranacook Community High School
Pathways Program Handbook
2017-2018

Mission

Thomas College prepares students for success in their personal and professional lives and for leadership and service in their communities.

Introduction

Thomas College and Maranacook Community High School in Readfield, Maine are pleased to announce the Pathways Program, an innovative and collaborative pathway to an Associate in Arts degree at Thomas College. The Pathways Program will allow students to pursue their Associate's degree at Thomas while completing the requirements for their high school diploma at Maranacook.

The goals of the program are to:

- Encourage college aspirations among Maine high school students
- Provide a pathway toward college credit and college completion
- Provide opportunities to significantly cut the costs of obtaining a college degree
- Encourage collaboration between high school and college-level educators
- Provide a pathway for students to transfer to Thomas or another higher education institution to complete their bachelor's (and potentially their master's) degrees.

The program consists of a combination of:

- Thomas College courses delivered on campus in a one-week intensive format in the summer
- Online courses delivered by Thomas College faculty to Maranacook students
- Dual Enrollment courses delivered at Maranacook by instructors who meet Thomas College requirements for appointment as adjunct instructors.

Through the careful alignment of student learning objectives from the College's Associate in Arts program, this design will allow a highly motivated student over the span of two years to complete up to the 60 credits required for an Associate's degree while simultaneously meeting Maine state requirements for their high school diploma.

This Handbook outlines some of the policies and procedures around the program. Students will be governed by a combination of policies that reflect their dual status as students at Maranacook who are also pursuing a degree at Thomas College. Every effort has been made to provide clear guidelines to ensure student success in the program and provide them a path toward their future academic goals. Students and their families with questions about the program are encouraged to contact their guidance counselor at Maranacook or Thomas College for more information.

This Handbook is intended to provide a brief overview of the Pathways Program. For a full statement of Thomas College policies, please refer to the Thomas College Catalog and the Thomas College Student Handbook, both available online at www.thomas.edu. The College reserves the right to change, without prior notice, items set forth in this publication. Such items include, but are not limited to, fees, calendar, policies, regulations, course offerings and program requirements. Students should inquire through the Registrar's office about any changes that have been made since the date of printing.

Accreditation

Both Thomas College and Maranacook Community High School are accredited by the New England Association of Schools and Colleges (NEASC). The NEASC website is www.neasc.org. The website for Thomas College is www.thomas.edu and for Maranacook <http://mcs.maranacook.org/>

Admission

The Pathways Program will serve students recommended by Maranacook Community High School and accepted by the College who meet these guidelines:

- Junior or senior status.
- High School G.P.A. of 3.0.
- Demonstrated capacity for college work.
- Recommendation of the high school guidance counselor.

Individual exceptions for other highly qualified students in special circumstances may be made with the approval of Maranacook and Thomas. The final decision to grant Admission to any student to the program resides with Thomas College.

Academic Calendar

Students follow the academic calendar of the host institution for a course. For a Thomas College online course, students will follow the Thomas College calendar. For a Dual Enrollment course held at the high school, students will follow the high school calendar. Summer intensive courses held on campus at Thomas will follow a specific calendar announced in advance.

Academic Credit

The awarding of academic credit remains the sole responsibility of Thomas College. Students will be governed by Thomas College academic policies when enrolled in a course for Thomas College credit, including grading, academic honesty, and appeals of any academic issues.

Students seeking resolution of academic issues in any Thomas College course offered online or onsite will follow the standard grievance process at the College that includes the faculty member, the appropriate School Chair, and the Chief Academic Officer. Students seeking resolution of issues in a dual enrollment course offered by Maranacook will be encouraged to resolve them with the faculty member at the school, and through the appropriate channels up to and including the principal. If the issue cannot be resolved at that level, the principal may refer the issue to the Chief Academic Officer at the College for a possible referral and resolution in keeping with the standards and expectations of the College.

Students who are accepted into the program will be enrolled as matriculated students at the College and will be expected to abide by all academic regulations and policies at Thomas. Students will earn a transcript reflecting each course attempted and its outcome.

All credits earned in the program in a course that carries a Thomas College designation are recognized by the College as Thomas College credits and may be applied toward any degree offered at Thomas. Students who anticipate continuing at Thomas to earn a Bachelor's degree are encouraged to consult with their adviser at Thomas on how their credits can apply to their preferred Bachelor's program. Depending on which program a student may elect, as well as course sequencing, more than four additional semesters may be required to earn a Bachelor's degree.

The Academic Program

The Associate in Arts degree consists of a combination of dual enrollment courses delivered in the High School, Thomas College courses delivered online, and Thomas College courses delivered in an intensive format face-to-face on campus. This arrangement provides the opportunity for close collaboration and coordination with Maranacook while still ensuring that students are appropriately monitored in their academic progress by the College.

All dual enrollment courses will be delivered onsite at Maranacook Community High School. The summer intensive courses will be held on campus at Thomas College, with transportation provided by MCHS. For an overview of the draft academic program for students, please see the Appendix.

Academic Standing

Students must maintain a 3.0 college G.P.A. to continue in the program and will be reviewed at the end of each term according to a schedule announced each year by Maranacook and Thomas (see program schedule below). Students falling below that level may be placed on probation, and reviewed the following term by the School and the College for potential discontinuation.

Only those students who complete all program requirements will qualify for the Associate's degree. Students who successfully complete individual courses will receive credit for those courses.

FERPA

FERPA refers to the Family Educational Rights and Privacy Act, a Federal law that protects the privacy of student education records. It prohibits access to, or release of, educational records or personally identifiable information contained in such records without the written consent of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;
 Other schools to which a student is transferring;
 Specified officials for audit or evaluation purposes;
 Appropriate parties in connection with financial aid to a student;
 Organizations conducting certain studies for or on behalf of the school;
 Accrediting organizations;
 To comply with a judicial order or lawfully issued subpoena;
 Appropriate officials in cases of health and safety emergencies; and
 State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Thomas policy generally assumes that all matriculated students are eligible students, and therefore communicates primarily with the student, rather than the student's family. However, because Pathways students will also be simultaneously enrolled at Maranacook, Thomas will encourage participating students to complete FERPA waivers that will allow the College to communicate not only with Maranacook personnel, but also with the student's parent or legal guardian.

Acceptable Use Policy: AUP

The Acceptable Use policy represents a guide to the acceptable use of the Thomas College computer and network facilities. It is only intended to address the issue of Thomas College computer and network facilities use. In those cases where data communications are carried across other regional networks or the Internet, users are advised that acceptable use policies of those other networks apply and may limit use. All students are required to sign and return the Acceptable Use Policy to Information Services (please see the Appendix for a copy).

Information about the College's acceptable use policies is available online at <http://www.thomas.edu/inside/it-services/forms-policies/acceptable-use-policy/>

Advising

The Assistant Vice President for Retention Services at Thomas will be the academic advisor of record for Maranacook students in the program along with their Maranacook Guidance counselor. Assistant Vice President Cunningham also oversees the College's Student Success Center and the College's tutoring and mentoring programs.

Course Add/Drop

Students may add courses, drop courses, or change their schedules by changing sections. Each term, students may add or drop courses any time prior to the beginning of classes or during

the add/drop period with no financial or academic penalty. Students should refer to the Dual Enrollment Academic Calendar in this handbook for add/drop deadlines. No student will be allowed to register after the add/drop period. After the add/drop period, students may withdraw from classes; however, a grade of “W” will be posted on the student’s official transcript. A course withdrawal form or written notification must be submitted to the Registrar’s Office; course withdrawals cannot be accepted in verbal form (phone calls, voice messages, etc.). Course changes are not official until the appropriate forms are received by the Registrar’s Office.

Email

In order to access the Thomas College network, all students will be required to sign an Acceptable Use Policy agreement that confirms they understand and will abide by the College’s regulations regarding the appropriate use of information services while a student at Thomas. Students will be provided with a Thomas College email account, which functions as the College’s primary communication tool with students. Any potential infractions of the Acceptable Use Policy will be addressed within the Thomas College judicial system.

Faculty

All faculty teaching in the program, either on-campus, on-line, or through dual enrollment, meet the standards for appointment at the College as outlined in the *Faculty Handbook*.

Faculty teaching in the Dual Enrollment portion of the program generally are required to meet the Thomas College standards for appointment as an adjunct instructor. For appointment at the rank of Instructor, this requirement includes the minimum of a Master’s degree with experience in the area to be taught. Thomas faculty will be drawn from the College’s regular full and adjunct faculty, as appropriate, for any courses to be offered either onsite or online.

Dual Enrollment faculty are governed by the academic policies and procedures of the College. They are reviewed, approved and appointed by the appropriate School Chair (Arts and Sciences or Business) and the Chief Academic Officer.

Grade Reports

Grade reports are available to students at the end of each academic term. Thomas College assumes its transcripts and grade reports to be correct. Students who believe that their course grade was determined in error are encouraged to contact their instructor. Should it not be possible to resolve the issue at the course level, the student may appeal in writing to the Provost. An appeal of that decision may be made by either the instructor or the student in writing to the Provost whose decision in the process is final. Grade Appeals must be made by the completion of the term following the term in which the grade was issued.

Immunizations and Health Records

As matriculated students, all Pathways participants will be required to provide the College with verification of compliance with State of Maine immunization policies. Students attending summer intensives on campus at Thomas College will be required to provide an updated Health History, and are encouraged to alert both Maranacook and Thomas of any health issues that might impact their participation in their on-campus experience.

IT Services

The College provides many information technology services to enhance learning and living on-campus including state-of-the-art facilities, cloud-based services, Internet and Internet2 connections, Wi-Fi, e-mail, storage, web-based collaboration systems, e-portfolio systems, smart HD-equipped interactive classrooms, a learning management system, video production and editing systems, a variety of software, 275+ workstations, sign-out equipment, dozens of servers and a secure video conferencing system with dial-in phone and recording capabilities. Any device with appropriate hardware should work with our network. 5 GHz wireless network connections are strongly recommended for the best experience, but 2.4 GHz wireless is also provided. Wireless connections need an 802.11n, g, or a WIFI WPA2-PSK capable radio. Any updated computer with appropriate hardware should work with our network. Windows computers must be at the latest 10, 8.1, 8, 7, or Vista. NOTE: Windows XP cannot be used on campus since Microsoft support ended on April 8, 2014. Please see <http://www.microsoft.com/en-us/windows/endsupport.aspx>. OS X computers must be at version 10.10.5 or newer since Apple only supports the last two versions. All other operating systems should be at the latest versions (iOS, Android, etc.) We provide “best-try” service to help you with any type of device.

Each student is assigned an account giving single-sign-on access to Office 365, Google Apps, e-mail, Intranet, and Moodle. A web-based student information system (MyThomas) provides access to class schedules, student grades, student bills, and other information. A Microsoft Campus Agreement allows undergraduate and graduate students to upgrade to the latest version of Windows, download/install Office Pro Plus or Office for Mac and use Office 365 cloud services (including OneDrive, SharePoint, Skype for Business, Office Web Apps and Office Mobile for iPhone/Android/iPad) on five devices for no additional cost while taking courses at the College. Students are also provided with Microsoft Endpoint Protection anti-virus and anti-malware software. Internet and Internet2 access is provided by an 800M connection.

The computer labs and clusters at Thomas are comprised of Windows 10 computers. Students have access to printers and computers 24x7 in our academic and residence hall buildings. Technical assistance, training and sign-out equipment is available from our Service Desk in the center of the Alford Academic Center. Microsoft Office 2016 Pro Plus (Outlook, Word, Excel, Access, PowerPoint, Publisher), Adobe Creative Cloud, Visual Studio, Project, Visio, Minitab, QuickBooks and many programming languages are available campus-wide.

Facilities are staffed by several full-time staff and part-time work-study staff. The facilities are generally open Monday through Thursday, 7:30 a.m. to 11:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday, 8:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 11:00 p.m. Wi-Fi (802.11a/g/n) wireless network access is provided throughout campus. 5Ghz connections are recommended, but older 2.4 Ghz connections are also available.

Discounted rates are available to Thomas students for various software, hardware and services detailed on the MyThomas system. To configure your computer for on-campus access, please see <https://update.thomas.edu>. For assistance, please stop by the Service Desk in the Library.

If you need to use the AcadTS.thomas.edu Windows servers from off-campus you can connect using Remote Desktop Connection. If you have Windows, you already have this program. Mac OS X users can also download the program from Microsoft's web site. Remote Desktop (RDP) apps are also available for iOS, Android, and other devices.

A telephone is available for incoming, local and 800 number calls in the commuter lounge, student center, auditorium and the main lobby of the administration building. All faculty and offices have direct-dial numbers beginning with 207-859-1####. Our main number is 207-859-1111, and our class cancellation line phone number is 207-859-1140. The IT/Library Service Desk number is 207-859-1204.

Library Services

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 13,000 in-house print and media items, the Library offers 24/7 on- and off-campus access to over 6 million shared resources. General and discipline-specific online resources containing abstracts, full-text articles, and e-books are also available.

The newly-built Library in the Alford Academic Center contains computer workstations, printers, scanners, DVDs, reference materials, various types of chairs and desks, several study rooms, a café, student copier, sign-out equipment and the Service Desk. Library and IT staff offices are located near the Library. Computer workstations and study areas are available to encourage the use of library professional staff for group or individual assistance in the use of online and physical resources, computer applications, and general research techniques. Library staff available to students and employees include the Director of Library Services, the Library Assistant for Reference and Circulation, the Academic Support and Desk Manager, and the Service Desk work-study staff. A new media lab for video production and editing is available on the second floor.

The Library collection includes a wide variety of computer and audio-visual equipment available for students to borrow for course-related activities, such as digital video camcorders, microphones, laptops, tablets, two Tandberg video- conferencing mobile units and video-data projectors.

Reciprocal borrowing agreements exist between Thomas College and Waterville- area libraries. Holders of a valid Thomas College photo ID card may borrow items from Waterville-area libraries on a walk-in basis. In addition, Thomas has access to a wide range of material through interlibrary loan.

Moodle

The College utilizes Moodle as its course management software, and Moodle is seamlessly integrated with the College's administrative system to link registration in both systems to assist both faculty and students. Students at Maranacook also have access to PowerSchool, which allows family immediate access to their student's academic progress. They also use eBackpack and Google Classroom.

Your Moodle username is usually your last name and first initial (for example: smithj), matching your Thomas domain/email account username. Your default Moodle password is usually the last six digits of your SSN.

MyThomas Account and Email

Each student receives a Windows/Network computer account ID (username) and password giving them e-mail, individual storage space, a Moodle account for online classes, a Dreamspark account for course-related Microsoft software downloads, a Google Apps account for e-portfolios and a Microsoft Office365 account.

You should receive an email to the alternative email address listed on your application informing you that your account has been created and giving you access information including your username and temporary password. You must accept an Acceptable Use Policy (AUP) or your account will be disabled. If you would like to read and accept the AUP now please visit the [MyThomas](#) site. Since email is used as a primary method of communication, all are responsible for checking their email at least weekly.

Student ID cards

Pathways students will be provided with a Thomas College student ID card that will allow them to utilize library and borrowing privileges. The card will not provide access to Thomas campus facilities or activities. If an ID is lost the student should notify the Office of Student Affairs or Public Safety.

Student Support Services

Students in the program will receive academic support by Maranacook and the College. Thomas will provide online and video-based tutoring and mentoring support by a team of three cross-trained Thomas College peer mentors and tutors. These mentors and tutors are part of the College's Student Success Center, which offers peer mentoring and peer tutoring programs. Students may contact the Peer Tutoring Coordinator to schedule tutoring sessions.

Maranacook provides a similarly comprehensive suite of advising resources. Students are routinely assigned a guidance counselor, as well as an advisor with brief meetings scheduled daily, and a weekly more expansive advising session held each Monday. Maranacook assigns peer tutors to students, and students in the program will benefit in addition from the services of a Concurrent Enrollment onsite adviser, a teacher with a class period dedicated for advising the

students in the Thomas program. Maranacook students will access student support services initially through the High School, including any required support for students with disabilities. Students enrolled in online Thomas classes will be assigned a high school concurrent success advisor who will meet weekly in a computer lab.

Students participating in a course on the Thomas campus should work with the Student Affairs office to request accommodations related to physical disabilities in order to access and participate in the academic experience (including dietary restrictions). It is important that students provide timely information and documentation (as required), and comply with deadlines and agreements throughout the accommodation process.

Student Code of Conduct

Students are expected to conduct themselves as responsible members of the College community. Maranacook students may be held accountable for behavior while on campus that violates the Thomas Student Code of Conduct, local ordinances, and state and federal laws. Students may be held accountable for behavior off campus that impacts the Thomas community or a member of the Thomas community.

Summer Intensive Courses

Pathways students are expected to take up to two Thomas College Institute Summer Intensive courses. Summer intensive courses meet full days for one week (Monday through Friday) on the Thomas College campus and are delivered by Thomas College faculty. Because of the concentrated nature of the course format, students are expected to attend a brief orientation meeting prior to the course, to complete coursework prior to the first class meeting, to attend all class sessions during the intensive week, and to complete additional coursework each evening. Special registration is required, so students anticipating participating should ensure they have completed the additional registration processes before the course orientation session. Courses are typically offered in June, following the end of the school year at Maranacook.

Transcripts

All transcript requests are handled through the office of the Registrar. Students have two options for requesting official transcripts. The most convenient and recommended method is to use Transcripts on Demand by [SCRIP-SAFE](#), the trusted online provider chosen by Thomas College to provide electronic transcript delivery. Paper transcripts can be requested in person at the Registrar's office for a fee. Current students should request their transcript through their myThomas account.

The Federal Educational Rights & Privacy Act (FERPA) requires a signature to release a transcript to be on file.

Transfer Credits

Thomas College welcomes applications for admission from students who wish to transfer in credits from other postsecondary institutions. Students may transfer up to ninety (90) credit hours towards a Bachelor of Science/Bachelor of Arts degree or thirty (30) credit hours towards an Associate in Science/Associate in Arts degree. Because of course sequencing, some students may be required to register for more than four semesters to complete their degree program.

The College generally accepts courses for transfer credit that were completed at an institution that carries regional accreditation, and which correspond (s) to a similar program requirement in effect at the time of the student's proposed enrollment at Thomas. Transfer credit is only awarded for course work with a grade of C or higher. Only the credits transfer; grades are not transferred or used to compute the student's grade point average at Thomas College. Courses noted on an official transcript are evaluated by the Registrar's Office in consultation with the School Chairs if necessary. The College may accept transfer credit from international institutions, or those that carry specialized accreditation, especially in those instances where the accrediting body is recognized by the US Department of Education. An appeal of the award of transfer credit can be made to the Provost, whose decision in this regard is final.

SAILS: Standardized Assessment of Information Literacy Skills

As part of the Pathways Program, Maranacook students will be administered the SAILS assessment at the beginning of their first Thomas online course, in their junior year, as part of their First Year Seminar. The instrument will be administered again in the spring of their senior year near the end of their two year program. These results will allow for both a pre- and post-test assessment of any changes in the Maranacook student cohort in terms of information literacy skills, and also provide a comparison of that cohort with Thomas traditional first-year students tested in the same year.

Appendices

Maranacook Curriculum Alignment: Sample Thomas Associate's Degree Path

TC Requirement	TC Specific Equivalency	MCHS Course	Alignment Option
FN 125, FN225 or EC212	FN 125: Personal Finance	Post-Secondary and Personal Financial Planning	DE
CO245: Public Speaking	CO245: Public Speaking	Public Speaking	DE
EH111: Composition I	EH199: Honors Composition	AP Lang & Comp (full year)	DE
EH112: Composition II	Liberal Arts Elective	HU247: Exploring the Middle East	TCI
MS120: Foundations of Quantitative Analysis	MS120: Foundations of Quantitative Analysis	N/A	TC Online; (note: replaced with LA elective with math SAT of 500 or 3 math courses with grade of B or higher in Algebra)
TC Electives Requirement	TC Specific Equivalency	MCHS Course	Alignment Option
CS - Computer Elective	CS140: Web Design	Web Design	DE
EH - Literature Elective	EH221: Intro to Literature	AP Lit & Comp (full year)	DE
HG/PS - History or Political Science Elec.	HG221: United States History to the Civil War	AP US History 1	DE
HU/PH - Humanities or Philosophy Elec.	PH224: Foundations of Ethical Thought	Ethics	DE
HU/PH - Humanities or Philosophy Elec.	PH399: Global Justice	N/A	TC Online
LIB - Liberal Arts Elective	PS250: Politics and Film	History vs. Hollywood	DE
LIB - Liberal Arts Elective	MS197: College Algebra	College Algebra (full year)	DE
LIB - Liberal Arts Elective	HG222: United States History Since the Civil War	AP US History 2	DE
MS - Math Elective	MS231: Calculus 1	Introduction to Calculus	DE
Open Elective	Open Undergraduate Elective		TC Online
Open Elective	AC111: Accounting I	Accounting	DE
Open Elective	EC212 Macroeconomics	N/A	TC Online
PY/SY - Psychology or Sociology Elec	SY 125: Experiencing Diversity	N/A	TC Summer Intensive 1 st Year cohort specific
PY/SY - Psychology or Sociology Elec	PY111: General Psychology	AP Psychology	DE
SC - Science Elective	SC330: Physics	Honors Physics	DE

Thomas-Maranacook Sample Course Sequence

	Summer (before Junior Year)	Fall (Junior Year)	Spring (Junior Year)
1.	TC TCI SY125	DE HG221 AP US History 1	DE HG222 AP US History 2
2.		DE CS140 Web Design	DE PH224 Ethics
3.		TC Open Elective (TC Online)	
4.		DE EH199 AP Lang & Comp	(full year)
5.		DE SC330 Honors Physics	(full year)
6.		DE MS197 College Algebra	(full year)
7.		DE PY111 AP Psychology	(full year)

	Summer (before Senior Year)	Fall (Senior Year)	Spring (Senior Year)
1.	TC TCI HU247 (Lib Elec)	DE PS250 History vs. Hollywood	TC MS120 or Liberal Arts Elective (Online)
2.		TC PH399: Global Justice (TC Online)	TC EC212 Macroeconomics (Online)
3.		DE CO245: Public Speaking	
4.		DE EH221 AP Lit & Comp	(full year)
5.		DE FN125 Post-Secondary Planning and Personal Finance	(full year)
6.		DE AC111 Accounting	(full year)
7.		DE MS231 Introduction to Calculus	(full year)

IT Services Acceptable Use Policy

As a member of the Thomas College community, I realize that the computer resources are available to me to pursue academic requirements. This includes course work and research. I realize these resources are made available to me provided I do not violate the College's policy regarding the ethical and academic use of these resources. The College has provided me with access to the "THOMAS COLLEGE IT ACCEPTABLE USE POLICY".

This policy may be revised by the Academic Computing Committee as necessary. This committee is comprised of Thomas College faculty, staff, and students. I will be responsible for periodically reviewing the policy. The policy is available to me online and there are printed copies in the library.

In signing this agreement, I acknowledge that I have read the above named policy. If I violate any area of the above policy I may forfeit the right to use my account and computer facilities at Thomas College, pending review by the Director of IT Services. If suspension or termination occurs, I understand that I am still expected to pay any technology fees.

Print Your Name: _____

Student ID Number (or last 4 of your SSN): _____

Signature: _____

Date: _____

Your username is typically your last name and first initial (example: smithj), your password is initially the last six digits of your SSN. Please try this and if it isn't working for you, check here to get your username and password e-mailed to you .

Parent/Guardian Signature: _____
(If student is under age 18)

Date: _____

Thomas College Authorization to Release Information

The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment, protects the privacy of students' academic, social, and financial records and generally allows students the right to access those records. Legally, at the age of eighteen, a student carries full adult rights and responsibilities. The college normally communicates directly with students.

There is, however, an exception. According to the IRS, information may be divulged to the parents of financially dependent students without the students' consent [34 C.F.R. 99.31(a) (8)]. Information pertaining to a specific student may also be disclosed without the student's consent in a health or safety emergency.

Because so many students are financially dependent and parents request academic/social information, the College requires that each student indicate his/her wishes to uphold or waive his/her rights under the Privacy Act. This form benefits both you and the college. Please return the completed, signed form to **Thomas College, Student Affairs Office, 180 West River Road, Waterville, ME 04901.**

I, _____, hereby authorize Thomas College to release information to the person(s) whose name(s) appear below:

Name: _____ **Relationship:** _____ **Email:** _____

Mailing Address (if different than student's): _____ **Phone No.:** _____

Academic/Grades:	Yes	No	Financial:	Yes	No
Social/Disciplinary:	Yes	No	Health:	Yes	No

Name: _____ **Relationship:** _____ **Email:** _____

Mailing Address (if different than student's): _____ **Phone No.:** _____

Academic/Grades:	Yes	No	Financial:	Yes	No
Social/Disciplinary:	Yes	No	Health:	Yes	No

Name: _____ **Relationship:** _____ **Email:** _____

Mailing Address (if different than student's): _____ **Phone No.:** _____

Academic/Grades:	Yes	No	Financial:	Yes	No
Social/Disciplinary:	Yes	No	Health:	Yes	No

Please note that unusual circumstances may require the College to contact parent(s), legal guardian(s) or other contact(s) listed above.

Student's Signature (if 18 years of age or older) Date: _____

Parent or Guardian's Signature (if student is under the age of 18) Date: _____

In the event that you wish to change this release, you must submit a new form to the Student Affairs Office.