

The background of the cover is a photograph of two goats in a pen. The goats are looking through a silver wire fence. Two thick red pipes run horizontally across the frame, one above and one below the goats' heads. The goat on the left is light brown, and the one on the right is white with dark brown patches. Both have yellow ear tags.

KVCC

KENNEBEC VALLEY  
COMMUNITY COLLEGE

M A I N E

# STUDENT HANDBOOK

2017-2018



# WELCOME KVCC STUDENTS!

For our new students who are joining us for the first time, we are excited to have you begin 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 a newly paved exit on the Fairfield Campus, new furnishings in the Learning Commons in Lunder and lots of great landscaping projects. On the Alford Campus, we have also been busy with outdoor projects and have completed the indoor pole yard for the Lineworker program. The remainder of our summer activities have focused on our regular tidying up of classrooms and open spaces.. We are certainly ready for you on September 5th!

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.

*Get involved. Ask questions. Keep stepping outside of your comfort zone.*

## The KVCC Student Success Team:

Alan Ayres, IT  
Michelle Bardsley, TRiO Program  
Lisa Black, TRiO Director  
Melissa Clement, Counselor  
Carrie Dionne, Student Navigator  
Marcy Gage, Financial Aid  
Carrie Hall, English Faculty  
Brian Holtz, Student Navigator  
Christy Johnson, Learning Commons  
Val Landry, College Transitions  
Stephen LaRochelle, Library Director

CJ McKenna, Enrollment  
Karen Normandin, Dean of Students  
Kevin Richards, Director of Student Life  
Jessica Rodrigue, JMG Specialist  
Nick Runco, TRiO Program  
Roberta Santilli, Student Navigator  
Sarah Sirois, Math Learning Specialist  
Teresa Smith, Advising & Enrollment  
Flora Stack, Academic Affairs  
Pauline Stevens, Early College for ME  
Landi Wright, TRiO Program

— “ —  
***Education is the most powerful weapon which you can use to change the world.***

— *Nelson Mandela*

# 2017-18 ACADEMIC CALENDAR

## FALL SEMESTER 2017

### AUGUST

August 12	Summer semester ends
August 29	First Year Community Day/ Professional Development Day

### SEPTEMBER

September 4	Labor Day
September 5	Fall semester begins
September 12	End of add/drop period
September 25	Late Start begins

### OCTOBER

October 2	End of Late Start add/drop
October 9	Columbus Day (no classes)
October 21	Midterm grades due

### NOVEMBER

November 6	Spring registration matriculated students
November 10	Veterans Day observed
November 11	Veterans Day
November 11	Late Start midterms due
November 13	Open registration
November 17	Last day to withdraw from classes
November 22	No classes after 4:00 p.m.
November 23-26	Thanksgiving recess

### DECEMBER

December 16	Fall semester ends
December 18-19	Optional make-up days
December 20-31	Winter recess
December 21	Final grades due

## SPRING SEMESTER 2018

### JANUARY

January 1	New Year's Day
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January 2-19	January term
January 15	Martin Luther King Day
January 17-18	Professional Development Day
January 22	Spring semester begins
January 29	End of add/drop period
January 31	Graduation applications due

### FEBRUARY

February 19	President's Day (no classes)
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### MARCH

March 10	Midterm grades due
March 12-17	Spring recess

### APRIL

April 2	Registration matriculated students
April 8-10	Accreditation site visit
April 9	Open registration
April 12	Phi Theta Kappa Induction
April 13	Last day to withdraw from classes
April 16	Patriot's Day (no classes)

### MAY

May 11	Commencement rehearsal
May 12	Spring semester ends
May 15	Final grades due
May 17	Evening of Excellence
May 19	Commencement
May 21	Summer sessions I and II start
May 28	Memorial Day (no classes)

### JUNE

June 18	Summer session III starts
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### JULY

July 4	July 4th observed (no classes)
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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.

# ENROLLMENT TESTING CALENDAR



## Teas and Pax Test Schedule for the 2017-2018 Academic Year

TEST	DATE	DAY	TIME
PAX-RN	Oct 6	Friday	12 p.m.
TEAS-V	Oct 6	Friday	3 p.m.
PAX-RN	Nov 3	Friday	12 p.m.
TEAS-V	Nov 3	Friday	3 p.m.
PAX-RN	Dec 1	Friday	12 p.m.
TEAS-V	Dec 1	Friday	3 p.m.
PAX-RN	Jan 5	Friday	12 p.m.
TEAS-V	Jan 5	Friday	3 p.m.
PAX-RN	Feb 2	Friday	12 p.m.
TEAS-V	Feb 2	Friday	3 p.m.
PAX-RN	Mar 2	Friday	12 p.m.
TEAS-V	Mar 2	Friday	3 p.m.
PAX-RN	Apr 6	Friday	12 p.m.
TEAS-V	Apr 6	Friday	3 p.m.
PAX-RN	May 4	Friday	12 p.m.
TEAS-V	May 4	Friday	3 p.m.
PAX-RN	June 1	Friday	12 p.m.
TEAS-V	June 1	Friday	3 p.m.
TEAS-V	July 6	Friday	3 p.m.
TEAS-V	July 27	Friday	3 p.m.

**Accuplacer** 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 are 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. The door will close 10 minutes prior to the start of the exam (8:50 a.m.) Late arrivers will not be admitted.

**TEAS-V** (Cost: \$55) 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 Allied Health programs — Physical Therapist Assistant, Occupational Therapy Assistant and Radiologic Technology.

Required composite scores 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: \$39) The PAX-RN is a timed, approximately 2 hour, multiple choice test that is required for admission 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-RN is completed with the National League for Nursing.

<https://ondemand.questionmark.com/400030/ext/nlntesting/>

Registration typically opens one (1) month) before the testing date.

## GENERAL TESTING INFORMATION

- All testing for the PAX-RN and the TEAS-V 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 (11:50 a.m./2:50 p.m.) Late arrivers will not be admitted.
- Bring 2 forms of identification. One (1) form must be a government issued photo ID (Driver's license, passport, etc.) Note: Last names must be identical on these 2 documents.
- Pre-registration is required for all tests (Accuplacer, TEAS-V and PAX-RN). 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-V and PAX-RN may be taken three (3) times in total. In addition, the TEAS-V and PAX-RN may only be taken twice in an academic year with 45 days between test sessions.
- Requests for testing accommodations and information regarding preparatory workshops should be directed to Christy Johnson, Director of the Learning Commons, 453-5084 or [cjohnson2@kvcc.me.edu](mailto:cjohnson2@kvcc.me.edu)
- If the college is closed for inclement weather, the scheduled exam will be cancelled and re-scheduled for another day. Check the College's website for further information.

# KVCC CONTACT INFORMATION

## Fairfield 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

**Dean of Students**  
Karen Normandin  
Enrollment Center  
453-5019

## Dean of Technology

Kevin Casey  
Enrollment Center  
453-5141

## Academic Dean

Kathy Englehart  
Enrollment Center  
453-5117

## Offices & Primary Services

DEPARTMENT	CONTACT	LOCATION	PHONE
Admissions	CJ McKenna	Enrollment Center	453-5155
Director of Advising and Enrollment	Teresa Smith	Enrollment Center	453-5082
Financial Aid	Jill MacLean	Enrollment Center	453-5121
College Store		131 King	453-5135
College Transition	Val Landry	221 Carter	453-5101
Counselor	Melissa Clement		453-5150
Disability	Christy Johnson	126 Lunder	453-5084
Early College for ME	Pauline Stevens	115A King Hall	453-5009
Enrollment Student Navigator	Carrie Dionne	103 Frye	453-5126
Enrollment Services Center		Frye Building	453-5822
Farm @ Alford Campus	Bo Dennis	Alford Campus	453-3657
Institutional Research	Karen Glew	302 Carter	453-5820
Jobs for Maine's Graduates (JMG)	Jessica Rodrigue	125 Lunder	453-5839
Learning Commons	Christy Johnson	126 Lunder	453-5084
Lunder Library	Stephen LaRochelle	114 Lunder	453-5162
Maintenance (Fairfield)	Mike Marcoux	Fairfield Campus	453-5036
Maintenance (Alford)	Phil Newcombe	Alford Campus	453-3536
Math Port@L	Sarah Sirois	118 Lunder	453-5186
Registrar	Chris Hansen	Enrollment Center	453-5128
Safety & Security	Timothy McDonald	128 King	453-5116
Student Accounts	Greg Reed	120 Carter Hall	453-5130
Student Life	Kevin Richards	Alford Recreation Center	453-3540
Student Navigator	Brian Holtz	104 Averill, Alford	453-3539
TRiO Student Support Services	Lisa Black	126B King	453-5013
Veterans Affairs (Certifies)	Karleen Howard	Enrollment Center	453-5126
Veterans Affairs (Services)	Brian Holtz	104 Averill, Alford	453-3539

## Faculty Members

NAME	ACADEMIC PROGRAM	LOCATION	PHONE
Bean, Jessica	Nursing	151 King	453-5167
Butts, Katherine	Biological Sciences	205 Science Bldg (Alford)	453-3821
Campbell, Mike	Computer Systems Integration	216 Averill (Alford)	453-3502
Cordwell, Stephanie	Advanced Emergency Care/EMS	236 King	453-5025
Crockett, Ben	Sustainable Agriculture	216 Averill (Alford)	453-3684
Davis, Paul (Skip)	Industrial Electrical	107 Frye	453-5112
Davis, Ann	Nursing	151 King	453-5193
Day, Michael	Energy Services Technology	108E Whitney	453-5817
Dolan, William (Bill)	Applied Electronics	108 Frye	453-5111
Duren, Steve	English/Humanities	225 Averill (Alford)	453-3522
Enjaian, Stephanie	Culinary Arts	109 Averill (Alford)	453-3681
Finlay, Lila	Nursing	120 King	453-5190
Fletcher, Greg	Trades & Technology	111 Frye	453-5115
Fredette, Toni	Math	117 Lunder	453-5185
Godin, Jeff	Precision Machine	100 Whitney	453-5151
Guillemette, Jim	Science	205 Science Bldg (Alford)	453-3605
Guilmette, Juliette	English/Humanities	134 Averill (Alford)	453-3591
Hall, Carrie	Humanities	225 Averill (Alford)	453-5139
Hamilton, Karen	Nursing	151 King	453-5024
Harris, Judy	Biological Sciences	205 Science Bldg (Alford)	453-3685
Harvey, Jared	Math	118 Lunder	453-5145
Harvey, Rhonda	Health Information Management	209 King	453-5156
Hirschfelt, Evie	Nursing	217 King	453-5168
Jonah, Brian	Welding	108 Whitney	453-5819
Kavanaugh, Mark	Social Sciences	134 Averill (Alford)	453-3689
Larouche, Julie	Occupational Therapy	130 Lunder	453-5023
McCafferty, Mark	Communication	225 Averill (Alford)	453-3638
Newby, Brittany	Medical Assisting	203 King	453-5851
Powell, Jessica	Education	216 Averill (Alford)	453-3670
Priest, Betsy	Radiologic Technology	108 King	453-5143
Provost, Leah	Nursing	King 217	453-5173
Rines, Jennifer	Radiologic Technology	126A King	453-5043
Sauter-Davis, Diane	Occupational Therapy	130 Lunder	453-5172
St. Pierre, Wendy	Mental Health	228 Averill (Alford)	453-3661
Tardiff, Michael	English	117 Lunder	453-5133
Ubert, Verla	Physical Therapy	129 Lunder	453-5147
Walker, Anne	Medical Assisting	203 King	453-5005
Eric Willette	Lineworker	107B Frye	453-5812
York, Marjorie (Marge)	Business	208 Averill (Alford)	453-3604

*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.*

# Advising and Enrollment Services

**Contact:** Teresa Smith, *Director* Office, 107 Frye, Fairfield Campus  
453-5082, tsmith@kvcc.me.edu Office, 107 Averill, Alford Campus

## 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!



For many students, KVCC is just the first step in their educational journey. Students who plan to continue their education at another institution after attending KVCC may want to take advantage of the transfer assistance available from Advising and Enrollment Services.

# 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:** Christy Johnson, *Director of the Learning Commons* Office, 126 Lunder, Fairfield Campus  
453-5084, cjohnson2@kvcc.me.edu Office, 204 Averill, Alford Campus

Students may request accommodations to the Director of the Learning Commons 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* Office, 115A King, Fairfield Campus  
453-5009, pstevens@kvcc.me.edu

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.

## Jobs for Maine's Graduates (JMG)

**Contact:** Jessica Rodrigue, *JMG Specialist* Office, 125 Lunder, Fairfield Campus  
453-5839, jrodrigue@kvcc.me.edu

Description: JMG at KVCC is focused on working with students that were in JMG in a high school setting and helping them to transition to a college campus. Our College and Career Specialist works with each identified student on their grades, goals and future plans.

## Learning Commons

**Contact:** Christy Johnson, *Director* Office, 126 Lunder, Fairfield Campus  
453-5084, cjohnson2@kvcc.me.edu Office, 204 Averill, Alford Campus  
453-3584

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 Port@L

**Contact:** Sarah Sirois, *Math Learning Specialist* Office, 118 Lunder Library,  
453-5186, ssirois@kvcc.me.edu Fairfield 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 or Face Time is also available by appointment.

# Academic Support Services

Continued

## TRiO Student Support Services

**Contact:** Lisa Black, *TRiO Director*  
453-5013, lblack@kvcc.me.edu

Office, 130 King Hall,  
Fairfield 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.

## Smartery

**Contact:** Christy Johnson, *Director of the Learning Commons*  
453-5084, cjohnson2@kvcc.me.edu

Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alford Campus

The Smartery offers small group tutorial assistance in Science, Math and the Arts! This space is located on the second floor in Averill on the Alford Campus. Check your email for the schedule of tutor groups available.

## Student Navigators

**Contact:** Brian Holtz  
453-3539, bholtz@kvcc.me.edu

Office, 104 Averill, Alford Campus

Roberta Santilli  
453-5159, rsantilli@kvcc.me.edu

Office, 204 Carter, Fairfield 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 Roberta work with students in the following programs: Computer Systems Integration, Applied Electronics, Medical Assisting, Mental Health and Sustainable Design Build.



# 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.

CAMPUS AMENITY	FAIRFIELD CAMPUS	ALFOND CAMPUS
<b>College Store</b> , 453-5135 Flexible hours, variety of services including textbook selling & buyback, mail services, faxing & College apparel and gifts.	King Hall	Contact the college store if you need to have your books mailed to you or dropped by the Alford Campus.
<b>KV Café</b> , 453-5181 Offering hot and cold food items, homemade selections, a full breakfast menu and daily specials. Accept debit & credit cards	KV Café	"Salubrious" Ag Science Building
<b>Outdoor Facilities</b> Students may use the outdoor basketball court and the tennis court.		Located on the Means campus across Green Street (Alford campus)
<b>Phones</b> To call a campus number, dial the 4 digit extension. For a local call, dial 9 & then the 7 digit number. Other various locations	There is a campus phone located in each building on both campuses.	Averill and Ag Science Building
<b>Strength &amp; Cardio Fitness Equipment</b> Students must complete an online waiver form which can be found in the MyKV Student Information Portal under the Campus Life tab > My Technology page.	Campus Center, King Hall	Alford Recreation Center Be sure to check out the racquetball courts and full size wood floor basketball court!
<b>Student Lounge Spaces</b> Spaces to catch up, eat, relax with friends, read the newspaper or do some studying. A refrigerator, toaster, and microwave are available to use.	Campus Center, King Hall	Student Lounge, Averill, 2nd floor "Chill Space," Lower Level in Ag Science Building
<b>Quiet Space</b> These spaces provide a quiet place for study.	114 King Hall	1st floor in Averill
<b>Vending Machines</b>	Campus Center, King Hall	Averill, 2nd floor Student Lounge
<b>ATM</b>	King Hall Lobby	"Chill Space," Lower Level in Ag Science Building

# Campus Communications Systems

**Contact:** Information Technology (I.T.) Help Desk Office, 103 King, Fairfield Campus  
453-5079, helpdesk@kvcc.me.edu Office, 215 Averill, Alford Campus

## 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 email system.

## Email Address

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

## Email User Policy

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

Faculty, staff, and students are expected to check their email 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 email 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:** Timothy McDonald, Manager Office, 128 King Hall, Fairfield Campus  
Campus Safety and Security  
453-5116, tmcDonald@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](http://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](http://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

### Fairfield Campus 660-2600, Alford 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.) Office, 103 King, Fairfield Campus  
453-5079, helpdesk@kvcc.me.edu Office, 215 Averill, Alford Campus

## Computer Labs and Email 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 email kiosk stations are also located in each campus building where students may access their email accounts.

## Help Desk

Technology assistance with College email accounts, online courses (Blackboard) or accessing information through the My KV Student Information Portal is available. Visit [www.kvcc.me.edu/helpdesk](http://www.kvcc.me.edu/helpdesk) for the hours of the Technology Department or email us at [helpdesk@kvcc.me.edu](mailto:helpdesk@kvcc.me.edu)

## ID Card

KVCC students are issued a picture ID through the Technology Department at the beginning of their educational experience. Cost of ID card is \$5.

- 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 decals are required this year for all vehicles on campus. For safety purposes, students are asked to register their vehicles in the Portal, pick up a decal from Enrollment Services and display the decal on the windshield of their vehicle.

# Enrollment Services Center

**Contact:** 453-5822

Office, Frye, Fairfield Campus  
Office, 104 Averill, Alford 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 Fairfield Campus and on the first floor in Averill on the Alford 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

## Advising and Enrollment

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

### Unable to find what you're looking for?

Send us a suggestion to our First Year Experience email account, [fye@kvcc.me.edu](mailto:fye@kvcc.me.edu) We'd be happy to do our best to refer you the service you need!

# Get Involved! Stay Connected!

**Contact:** Kevin Richards, *Director of Student Life*  
453-3540, krichards@kvcc.me.edu

Office, Alford, Alford Recreation Center

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## 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

# Learning Commons

**Contact:** Christy Johnson, *Director of the Learning Commons*  
453-5084, cjohnson2@kvcc.me.edu

Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alford Campus

Stephen LaRochelle, *Director of Library Services*  
453-5162, slarochelle@kvcc.me.edu

Office, 114 Lunder, Fairfield Campus

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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 email 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
- 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
- Free computer workshops
  - Basic computer skills
  - Blackboard
  - Email/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  
**Fairfield 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!

## AmeriCorps \*VISTA for Veteran Services

**Contact:** Alexander Walz, Averill 121, Alfond Campus, awalz@kvcc.me.edu, 453-3529

AmeriCorps \*VISTA is a national service program in which volunteers apply their skills in underserved communities, designing programs that will continue after they complete their service. The VISTA for Veteran Services will develop and lead initiatives to promote the personal, academic, and professional success of student veterans at KVCC, and help build a campus culture of support for all those who served.

## 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 Fairfield 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

# Other Campus Resources and Services

Continued

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

**Fairfield 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 email.

## Personal Counseling

Personal counseling is available. Contact Melissa Clement at 453-5150 or [mclement@kvcc.me.edu](mailto:mclement@kvcc.me.edu) for an appointment.

## Transportation

**Waterville Contact:** 877-5677, website: [kennebecexplorer.com](http://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:** Brian Holtz, [bholtz@kvcc.me.edu](mailto:bholtz@kvcc.me.edu), 453-3539

Veterans are encouraged to contact Brian Holtz on the Alford 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.



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*A well-educated mind will always have more questions than answers.”*

— Helen Keller

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<b>AUGUST 12</b> Summer Semester Ends	<b>AUGUST 29</b> Community Day	
<b>3</b>	<b>4</b> Labor Day No classes	<b>5</b> Fall Semester Begins Welcome Table Alfond Rec Center Open House, Alfond campus 9/5-9/8	<b>6</b> Welcome Table Student Club-Org Fair, Alfond campus (Averill Lobby) Alfond Rec Center Open House, Alfond campus
<b>10</b>	<b>11</b>	<b>12</b> End of Add/Drop Period	<b>13</b>
<b>17</b> Constitution Day	<b>18</b>	<b>19</b>	<b>20</b>
<b>24</b>	<b>25</b> Late Start One last chance to add a class to your fall schedule!	<b>26</b>	<b>27</b>

**WELCOME WEEK** is 9/6 through 9/9 on both campuses; in the lobby of King in Fairfield and in the Sustainable Agriculture lobby on Alfond.

**HOURS:** Monday-Thursday 7:30 am-5 pm and Friday 7:30 am-noon.

THURSDAY	FRIDAY	SATURDAY
	<b>1</b>	<b>2</b>
<b>7</b> Welcome Table Student Club-Org Fair, King Hall, Fairfield campus Alfond Rec Center Open House, Alfond campus	<b>8</b> Welcome Table Alfond Rec Center Open House, Alfond campus	<b>9</b>
<b>14</b> Voter Registration Table, both campuses	<b>15</b>	<b>16</b>
<b>21</b>	<b>22</b>	<b>23</b>
<b>28</b>	<b>29</b>	<b>30</b>

**AUGUST 2017**

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**OCTOBER 2017**

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



**IMPORTANT CAMPUS DATES:**

- **Aug. 29**  
First Year Community Day/Professional Development Day
- **Sept. 5**  
Fall Semester Begins
- **Sept. 5-8**  
Welcome Table!
- **Sept. 12**  
End of Add/Drop period
- **Sept. 25**  
Late Start

# AUGUST 28-SEPTEMBER 3, 2017

**MONDAY, AUGUST 28**

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**TUESDAY, AUGUST 29**

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**WEDNESDAY, AUGUST 30**

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**THURSDAY, AUGUST 31**

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**FRIDAY, SEPTEMBER 1**

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**SATURDAY, SEPTEMBER 2**

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**SUNDAY, SEPTEMBER 3**

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# WEEK OF SEPTEMBER 4, 2017

**MONDAY, SEPTEMBER 4**

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**TUESDAY, SEPTEMBER 5**

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**WEDNESDAY, SEPTEMBER 6**

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**THURSDAY, SEPTEMBER 7**

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**FRIDAY, SEPTEMBER 8**

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**SATURDAY, SEPTEMBER 9**

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**SUNDAY, SEPTEMBER 10**

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# WEEK OF SEPTEMBER 11, 2017

**MONDAY, SEPTEMBER 11**

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**TUESDAY, SEPTEMBER 12**

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**WEDNESDAY, SEPTEMBER 13**

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**THURSDAY, SEPTEMBER 14**

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**FRIDAY, SEPTEMBER 15**

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**SATURDAY, SEPTEMBER 16**

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**SUNDAY, SEPTEMBER 17**

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# WEEK OF SEPTEMBER 18, 2017

**MONDAY, SEPTEMBER 18**

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**TUESDAY, SEPTEMBER 19**

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**WEDNESDAY, SEPTEMBER 20**

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**THURSDAY, SEPTEMBER 21**

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**FRIDAY, SEPTEMBER 22**

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**SATURDAY, SEPTEMBER 23**

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**SUNDAY, SEPTEMBER 24**

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# WEEK OF SEPTEMBER 25, 2017

**MONDAY, SEPTEMBER 25**

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**TUESDAY, SEPTEMBER 26**

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**WEDNESDAY, SEPTEMBER 27**

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**THURSDAY, SEPTEMBER 28**

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**FRIDAY, SEPTEMBER 29**

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**SATURDAY, SEPTEMBER 30**

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**SUNDAY, OCTOBER 1**

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*Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life. Remember that fear always lurks behind perfectionism.”*

— David M. Burns



SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 End of Late Start Add/ Drop	3	4 Blood Drive, Alford campus, 10 am-3 pm Rec Center
8	9 Columbus Day No classes	10 Animal Pet Food Drive, both campuses, sponsored by Phi Theta	11
15	16	17	18
22	23	24	25
29	30	31 Halloween	

**HOW ARE YOU DOING?** This is a great time to think about how things are going. Are you looking for help with a certain class or help navigating Blackboard? Stop by the Learning Commons!

**WE HAVE 2 LOCATIONS:** On the Fairfield Campus, you will find the Commons in Lunder Library and on the Alford Campus, it is located on the 2nd floor in Averill

THURSDAY	FRIDAY	SATURDAY
5	6 PAX-RN, 12 pm For more information, see page 6  TEAS-V, 3 pm For more information, see page 6.	7
12	13	14
19	20	21 Midterm grades due
26	27 Halloween Party, 6 pm, Fairfield campus	28
<p>Check us out on Facebook! <i>facebook.com/KVCC.MAINE/</i></p>		

**SEPTEMBER 2017**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**NOVEMBER 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



- IMPORTANT CAMPUS DATES:**
- **Oct. 2**  
End of Late Start Add/  
Drop
  - **Oct. 9**  
Columbus Day
  - **Oct. 21**  
Midterm grades due

# WEEK OF OCTOBER 2, 2017

**MONDAY, OCTOBER 2**

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**TUESDAY, OCTOBER 3**

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**WEDNESDAY, OCTOBER 4**

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**THURSDAY, OCTOBER 5**

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**FRIDAY, OCTOBER 6**

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**SATURDAY, OCTOBER 7**

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**SUNDAY, OCTOBER 8**

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# WEEK OF OCTOBER 9, 2017

**MONDAY, OCTOBER 9**

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**TUESDAY, OCTOBER 10**

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**WEDNESDAY, OCTOBER 11**

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**THURSDAY, OCTOBER 12**

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**FRIDAY, OCTOBER 13**

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**SATURDAY, OCTOBER 14**

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**SUNDAY, OCTOBER 15**

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# WEEK OF OCTOBER 16, 2017

**MONDAY, OCTOBER 16**

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**TUESDAY, OCTOBER 17**

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**WEDNESDAY, OCTOBER 18**

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**THURSDAY, OCTOBER 19**

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**FRIDAY, OCTOBER 20**

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**SATURDAY, OCTOBER 21**

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**SUNDAY, OCTOBER 22**

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# WEEK OF OCTOBER 23, 2017

**MONDAY, OCTOBER 23**

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**TUESDAY, OCTOBER 24**

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**WEDNESDAY, OCTOBER 25**

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**THURSDAY, OCTOBER 26**

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**FRIDAY, OCTOBER 27**

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**SATURDAY, OCTOBER 28**

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**SUNDAY, OCTOBER 29**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>Register for a JAN PLAN class!</b>			<b>1</b> Nov. 1-17 Thanksgiving Food Collection, both campuses
<b>5</b> Daylight Saving Time ends	<b>6</b> Spring Registration — Matriculated Students Classes begin Jan. 22	<b>7</b>	<b>8</b>
<b>12</b>	<b>13</b> Open Registration	<b>14</b>	<b>15</b> PIZZA! Bring a donation for the Thanksgiving food baskets and get a slice of pizza, both campuses, sponsored by Student Senate
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> No classes after 4 pm
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

THURSDAY	FRIDAY	SATURDAY
<b>2</b>	<b>3</b> PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	<b>4</b>
<b>9</b>	<b>10</b> Veteran's Day No classes	<b>11</b> Veteran's Day Late Start Midterms Due
<b>16</b>	<b>17</b> Last day to withdraw from classes	<b>18</b>
<b>23</b> Thanksgiving Day Thanksgiving recess No classes on each day including Sat.	<b>24</b> Thanksgiving recess	<b>25</b> Thanksgiving recess
<b>30</b>		

**OCTOBER 2017**

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DECEMBER 2017**

S	M	T	W	T	F	S
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						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31



**IMPORTANT CAMPUS DATES:**

- **Nov. 6**  
Spring Registration —  
Matriculated Students  
Classes begin Jan. 22
- **Nov. 10**  
Veterans Day (no classes)
- **Nov. 11**  
Late Start Midterms Due
- **Nov. 13**  
Open Registration
- **Nov. 17**  
Last day to withdraw from  
classes
- **Nov. 23**  
No classes after 4 pm
- **Nov. 23-26**  
Thanksgiving recess

# WEEK OF OCTOBER 30, 2017

**MONDAY, OCTOBER 30**

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**TUESDAY, OCTOBER 31**

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**WEDNESDAY, NOVEMBER 1**

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**THURSDAY, NOVEMBER 2**

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**FRIDAY, NOVEMBER 3**

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**SATURDAY, NOVEMBER 4**

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**SUNDAY, NOVEMBER 5**

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# WEEK OF NOVEMBER 6, 2017

**MONDAY, NOVEMBER 6**

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**TUESDAY, NOVEMBER 7**

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**WEDNESDAY, NOVEMBER 8**

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**THURSDAY, NOVEMBER 9**

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**FRIDAY, NOVEMBER 10**

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**SATURDAY, NOVEMBER 11**

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**SUNDAY, NOVEMBER 12**

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# WEEK OF NOVEMBER 13, 2017

**MONDAY, NOVEMBER 13**

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**TUESDAY, NOVEMBER 14**

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**WEDNESDAY, NOVEMBER 15**

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**THURSDAY, NOVEMBER 16**

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**FRIDAY, NOVEMBER 17**

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**SATURDAY, NOVEMBER 18**

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**SUNDAY, NOVEMBER 19**

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# WEEK OF NOVEMBER 20, 2017

**MONDAY, NOVEMBER 20**

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**TUESDAY, NOVEMBER 21**

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**WEDNESDAY, NOVEMBER 22**

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**THURSDAY, NOVEMBER 23**

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**FRIDAY, NOVEMBER 24**

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**SATURDAY, NOVEMBER 25**

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**SUNDAY, NOVEMBER 26**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	Have a rest filled winter recess!		
3	4	5	6
10	11 Stress Free Finals Week, 12/11-12/15, 8 am-6 pm, Campus Center Fairfield campus; Sustainable Ag Bld lobby Alford campus	12 Stress Free Finals Week	13 Stress Free Finals Week
17	18 Optional make-up days	19 Optional make-up days	20 Winter recess
24	25 Winter recess	26 Winter recess	27 Winter recess
31			

**STRESS FREE FINALS WEEK DEC. 11-15** Watch your email for activities! 8 am-6 pm, Campus Center Fairfield Campus; Sustainable Ag Bld lobby Alford Campus

THURSDAY	FRIDAY	SATURDAY
Dec. 1-20 Holiday Gift Tree Collection, both campuses	1 PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	2
7 Pass the Kindness Day! Both campuses, watch your KV email!	8	9
14 Stress Free Finals Week	15 Stress Free Finals Week	16 Fall semester ends
21 Final grades due Winter recess	22 Winter recess	23
28 Winter recess	29 Winter recess	30

**NOVEMBER 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**IMPORTANT CAMPUS DATES:**

- Dec. 16  
Fall semester ends
- Dec. 18-19  
Optional make-up days
- Dec. 20-31  
Winter recess
- Dec. 20  
Final grades due

# WEEK OF NOVEMBER 27, 2017

**MONDAY, NOVEMBER 27**

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**TUESDAY, NOVEMBER 28**

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**WEDNESDAY, NOVEMBER 29**

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**THURSDAY, NOVEMBER 30**

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**FRIDAY, DECEMBER 1**

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**SATURDAY, DECEMBER 2**

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**SUNDAY, DECEMBER 3**

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# WEEK OF DECEMBER 4, 2017

**MONDAY, DECEMBER 4**

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**TUESDAY, DECEMBER 5**

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**WEDNESDAY, DECEMBER 6**

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**THURSDAY, DECEMBER 7**

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**FRIDAY, DECEMBER 8**

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**SATURDAY, DECEMBER 9**

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**SUNDAY, DECEMBER 10**

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# WEEK OF DECEMBER 11, 2017

**MONDAY, DECEMBER 11**

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**TUESDAY, DECEMBER 12**

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**WEDNESDAY, DECEMBER 13**

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**THURSDAY, DECEMBER 14**

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**FRIDAY, DECEMBER 15**

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**SATURDAY, DECEMBER 16**

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**SUNDAY, DECEMBER 17**

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# WEEK OF DECEMBER 18, 2017

**MONDAY, DECEMBER 18**

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**TUESDAY, DECEMBER 19**

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**WEDNESDAY, DECEMBER 20**

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**THURSDAY, DECEMBER 21**

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**FRIDAY, DECEMBER 22**

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**SATURDAY, DECEMBER 23**

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**SUNDAY, DECEMBER 24**

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# WEEK OF DECEMBER 25, 2017

**MONDAY, DECEMBER 25**

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**TUESDAY, DECEMBER 26**

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**WEDNESDAY, DECEMBER 27**

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**THURSDAY, DECEMBER 28**

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**FRIDAY, DECEMBER 29**

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**SATURDAY, DECEMBER 30**

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**SUNDAY, DECEMBER 31**

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“

*Anyone who has never made a mistake  
has never tried anything new.”*

*— Albert Einstein*

**THE WELCOME TABLE IS LOCATED ON BOTH CAMPUSES:** King Hall Lobby on the Fairfield campus and the Averill Building on the Alford campus.

**HOURS:** Monday-Thursday 7:30 am-5 pm and Friday 7:30 am-noon.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<b>1</b> Happy New Year!	<b>2</b> JAN PLAN January 2-19, register now!	<b>3</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>14</b>	<b>15</b> Martin Luther King Jr. Day No classes	<b>16</b>	<b>17</b>
<b>21</b>	<b>22</b> Spring semester begins Welcome Table	<b>23</b> Welcome Table Alford Rec Center Open House 1/23-1/26, Alford campus	<b>24</b> Welcome Table Student Club-Org Fair, Fairfield campus (King Hall) Alford Rec Center Open House, Alford campus
<b>28</b>	<b>29</b> End of Add/Drop period, watch your email for more information	<b>30</b>	<b>31</b> Graduation applications due

THURSDAY	FRIDAY	SATURDAY
<b>4</b> Admit in a Day, 1pm-5 pm, Fairfield campus	<b>5</b> PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	<b>6</b>
<b>11</b>	<b>12</b>	<b>13</b>
<b>18</b>	<b>19</b>	<b>20</b>
<b>25</b> Welcome Table Student Club-Org Fair, Alford campus (Averill lobby) Alford Rec Center Open House, Alford campus	<b>26</b> Welcome Table Alford Rec Center Open House Alford Rec Center Open House, Alford campus	<b>27</b>

**DECEMBER 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			



**IMPORTANT CAMPUS DATES:**

- **Jan. 1**  
New Year's Day
- **Jan. 4**  
Admit in a Day
- **Jan. 15**  
MLK Day (no classes)
- **Jan. 17-19**  
Professional Development Day
- **Jan. 22**  
Spring semester begins
- **Jan. 29**  
End of Add/Drop Period
- **Jan. 31**  
Graduation applications due

# WEEK OF JANUARY 1, 2018

**MONDAY, JANUARY 1**

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**TUESDAY, JANUARY 2**

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**WEDNESDAY, JANUARY 3**

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**THURSDAY, JANUARY 4**

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**FRIDAY, JANUARY 5**

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**SATURDAY, JANUARY 6**

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**SUNDAY, JANUARY 7**

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# WEEK OF JANUARY 8, 2018

**MONDAY, JANUARY 8**

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**TUESDAY, JANUARY 9**

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**WEDNESDAY, JANUARY 10**

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**THURSDAY, JANUARY 11**

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**FRIDAY, JANUARY 12**

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**SATURDAY, JANUARY 13**

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**SUNDAY, JANUARY 14**

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# WEEK OF JANUARY 15, 2018

**MONDAY, JANUARY 15**

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**TUESDAY, JANUARY 16**

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**WEDNESDAY, JANUARY 17**

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**THURSDAY, JANUARY 18**

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**FRIDAY, JANUARY 19**

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**SATURDAY, JANUARY 20**

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**SUNDAY, JANUARY 21**

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# WEEK OF JANUARY 22, 2018

**MONDAY, JANUARY 22**

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**TUESDAY, JANUARY 23**

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**WEDNESDAY, JANUARY 24**

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**THURSDAY, JANUARY 25**

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**FRIDAY, JANUARY 26**

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**SATURDAY, JANUARY 27**

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**SUNDAY, JANUARY 28**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	<p>Like us on Facebook!</p> <p><i>facebook.com/KVCC.MAINE/</i></p>		
4	5	6	7
11	12	13	14
18	19 President's Day No classes	20	21 Blood Drive, Fairfield campus, 10 am-3 pm, Multi Purpose Center, Carter
25	26	27	28

THURSDAY	FRIDAY	SATURDAY
1	2 PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	3
8	9	10
15	16	17
22	23	24

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**MARCH 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



**IMPORTANT CAMPUS DATES:**

- Feb. 20  
President's Day  
(no classes)

# WEEK OF JANUARY 29, 2018

**MONDAY, JANUARY 29**

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**TUESDAY, JANUARY 30**

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**WEDNESDAY, JANUARY 31**

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**THURSDAY, FEBRUARY 1**

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**FRIDAY, FEBRUARY 2**

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**SATURDAY, FEBRUARY 3**

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**SUNDAY, FEBRUARY 4**

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# WEEK OF FEBRUARY 5, 2018

**MONDAY, FEBRUARY 5**

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**TUESDAY, FEBRUARY 6**

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**WEDNESDAY, FEBRUARY 7**

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**THURSDAY, FEBRUARY 8**

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**FRIDAY, FEBRUARY 9**

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**SATURDAY, FEBRUARY 10**

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**SUNDAY, FEBRUARY 11**

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# WEEK OF FEBRUARY 12, 2018

**MONDAY, FEBRUARY 12**

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**TUESDAY, FEBRUARY 13**

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**WEDNESDAY, FEBRUARY 14**

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**THURSDAY, FEBRUARY 15**

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**FRIDAY, FEBRUARY 16**

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**SATURDAY, FEBRUARY 17**

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**SUNDAY, FEBRUARY 18**

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# WEEK OF FEBRUARY 19, 2018

**MONDAY, FEBRUARY 19**

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**TUESDAY, FEBRUARY 20**

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**WEDNESDAY, FEBRUARY 21**

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**THURSDAY, FEBRUARY 22**

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**FRIDAY, FEBRUARY 23**

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**SATURDAY, FEBRUARY 24**

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**SUNDAY, FEBRUARY 25**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Email your advisor – registration is coming soon!			
4	5	6	7
11 Daylight Saving Time starts	12 Spring recess, 3/12-3/17	13 Spring recess	14 Spring recess
18	19	20 Transfer Fair, Campus Center, King, Fairfield campus, 10 am-1 pm, come meet reps from local 4 year colleges!	21 Transfer Fair, Averill Lobby, Alford campus, 10 am-1 pm, come meet reps from local 4 year colleges!
25	26	27 KVCC Student of the Year Nominees Celebration Dinner, 5 pm, Alford campus	28

THURSDAY	FRIDAY	SATURDAY
1	2 PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	3
8	9	10 Midterm grades due
15 Spring recess	16 Spring recess	17 Spring recess
22	23	24
29	30	31

**FEBRUARY 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**APRIL 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



**IMPORTANT CAMPUS DATES:**

- **Mar. 10**  
Midterm grades due
- **Mar 12-17**  
Spring recess (no classes)
- **Mar 20-21**  
Transfer Fair
- **Mar 27**  
KVCC Student of the Year Celebration Dinner

# WEEK OF FEBRUARY 26, 2018

**MONDAY, FEBRUARY 26**

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**TUESDAY, FEBRUARY 27**

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**WEDNESDAY, FEBRUARY 28**

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**THURSDAY, MARCH 1**

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**FRIDAY, MARCH 2**

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**SATURDAY, MARCH 3**

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**SUNDAY, MARCH 4**

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# WEEK OF MARCH 5, 2018

**MONDAY, MARCH 5**

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**TUESDAY, MARCH 6**

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**WEDNESDAY, MARCH 7**

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**THURSDAY, MARCH 8**

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**FRIDAY, MARCH 9**

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**SATURDAY, MARCH 10**

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**SUNDAY, MARCH 11**

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# WEEK OF MARCH 12, 2018

**MONDAY, MARCH 12**

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**TUESDAY, MARCH 13**

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**WEDNESDAY, MARCH 14**

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**THURSDAY, MARCH 15**

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**FRIDAY, MARCH 16**

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**SATURDAY, MARCH 17**

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**SUNDAY, MARCH 18**

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# WEEK OF MARCH 19, 2018

**MONDAY, MARCH 19**

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**TUESDAY, MARCH 20**

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**WEDNESDAY, MARCH 21**

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**THURSDAY, MARCH 22**

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**FRIDAY, MARCH 23**

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**SATURDAY, MARCH 24**

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**SUNDAY, MARCH 25**

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# WEEK OF MARCH 26, 2018

**MONDAY, MARCH 26**

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**TUESDAY, MARCH 27**

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**WEDNESDAY, MARCH 28**

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**THURSDAY, MARCH 29**

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**FRIDAY, MARCH 30**

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**SATURDAY, MARCH 31**

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**SUNDAY, APRIL 1**

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— “ —  
*Education is for improving the lives of others  
and for leaving your community and world  
better than you found it.”*

— *Marian Wright Edelman*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 Registration — Matriculated students	3	4
8 NEASC Accreditation Site Visit	9 Open Registration	10	11
15	16 Patriot's Day No classes	17	18
22	23	24	25
29	30		

## GET 'ER DONE BY MAY 1

Complete your FAFSA (Free application for Federal Student Aid) for next year (2016-2017 Academic Year) before May 1st and you may be eligible for State Grant Scholarships.

THURSDAY	FRIDAY	SATURDAY
5	6 PAX-RN, 12 pm. For more information, see page 6.  TEAS-V, 3 pm. For more information, see page 6.  Last day to withdraw from classes	7
12 Phi Theta Kappa Induction Ceremony 6 pm, Moody Chapel, Alfond campus	13 Last day to withdraw from classes	14
19 Student Leadership Award Dinner, 5:30 pm, King Hall, Campus Center, Fairfield campus	20	21 Earth Day Clean-up Projects, TBD, watch email for details.
26	27	28
<p><b>Did you know about summer Pell? Contact Financial Aid at 453-5121</b></p>		

**MARCH 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**MAY 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



### IMPORTANT CAMPUS DATES:

- **Apr. 2**  
Registration —  
Matriculated students
- **Apr. 8-10**  
Accreditation Site Visit
- **Apr. 9**  
Open Registration
- **Apr. 12**  
Phi Theta Kappa  
Induction
- **Apr. 13**  
Last day to withdraw  
from classes
- **Apr. 16**  
Patriot's Day (no classes)
- **Apr. 19**  
Student Leadership dinner

# WEEK OF APRIL 2, 2018

**MONDAY, APRIL 2**

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**TUESDAY, APRIL 3**

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**WEDNESDAY, APRIL 4**

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**THURSDAY, APRIL 5**

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**FRIDAY, APRIL 6**

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**SATURDAY, APRIL 7**

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**SUNDAY, APRIL 8**

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# WEEK OF APRIL 9, 2018

**MONDAY, APRIL 9**

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**TUESDAY, APRIL 10**

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**WEDNESDAY, APRIL 11**

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**THURSDAY, APRIL 12**

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**FRIDAY, APRIL 13**

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**SATURDAY, APRIL 14**

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**SUNDAY, APRIL 15**

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# WEEK OF APRIL 16, 2018

**MONDAY, APRIL 16**

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**TUESDAY, APRIL 17**

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**WEDNESDAY, APRIL 18**

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**THURSDAY, APRIL 19**

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**FRIDAY, APRIL 20**

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**SATURDAY, APRIL 21**

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**SUNDAY, APRIL 22**

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# WEEK OF APRIL 23, 2018

**MONDAY, APRIL 23**

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**TUESDAY, APRIL 24**

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**WEDNESDAY, APRIL 25**

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**THURSDAY, APRIL 26**

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**FRIDAY, APRIL 27**

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**SATURDAY, APRIL 28**

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**SUNDAY, APRIL 29**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p><b>Lighten your load — take a summer course!</b></p>		1	2 Tomorrow — Pass the Kindness Day, sponsored by Phi Theta Kappa. Watch your email for details.
6	7 Stress Free Finals Week, 5/7-5/11, 8 am-6 pm, Campus Center Fairfield campus; Sustainable Ag Bld lobby Alfond campus	8 Stress Free Finals Week	9 Stress Free Finals Week
13 Mother's Day	14	15 Final grades due TRIO Celebration, 6 pm King Hall, Campus Center, Fairfield campus	16 Nursing Pinning, 6 pm, Moody Chapel, Alfond campus
20	21 Summer sessions I and II begin	22	23
27	28 Memorial Day <b>No classes</b>	29	30

THURSDAY	FRIDAY	SATURDAY
3 Springfest, 2-6 pm, Alfond campus Admit in a Day, 1 pm-5 pm, Fairfield campus Pass the Kindness Day	4 PAX-RN, 12 pm. For more information, see page 6. TEAS-V, 3 pm. For more information, see page 6. Last day to withdraw from classes	5
10 Stress Free Finals Week	11 Stress Free Finals Week Commencement Rehearsal & BBQ, 3 pm, Multipurpose Ctr., Carter Hall, Fairfield campus	12 Spring semester ends last day of classes
17 Evening of Excellence, 7 pm, Multi Purpose Center, Carter, Fairfield campus	18	19 Commencement, 10 am Augusta Civic Center
24	25	26
31		

**APRIL 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**JUNE 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



**IMPORTANT CAMPUS DATES:**

- **May 3**  
Admit in a Day
- **May 11**  
Commencement Rehearsal
- **May 12**  
Spring semester ends
- **May 15**  
Final grades due
- **May 17**  
Evening of Excellence
- **May 19**  
Commencement
- **May 21**  
Summer sessions I and II start
- **May 28**  
Memorial Day (no classes)



# WEEK OF APRIL 30, 2018

**MONDAY, APRIL 30**

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**TUESDAY, MAY 1**

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**WEDNESDAY, MAY 2**

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**THURSDAY, MAY 3**

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**FRIDAY, MAY 4**

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**SATURDAY, MAY 5**

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**SUNDAY, MAY 6**

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# WEEK OF MAY 7, 2018

**MONDAY, MAY 7**

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**TUESDAY, MAY 8**

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**WEDNESDAY, MAY 9**

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**THURSDAY, MAY 10**

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**FRIDAY, MAY 11**

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**SATURDAY, MAY 12**

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**SUNDAY, MAY 13**

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# WEEK OF MAY 14, 2018

**MONDAY, MAY 14**

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**TUESDAY, MAY 15**

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**WEDNESDAY, MAY 16**

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**THURSDAY, MAY 17**

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**FRIDAY, MAY 18**

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**SATURDAY, MAY 19**

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**SUNDAY, MAY 20**

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# WEEK OF MAY 21, 2018

**MONDAY, MAY 21**

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**TUESDAY, MAY 22**

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**WEDNESDAY, MAY 23**

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**THURSDAY, MAY 24**

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**FRIDAY, MAY 25**

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**SATURDAY, MAY 26**

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**SUNDAY, MAY 27**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11	12	13
17 Father's Day	18 Summer Session III starts	19 Accepted Student Night for Nursing and Allied Health Students, 5 pm, Whitney Wing in Frye, Fairfield campus	20 Accepted Student Night for Trades Students, 5 pm, Whitney Wing in Frye, Fairfield campus
24	25	26	27

THURSDAY	FRIDAY	SATURDAY
	1 PAX-RN, 12 pm For more information, see page 6. TEAS-V, 3 pm For more information, see page 6.	2
7	8	9 Spring in to Summer Festival! 6/10 with a 6/11 rain date, 11 am-4 pm, Fairfield campus; Carter Green
14	15	16
21	22	23
28	29	30

**MAY 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JULY 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



**IMPORTANT CAMPUS DATES:**

- **June 9**  
Spring into Summer Festival
- **June 18**  
Summer session III begins
- **June 19**  
Accepted Student Night for Nursing and Allied Health Students
- **June 20**  
Accepted Student Night for Trades Students

# WEEK OF MAY 28, 2018

**MONDAY, MAY 28**

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**TUESDAY, MAY 29**

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**WEDNESDAY, MAY 30**

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**THURSDAY, MAY 31**

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**FRIDAY, JUNE 1**

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**SATURDAY, JUNE 2**

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**SUNDAY, JUNE 3**

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# WEEK OF JUNE 4, 2018

**MONDAY, JUNE 4**

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**TUESDAY, JUNE 5**

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**WEDNESDAY, JUNE 6**

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**THURSDAY, JUNE 7**

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**FRIDAY, JUNE 8**

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**SATURDAY, JUNE 9**

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**SUNDAY, JUNE 10**

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# WEEK OF JUNE 11, 2018

**MONDAY, JUNE 11**

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**TUESDAY, JUNE 12**

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**WEDNESDAY, JUNE 13**

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**THURSDAY, JUNE 14**

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**FRIDAY, JUNE 15**

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**SATURDAY, JUNE 16**

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**SUNDAY, JUNE 17**

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# WEEK OF JUNE 18, 2018

**MONDAY, JUNE 18**

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**TUESDAY, JUNE 19**

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**WEDNESDAY, JUNE 20**

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**THURSDAY, JUNE 21**

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**FRIDAY, JUNE 22**

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**SATURDAY, JUNE 23**

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**SUNDAY, JUNE 24**

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# WEEK OF JUNE 25, 2018

**MONDAY, JUNE 25**

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**TUESDAY, JUNE 26**

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**WEDNESDAY, JUNE 27**

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**THURSDAY, JUNE 28**

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**FRIDAY, JUNE 29**

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**SATURDAY, JUNE 30**

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**SUNDAY, JULY 1**

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*The freedom to make mistakes provides the best environment for creativity. Education isn't how much you have committed to memory or even how much you know. It's being able to differentiate between what you know and what you don't.*

— Anatole Franc

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4 Independence Day No classes
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

THURSDAY	FRIDAY	SATURDAY
5	6 TEAS-V 3 pm For more information, see page 6.	7
12	13	14
19	20	21
26	27 TEAS-V 3 pm For more information, see page 6.	28
<p>Watch for information on our July Blood Drive!</p>		

**JUNE 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**AUGUST 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



**IMPORTANT CAMPUS DATES:**

- July 4  
Independence Day  
(no classes)

# WEEK OF JULY 2, 2018

**MONDAY, JULY 2**

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**TUESDAY, JULY 3**

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**WEDNESDAY, JULY 4**

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**THURSDAY, JULY 5**

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**FRIDAY, JULY 6**

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**SATURDAY, JULY 7**

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**SUNDAY, JULY 8**

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# WEEK OF JULY 9, 2018

**MONDAY, JULY 9**

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**TUESDAY, JULY 10**

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**WEDNESDAY, JULY 11**

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**THURSDAY, JULY 12**

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**FRIDAY, JULY 13**

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**SATURDAY, JULY 14**

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**SUNDAY, JULY 15**

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# WEEK OF JULY 16, 2018

**MONDAY, JULY 16**

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**TUESDAY, JULY 17**

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**WEDNESDAY, JULY 18**

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**THURSDAY, JULY 19**

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**FRIDAY, JULY 20**

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**SATURDAY, JULY 21**

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**SUNDAY, JULY 22**

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# WEEK OF JULY 23, 2018

**MONDAY, JULY 23**

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**TUESDAY, JULY 24**

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**WEDNESDAY, JULY 25**

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**THURSDAY, JULY 26**

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**FRIDAY, JULY 27**

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**SATURDAY, JULY 28**

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**SUNDAY, JULY 29**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28 2018 Community Day, 9 am-1 pm	29

THURSDAY	FRIDAY	SATURDAY
2	3	4
9 Accepted Student Night for Alford students, 5 pm, Alford campus	10	11 Summer semester ends
16 Admit in a Day, Fairfield campus	17	18
23	24	25
30	31	

**JULY 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SEPTEMBER 2017**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



**IMPORTANT CAMPUS DATES:**

- **Aug. 9**  
Accepted Student Night for Alford students
- **Aug. 11**  
Summer Semester Ends
- **Aug. 16**  
Admit in a Day
- **Aug. 28**  
Community Day

# WEEK OF JULY 30, 2018

**MONDAY, JULY 30**

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**TUESDAY, JULY 31**

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**WEDNESDAY, AUGUST 1**

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**THURSDAY, AUGUST 2**

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**FRIDAY, AUGUST 3**

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**SATURDAY, AUGUST 4**

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**SUNDAY, AUGUST 5**

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# WEEK OF AUGUST 6, 2018

**MONDAY, AUGUST 6**

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**TUESDAY, AUGUST 7**

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**WEDNESDAY, AUGUST 8**

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**THURSDAY, AUGUST 9**

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**FRIDAY, AUGUST 10**

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**SATURDAY, AUGUST 11**

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**SUNDAY, AUGUST 12**

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# WEEK OF AUGUST 13, 2018

**MONDAY, AUGUST 13**

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**TUESDAY, AUGUST 14**

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**WEDNESDAY, AUGUST 15**

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**THURSDAY, AUGUST 16**

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**FRIDAY, AUGUST 17**

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**SATURDAY, AUGUST 18**

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**SUNDAY, AUGUST 19**

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# WEEK OF AUGUST 20, 2018

**MONDAY, AUGUST 20**

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**TUESDAY, AUGUST 21**

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**WEDNESDAY, AUGUST 22**

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**THURSDAY, AUGUST 23**

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**FRIDAY, AUGUST 24**

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**SATURDAY, AUGUST 25**

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**SUNDAY, AUGUST 26**

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# WEEK OF AUGUST 27, 2018

**MONDAY, AUGUST 27**

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**TUESDAY, AUGUST 28**

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**WEDNESDAY, AUGUST 29**

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**THURSDAY, AUGUST 30**

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**FRIDAY, AUGUST 31**

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**SATURDAY, SEPTEMBER 1**

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**SUNDAY, SEPTEMBER 2**

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— “ —

*An investment in knowledge pays the best interest.”*

*— Benjamin Franklin*

# COLLEGE POLICIES

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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**

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 excretion 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.

# STUDENT CODE OF CONDUCT

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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 in a prompt, fair and impartial manner 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 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**

As used in this Code, "student" means any person who a) has been notified of admission to a College; b) is taking courses or otherwise pursuing studies at or through a College; c) has a continuing relationship with a College even if not officially enrolled for a particular term; or d) has withdrawn from a College while a disciplinary matter is pending.

This Code applies to 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 MCCC 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) any other conduct that threatens or endangers the health or safety of one's self or others.

**C. Sexual Misconduct and Sexual Assault**, as defined in and governed by the MCCS Student Sexual Misconduct and Assault Procedure.

**D. Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

**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 or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference

or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law (including, but not limited to, acts of domestic violence, stalking and other acts of violence occurring within a dating relationship); 9) conduct that constitutes "special circumstances" as set forth in MCCS Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by 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) special terms and conditions of enrollment and/or participation;
- 9) forfeiture of room fee, room deposit and security deposit;
- 10) suspension or dismissal from a portion of the College;
- 11) suspension or dismissal from the whole of the College;
- 12) revocation of admission or a degree;
- 13) withholding a degree; and/or
- 14) 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 alleged to have violated this Code 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 provision(s) 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 involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

#### 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 of 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..

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**REFERENCES:** 20-A M.R.S.A. §12706(7); MCCS Policy 504

**DATE ADOPTED:** June 24, 2009

**DATE(S) AMENDED:** April 28, 2010; June 22, 2011; May 3, 2013; June 25, 2014; June 21, 2017



# STUDENT SEXUAL MISCONDUCT AND ASSAULT

The purpose of this policy is to define and proscribe non-consensual sexual activities between students. Questions, concerns or reporting of behaviors that involve consensual activities must be reported to the Dean of Students.

## A. INTRODUCTION

Certain sexual activities can produce emotional and physical distress and constitute violations of criminal law. Other sexual activities can produce significant regrets or misunderstandings. The purposes of this procedure are to notify students of their responsibilities when engaging in sexual activities, and to protect students from those who do not meet these responsibilities. This procedure supplements the MCCS Student Code of Conduct ("Code") by defining the nonconsensual sexual activities that constitute violations of the Code; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The intention is to inform students in detail of their responsibilities under the Code, and to assist the Colleges in investigating and resolving cases alleging such violations.

## B. PERSONAL RESPONSIBILITIES

In addition to the responsibilities students have under the Code of Conduct and this procedure, students are strongly advised to heed numerous other personal responsibilities. In order to avoid the problems identified above, as well as problems related to unwanted pregnancies, sexually transmitted diseases and other personal difficulties, all students are advised to:

1. Pursue or permit sexual activities of any kind only with a person with whom there is an established relationship;
2. Pursue or permit sexual activities of any kind only while not under the influence of drugs or alcohol; and

3. Communicate expressly, at the time of possible sexual activities, their respective desire, comfort and clear agreement to engage in any sexual activities at such time, and communicate the specific activities to which they consent.

## C. DEFINITIONS

For purposes of this procedure, the following terms have the following meanings.

1. "Reliable Consent" means a person's:
  - a. Voluntary agreement;
  - b. Communicated by words;
  - c. At the time of the sexual activity;
  - d. To engage in each of the sexual activities at issue in a given case.

Such agreement must be expressly requested and, if given, expressly stated. Current agreement must not be assumed or inferred from previous instances when reliable consent was given by the Complainant. Agreement from a person who is visibly intoxicated or otherwise impaired shall not be regarded as reliable consent. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop.

2. "Acquiescence" means a person's submission to engaging in one or more sexual activities without communicating either an express verbal agreement or an express physical or verbal objection.
3. "Sexual misconduct" means the following where there is no reliable consent:
  - a. "Sexual touching," which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, and for the purpose of arousing or gratifying sexual desire; or

- b. "Sexual contact," which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact; or

- c. "Sexual act," which means any intentional act done for the purpose of arousing or gratifying sexual desire when that act involves direct physical contact between the:

- 1) Genitals of one and the mouth or anus of another; or
- 2) Genitals of one and the genitals of another; or
- 3) Genitals or anus of one and an instrument or device manipulated by another person.

4. "Sexual assault" means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:

- a. Expressly communicated by words or physical act(s) a timely objection; or
- b. Was visibly intoxicated or otherwise visibly impaired; or
- c. Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
- d. Was placed in reasonable fear of physical injury or other harm because of the Respondent's use or threatened use of physical force or other harm.

5. "Complainant" means a person who believes he or she experienced sexual misconduct or assault by student.

6. "Respondent" means a student accused of sexual misconduct or assault.

7. "Retaliation" means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.

## D. PROHIBITED CONDUCT

It is a violation of the Student Code of Conduct for a student to intentionally engage in sexual misconduct or sexual assault, or to retaliate against a person who in good faith reports or participates in an investigation under this procedure. A student may be found responsible for retaliation even if not found responsible for the underlying alleged sexual misconduct or assault.

## E. REPORTS TO A COLLEGE

### 1. When to Report.

Students are advised to report allegations of sexual misconduct or sexual assault immediately or as soon as possible.

### 2. Where to Report.

To ensure the most prompt response, reports should be given to the Dean of Students and/or Enrollment Services. Any other employee who receives such a report shall immediately share the report with the Dean of Student and/or Enrollment Services.

### 3. What to Report.

A complaint may be made orally or in writing, and should be as specific as

possible. A report should disclose the identity of the person(s) alleged to have engaged in the sexual misconduct or sexual assault, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints "off the record." Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.

### 4. False Reports.

It is a violation of the Code for any student to intentionally file a report of any

kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

## **F. INFORMATION PROVIDED TO A COMPLAINANT AT THE TIME OF A REPORT**

At the time of a report to the Dean of Student and/or Enrollment Services, the College shall provide to the Complainant a copy, or hypertext links to copies, of the Code, this Procedure and the Appendices to this Procedure. Students are hereby advised of the following:

1. Preserving Evidence. It is important to preserve physical evidence in order to help prove a criminal sexual assault, stalking, domestic violence, other acts of violence occurring within a dating relationship, or to help obtain a protective order;
2. Confidentiality. The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant's name, statements and allegations to the Respondent. A College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected;
3. Counseling, Health and Mental Health Services. Counseling, health and mental health support services are available either on campus or in the area. A list of such services is attached in the Appendix to this procedure;
4. Law Enforcement. The complainant has the right to contact, and file a criminal complaint with, the police. A list of such authorities is attached in the Appendix. The police can advise and assist with the Complainant's option to request from a court that a temporary or permanent restraining order, or other protection or no contact order be issued against an alleged offender; and

5. Victim Advocacy and Legal Assistance Services. Victim advocacy and legal assistance services are also available. A list of such services is attached in the Appendix.

## **G. INVESTIGATIONS**

The College shall use the Code of Conduct in conducting an investigation of reports or allegations of sexual misconduct or sexual assault.

## **H. INTERIM STEPS**

While an Investigation is Conducted A College shall consider what interim steps, if any, should be taken until the investigation and findings are complete. Such steps include, for example, changing the affected student(s) academic, living, transportation, and working situations if requested and reasonably available.

## **I. PARTICIPATION DURING PROCEEDINGS CONSISTENT WITH THE CODE**

Both the Complainant and the Respondent shall have the same opportunity to have others present during internal disciplinary proceedings, including the opportunity to be accompanied to related meetings by an advisor of their choice.

## **J. OUTCOMES**

At the time that the College makes its final findings, the College shall in writing notify simultaneously the Complainant and Respondent of:

1. Whether the Respondent was found to violate the Code and, if so, the provisions violated and discipline imposed; and
2. The Respondent's and Complainant's rights under the Code to appeal the findings and any discipline.

## **K. DISCIPLINE**

A violation of this procedure shall result in discipline under the Code. Because of the wide range that can exist between cases of violent misconduct and cases of poor communication, the following guidelines shall assist Colleges in determining the appropriate discipline for each case.

1. Sexual Assault vs. Sexual Misconduct. Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
2. Types of Sexual Misconduct. Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact,

and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.

3. Cases of Acquiescence. Findings that a student did not obtain express verbal agreement and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.

4. Repeat Violators. Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a firstoffender.

## **L. RETALIATION**

The College will take appropriate steps to ensure that a person who in good faith reports or participates in an investigation under this procedure will not be subjected to retaliation by the Respondent or others. Anyone who has experienced retaliation is strongly encouraged to report that concern using the procedures in Section C above.

## **M. PROTECTIVE ORDERS**

Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender. Only the police, and not College security, have the authority to enforce such an order by arresting a person who violates the order. The Complainant should, therefore, promptly inform the

Dean of Student and/or Enrollment Services if such an order is obtained so that the College may be better prepared to more promptly contact the police if necessary.

## **N. PRIMARY AUTHORITY AND ANNUAL TRAINING**

The Dean of Student and/or Enrollment Services at each college shall have primary responsibility for overseeing the application of this procedure. The Deans shall ensure that Disciplinary Officers, Resident Directors, Resident Assistants, Disciplinary Committee Members and other pertinent employees are annually informed about this procedure. The Deans shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this procedure.

## **O. OTHER**

Nothing in this procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this procedure.

## **P. APPENDICES**

The Appendix of services and authorities referenced in Section F above is attached to this procedure.

REFERENCES: 20-A M.R.S.A. §12706(7); The Campus SaVE Act (§304 of the re-authorized Violence Against Women Act of 2013 (VAWA); 20 U.S.C. §1092(f)(8) (Clery); MCCS Policies 501 and 807; MCCS Procedure 501.2 DATE ADOPTED: June 24, 2014

# COLLEGE PROCEDURE FOR DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND AFFIRMATIVE ACTION COMPLAINTS

The purpose of this policy is to establish a procedure for each College when receiving and investigating student, employee, applicant and any other complaints regarding discrimination, harassment, sexual harassment and affirmative action

## I. INTRODUCTION

Harassment, including sexual harassment, (hereinafter collectively called "harassment") and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, genetic information, sex, religion, veteran status, sexual orientation, familial status and disability (hereinafter called "discrimination") are a violation of certain federal and/or state laws, as well as certain Maine Community College System ("MCCS") and College policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and employment activities. This document establishes the Procedure for each College in receiving and investigating complaints brought by a student, employee, applicant or any other person (hereinafter the "complainant") that allege harassment or discrimination by a College student, employee, contractor or other agent (hereinafter the "respondent"). This Procedure also applies to complaints regarding the College's use of affirmative action which, for purposes of this Procedure, shall be processed in the same manner as a complaint alleging discrimination.

## II. PUBLICATION OF THIS PROCEDURE

This Procedure must be available to all employees in a location clearly designated by the College; included in the College's Student handbook; and posted on each College's Web site. Notice of the College's non-discrimination statement and contact information of the College's Non-Discrimination/Affirmative Action Officer (ND/AA Officer) and ADA compliance

officers must also be posted in conspicuous locations on campus.

## III. REPORTING DISCRIMINATION AND/OR HARASSMENT

### A. Where to Report

Any person who believes that he or she has been discriminated against or harassed ("complainant") must make a timely report to the College's ND/AA Officer as set forth herein. If the ND/AA Officer is the person alleged to have discriminated against or harassed, the complainant should report the complaint to the College President. The College President will then assign a person other than the ND/AA Officer to investigate the complaint. If the College President is the person alleged to have discriminated against or harassed, the role of the College President in this Procedure will be executed by the MCCS Director of Human Resources, who may be contacted at 323 State Street, Augusta, Maine, 04330; ph: 207-629-4000, or that Director's designee.

### B. When to Report

A complainant should report their complaint as soon as possible after the first date of the alleged discrimination or harassment, and must report, if at all, not later than 180 calendar days after the last date of the alleged discrimination or harassment.

### C. How to Report

A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment ("respondent"), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform

that Officer of that employee's knowledge of that complaint. The College cannot take complaints "off the record." Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint. A report filed under this Procedure will not be deemed to be a "grievance" under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

### D. Disability Accommodation Complaints

A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer.

## IV. INVESTIGATION OF COMPLAINTS

The following procedures apply to the investigation of discrimination and harassment complaints. In some instances, the College President or MCCS Director of Human Resources may authorize a qualified person other than the ND/AA Officer to conduct the investigation and/or act upon its findings, which person shall then assume the ND/AA's duties as designated.

### A. Informal Procedure

The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent. If the parties agree to use this Informal Procedure, such Procedure will be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise

successful, the ND/AA Officer will use the following Formal Procedure.

### B. Formal Procedure

The Formal Procedure, if used, will be completed within 60 calendar days of the ND/AA Officer receipt of a complaint under this Procedure.

1. Within 10 working days of receiving the complaint

The ND/AA Officer will:

- a. meet with the complainant to discuss the complaint;
- b. provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement;
- c. begin to collect evidence and arrange interviews of witnesses; and
- d. interview the respondent.

2. Within 5 working days of completing the investigation

An investigation is complete when the pertinent supervisor (e.g., Dean of Students, College President) and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Personnel privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.

3. Extension and Coordination of Above Timeframes

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. In addition, this Formal Procedure must be applied as consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective

bargaining agreements. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

C. Interim Steps While a complaint is under review, the ND/AA Officer may recommend to the appropriate supervising authority at the College that such authority take, consistent with the applicable procedures and standards set forth in the College's Student Code of Conduct and/or any employment policy or agreement, any appropriate or necessary interim action such as removing the complainant from contact with the respondent.

D. Limit on Confidentiality The College may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

#### **V. ACTION UPON FINDINGS FROM THE INVESTIGATION**

If the College determines that it will take disciplinary or other responsive action as a result of its investigation that action will be taken without undue delay as follows.

A. Action Against a Student To implement discipline or other action in response to complaints against a student, the College will use the M CCS Student Code of Conduct.

B. Action Against an Employee To implement discipline or other action in response to complaints against an employee, the College will use the applicable collective bargaining agreement or other pertinent employment policy.

C. Action Against Others To implement discipline or other action in response to complaints against a contractor or other party, the College will consult with the College President.

D. Action to Address Disability Accommodations To address the College's provision of disability accommodation, the College will follow its pertinent ADA or Disability Services protocol.

#### **VI. APPEALS OF COLLEGE RESPONSE TO COMPLAINT**

Any appeals from action taken under Section V above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply.

Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision may appeal ("appellant") to the College President (or to the M CCS Director of Human Resources if the College President is the respondent to the complaint; see Section III.A.). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President's decision on the appeal. Such timeframes may be extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the College President documents the dates of, and reasons for, each delay.

#### **VII. EXTERNAL COMPLAINT PROCEDURES**

In addition to, or in place of, filing a complaint through this Procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College's education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the 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, email OCR.Boston@ed.gov, internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which

may be contacted at 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 <http://www.eeoc.gov/>. The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>.

#### **VIII. RETALIATION, INTIMIDATION AND COERCION**

Retaliation, intimidation and/or coercion against any person who in good faith either files a discrimination or harassment complaint or otherwise participates in the complaint process is a violation of law and M CCS policy. Complaints alleging retaliation of any kind shall be reported immediately to the ND/AA Officer as set forth in Section III of this Procedure.

#### **IX. OTHER PROVISIONS**

A. Communication with Disabled Persons

In implementing this Procedure, the College must communicate with a complainant who has a disability in a format accessible to the complainant.

B. Record Retention Unless otherwise directed by the M CCS Human Resources Director or M CCS General Counsel, the AA/ND College will retain a record of all information, complaints, decisions, appeals and responses handled under this Procedure for at least three (3) years.

C. Interpretation of this Procedure This Procedure intends to make as clear and consistent as practical the College's best practices in complying with state and federal laws. This Procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

7 REFERENCES: M CCS Policies 201 and 202 DATE ADOPTED: June 28, 2006 DATE(S) AMENDED: January 26, 2010

# 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

Karen Normandin, Dean of Students  
Kennebec Valley Community College, 92 Western Avenue, Fairfield, ME 04937-1367  
Telephone: 207-453-5117  
Fax: 207-453-5010  
Email: emazzeo@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  
Email: 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 Director of the Learning Commons at 207-453-5084 in accordance with College Policy and Procedure.

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*Every individual matters. Every individual has a role to play. Every individual makes a difference.”*

— Jane Goodall







# KVCC | KENNEBEC VALLEY COMMUNITY COLLEGE M A I N E

**Kennebec Valley Community College**

92 Western Avenue

Fairfield, Maine 04937

Admissions: (207) 453-5822

General Information: (207) 453-5000