WELCOME KVCC STUDENTS!

For our new students who are joining us for the first time, we are thrilled to have you beginning your college experience with us, and to our continuing students, we are glad to have you back! We hope you enjoyed your time away and are ready to get to work. Keep your eye on the prize — May will be here before you know it.

We hope you have had a wonderful summer! We have been very busy getting ready for the start of a new school year. You will notice newly paved sidewalks and roads at the Alfond Campus along with a new outdoor bread oven. We are also excited to welcome 2 new vendors to campus — one will be operating our College Store and the other our food service in the Food for Thought Café. You will notice new TV monitors in each building and a new digital sign at the main entrance on the Fairfield Campus. Finally, we have been working on the Farm and the Fieldhouse at Alfond. These renovation projects will provide an educational space on the Farm and an indoor space for the Lineworker program. The remainder of our summer activities has focused on our regular tidying up of classrooms, open spaces and the outdoor ground space on both campuses. We are certainly ready for you on September 8th!

This Student Handbook will provide information on services and resources available at both campuses. We invite you to take a moment and survey the Handbook. You will find a large section on available services, a calendar section that notes important campus dates & events, weekly calendar pages for you to track academic work due or appointments you may have, and also a copy of the Student Code of Conduct.

Remember that although it is up to you to know your goals, every connection you make here at KVCC will help you be closer to achieving them. You took the first step by choosing to study at KVCC. Whether you are a new or returning student, undecided or focused on a specific career, we are dedicated to helping you succeed both in and out of the classroom. If you still have questions, there are many staff and faculty to support you in your commitment to higher education. It has been our experience that the most successful students at KVCC ask questions, early and often.


Have a wonderful semester!

The KVCC Student Success Team:

Karen Normandin, Dean of Students
Teresa Smith, Advising & Enrollment
Christy Johnson, Learning Commons
Pauline Stevens, Early College for ME
Michelle Bardsley, TRiO Program
Kenlyn Clark, Science Learning Specialist
Sarah Sirois, Math Learning Specialist
Maria Landry, Student Navigator

Lisa Black, TRIO Director
Kevin Richards, Student Development
Flora Stack, Academic Affairs
Nick Runco, TRiO Program
Landi Wright, TRiO Program
CJ McKenna, Enrollment
Carrie Dionne, Student Navigator
Marcy Gage, Financial Aid
# 2015-16 ACADEMIC CALENDAR

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The success of Kennebec Valley Community College is based on a commitment from all members of the community to abide by policies of the College, to respect each other, to act ethically, and to take responsibility for our own behavior. Each student is responsible for knowing and understanding College policies because observance of rules and regulations is a shared responsibility. The College community expects each member to act in a manner that ensures the rights, welfare, and security of all members. The Student Handbook is published every year as a reference guide. While this information is accurate at the time of publication, the College may make necessary changes from time to time. College Policies and Procedures may be found on the College’s website. This handbook is provided to students for their general guidance only. It does not constitute a contract, either expressed or implied, and is subject to change at the College’s discretion.
Test Schedule for the 2015-2016 Academic Year

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**Accuplacer** (Cost: $20) This assessment indicates readiness for college level course placement and includes reading comprehension, numerical math, algebra, computer basics, and sentence skills. It is a multiple choice format and is untimed. Registration and payment is completed in the MYKV Student Portal. The Accuplacer is offered throughout the year every Friday at 9 a.m. in the Learning Commons in Lunder Library, Room 127, on the Fairfield Campus. Effective July 1, 2015, the cost of the Accuplacer will be $20. This fee covers the initial testing and two (2) re-tests per subject area. After three (3) unsuccessful attempts in a given subject area, students will be required to complete a developmental course.

**TEAS-V** (Cost: $40) The Test of Essential Academic Skills is a timed, 3 hour, multiple choice test that measures the student’s ability in Reading, Math, Science, English, and Language Skills. It is required for all Allied Health programs except for Health Information Technology. Required composite scores vary by program and may be found on the Admission Check List for each specific program. Registration and payment is completed in the MYKV Student Portal.

**PAX-RN** (Cost: $41) The PAX-RN is a timed, approximately 3.5 hours, multiple choice test that is required for admissions to the Nursing Program. The PAX covers verbal skills, mathematics, basic calculations, word problems, algebra, geometry & applied math. The science section examines general biology, chemistry, physics & earth science. Refer to the Admission Checklist for Nursing for required admission scores. Registration and payment for the PAX is completed with the National League for Nursing at www.nlnonlinetesting.org Registration typically opens one (1) month before the testing date.
• All testing for the PAX and TEAS occurs in Room 107, Lunder Library, Fairfield Campus.

• The times noted are exact start times. The door will close 10 minutes prior to the start of the exam (8:50 a.m. and 12:50 p.m.) Late arrivers will not be admitted.

• Bring two (2) forms of identification. One (1) form must be a government issued photo ID (Driver’s license, passport, etc.) Note: The last name must be identical on these two (2) documents.

• Pre-registration is required for all tests (Accuplacer, TEAS and PAX). If your name does not appear on the list of registered testers for a given date, you will be seated only after all registered testers have been seated.

• Both the TEAS and PAX may be taken three (3) times in total. In addition, the TEAS may only be taken twice in an academic year with 45 days between test sessions. For the PAX, a period of six (6) months between testing sessions is required.

• Requests for testing accommodations & information regarding preparatory workshops should be directed to Christy Johnson, Director of Learning Commons, (207) 453-5084 or at cjohnson@kvcc.me.edu

• If the college is closed for inclement weather, the scheduled exam will be cancelled and rescheduled for another day. Check the College’s website for further information: kvcc.me.edu.
KVCC CONTACT INFORMATION

Main Campus
92 Western Avenue
Fairfield, Maine 04937
Central Phone Line for both campuses:
(207) 453-5000
FAX: (207) 453-5010

Executive Leadership Team

President
Richard Hopper
Carter Hall
453-5129

Dean of Finance
Doug Mitchell
Carter Hall
453-5123

Dean of Students
Karen Normandin
Enrollment Center
453-5019

Dean of Technology
Kevin Casey
Enrollment Center
453-5141

Academic Dean
Jon Connolly
Enrollment Center
453-5117

Offices & Primary Services

<table>
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<tr>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>LOCATION</th>
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<tr>
<td>Admissions</td>
<td>CJ McKenna</td>
<td>Enrollment Center</td>
<td>453-5155</td>
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<td>Director of Advising and</td>
<td>Teresa Smith</td>
<td>Enrollment Center</td>
<td>453-5082</td>
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<td>Enrollment</td>
<td>Jill MacLean</td>
<td>Enrollment Center</td>
<td>453-5121</td>
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<td>Financial Aid</td>
<td>Karen Normandin</td>
<td>Enrollment Center</td>
<td>453-5135</td>
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<td>College Store</td>
<td>Pauline Stevens</td>
<td>Frye Building</td>
<td>453-5822</td>
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<td>Disability</td>
<td>Val Landry</td>
<td>Enrollment Center</td>
<td>453-5101</td>
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<td>Early College for ME</td>
<td>Karen Glew</td>
<td>302 Carter</td>
<td>453-5820</td>
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<tr>
<td>Enrollment Services Center</td>
<td>Christy Johnson</td>
<td>126 Lunder</td>
<td>453-5084</td>
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<td>Farm @ Alfond Campus</td>
<td>Stephen LaRochelle</td>
<td>114 Lunder</td>
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<td>The Annex</td>
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<td>Mike Marcoux</td>
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<td>Phil Newcombe</td>
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<td>Sarah Siros</td>
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<td>Lisa York Lemelin</td>
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<td>Bruce Davis</td>
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<td>126B King</td>
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<td>130 King</td>
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<td>Safety &amp; Security</td>
<td>Anne Connors</td>
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<td>Student Accounts</td>
<td>Flora Stack</td>
<td>104 Averill, Alfond</td>
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<td>Student Life</td>
<td>Mike Tardiff</td>
<td>117 Lunder</td>
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## Faculty Members

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<td>Butts-Dehms, Katy</td>
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<td>220 Carter</td>
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</table>

To contact an adjunct faculty member, please check your course syllabus for contact information. Adjunct faculty have voice mail that may be reached by dialing the main line for the College, 453-5000 and entering the four (4) digit extension number.

*Department Chairs
Advising and Enrollment Services

Contact: Teresa Smith, Director
Office, 107 Frye, Main Campus
453-5082, tsmith@kvcc.me.edu

Teresa Smith, Director
Office, 107 Averill, Alfond Campus

Advising and Enrollment Services

Advising Services
This office can assist with course selection and creation of plan for completion of your degree. During the academic year, there are times when a student’s academic advisor may be unavailable. Students may contact this office with questions or advising concerns.

Career Decision Making
Students who are undecided about their major are encouraged to take a one-credit Career Decision Making course (CDM-010). This course offers an in-depth look at personal interests, skills and personality traits that may lead to the right program selection and/or career path. In addition to completing interest, personality and work value assessments, students will have access to occupational research via websites and specialized software.

Transfer Services
We can help you create a plan to continue your education after KVCC. Services include: identifying colleges, navigating the application process, and connecting with transfer personnel at 4 year institutions.
Students may also want to consider two transfer programs that are unique to the Community College System:

Advantage U is a statewide program that guarantees admission to schools in the University of Maine System for students who graduate from the Liberal Studies major at one of Maine’s Community Colleges. With advising from staff at both the community college and the university, students are offered a seamless pathway to a baccalaureate degree.

Exploring Transfer is a five-week summer program held at Vassar College in New York. The program offers a limited number of full scholarship to eligible students from Maine’s Community Colleges. Students earn transferable college credits while experiencing on-campus living in a stimulating environment with other community college students!

Sometimes students enter college without a clear career in mind, or they discover that the major they initially choose is not right for them. Our Career Decision Making Course can assist you in finding the career that best suits your interests and abilities.
Academic Support Services

At KVCC, we strive to help every student achieve their personal and academic goals. Below is a list of services that will help you to achieve success, both in and out of the classroom!

Disability Services

Contact: Karen Normandin, Dean of Students  
453-5019, knormandin@kvcc.me.edu  
Office, Frye, Enrollment Service Center, Main Campus

Christy Johnson, Director of the Learning Commons  
453-5084, cjohnson@kvcc.me.edu  
Office, 126 Lunder, Main Campus

Students may request accommodations to the Dean of Students at the beginning of each semester. Access the Student with Disabilities brochure on the KVCC website for more information about this process.

Early College for ME

Contact: Pauline Stevens, Regional Director  
453-5009, pstevens@kvcc.me.edu  
Office, 115A King, Main Campus

Maine’s community colleges have a program to help high school students go to college. Early College for ME is a college transition program offered in 74 high schools in Maine. Pauline works with those who are students at KVCC.

Learning Commons

Contact: Christy Johnson, Director  
453-5084, cjohnson@kvcc.me.edu  
Office, 126 Lunder, Main Campus

453-3584  
Office, 204 Averill, Alfond Campus

The Learning Commons provides a one-stop for academic support services ranging from peer tutoring in most subject areas, library services, to technology assistance. The Commons provides access to laptops and Ipads as well.

Math Learning Specialist

Contact: Sarah Sirois, Math Learning Specialist  
453-5186, ssirois@kvcc.me.edu  
Office, 118 Lunder Library, Main Campus

Got math? Whether or not your confidence in doing math is strong, the math port welcomes you. Stop by this stress-free environment to receive academic support through drop-in tutoring, quiz and test preparation, help with making connections in mathematics; and to share your own ideas and strategies. In addition to the regular hours, students may contact the math specialist by phone or email to make appointments. Tutoring via Skype of Face Time is also available by appointment.

Science Learning Specialist

Contact: Kenlyn Clark, Science Learning Specialist  
453-5025, kclark@kvcc.me.edu  
Office, Annex, Main Campus

The Science Learning Specialist works one-on-one or in group settings to help students prepare for quizzes and exams, to review concepts for a clearer understanding and to help students develop effective strategies.
Academic Support Services
Continued

TRiO Student Support Services
Contact: Lisa Black, TRiO Director
453-5013, lblack@kvcc.me.edu
Office, 130 King Hall, Main Campus
The TRiO program is a federally funded program serving students who are the first in their family to attend college, are income eligible, or who have a documented disability. The program is designed to help participants remain in college, maintain good academic standing, and graduate and/or transfer to a 4-year college.

Student Navigators
Contact: Carrie Dionne
453-5815, cdionne@kvcc.me.edu
Office, Enrollment, Main Campus
Maria Landry
453-5159, mlandry@kvcc.me.edu
Office, 204 Carter, Main Campus
The work of our student navigators is to assist students with academic planning and to address concerns that may impact the student’s ability to complete their program. Part of federal grants, Carrie and Maria work with students in the following programs: Computer Systems Integration, Applied Electronics, Medical Assisting, Mental Health and Sustainable Design Build.

Writing Center
Contact: Mike Tardiff, English Faculty
453-5002, mtardiff@kvcc.me.edu
Office, 117 Lunder, Main Campus
The Writing Center provides students with assistance through the writing process. Watch your e-mail for the posted hours of the Writing Center or e-mail Mike Tardiff for an appointment.
Campus Amenities

We want you to be comfortable while you are on our campuses. Listed below are some of the amenities that we offer you while you are with us. For more information or to make a suggestion, email Kevin Richards.

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<tr>
<th>CAMPUS AMENITY</th>
<th>MAIN CAMPUS LOCATION</th>
<th>ALFOND CAMPUS LOCATION</th>
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<tr>
<td>College Store, 453-5035</td>
<td>College Store, King Hall</td>
<td>Contact the college store if you need to have your books mailed to you or dropped by the Alfond Campus.</td>
</tr>
<tr>
<td>Food for Thought Café, 453-5181</td>
<td>Food for Thought Café</td>
<td>Ag Science Chill Space</td>
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<tr>
<td></td>
<td></td>
<td>*Grab ‘n Go menu coming soon!</td>
</tr>
<tr>
<td>Outdoor Facilities</td>
<td>Located on the Means campus across Green Street (Alfond campus)</td>
<td></td>
</tr>
<tr>
<td>Phones</td>
<td>There is a campus phone located in each building on both campuses.</td>
<td>Averill and Ag Science Building</td>
</tr>
<tr>
<td>Strength &amp; Cardio Fitness Equipment</td>
<td>2nd floor, Carter Hall Coming Soon!</td>
<td>Alfond Recreation Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Be sure to check out the racquetball courts and full size wood floor basketball court!</td>
</tr>
<tr>
<td>Student Lounge Spaces</td>
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<tr>
<td>Quiet Space — The Alcove</td>
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<td>Averill, 1st floor off the main lobby area</td>
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<tr>
<td>Vending Machines</td>
<td>Campus Center, King Hall</td>
<td>Averill, 2nd floor Student Lounge</td>
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</tbody>
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Campus Communications Systems

**Contact:** Information Technology (I.T.) Help Desk
Office, 103 King, Main Campus
453-5079, helpdesk@kvcc.me.edu

Office, 215 Averill, Alford Campus

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**Blackboard**

Blackboard is a software tool used in online courses and as a means for enhancing course content. It is used in many courses to conduct quizzing, supply course information and to submit course work. Blackboard has a communication system (course messages) which is a separate system from the official KVCC e-mail system.

**E-mail Address**

All students are issued a KVCC e-mail account. If you need assistance with your e-mail account, contact the Technology Department at 453-5079 or e-mail the help desk at helpdesk@kvcc.me.edu

**E-mail User Policy**

The KVCC e-mail account is the official means of communication. All community members are responsible for all information sent to their KVCC e-mail including policy announcements, emergency notifications and event notifications, and correspondence between faculty, staff, and students. Such correspondence is mailed only to KVCC official e-mail addresses.

Faculty, staff, and students are expected to check their e-mail on a frequent and consistent basis in order to stay current with KVCC-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

**Paging Students**

Please note that KVCC does not have a public address system. If there is a need to reach someone for an emergency, contact the Reception Desk in Carter Hall at 453-5021.

**My KVCC Student Information Portal**

The Portal provides access to grades, class schedules, financial information, student activities, and other important student information. Students may access the portal by logging in with their KV e-mail username and password. If you have trouble logging into the Portal, contact the IT Helpdesk at 453-5079 or helpdesk@kvcc.me.edu

**School Cancellation & Text Blasting**

A text messaging component for sending school cancellations, individual course cancellations and College emergency messages is available to all students. In addition to text blasting, school cancellation information is posted on the College’s website. Students may also call the main number and listen for the school cancellation message. Sign up for the text messaging service in your My KV Student Information Portal >Campus Life> My Technology.

**TV Monitors**

Information on upcoming events and dates are displayed on the monitors. In addition to the TV monitors, a new digital sign can be found at the main entrance to the Campus in Fairfield.
Campus Safety and Security: General Information

Contact: Bruce Davis, Security Director  
Office, Annex Bldg, Main Campus  
453-5116, bdavis@kvcc.me.edu

Campus Emergency Notification System

In the event of a campus emergency, a variety of resources will be managed as one system in order to reach the largest collegiate and community audience concerning the nature of the event and the action required. Procedures for emergency notification, lockdown and evacuation are posted in every classroom and in open spaces on campus. This information may also be found on our website under Campus Safety and Security.

These policies and procedures can be found posted in classrooms and on our website at www.kvcc.me.edu

Campus Crime Reporting

All employees and students of KVCC are asked to report to a representative of the College any knowledge of crimes occurring on College property or property controlled (or used) by the College and/or student and employee organizations. Specific crimes covered by this policy include murder, rape, robbery, aggravated assault, sexual assault, domestic violence, hate crimes, stalking, burglary, motor vehicle theft, liquor law violations, drug abuse violations, and weapons possession. The College representative and/or student will report the crime to the Fairfield Police Department. The crimes listed above will be reported to and dealt with through standard police channels.

Campus Safety, Security & Crime Information

The annual safety, security, and crime information that complies with the Jeanne Clery Act is published each year on October 1 and is available to view online at www.kvcc.me.edu This document contains information about statistics of reported crimes that occurred on campus and on public property immediately adjacent and accessible to campus for the three previous calendar years. It also has information about crime prevention, services, the Violence against Women’s Act, disciplinary procedures, and reporting policies and procedures. If you wish to receive a copy of the report, you may contact the Dean of Students at 453-5019.

Emergency (911)

In an emergency, dial 911 from a campus phone or 911 from your own phone. 453-5700 activates the College’s Emergency Response Team.

General Assistance/Security Officer
Main Campus 660-2600, Alfond Campus 313-3560

If you are in need of general assistance, would like an escort to your vehicle during evening hours, or need to report an unsafe situation, contact Maintenance at 660-2600. An evening security officer is available during evening hours throughout the school year (September through May).

Security Cameras

Security cameras are located on both campuses.

KVCC Emergency Response Team number 453-5700
To report an emergency or a suspicious event or person, please contact.
Campus Technology

**Contact:** Information Technology Help Desk (I.T.)
453-5079, helpdesk@kvcc.me.edu

Office, 103 King, Main Campus
Office, 215 Averill, Alfond Campus

**Campus Classifieds**
Utilized for selling books or posting to the KVCC community, log into your KVCC email and click on the Public Folder on the left hand side and then click on Classifieds. From here, type an email as you would normally. Post. Good luck in your search or quest to sell!

**Computer Labs and E-Mail Kiosks**
KVCC has one open computer lab located in Room 104, King. There are also instructional labs located in each building for specific programs of study; these classroom labs are only available for use during your scheduled course periods. Computer e-mail kiosk stations are also located in each campus building, including the Annex on Eskelund Drive where students may access their e-mail accounts.

**Help Desk**
Technology assistance with College e-mail accounts, online courses (Blackboard) or accessing information through the My KV Student Information Portal is available. Visit www.kvcc.me.edu/helpdesk for the hours of the Technology Department or email us at helpdesk@kvcc.me.edu

**ID Card**
KVCC students are issued a picture ID through the Technology Department at the beginning of their educational experience.

- A student ID is required to gain access to all computer labs, to borrow library materials, and to purchase select software from the College Store.
- There are discounts at local businesses for students with a valid ID.
- A student ID may be used to make photocopies which will be charged to the student’s account.
- Lost, stolen and/or damaged IDs require a $5. replacement fee be paid at the Enrollment Services Center, in the Frye Building, prior to a new student ID being issued.

**Photocopying & Printing**
There is a photocopier in the Campus Center in King Hall and also in Lunder Library for students to access with their ID card ($0.10 per copy). Charges are billed to your student account which you can access in your MyKV Portal. Printing is $.010 per page and will be charged to a student’s account on the 1st of each month.

Parking stickers are not required this year. For safety purposes, students are asked to still register their vehicles in the Portal.
Enrollment Services Center

Contact: 453-5822  Office, Frye, Main Campus
453-5822  Office, 104 Averill, Alfond Campus

The Enrollment Services Center offers a one-stop for students to access services or departments noted below. These services are available at both campuses: in the Frye Building on the Main Campus and on the first floor in Averill on the Alfond Campus.

Academic Affairs

- Request official copies of academic transcripts
- Have transfer credits from another institution evaluated
- Register for non-credit courses
- Undeclared students may add or drop courses with this office

Admissions

- Drop off your Immunization records
- Inquire about pre-requisites for admission to academic programs
- Inquire about dates for Accuplacer, TEAS & PAX-RN testing

Advising and Enrollment

- Access assistance with course selection and academic career plans
- Contact this office with advising questions or concerns during times when your academic advisor is unavailable
- Transfer Services

Financial Aid

- Pick up and/or drop off necessary Financial Aid documents
- Ask Financial Aid related questions including those related to Veterans benefits
- Make an appointment to meet with a Loan Counsellor

Student Accounts

- Pay your student account balance
- Pick up your student refund check
- Inquire about programs costs and/or tuition and fees
Get Involved! Stay Connected!

**Contact:** Kevin Richards, *Director of Student Development*
Office, 126B King, Main Campus
453-5040, krichards@kvcc.me.edu

**Student Senate**

Student Senate provides a forum for students who want to voice their opinions, questions or concerns about aspects of student life at Kennebec Valley Community College. Senate has officer positions including President, Vice-President, Secretary and Treasurer. These officers work with the student body and other senate members to promote student centered activities, clubs and organizations. Senate holds regular officer and general student body meetings throughout the course of the semester. Student Senate also brings student concerns and questions about policies, procedures and services at KVCC to the executive team of the college.

**Student Clubs**

Kennebec Valley Community College offers a variety of different academic and general interest clubs for students to get involved with. Students can find existing clubs filled with others that have a shared interest or hobby. You can see a list, including description and contact information, for existing clubs on the KVCC website. Students can also start a club by requesting its creation with at least 3 other

**Student Leadership Opportunities**

**Paid Positions:**

Students looking for employment at Kennebec Valley Community College have a variety of student leadership positions to apply for. KVCC hires students all academic year for a range of positions that may be up to 30 hours a week or for a one-time event. By checking off that you are interested in a paid position on the Student Leadership Application, you put your name into a pool of students that may be contacted to apply for specific positions. Paid positions include but are not limited to:

- Student Orientation Leader
- Enrollment Services Center Assistant
- Recreation Center Assistant
- Learning Commons Assistant
- Peer Tutors
- Admit in a Day Leaders

**Volunteer Positions:**

Students looking to volunteer for Service for Credit or just to give back to the community have multiple leadership opportunities to choose from. By checking off that you are interested in volunteer leadership positions at KVCC you put your name into a pool of students that may be contacted to volunteer at specific events. Volunteer opportunities include but are not limited to:

- Campus Events
- Spring-fest
- Community Day Leaders
- Blood Drives
- Welcome Week
- Thanksgiving Drive
- Holiday Tree Gift Collection
- Thursday Trivia
- Movie Night
- Campus Tour Leaders
- Open House Ambassadors
- Community Service Projects
- Center for the Civic Engagement
The mission of the Learning Commons at KVCC is to provide an inviting and supportive environment that facilitates student centered learning and creates community. The learning commons vision centers on the creation of a dynamic learning environment that provides the KVCC Community a flexible and collaborating space that responds to individual learning styles and promotes lifelong learning.

**Academic Support Services**

- **Peer Tutoring** — free peer tutoring is available in many subjects with by appointment or walk-in availability. Check your KV e-mail for the most current tutoring schedule!
- **Writing Center** — KVCC’s Writing Center is to help students of all abilities grow into stronger, more effective writers by providing individualized support at all stages of the writing process. The Writing Center also aims to promote writing as a means of learning by supporting faculty and staff in writing across the curriculum efforts, and one-on-one tutoring by appointment or walk-in, which includes collaborative discussions about student writing in any discipline.
- **Academic coaching**
  - Time management skills
  - Test taking skills
  - Note taking skills
  - Study skills
- **Admission testing — Accuplacer**
- **Math and science labs** — professional and peer tutorial services are available for math and science classes by appointment or walk-in
- **Free PAX, TEAS & Accuplacer Preparatory Workshops in Science, Numerical Math/Algebra and Reading**

**Library Services**

- **Research and reference**
- **Interlibrary Loan**
- **Physical and online collections**
- **Archives**
- **Circulation and reserves**
- **Orientation**
- **Research Mentors** — make an appointment with a mentor to get a great start on that research project
- **Lunchtime workshops**
Learning Commons
Continued

Lunder Library offers access to information resources and services in support of student academic work. Research assistance, online resources, and interlibrary loan services are available to all students. In addition to the physical collection housed on-site, students also have access via online requesting and courier van delivery service to virtually any books or videos in the state. Upon presenting a valid KVCC ID, students may borrow materials from the three Colby College libraries, the Thomas College library, the Waterville Public Library, and the MaineGeneral Hospital library. Dozens of online databases offer access to millions of journal articles, ebooks, streaming videos, and more.

IT Services

- Assistive technology
  - Dragon Naturally Speaking — voice to text
  - Inspiration — brainstorm ideas, organize thoughts, and create outlines
  - Kurzweil 3000 — reads printed materials
- Plato—enhances math, writing, and science skills
- Free computer workshops
  - Basic computer skills
  - Blackboard
  - E-mail/calendar
  - Microsoft Word
- Technology to check out
  - Graphing calculator
  - Dell laptop
  - iPad
  - Calculator
- Student computer lab
- Printer
- Student ID operated photocopy machine

Visit our two Learning Commons locations!

Alfond Campus
2nd floor, Averill Building

Main Campus
Lunder Library
Other Campus Resources and Services

Below you will find a variety of other campus resources and services that are intended to ease your transition into KVCC and into your life as a college student!

**Center for Civic Engagement**

**Contact:** Mark Kavanaugh, mkavanaugh@kvcc.me.edu, 453-3689

The Center for Civic Engagement promotes and supports the development of Community Service through volunteerism and Service-Learning opportunities on and off campus. The center maintains a database of community agencies, and serves as a clearinghouse for volunteer opportunities both on and off campus.

**Child Care**

**Contact:** Financial Aid for more information or applications, jmaclean@kvcc.me.edu, 453-5121

- **Educare Central Maine Center**
  The center is located less than 3 miles from the KVCC campus and is open Monday through Friday, 6:00 a.m. to 6:00 p.m. and offers child care for children ages 6 weeks to 5 years for students who are in need of full time, full year care. The center also collaborates with family child care providers in the area. Part-day programming is available for preschool aged children. For further information, contact 680-7211.

- **Rural Child Care Initiative**
  Scholarships are available to assist with childcare expenses. The awards are based on financial need and are awarded to students from specific rural locations. For further information, contact the Financial Aid Office at 453-5160.

- **Child Care Subsidy Assistance**
  In some instances, students may be eligible to apply for childcare subsidy assistance. Contact the Dean of Students at 453-5019.

**College Store**

**Contact:** 453-5135

Located in King Hall on the Main Campus, The College Store remains open for extended evening hours at the beginning of each new semester. In addition to textbooks, study guides, and reference materials, the College Store offers clothing, computer software, school supplies, and gift items. Other services available include UPS, FedEx, U.S. outgoing mail, and faxing.

- **Book Buy Back:** A continuous service, which is accessible online. A daily in-store buyback is also available. To get the best return for your money spent on textbooks, sell your textbooks back at the end of the Spring and Fall semesters when the College Store may purchase textbooks to be re-used for the following semester at half of the new book price.

- **Mail Services:** Purchase postage stamps and send outgoing mail. Mail leaves the campus daily. The College Store also processes inter-campus mail going to staff and faculty members.

- **Rentals and ebooks**

- **Textbook Information:** Textbook information is available on our website. You may access textbook titles, cost, and ISBN information.
Emergency Medical Care
Twenty-four hour emergency medical care is available at MaineGeneral Medical Center and Inland Hospital in Waterville. These facilities are located within five miles of the campus.

Housing Information
The KVCC website contains helpful information on housing and a list of area apartments and room rentals available (as provided by local landlords). For further information, contact Admissions at 453-5155. Students can review apartment rentals in the Classifieds found in their web email. Simply log into the KVCC email, click on the public folder icon at the bottom of the screen. The Classified section will appear. There is also ride share information available.

Lost & Found
Main Campus: 103 King, Alfond Campus: Student & Academic Services, first floor, Averill
If you have lost an item, contact Maintenance in the building involved. If you are not able to locate the item, contact the appropriate office above to send out a campus wide e-mail.

Personal Counseling
Personal counseling is available through a referral process to a licensed practitioner in the Fairfield community, and is based on a student’s insurance. Contact the Dean of Students at 453-5019 for further information or a referral.

Transportation
Waterville Contact: 877-5677, Website: www.kennebecexplorer.com
KVCAP Transportation Program has a fixed route public transportation program and the KV Van door-to-door program. Each service is designed to address the transportation needs of many community members and operates on a small fee basis.

Veterans Services
Contact: Flora Stack, fstack@kvcc.me.edu, 453-5014
Veterans are encouraged to contact Flora Stack, 107 Averill on the Alfond Campus, to learn more about services and resources that KVCC can provide to both those who served and those who are recipients of veteran's benefits.

Unable to find what you’re looking for?
Send us a suggestion to our First Year Experience email account, fye@kvcc.me.edu
We’d be happy to do our best to refer you the service you need!
The purpose of the Student Code of Conduct is to establish an atmosphere of mutual respect. The Code contains a set of principles and guidelines that define how students are expected to interact with one another. The Code applies to all students, clubs & organizations including events sponsored by the College yet occurring off campus.

I. PURPOSE OF CODE

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the college will rely upon counseling and admonition. When necessary, the College will use this Code to: 1) ensure the orderly administration of the College’s academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

This Code applies in addition to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement (where applicable) between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

II. PERSONS GOVERNED BY CODE

This Code applies to persons who are students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student’s campus of enrollment.

III. CONDUCT GOVERNED BY CODE

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

A. Fraudulent conduct, which includes, but is not limited to:

1) Supplying or assisting to supply false information to College personnel;
2) Violating a professional code of conduct or ethics;
3) Unauthorized representation of the College or its personnel;
4) Failing to identify oneself to College personnel; and/or
5) Tampering with or falsifying official documents or records.

Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to:

1) Assault, harassment or intimidation;
2) False reports of fire or other dangerous conditions;
3) Unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air;
4) Disturbing authorized activities or the peaceful operation of the College;
5) Use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy;
6) Being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events;
7) Action prohibited by health or safety regulations;
8) Creation of a fire hazard or other dangerous condition;
9) Restriction of vehicular or pedestrian traffic flow into or out of College property or facilities;
10) Action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community;
11) Intentionally placing a person or persons in reasonable fear of physical harm;
12) Lewd or indecent behavior;
13) Tampering with fire or safety equipment;
14) Parking violations;
15) Disobeying the lawful order of College personnel; and or
16) other conduct that threatens or endangers the health or safety of one's self or others.

E. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to:

1) Interference with or interruptions of classes and other college activities;
2) Failure to comply with a sanction imposed by the College;
3) Interference or refusal to cooperate with an inquiry under the Code;
4) Continuous violations of the Code;
5) Assistance in the violation of any of the provisions of the Code;
6) Acts of discrimination in violation of College or System policy; and/or
7) Conduct prohibited by law, College or System policy.

IV. SANCTIONS FOR CODE VIOLATIONS

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to:

1) An apology;
2) Reprimand;
3) Probation;
4) Work or service requirement;
5) Restitution;
6) Fine;
7) Prohibition from College classes, functions or facilities;
8) Forfeiture of room fee, room deposit and security deposit;
9) Suspension or dismissal from a portion of the College;
10) Suspension or dismissal from the whole of the College;
11) Revocation of admission or a degree;
12) Withholding a degree; and/or
13) Any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be
stayed pending appeal unless otherwise determined by the College President.

V. PROCEDURE

A. General

In applying the provisions of this Code, MCCS accords students the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of more probable than not); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college’s expense.

B. Stage One

The College Dean of Students (Dean) and/or Disciplinary Officer (Officer) (collectively Investigator) shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator’s findings of fact, Code provisions violated, if any, and a sanction (s), if any. The Investigator’s decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

C. Stage Two

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer’s decision either to dismiss or impose a relatively low sanction in the case.

1. Request: A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator’s written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

2. Committee: A Stage Two proceeding shall be heard by a Disciplinary Committee (Committee) which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

3. Hearing: After receiving the student’s request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position. All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

4. Decision: The Committee will convene in closed session to find facts and determine any Code violation (s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the
alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

D. Stage Three

A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee’s procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

VI. NOTICE AND RECEIPT OF NOTICE

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

VII. COORDINATION OF THIS CODE WITH THE MCCS POLICY ON SPECIAL CONDITIONS

When the student conduct at issue is subject to both this Code and the MCCS policy on Special Conditions of Admissions, Enrollment and Participation, a college shall consult with the MCCS General Counsel about how either or each policy shall be applied.

VIII. CERTAIN ATHLETIC DETERMINATIONS

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College Dean of Students.

For purposes of this provision, “conduct detrimental to the team” includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more specific definition of “conduct detrimental to the team” that furthers the educational purposes of athletic competition.

IX. TRAFFIC VIOLATIONS

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control the MCCS shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

X. DEFINITIONS

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

- **Code** means this Student Code of Conduct;
- **College** means a college of the Maine Community College System;
- **College Activity** means an activity under the auspices of the College, including activities of students and student organizations; College Community means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; College Personnel means any instructor, administrator, employee, committee or contractor of the College or System;
**Course** means any class of instruction, regardless of credit, offered by the College;

**President** means a College President;

**Property** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community.

**Property** includes written documents and computer programs, files and resources;

**School Day** means a day that the College is open for instruction;

**Student Organization** means an organization that acts or purports to act for a student in matters regarding the College; and

**System** means the Maine Community College System.

**References:** 20-A M.R.S.A. §12706(7)

**Date Adopted:** June 24, 2009

**Date(s) Amended:** April 28, 2010, June 22, 2011; May 3, 2013, June 25, 2014
COLLEGE POLICIES

The policies noted below are referred to most often by students. They also address important topics such as attendance, academic dishonesty and sexual harassment. The full range of College policies can be found on the website under the “ABOUT” tab.

Academic Dishonesty

Students at Kennebec Valley Community College are expected to be honest and forthright in their academic endeavors. Since assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College has set forth this policy that relates to all academic endeavors on or off campus (i.e. classroom, clinical and work sites).

The College considers the following as types of academic dishonesty:

CHEATING

Is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples of cheating may include:

- Copying from another student’s test paper.
  - Allowing another student to copy from a test paper.
  - Using the course textbook or other material such as a notebook brought to a class meeting, but not authorized for use during the test.
- Collaborating during a test with any other person by giving or receiving information without authority.
- Using specifically prepared materials during a test, (e.g., notes, formula lists, notes written on the student’s clothing, etc.).

FABRICATION

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include:

- Citing information not taken from the source indicated.
- Listing sources in a bibliography not used in the academic exercise.
- Inventing data or course information for research or other academic exercises.
- Submitting, as your own, any academic exercises (e.g. written work, computer work, etc.) prepared totally or in part by another.
- Taking a test for someone else or permitting someone else to take a test for you.
PLAGIARISM

Plagiarism is the presentation of someone else’s words, ideas, or data as one’s own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific citation of sources in endnotes or footnotes. If verbatim statements are included, they must be set off by quotation marks. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

ACADEMIC DISHONESTY PROCEDURES

If an instructor can reasonably demonstrate that a student violated the policy on academic dishonesty, the faculty member shall immediately inform the student and discuss the circumstances.

The department chair shall determine that:

• no further action is necessary; or
• required work will be resubmitted with appropriate changes; or
• the student will receive a failing grade in the work submitted on the assignment; or

In the case of a repeated offense, cheating on a final examination and/or plagiarism on a major project, the instructor will notify the department chair, the Academic Dean and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. The Academic Dean, having been informed of the case may decide to suspend or expel the student. The Academic Dean will inform the student(s) in writing of this decision.

ACADEMIC DISHONESTY APPEAL PROCESS

A student may appeal a decision of expulsion or suspension from the College. The student will have ten (10) days to appeal, in writing, a decision to suspend or expel. If the student decides to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall convene a review committee consisting of three faculty members (two from the department involved) and two students. The committee shall invite the student and the instructor to address the suspension or expulsion but shall deliberate in private. If the review committee is convened, it shall make a written report to the Academic Dean. The report may recommend a sanction. The Academic Dean shall make the final decision regarding sanction and shall inform the student immediately.

Academic Grievance

When a question or difference arises between a faculty member and a student concerning a final grade, the following procedure will be followed:

1. Within one week of receiving a grade, the student must make an appointment and meet with the faculty member involved to discuss the action, bringing any relevant materials such as course outline, originals, or copies of papers, lab reports, themes, and examination grades.

2. Within one week of meeting with the faculty member, if not satisfied at Step 1, the student must write a statement describing the exact nature of the appeal to the chair of the department responsible for the course in order to appeal the action. It is the student’s responsibility to bring all relevant evidence in his or her possession to the Department Chair. If some materials needed as evidence have not been returned by the faculty member during the semester or are unavailable, it is incumbent upon the student to request that the Department Chair secure such evidence prior to the meeting. The Department Chair will meet with the student within three days of receipt of written statement. If the grading faculty member is still employed by the College, the Chair’s authority is limited to reviewing the evidence and advising the faculty member (within three days of meeting with the student) that a grade change may be in order. The student will be notified on the following day. If the faculty member is no longer employed, the Chair may recommend a change of grade. Such a recommendation is submitted and then reviewed by the Academic Standards Committee for final action within three days. The student will be informed that day.
3. Within one week of meeting with the Department Chair, if the student is not satisfied with the action of the Department Chair and still wishes to pursue the matter, then the student must make an appointment to discuss the action with the Academic Dean. The student and the Academic Dean will meet within three days of the student’s request for an appointment. The Academic Dean will meet within three days with at least one member of the Academic Standards Committee to decide whether or not there is enough evidence to call a meeting of the Committee for the purpose of holding a hearing. The Dean then advises the student and committee members the next day as to whether or not a hearing will be held. The Committee will meet within one week of notification to the student. If such a hearing is to take place, all parties involved are notified at least one week in advance. In this notification, the student is advised as to the rules and procedures to be employed during the hearing. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Committee may also request that the faculty member be present. The Committee’s decision is forwarded to the Academic Dean the following day. The Academic Dean informs the student in writing of the decision and all conditions within three days. The decision by the Committee is final.

Academic Probation and Dismissal

ACADEMIC PROBATION

Academic Probation is a means of alerting students who are in academic jeopardy that they must show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a GPA of at least 2.0 during the next semester or risk academic dismissal. Dismissed students may appeal to the Vice President/Academic Dean. Probationary status is removed once students earn grades of good standing. Students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

Cumulative grade point average of:

- No probationary status assigned for 1-5 credit hours;
- GPA of .50 to 1.50 for 6 to 11 attempted credit hours;
- GPA of 1.51 to 1.74 for 12 to 23 attempted credit hours;
- GPA of 1.75 to 1.90 for 24 to 35 attempted credit hours; or
- GPA of 1.91 to 1.99 for 36 or more attempted credit hours.

Students placed on probation will receive written notification of their probationary status. In addition, the student’s permanent record will carry the words “Academic Probation.” Students must have at least a 2.0 Cumulative Grade Point Average to graduate. Students in some programs, including Allied Health programs and Nursing, have specific requirements for good academic standing. Refer to individual program policies for those grade requirements. No student will be allowed more than two consecutive probation semesters.

ACADEMIC DISMISSAL

Matriculated students will be dismissed for failure to earn the minimum acceptable cumulative grade point average, as follows:

Cumulative grade point average of:

- GPA of .5 or less for 6 to 11 attempted credit hours;
- GPA of 1.50 or less for 12 to 23 attempted credit hours;
- GPA of 1.74 or less for 24 to 35 attempted credit hours;
- GPA of 1.90 or less for 36 to 47 attempted credit hours; and
- GPA of 1.99 or less for 48 attempted credit hours to end of program.

Dismissed students will receive written notification of their dismissal. Students may appeal the dismissal decision, in writing, to the Vice President/Academic Dean. The appeal will be presented to the Academic Standards Committee. If the appeal is granted, the student will be placed on “Academic Probation” for the next semester. If
the appeal is not granted, the student may repeat failed courses as a non-matriculated student. After successful completion of those courses, the student may reapply to his/her program. If dismissed the student's permanent record will carry the words “Academic Dismissal.” No student will be allowed more than two consecutive probation semesters.

Add/Drop and Withdrawal

There are specific times during a semester when a student may add, drop or withdraw from a course. These dates are published in the College’s Academic Calendar, are noted in the Student Handbook and on the College’s website.

ADDING AND DROPPING A COURSE:

Courses may be added and/or dropped during the first six (6) business days of a semester on a space available basis.

- To drop a course, students must see an academic advisor.
- Students who do not officially drop or withdraw from a course(s) assume all academic consequences and the financial obligation for tuition and fees.
- Non-attendance in classes is not considered a drop or a withdrawal and jeopardizes the student’s academic record and eligibility for refunds or financial aid. Students who stop attending classes will receive a grade of “F.” This grade will be figured into the grade point average (GPA).

WITHDRAWAL FROM A COURSE through the 12th Week of a Semester

A student may withdraw from a course only during the semester in which he/she is registered for a specific course. The withdrawal period extends from the beginning of the second week (end of the drop period) in a semester through the twelfth week of fall and spring semesters.

- Summer sessions vary in length and these dates are not applicable. Contact the Academic Affairs Office in the Enrollment Center for specific information regarding the appropriate withdrawal dates for summer sessions.
- Students are encouraged to discuss a withdrawal with their Academic Advisor as it may impact their progression through an academic program.
- A grade of “W” will appear on a student’s transcript and will not be used to calculate a student’s grade point average (GPA).
- There will be financial consequences associated with withdrawing during this time frame. Students should contact Financial Aid (if the student receives aid), and the Business Office for specific information regarding the withdrawal.
- A withdrawal from a course is counted as a course attempted but not completed, and will adversely impact satisfactory progress as defined by the KVCC Financial Aid Satisfactory Academic Policy. This, in turn, can have adverse financial aid consequences. When withdrawing from a course, students receiving aid should contact the Financial Aid Office to discuss the financial consequences and the impact this withdrawal will have on satisfactory academic progress. After the 12th week of a semester In extraordinary circumstances, a withdrawal from a semester may be granted after the twelfth (12th) week in a semester, and a grade of “W” will appear on the student’s transcript. It will not impact the student’s grade point average (GPA).
- An extraordinary circumstance may involve a serious medical condition, serious illness for student or student’s family, or the death of a family member. Documentation must be provided. Students requesting withdrawal status after the 12th week in a semester will be referred to the Dean of Students, Enrollment Services Center, Frye Building. A Special Request Form is completed, the last date of attendance is recorded, written documentation is gathered, and faculty is notified. The student must make this request for special circumstance withdrawal within 10 business days from the close of the current semester or summer session.
• The form and all accompanying documents will be forwarded to the Academic Dean for consideration.
• There will not be a refund of tuition or fees.

GRIEVANCE PROCEDURE

• Should the request for withdrawal be denied, the student will be notified in writing by the Academic Dean.
• If a student receives a denial to their request to withdraw from a course(s) in a given semester, the student must, within 10 days, respond in writing to the Academic Dean. The Academic Dean will present the Special Request Form, supporting documentation, and the letter from the student to the Academic Standards Committee for consideration. The student may be asked to attend the Academic Standards Committee meeting to clarify information. The student will be notified in writing of the decision of this Committee. The findings of this Committee are final.

Service Animals

Service dogs are the only animals that may be brought by a student or member of the public onto a KVCC campus. A “service animal” is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disorder, and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors.

Service animals are permitted when the animal has been registered with the Dean of Students unless it is readily apparent from observation that the animal performs work or tasks related to its handler’s disability. When it is not readily apparent what service the animal provides, the student requesting permission to have a service animal on campus must provide a letter from a credible, certified medical provider which: a) substantiates that the animal is required because of a disability and b) describes the work or task that the animal has been trained to perform. The letter must be dated and on letterhead.

Service animals must be well-behaved, clean, leashed and under control of the handler at all times. Service animals may not be left unattended while on campus. Service animals brought to campus must also be in compliance with applicable licensing laws and up to date on immunizations.

Attendance

Students are expected to attend all classes, lab periods, and field work sessions regularly and to arrive promptly. The faculty and Administration of KVCC believe that excessive, unexcused absenteeism or tardiness reflects directly upon the reliability of a student and can be an indicator of how the student will perform on the job after graduation. The design of programs at the College renders lost time virtually impossible to make up. For these reasons, the College has adopted the following policy:

• Each faculty member takes attendance and keeps records, and reports absences after each class meeting.
• Faculty have individual attendance policies. Check each course syllabus.
• If absent, it is the student’s obligation to check with the instructor on the first day back for any work missed or to be made up.
• If a person experiences a major illness requiring an absence of several weeks, he/she may be unable to complete their course(s). It is imperative that the student (or his/her designee) notify the instructor.
• If a faculty member or a substitute is not present fifteen minutes after the scheduled beginning time, class will be cancelled. When a faculty member is not present, students should report this absence to the Academic Affairs Office, Enrollment Services Center.
**Dean’s List**

A Dean’s List shall be prepared at the end of the Fall and Spring semesters. The list shall be comprised of the names of matriculated students registered for 9 or more credit hours whose GPA is 3.50 or higher for that semester. Students who are deficient (including Incomplete) in a course or who are auditing a course are not included on the Dean’s List.

**Payment Plans**

**ELIGIBLE STUDENTS**

1. Any matriculated student who:
   A. is enrolled in a minimum of six (6) credit hours per semester;
   B. have not been awarded financial aid and who does not have a sponsor paying his/her share.

**PAYMENT PROCEDURE EACH SEMESTER** Textbooks and related materials are not included in the deferred payment plan. The plan requires that 25% of all charges be paid when signing the agreement. The remainder of the charges will be divided into three equal payments and are due at 30 day intervals.

**SPECIAL NOTES:** A processing fee of $25 per semester will be assessed and payable on the first day of class. Failure to make timely payments may result in Administrative Dismissal. Any exceptions to this policy must be approved in writing by the President of the College or his/her designee. If a student has only applied for Financial Aid, the payment plan is in effect. Upon award of financial aid, students do not have to make remaining payments. The Student Payment Plan Form must be completed.

**Sexual Harassment**

Kennebec Valley Community College (KVCC) has an obligation to its students and employees to maintain a working and learning environment free from sexual harassment or harassment of any kind, including intimidation or hostility based on race, color, gender, religion, national origin, military status, age, or physical or mental disability. The existence of such harassment is counter to College policy and is illegal and subject to disciplinary action, up to and including dismissal.

Sexual harassment consists of verbal (oral or written) or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or educational benefits; or submission to or rejection of such conduct is a basis for an academic or employment decision affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance; or creating an intimidating, hostile, or offensive educational, work or living environment; and such conduct was either known by the actor to be unwelcome, harmful, or offensive; or a person of reasonable sensibilities would have clearly understood such conduct to be unwelcome, harmful, or offensive.

Other illegal harassment consists of deliberate or repeated unsolicited and unwelcome comments on the basis of race, color, sex, national origin, religion, age, or physical or mental disability of such a nature as to create an offensive, hostile, or intimidating work or learning environment.

Managers, supervisors, and instructors are required to actively prevent and eliminate sexual harassment and all other forms of illegal harassment within their areas of responsibility. As well, each employee will be held personally responsible for compliance with these policies. Prompt and remedial action will be taken upon discovery of harassment.

If a student, employee, or any other person believes he or she has been the subject of sexual harassment, the grievance process is a mechanism for redress. All grievants must contact the Affirmative Action Officer to proceed under the Affirmative Action Policy’s Grievance and Hearing Procedure. Contact the Academic Dean at 453-5117. Reasonable efforts will be made to maintain confidentiality.
Tobacco Policy

Kennebec Valley Community College is a tobacco-free campus. The use of tobacco products or any object or device intended to simulate that use, including electronic cigarettes, on campus is strictly prohibited, except within the confines of personal vehicles. The sale, distribution or advertisement of tobacco products is prohibited. The intent of this Tobacco Policy is to: eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. Kennebec Valley Community College (KVCC) joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. KVCC further recognizes that secondhand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. KVCC acknowledges the Centers for Disease Control and Prevention (CDC) statistics that 70% of all smokers report that they want to quit smoking completely.

Weapons on Campus

To minimize the chance of violence on Kennebec Valley Community College campuses, employees, students, and guests are not permitted to bring any weapons on to College property. A weapon is defined as any item or combination of items or instrument used for offensive or defensive combat or other means of contending against another individual or individuals. This policy serves to minimize any intended or unintended harm to any person on KVCC properties.
NON-DISCRIMINATION AND STUDENTS WITH DISABILITIES

Notice of Non-Discrimination

The Non-Discrimination policy is available on the KVCC website.

Kennebec Valley Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, age or marital, parental or veteran’s status in its programs and activities. Inquiries about the College’s compliance with and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
Jon Connolly, Academic Dean
Kennebec Valley Community College, 92 Western Avenue, Fairfield, ME 04937-1367
Telephone: 207-453-5117
Fax: 207-453-5010
E-mail: jconnolly@kvcc.me.edu
Internet: www.kvcc.me.edu

and/or

United States Department of Education Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov
Internet: www.ed.gov/about/offices/list/ocr/index.html?src=oc

and/or

Maine Human Rights Commission (MHRC)
51 State House Station, Augusta, ME 04333-0051
Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: www.state.me.us/mhrc/index.shtml

and/or

Equal Employment Opportunity Commission
475 Government Center, Boston, MA 02203
Telephone: 617-565-3200 or 1-800-669-4000
TTY: 617-565-3204 or 1-800-669-6820
Fax: 617-565-3196
Internet: www.eeoc.gov/

Notice to Students with Disabilities

The procedures for accessing services are available on the KVCC website.

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the College is committed to helping qualified students with disabilities achieve their individual educational goals. Upon receipt of documentation and a request for accommodation, the College provides to qualified students reasonable accommodations. Students with disabilities who are entitled to and are requesting reasonable accommodations must contact the Dean of Students at (207) 453-5019 in accordance with College Policy and Procedure.