



KENNEBEC VALLEY
COMMUNITY COLLEGE

YOUR BRIDGE TO A BRIGHTER FUTURE

2023-2024

STUDENT HANDBOOK



The KVCC Student Success Team:

Michelle Bardsley, TRiO Program
Lisa Black, TRiO Director
Kathy Blair, Director of Financial Aid
Sharon Coolen, Financial Aid
Brooke Curtis, Student Success Advisor
Doug Dieuveuil, Associate Dean of Student Success
Laurel Dorr, TRiO Program
Jannie Durr, Director of Student Life
Laurie Ficker, Director of Advising
Erica Humphrey, Student Success Advisor
John Lloyd, Student Success Advisor

Jill Maclean, Assistant Director of Financial Aid
Wendy Martin, Assistant Dean of Enrollment
CJ McKenna, Dean of Student Affairs
Joseph Musumeci, Director of Workforce Training
Jessica Rodrigue, JMG Specialist
Patrick Simpson, Information Technology
Teresa Smith, Director of Recruitment & Enrollment
Flora Stack, Academic Affairs
Pauline Stevens, EMBARK
Alexander Walz, TRiO Program
Stephen Wing, Alford Recreation Center Director
Landi Wright, TRiO Program



WELCOME KVCC STUDENTS!

Dear KVCC students,

Greetings. And welcome to KVCC! We are glad that you are here.

As you begin (or continue) your college journey, I hope you will participate in our community. There are many events, activities and groups that are opportunities to make a connection outside of the classroom. I want to share with you an important event that takes place on the KVCC campus in the spring and is my favorite. Pass the Kindness Week is an opportunity to share positive, caring thoughts and actions. It is an opportunity to provide to those in need, or pass on an item that you no longer have a use for. It is a time for being mindful of how our actions affect those around us. And it is a time to share a meal with others on campus (someone you know, or are yet to know).

This past spring, I volunteered to oversee the collection of donations for animals in need at two of our local shelters (keep an eye out for *Donations for Local Shelter Pets*). Volunteering and caring for shelter pets is one way to become involved in your community and make a big difference for the animals that you are caring for. The collection of the donations from our generous campus community allowed for us to provide food, treats, toys, bedding and cleaning supplies to animals in transition. It was an opportunity for KVCC to partner with a community organization and provide needed supplies to those in need. Personally, it allowed me to meet Sparky, an elderly Boston Terrier whose life had been disrupted by the passing of his person. For me, getting involved in a community event allowed me to open my heart to a new family member ♥ Please take the time to get involved on campus, participate in an event or activity that aligns with your values or makes you happy. Meet new people and maybe make a connection that will change your life.

As the Director of Financial Aid, I would love to see you participate in Student Employment. I started my journey as a work study student in a financial aid office over 30 years ago. It became a career for me, allowing me to assist students and families with the process of covering costs while attending college. At KVCC, I also assist veterans and their dependents and/or spouses with accessing veteran education benefits to pay for tuition, fees and living expenses. Working on campus while I was a student allowed me to find a profession that I had not even considered. Or do you enjoy teaching others? How about being a tutor in the Student Success Center or being a math or reading tutor at a local elementary school? It only takes one opportunity to find a connection or start down a new path. Allow yourself to try something new, or step out of your comfort zone.

I am part of the Student Success Team at KVCC and we look forward to assisting you on your journey. Reach out to us with questions or suggestions (have an idea for Pass the Kindness Week- we want to hear it!). We want your time at KVCC to be as impactful and positive as possible. We can connect you to numerous resources that are available on campus and in the community.

Again, welcome to the KVCC Community.

Kathy Blair, *Director of Financial Aid and VA SCO*



*Sparky out
and exploring
the KVCC hiking trails*

2023-24 ACADEMIC CALENDAR

Fall Semester 2023

SEPTEMBER

Sept 4	Labor Day
Sept 5	Fall semester begins
Sept 5	Module 1 (7-week) classes begin
Sept 12	End of Add/Drop Period
Sept 25	Flex Start begins

OCTOBER

Oct 2	End of Add/Drop for Flex Start
Oct 9	Indigenous Peoples' Day
Oct 21	Module 1 classes end
Oct 27	Mid-term grades due
Oct 31	Module 2 (7-week) classes begin
Oct 31	Spring & Summer Semester Registration begins

NOVEMBER

Nov 4	Flex Start Mid-term grades due
Nov 10	Veterans' Day
Nov 17	Last Day to withdraw from classes
Nov 22	No classes
Nov 23-25	Thanksgiving Break

DECEMBER

Dec 14	December Commencement
Dec 16	Module 2 classes end
Dec 16	Fall semester ends
Dec 18	Winter Break begins
Dec 20	Final grades due by 5 PM

Spring Semester 2024

JANUARY

Jan 15	Martin Luther King Jr. Day
Jan 16	Spring semester begins
Jan 16	Module 1 (7-week) classes begin
Jan 23	End of Add/Drop Period

FEBRUARY

Feb 5	Flex Start Begins
Feb 12	End of Add/Drop for Flex Start
Feb 19	Presidents' Day

MARCH

Mar 2	Module 1 classes end
Mar 4	Fall Semester Registration begins
Mar 8	Mid-term grades due
Mar 11-15	Spring Recess
Mar 18	Module 2 (7-week) classes begin
Mar 22	Flex Start Mid-term grades due

APRIL

April 12	Last Day to withdraw from classes
April 15	Patriots' Day

MAY

May 4	Module 2 classes end
May 4	Spring Semester ends
May 8	Grades are due by 5 PM
May 9	Evening of Excellence
May 11	Commencement
May 13	Summer 1 (4, 8 and 14 week classes begin)
May 20	End of Add/Drop for Summer
May 27	Memorial Day

JUNE

June 8	Summer 1 (4-week) classes end
June 19	Juneteenth
June 24	Summer 2 (8-week) begins

JULY

July 4	Independence Day
July 6	Summer 1 (8-week) classes end

AUGUST

Aug 17	Summer 1 (14-week) classes end
Aug 17	Summer 2 (8-week) classes end

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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 Schedule for the 2023-2024 Academic Year

TEST	DATE	DAY	TIME
TEAS	Nov 17	Friday	1 p.m.
TEAS	Dec 1	Friday	1 p.m.
TEAS	Jan 5	Friday	1 p.m.
TEAS	Jan 12	Friday	1 p.m.
TEAS	Feb 2	Friday	1 p.m.
TEAS	Feb 9	Friday	1 p.m.
TEAS	Mar 1	Friday	1 p.m.
TEAS	Mar 8	Friday	1 p.m.
TEAS	Apr 5	Friday	1 p.m.
TEAS	Apr 12	Friday	1 p.m.
TEAS	May 3	Friday	1 p.m.
TEAS	May 10	Friday	1 p.m.
TEAS	June 7	Friday	1 p.m.
TEAS	June 14	Friday	1 p.m.
TEAS	July 12	Friday	1 p.m.
TEAS	July 19	Friday	1 p.m.

ATI-TEAS

The Test of Essential Academic Skills is a timed, 3-hour, multiple choice exam that measures the student's ability in Reading, Math, Science, English and Language Skills. It is required for the Nursing and Allied Health programs — Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology and Respiratory Therapy.

Required exam scores may be found on the Entrance Requirements sheet for each specific program.

Registration and payment is completed in the MYKV Student Portal — Admissions tab.

- The TEAS exam is offered remotely (comfort of your home).
- The TEAS may be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year with a minimum of 45 days between exam sessions.
- Students will receive an email (personal account) the week they are registered for the TEAS that will include the exam instructions and technology requirements.

Course Placement

Students apply for college admission from a wide range of backgrounds and educational experiences. For that reason, we utilize a multiple measures system to better serve our students through admission and course placement. Multiple Measures provides several ways for students to demonstrate readiness for college level courses in English and math.

- SAT, ACT or AP scores
- Accuplacer scores
- College transcripts
- Letters of recommendations
- Guided Self Placement

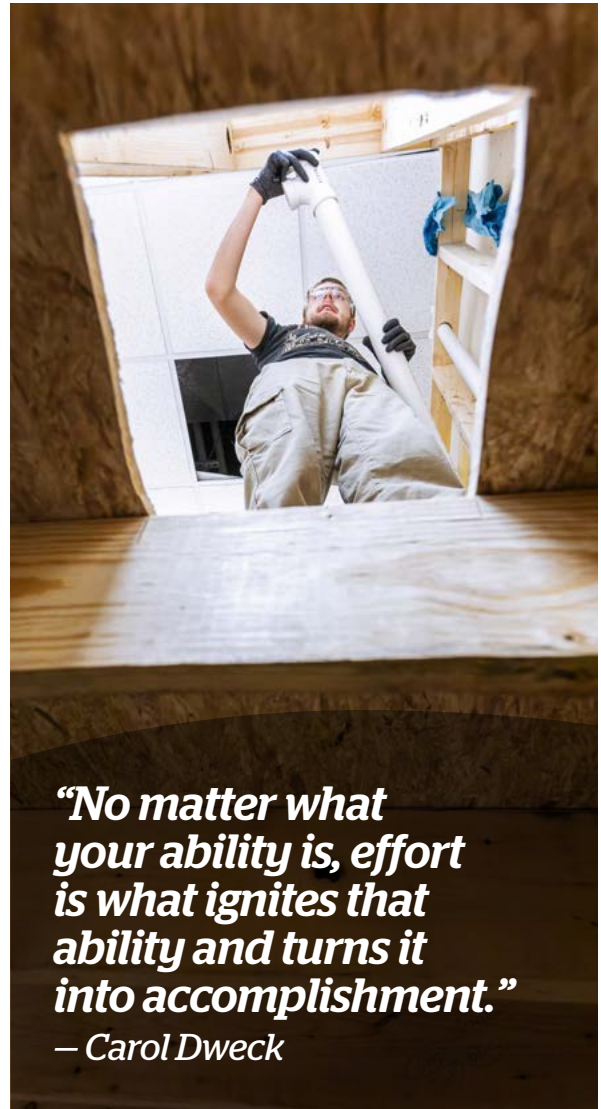
Guided Self Placement

KVCC uses the guided self-placement approach to assist students when registering for math and writing courses. To help inform your decision making, Guided Self Placement will provide you with the following:

- A preview of course content
- An opportunity to practice the course content
- Information about academic and support services available to you
- An opportunity for self-reflection (content knowledge and life factors)

Complio

Complio also known as American DataBank is the online system that KVCC uses for Allied Health and Nursing students to submit and track the immunization, background and CPR entrance requirements for their respective programs. Students will be required to create an account and upload their immunization documentation into the system, rather than providing the records to the College. Students will continue to have access to Complio after they have completed their program at KVCC. Due to the time it can take to have your immunizations approved, students are urged to start the Complio process as soon as possible.



GENERAL TESTING INFORMATION

- Students are highly encouraged to work with the Advising Center to prepare for the TEAS, and to take a practice TEAS exam before registering for a TEAS date.
- Pre-registration is required for the TEAS.
- Students who do not attend their scheduled TEAS date will not receive a refund or the ability to transfer their exam fee.
- For testing accommodations please contact the Accessibility office at accessibility@kvcc.me.edu or (207) 453-5150.
- For information about preparatory workshops contact the Student Success Center studentsuccess@kvcc.me.edu or 453-5084.

enrollment@kvcc.me.edu

KVCC CONTACT INFORMATION

Fairfield Campus

92 Western Avenue
Fairfield, Maine 04937
Central Phone Line for
both campuses:
(207) 453-5822
FAX: (207) 453-5010

Senior Leadership Team

President

Karen Normandin
Carter Hall
453-5129

Dean of Finance

Russ Begin
Carter Hall
453-5123

Dean of Students

CJ McKenna
Enrollment Center
453-5019

Dean of Facilities & Operations

Brianne Pushor
Carter Hall
453-5076

Vice President & Academic Dean

Kathy Englehart
Enrollment Center
453-5117

Dean of Workforce Training

Elizabeth Fortin
Carter Hall
453-5858

Offices & Primary Services

DEPARTMENT	CONTACT	LOCATION	PHONE
Advising Center	Laurie Ficker	126 Lunder Student Success Center	453-5118
Alfond Recreation Center	Stephen Wing	113 Alfond Recreation Center	453-3511
College Store	Lance Sheffield	131 King Hall	453-5135
Counseling and Accessibility Services		130 Lunder Student Success Center	453-5150
EMBARK	Pauline Stevens	105 King Hall	453-5009
Enrollment	Teresa Smith	Enrollment Center	453-5082
Enrollment Services Center		Frye Hall	453-5822
Financial Aid	Jill MacLean	Enrollment Center	453-5121
Jobs for Maine's Graduates (JMG)	Jessica Rodrigue	118 Lunder Student Success Center	453-5839
General Security	Duty Officer	Fairfield/Alfond	453-5811
Library Services	Stephen LaRoche	114 Lunder Student Success Center	453-5162
Math Port@L		117 Lunder Student Success Center	453-5186
Occupational/Environmental Safety	Tyler Richards		453-3628
Registrar	Chris Hansen	Enrollment Center	453-5128
Safety & Security	Tim "Tug" McDonald	113 King Hall	453-5116
Student Accounts	(Account information)	123 Carter Hall	453-5077
	(Cashier)	122 Carter Hall	453-5140
Student Life	Jannie Durr	107 Averill Hall, Alfond	453-3540
Student Success Center	Doug Dieuveuil	106 Averill Hall, Alfond	453-5084
TRiO Student Support Services	Lisa Black	126B King Hall	453-5013
Veterans Affairs (Certification)	Kathy Blair	Enrollment Center	453-5126
Veterans Affairs (Services)	Flora Stack	125 Lunder Student Success Center	453-5014

Faculty Members

NAME	ACADEMIC PROGRAM	LOCATION	PHONE
Scott Ballard	Math	103 King	453-5185
Lauren Beane	Biological Science	205A Woodlee (Alfond)	453-3821
Brandon Boudreault	Liberal Studies	225 Averill (Alfond)	453-3522
Jim Chapman	Business	221 Carter	453-5824
Stephanie Cordwell	Advanced Emergency Care/EMS	236 King	453-5025
Ann Davis	Nursing	151 King	453-5193
Paul (Skip) Davis	Industrial Electrical	107W Frye	453-5112
William (Bill) Dolan	Applied Electronics	108 Frye	453-5111
Michelle Edwards	Health Information Management	209 King	453-5148
Stephanie Enjaian	Culinary Arts	109 Averill (Alfond)	453-3681
Evan Fernandez	Energy Services Technology	108E Whitney	453-5823
Jessica Gleason	Physical Therapist Assistant	246 King	453-5142
Jeff Godin	Precision Machining Technology	100 Whitney	453-5151
Jim Guillemette	Science	205 Averill (Alfond)	453-3605
Juliette Guilmette	English/Humanities	225 Averill (Alfond)	453-3591
Carrie Hall	Humanities	225 Averill (Alfond)	453-5139
Judy Harris	Biological Sciences	205 Woodlee (Alfond)	453-3685
Samantha Hamlin	Medical Assisting	203 King	453-5851
Jared Harvey	Math	103 King	453-5145
Nicole Hernandez	Nursing	120 King	
Stephanie Hodgdon	Nursing	151 King	453-5024
Kristen Holzinger	Education	215 Averill (Alfond)	453-3698
Brian Jonah	Welding	108 Whitney	453-5819
Mark Kavanaugh	Psychology/Social Sciences	208 Averill (Alfond)	453-3689
Kim Kennedy	Business Administration	221 Carter	453-5824
John Krasnavage	Occupational Therapy Assistant	105A King	453-5172
Kristina LaChance	Nursing	219 King	453-5190
Michelle Luciano-Torres	Radiologic Technology	126A King	453-5043
James Marin	Electrical Lineworker	103C Nutter (Alfond)	453-3684
Mark McCafferty	Communication	225 Averill (Alfond)	453-3638
Therese McCarthy	Nursing	120 King	453-5133
Robert McLellan	Energy Services Technology	108C Whitney	453-5817
Brittany Newby	Medical Assisting	203 King	453-5851
Jenna Ogden	Physical Therapy	244 King	453-5147
JaNeal Peck	Nursing	217 King	453-5168
Jessica Pinkham	Education	216 Averill (Alfond)	453-3670
Jessica Reale	Culinary Arts	109 Averill (Alfond)	453-3706
Sarah Reed	Nursing	120 King	453-5167
Jennifer Rines	Radiologic Technology	126A King	453-5043
Danielle Schryver	Respiratory Therapy	207 King	453-5175
	Sustainable Carpentry	105B Nutter (Alfond)	453-3813
Michael Tardiff	English	103 King	453-5133
Ryan Tracy	Electrical Technology	111 Whitney	453-5110
Carl Urquart	Electrical Lineworker	105C Nutter (Alfond)	453-3609
Charles Worster	Electrical	107 Whitney	453-5115
Shawn Young	Mental Health	228 Averill (Alfond)	453-3661

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 Center

Contact: (207) 453-5881, advising@kvcc.me.edu Office, 126 & 127 Lunder, Fairfield Campus
kvcc-me.libguides.com/Advising Hours: 8am–5pm Mon – Thur, 8am–4pm Fri

Advising Services

Careful academic advising is essential for a successful educational experience. In addition to being assigned a faculty or professional advisor, all KVCC students may access the Advising Center for assistance with any questions or academic advising concerns.

Meet the Staff: Whenever you have a question and don't know where to go, reach out to any member of the Advising Center. We are happy to assist you as you progress toward your goals.

Brooke Curtis, Student Success Advisor (453-5862 – bcurtis@kvcc.me.edu)

Laurie Ficker, Director of Advising (453-5118 – lficker@kvcc.me.edu)

Erica Humphrey, Student Success Advisor (453-5863 – ehumphrey@kvcc.me.edu)

John Lloyd, Student Success Advisor (453-5861 – jlloyd@kvcc.me.edu)



Career Services

We are also here to help you with your major and career exploration process. Students may also seek assistance with resume, cover letter, and the job search process as they prepare to graduate and enter the workforce. Students also may reach out to the Maine Career Center that is located on the Alford Campus in Averill Hall

Orientation

Students complete the online New Student Orientation prior to being enrolled in courses, however this orientation is accessible throughout your time at KVCC. The Advising Center also provides onboarding meetings for all new students to help walk through key enrollment steps, answer questions, address key policies and procedures, and help students feel prepared to begin their academic journey. Not sure what you need or where to find it? Reach out to the Advising Center and we can ensure you make the right connections.

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 scholarships 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!

Academic advising is a collaborative process of educational exploration, evaluation, clarification, and support. The Advising Center's mission is to educate students on program requirements, policies, procedures, and support services, as well as assist in the educational and goal planning process.

Academic Support Services

At Kennebec Valley Community College we strive to help every student achieve their academic and personal goals. KVCC has holistic support services and programs in place to guide you to success. We will work with our students to remove barriers in their journey to graduation! Below is a list of services and events that will assist you in achieving success at Kennebec Valley Community College:

Academic Success Area

Contact: Douglas Dieuveuil, *Associate Dean of Student Success*
Office, 105 Averill Hall, Alford Campus
Office, 124 Lunder Student Success Center, Fairfield Campus
453-5084, studentsuccess@kvcc.me.edu

Carolyn Haskell, *Student Success Coordinator*
Office, 104 Averill Hall, Alford Campus
Office, 124 Lunder Student Success Center, Fairfield Campus
453-3502, chaskell@kvcc.me.edu

Looking for support in your courses or other educational challenges? Stop by Lunder Hall Room 115 for a stress-free environment to receive academic support through drop-in tutoring, essay and research paper review, quiz and test preparation, and help with making connections with the correct supports on campus. In addition to the regular hours, students may contact the Student Success Staff by phone or email to make appointments. Tutoring via Zoom or Microsoft Teams is also available by appointment

Accessibility Services (formally Disability Services)

Contact: *Counseling and Accessibility Coordinator*
Office, 130 Lunder Student Success Center, Fairfield Campus
105 Averill Hall, Alford Campus
207-453-5150, accessibility@kvcc.me.edu

Accessibility Services is here to support students with disabilities and welcomes requests for auxiliary aids and/or accommodations for effective communication in programs, services, or activities. Additional information can be found on the KVCC website.

EMBARC

Contact: Pauline Stevens, *Regional Director*
Office, 105 Enrollment Center, Fairfield Campus
453-5009, pstevens@kvcc.me.edu

Maine's community colleges have a program to help high school students go to college. EMBARK 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, 118 Lunder Student Success Center, Fairfield Campus
453-5839, jrodrigue@kvcc.me.edu

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 Transition Specialist works with each identified student on their grades, goals, and future plans.

Academic Support Services

Continued

Academic Recovery

Contact: Flora Stack, *Coordinator of Concurrent Enrollment and Academic Recovery Coach*
Office, 125 Lunder Student Success Center, Fairfield Campus
(207) 453-5014, fstack@kvcc.me.edu

Our Academic Recovery Coach supports students who are facing barriers with academic standing at the institution. Through academic intervention and planning the Academic Recovery Coach supports students to reach their goal of following the academic plan and persisting to graduation.

TRiO Student Support Services

Contact: Lisa Black, *TRiO Director*
Office, 130 King Hall, Fairfield Campus
453-5013, lblack@kvcc.me.edu

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.



TRIO

STUDENT SUPPORT SERVICES AT KVCC

Helping Kennebec Valley Community College Students Succeed Since 1993!



KV TRIO students are more likely to graduate and have higher grades than students who don't join TRIO!

Here's how we do it:

- Dedicated advisors get to know each participant individually in order to provide the best possible academic and personal support until you graduate
- Network of classmates with common goal of graduation to "show you the ropes"
- Assistance "learning how to learn" at the college level
- Support navigating financial aid and commitments at home
- Help planning a bright future after KVCC (resumes, interviewing skills, or transfer to 4-year colleges)

Sounds awesome! Who can join?

93% of KVCC students are eligible to participate in TRIO! KV TRIO must be:

- ✓ Working on their **FIRST** college degree with a plan to graduate from KVCC, **AND** are US citizens or eligible non-citizens

...**AND** who meet at least one of the following criteria:

- ✓ are a first-generation student (neither parent has a 4-year degree), **OR**
- ✓ are a person with low income, **OR**
- ✓ are a student with a documented disability

Great! How Do I Apply?

Simply fill out our quick online application at the link below, and we will be in touch shortly with next steps!



bit.ly/kvcctrio

If you are unable to complete the online application, please stop by TRIO on either campus
(130 King Hall or 222 Averill), email us at trio@kvcc.me.edu,
or call Michelle Bardsley, our First Year Coordinator, at **453-5017** to verify eligibility.

Lunder Student Success Center

Contact: Douglas Dieuveil, *Associate Dean of Student Success*
Office, 124 Lunder Student Success Center, Fairfield Campus
105 Averill Hall, Alford Campus
453-5084, studentsuccess@kvcc.me.edu

Stephen LaRoche, *Director of Library Services*
Office, 114 Lunder Student Success Center, Fairfield Campus
453-5162, slarochelle@kvcc.me.edu

Carolyn Haskell, *Student Success Coordinator*
Office, Averill 204, Averill Hall, Alford Campus
124 Lunder Student Success Center, Fairfield Campus
453-3502, chaskell@kvcc.me.edu

Barbara Bartley, *Librarian*
Office, 114 Lunder Student Success Center, Fairfield Campus,
453-5195, bbartley@kvcc.me.edu

The Mission: The mission of the Student Success Center at KVCC is to provide an inviting and supportive environment that facilitates student-centered learning and creates an immersive KVCC experience.

The Vision: The vision of the Student Success Center is to create a dynamic learning environment that provides the KVCC community with a flexible and collaborative space that responds to individual learning styles, promotes lifelong learning, and builds the KVCC community.

Academic and Personal Support Services

- **Financial Support** - Provide resources to create additional financial support opportunities
- **Success Coaching** - Provide with support on developing the correct path to success and graduation
- **Library Services** - Are available in the Lunder Student Success Center
- **Student Support programming**
 - Study Skills
 - Time Management
 - Career Planning
- **Tutoring Services** - One on one or group sessions for most subjects
- **Student Life** - Provide student programs and opportunities for student engagement
- **Accessibility Services** - Available in the Lunder Student Success Center
- **Counseling Services** - Available in the Lunder Student Success Center or online
- **Career Planning** - One on one career planning support and career planning programming
- **TEAS exam Prep** - One on one and group TEAS Exam prep for Science/ Math/ Reading/English Language Use



**Visit our two
Lunder Student Success Center locations!**
Alford Campus, 2nd floor, Averill Hall
Fairfield Campus, Lunder Hall



Library Services

Library services at the Lunder Student Success Center provide information resources and support student academic work. Research assistance, online resources, and interlibrary loan services are available at all students’ fingertips. In addition to the physical collection housed on-site, students also have access via online request 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 Maine General Hospital Library. Dozens of online databases offer access to millions of journal articles, eBooks, streaming videos, and more.

- 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

Technology Assistance

The Lunder Student Success Center provides basic technology assistance to all KVCC students, faculty, and staff. Listed below are technology supports we can provide:

Student Computer Lab, Printers, and Copy Machine

Free computer workshops

Basic computer skills
Brightspace
Email/calendar
Microsoft Suite

Technology available to check out

Graphing and basic calculator
Dell laptop
Surface Pro tablet
Portable webcams

TEAS Prep for Fall 2023



TEAS Prep for Spring 2024

WORKSHOP	DATE	TIME	LIVE OR VIRTUAL
Reading	Mon., 9/25	6:30-7:30 pm	V
Reading	Tue., 9/26	3-4	L
English	Wed., 9/27	3-4	L
Science	Wed., 9/27	6-7 pm	V
English	Thur., 9/28	7-8	V
English	Fri., 9/29	1-2	V
Math	Mon., 10/2	TBD	TBD
Math	Wed., 10/4	TBD	TBD
Math	Thur., 10/5	TBD	TBD
Science	Mon., 10/9	6-7 pm	V
Math	Tue., 10/10	TBD	TBD
Math	Wed., 10/11	TBD	TBD
Science	Thur., 10/12	3-4 pm	V
Reading	Mon., 10/16	6:30-7:30	V
Reading	Tue., 10/17	3-4	L
English	Wed., 10/18	3-4	L
English	Thur., 10/19	7-8	V
Reading	Fri., 10/20	1-2	V
Science	Mon., 11/6	3-4 pm	V
Science	Wed., 11/8	6-7 pm	V
Science	Mon., 11/20	5-6 pm	V
Science	Mon., 12/11	5:30-6:30 pm	V

WORKSHOP	DATE	TIME	LIVE OR VIRTUAL
Science	Tues., 1/2	6-7 pm	V
Math	Mon., 1/8	TBD	TBD
Math	Tue., 1/9	TBD	TBD
Science	Wed., 1/10	3-4 pm	V
Science	Mon., 1/22	5:30-6:30 pm	V
Math	Tue., 2/6	TBD	TBD
Science	Mon., 2/12	5:30-6:30 pm	V
Science	Wed., 2/21	6-7 pm	V
Reading	Tue., 2/27	3-4	L
English	Wed., 2/28	3-4	L
English	Thur., 2/29	6:30-7:30	V
English	Fri., 3/1	1-2	V
Math	Thur., 3/14	TBD	TBD
Science	Mon., 3/25	5:30-6:30 pm	V
Science	Wed., 3/27	6-7 pm	V
Math	Wed., 4/17	TBD	TBD
Science	Mon., 4/22	5-6 pm	V
Reading	Tue., 4/23	3-4	L
English	Wed., 4/24	3-4	L
Science	Wed., 4/24	4-5 pm	V
English	Thur., 4/25	6:30-7:30 pm	V
Reading	Fri., 4/26	1-2	V

Workforce Training & Professional Development

Contact: (207) 453-5083

www.kvcc.me.edu/workforce/

Office, Carter Hall 219, 220, & 305, Fairfield Campus

Hours: 8am–5pm Mon – Thur, 8am–4pm Fri

We provide non-credit and customized course offerings and training to those individuals who may wish to upgrade themselves in their positions or retrain for more challenging employment. Our programs are designed to meet the training needs of those individuals, businesses, and organizations that require flexible scheduling and unique, innovative programming on our campus or at your facility.

Meet the Staff: Reach out with any questions regarding workforce training and exploration toward your life and career goals.

Elizabeth Fortin – Dean of Workforce Training and Professional Development

Joseph Musumeci – Director of Workforce Training and Professional Development

Diane Pierce – Administrative Specialist of Workforce Training and Professional Development



Free Training for Maine's Workforce

Opportunities are available for employers to offer professional development trainings to frontline incumbent workers where the costs are fully covered or greatly reduced. The recent creation of the Harold Alfond Center for the Advancement of Maine's Workforce is aimed at supporting local employers and workers in Maine.

Current Trainings

Use the QR code above to see the most current trainings. Here are some options we provide.

- 15-Hour NEC Code Update 2023
- 3D Printing Series
- Aluminum Welding
- Bartending
- BLS Healthcare Provider CPR
- CDL Class B Training (Full)
- CompTIA A+
- EMT-Basic
- EPA 608 Refrigerant Certificate
- Forensic Phlebotomy
- Google Career Certificates (FREE)
- Heat Pump Installer Training
- High Pressure Boiler
- MHRT/C Continuing Education Credit
- Phlebotomy
- Remote Worker Essentials
- Sustainable Landscape and Garden Management
- Virtual Assistant Training (FREE)
- Welding

"I came away from the program feeling more confident in how to promote and work with native plants in my own gardening ventures."

—K.S. (Sustainable Landscape & Garden Management)

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.



CAMPUS AMENITY	FAIRFIELD CAMPUS	ALFOND CAMPUS
College Store , 453-5135 Flexible hours, variety of services including textbook selling & buyback, college apparel, and gifts.	King Hall	Contact the college store if you have questions
EV Charging Stations	Backside of Whitney Hall	Behind Moody Chapel
KV Food Pantry	122 King Hall Please see a full description on page 27	119 Averill Hall Please see a full description on page 27
Lawn Games Cornhole, Can Jam, Ladder Ball, Polish Horseshoes	Access games in the Lunder Student Success Center	
Pavilion		Enjoy this outdoor covered space as a place to relax, eat, study, or enjoy nature. Outlets are available here if needed.
Phones To call a campus number, dial the 4 digit extension. For a local call, dial 9 & then the 7 digit number.	There is a campus phone located in each building on both campuses.	Averill Hall and Woodlee Hall
Shuttle Service	Departs from the main entrance of King Hall	Departs from the main entrance of Woodlee Hall
Strength & Cardio Fitness Equipment Students must complete an online waiver form which can be found in the MyKV Student Information Portal under the Campus Life tab General Info page.		Alfond Recreation Center Be sure to check out the racquetball courts and full size wood floor basketball court
Student Lounge Spaces 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 Hall, 2nd floor "Chill Space," Lower Level in Woodlee Hall Alfond Recreation Center Lounge
Vending Machines	Campus Center, King Hall Carter Hall, 1st floor hallway Whitney Wing, lounge	121 Averill Hall Nutter lounge Micromarket: Woodlee 1st floor
Veterans Lounge A dedicated space is available for students.		Recreation Center, Alfond Campus

Campus Communications Systems

Contact: IT Support
453-5079, itsupport@kvcc.me.edu

Office, 103 King Hall, Fairfield Campus
Office, 215 Averill Hall, Alford Campus

Brightspace

Brightspace is a learning management system 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. Brightspace 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 IT Support at 453-5079 or email the help desk at itsupport@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 Enrollment Center at 453-5822.

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 Support at 453-5079 or itsupport@kvcc.me.edu

Student App

The KV App provides access to important student information and a neat way to communicate with other students, staff, and faculty. Students can sell textbooks, find rides, share apartment opportunities and so much more. There is no cost for the App. All it takes is a download of the App from Google Play or Apple and your KVCC login information! Stay informed. Be connected. Download the KV App today! You can find easy scan codes to download the KV App on the inside of the back cover of this handbook.

Texting

The College has the ability to text students. Students are asked to provide cell phone information in order to receive important notifications regarding school cancellations, individual course cancellations, important registration information, and College emergency messages. It is important to keep cell numbers and carriers current. Students may sign up to receive text messages in the KV Portal > Technology tab.

TV Monitors and Digital Sign

Information on upcoming events and dates are displayed on the monitors. In addition to the TV monitors, a digital sign can be found at the main entrance to the campus in Fairfield.

Campus Safety and Security

General Information: 453-5811

Contact: Tim “Tug” McDonald, *Director, Campus Safety and Security*
113 King Hall, Fairfield Campus, 453-5116, tmcdonald@kvcc.me.edu
Tyler Richards, *Occupational and Environmental Safety Manager*
123 Averill Hall, Alford Campus, 453-3628, trichards@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. These policies and procedures may also be found on our website under Campus Safety and Security at kvcc.me.edu

Campus Crime Reporting

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

Campus Safety, Security & Crime Information

The annual safety, security, and crime information that complies with the Jeanne Clery Act is published each year on October 1 and is available to view online at www.kvcc.me.edu. This document contains information about statistics of reported crimes that occurred on campus and on public property immediately adjacent and accessible to campus for the three previous calendar years. It also has information about crime prevention, services, the Violence Against Women's Act, disciplinary procedures, and reporting policies and procedures. If you wish to receive a copy of the report, you may contact the Dean of Students at 453-5019 or the Director of Campus Safety and Security at 453-5116.

Emergency (911)

In an emergency, dial 911 from any campus phone or from your own phone. Stay on the line until the dispatcher tells you to hang up. Ask someone to call 453-5811 to notify the College's Safety and Security Department as soon as possible.

General Assistance/Security Officer 453-5811

If you are in need of general assistance, would like an escort to your vehicle during evening hours, have a question, picking up a parking permit, or need to report an unsafe situation, a concern, suspicious event or person, contact Campus Safety and Security at 453-5811. Security officers are on duty whenever the college is open.

Security Cameras

As part of its ongoing effort to ensure the safety and security of all members of the Kennebec Valley Community, and to safeguard and protect its property and other resources, the College recognizes the importance of security cameras in the deterrence and investigative response to criminal activity. The College ensures that personal privacy rights as well as all applicable state and federal laws are adhered to in the context of Kennebec Valley's use and management of its security camera system. We have multiple cameras around our two campuses that focus primarily on our parking lots, walkways, building entrances, hallways and common areas.

KVCC Campus Safety & Security number 453-5811

To report an emergency or a suspicious event or person, please contact Security.

Campus Technology

Contact: IT Support
453-5079, itsupport@kvcc.me.edu

Office, 103 King Hall, Fairfield Campus
Office, 215 Averill Hall, Alford Campus

General Use Computers

KVCC has computers available for general use by students in the Lunder Student Success Center on the Fairfield Campus, as well as the Lunder Student Success Center on the 2nd floor of Averill Hall on the Alford Campus. There are also instructional labs located on each campus for specific programs of study; these classroom labs are available for general use while courses are not in session. Computers and printers are also available in the Upper Campus Center in King Hall.

Support Desk

Technology assistance with College email accounts, online courses (Brightspace) or accessing information through The KV Student Information Portal is available. Visit www.kvcc.me.edu/student-services/resources/information-technology-department/ for the hours of IT Support, or email us at ITSupport@kvcc.me.edu.

ID Cards

KVCC students are issued a picture ID through IT Support at the beginning of their educational experience. The cost of an ID card is \$5. Students submit photos for the creation of their ID. An email with image guidelines will be sent from IT.

- 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 Cashier prior to a new student ID being issued.
- A student ID is also required to gain access to the Alford Recreation Center

Photocopying

There is a photocopier in the Campus Center in King Hall and also in both Lunder Student Success Center locations for students to access with their ID card. Charges are billed to your student account which you can access in your KV Portal.

Printing

To reduce waste and encourage a more sustainable approach to printing, KVCC has adopted an automated solution to manage student printing.

Each student is provided a \$30 credit for printing for each semester—Fall, Spring, and Summer. When a student's \$30 credit is expended during a given semester, his or her College account is charged at a rate of \$.10 per black & white page, and \$.45 per color page.

It is every student's responsibility to monitor his or her printing account, and ration their quota appropriately.

For safety and security purposes, parking permits are required for all student, staff and faculty vehicles regularly on campus. Students are expected to register their vehicles in the Portal, pick up their permit(s) from Campus Safety and Security on either campus and display the decal on the lower, passenger side, front windshield of their vehicle.

Enrollment Services Center

Contact: 453-5822 or
enrollment@kvcc.me.edu

Office, Frye Hall, Fairfield Campus
Office, 104 Averill Hall, 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.

Academic Affairs

- Request official copies of academic transcripts
- Have transfer credits from another institution evaluated
- Course registration, add courses, drop courses
- Class withdrawals
- Commencement regalia pick-up
- Diploma processing and request official copies of diplomas

Admissions and Enrollment

- Drop off your immunization records
- Inquire about pre-requisites for admission to academic programs
- Inquire about dates for TEAS exam
- Change of academic program

Financial Aid

- Pick up and/or drop off necessary documents
- Ask Financial Aid related questions including those related to Veterans benefits
- Make an appointment to meet with a staff member to review loan options
- Answer questions or assist with the FAFSA (Free Application for Federal Student Aid)

Financial Assistance

Financial assistance is available for eligible students. Contact the Enrollment Center at enrollment@kvcc.me.edu.

Transportation Subsidy

Students may apply for assistance with transportation expenses. Contact enrollment@kvcc.me.edu for an application

Unable to find what you're looking for?

Send an email to the Enrollment Center,
enrollment@kvcc.me.edu. We'd be happy to do
our best to refer you to the service you need!

Student Employment

KVCC provides many opportunities for students to gain valuable skills and experience through student employment. Student employment is comprised of federal work study and Maine Community College funding. For the 2023-2024 academic year, the following positions are available for you to seek employment.

- Alfond Recreation Center Student Assistant
- Alfond Student Services Assistant
- BoLTS Work Study Student Worker
- Enrollment Services Center Student Assistant
- Information Desk Student Assistant
- IT Department Student Assistant
- Maintenance Student Assistant
- Peer Tutor or Peer Success Coach
- Security
- Student Life Assistant
- Student Success Ambassador
- TRiO Office Assistant



***“You don’t
have to be great
to start, but you have to
start to be great.” – Zig Ziglar***

Get Involved! Stay Connected!

Contact: Jannie Durr, *Director of Student Life*
Office, Alford, 107 Averill Hall
453-3540, jdurr@kvcc.me.edu

Student Engagement & the Common Hour

Our KVCC community is committed to spending time together in opportunities outside the classroom. Every week, Monday through Thursday, KVCC holds a common hour from 12:30p to 1:30p for these student engagement experiences. That could be time to have lunch with your classmates, attend a club meeting, participate in KVCC events, volunteer, attend a meaningful workshop, and more! We encourage you to take advantage of these opportunities!



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, and improve the student experience. 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 Senior Leadership 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. 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 and in the KV App. If you do not see a club that you wish the college had, then why not start one yourself? New club requests are reviewed by the Office of Student Life and Student Senate.

Student Leadership Opportunities

Paid Positions:

Students looking for employment at Kennebec Valley Community College have a variety of student leadership positions to apply. KVCC hires students throughout the 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:

- | | | |
|------------------------------|----------------------|--------------------------|
| • Alford Student Services | • Information Desk | • Student Life |
| • Business Office | • Maintenance Helper | • Student Success Center |
| • Enrollment Services Center | • Peer Tutor | • TRiO |
| • Food Pantry | • Recreation Center | |
| • IT Department | • Security | |

Volunteer Positions:

Students looking to volunteer for Service for Credit or just to give back to the community have multiple leadership opportunities. 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 | • Center for Civic Engagement | • Welcome Week |
| • Halloween Trunk or Treat | • Freecycle Week | • Thanksgiving Drive |
| • Blood Drives | | • Holiday Tree Gift Collection |

Alfond Recreation Center

Contact: Stephen Wing, *Alfond Recreation Center Director*
Office, 113 Alfond Recreation Center
453-3511, swing@kvcc.me.edu

KVCC provides facilities for Fitness and Recreation activities on our Alfond Campus. Regular hours are 8a-5p Monday through Friday. The facility is closed on Saturday and Sunday. The KVCC community will receive updates when the Alfond Recreation Center hours change for breaks or holidays.

Facility

Students, Staff, and Faculty can access all areas within the Alfond Recreation Center (ARC) on the Alfond Campus. Here you will find a Fitness Center with a complete range of cardiovascular equipment (treadmills, elliptical, bikes), strength equipment (free weights, circuit machines), and functional equipment (yoga mats, rebook steps, and exercise balls).

The ARC has many offerings for fitness, and athletic-related activities such as: racquetball, volleyball, regulation basketball court with (4) additional side baskets, and a drop-down batting cage and pitching equipment. The ARC also offers the opportunity to play ping pong or badminton. Sporting equipment can be signed out during staffed hours. Groups will want to contact the recreation center staff to reserve specific play time or request specific equipment needs. The ARC has locker rooms, showers, and a towel service. Anyone planning on using any indoor or outdoor recreation space will need to fill out a waiver form and have a valid KVCC ID card to gain access to the facility and to reserve equipment.

In addition to the recreation programming, the ARC is also home to the Student Union where students can catch up, eat, or relax with friends. A refrigerator, toaster, and microwave are available. Students will also find a computer & printer. The ARC is home to the Veteran's Lounge, a dedicated space for those who served our country. The Veteran's Lounge includes a refrigerator, coffee machine, snacks, computer & printer, and armed forces related materials.

Athletics

KVCC Athletics works to support the mission and purpose of Kennebec Valley Community College. As a member of the United College Athletics Association (USCAA), KVCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college environment for all students, staff, and faculty.

The Athletics Department works with students to promote leadership and involvement within our community. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Mascot

The College is introducing athletics beginning in the Fall of 2023.



Other Campus Resources and Services

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

Center for Civic Engagement

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

Many courses at KVCC include opportunities for community engagement and service. The Center for Civic Engagement provides support to students, faculty, and community partners in exploring and coordinating these activities. The CCE also collects and manages data related to student, faculty, and staff engagement and service. To do this, the CCE maintains a web-based program for communicating civic opportunities called GivePulse. GivePulse also provides a mechanism for individuals to submit their service hours and reflect on their experiences. KVCC GivePulse: kvcc.givepulse.com



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.

- **Child Care Assistance**

Scholarships are available to assist with childcare expenses. The awards are based on financial need. For further information, visit the KVCC Foundation site on our webpage.

College Store

Contact: 207-453-5135 or SM8406@bncollege.com

Located in King Hall on the Fairfield Campus, the College Store remains open for extended evening hours at the beginning and end of each semester. In addition to textbooks, study guides, and reference materials, the College Store offers clothing, school supplies, and gift items. Students can also use financial aid to purchase college-approved laptop PCs.

- **Online orders:** Online orders can be shipped to your home for \$8.99, or they may be picked up in-store. Please do not order expedited shipping to an address within the State of Maine, as this will cause delays. Payments are not processed until after the College Store processes your order. You will receive an email confirmation when your order is placed and again after your order has been processed, which will include either shipment tracking or in-store pickup information.
- **Back-orders:** If a book is not available for purchase in the College Store, and an online order has been placed for one, the book will go into backorder status until it becomes available. You will be notified via email whenever a book is back-ordered. Once the book is received in the College Store, the back-order will be processed, and you will be notified with shipment tracking or in-store pickup information.
- **Substitution:** If an order is placed for a Used book and only New books are available, a substitution will be made so that you will receive your course materials in time for class, keeping the book from being placed on backorder status. The practice also applies to New book orders when only Used books are available.

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 Fairfield campus.

Housing Information

The KV App provides a place to connect with other students about housing options. Feel free to post that you are renting or seeking a rental property.

KV Food Pantry

Located in 122 King Hall on the Fairfield Campus and 119 Averill Hall on the Alford Campus, our Food Pantry provides lots of resources and all KVCC students are welcome to use the Pantry for perishable, nonperishable, hygiene, and household goods. The monthly calendar listing in this handbook shows the schedule for when the KV Food Pantry menu opens, distribution days, and Free Food Fridays! We notify students via their KV email when and how to sign up using the KV Food Pantry Menu on our website events page.

Lost & Found

Security Offices: 113 King Hall, Fairfield Campus
123 Averill Hall, Alford Campus

Found items should be turned in to either Campus Safety and Security office. If you have lost an item, contact the Security Office at either campus by calling 453-5811 or email security@kvcc.me.edu



“Attitude is a little thing that makes a big difference.” – Winston Churchill

Other Campus Resources and Services

Continued

Personal and Group Counseling Services

At Kennebec Valley Community College, we strive to foster the wellbeing of all students. The counseling service provides students with an opportunity to explore concerns and problems or for personal development in a confidential setting. Group therapy options are also available to students. Group therapy offerings may include Anxiety Support Group, Boundary Basics, and Mindfulness. All counseling is available for all KVCC students FREE of charge. Our counseling services can also assist you by making referrals or help you find community resources near you that will best fit your needs. Contact the counselor at 453-5150 for an appointment.

TalkCampus

Talk Campus is an online global mental health peer support network allowing students access to instant, online support at any time of day, for as long as needed and wherever they are. TalkCampus utilizes peer support who are recruited and trained by the TalkCampus team and backed by a 24/7 safety team. TalkCampus harnesses the value of social connection, talking openly and exploring feelings while offering campus specific resources.

Our TalkCampus app provides free instant online support for your mental health any time of day and night.

It is a safe space where you can choose to be anonymous and get support from your peers. Talk to other students around the world who are experiencing the same worries as you.

How to use it

- Use your KVCC email to sign up. This will enable you to use the app free of charge.
- Start by searching for the TalkCampus App using a device or smartphone or use the links below.
- <https://apps.apple.com/us/app/talkcampus/id1458337209>
- https://play.google.com/store/apps/details?id=com.bearpty.talkcampus&hl=en_GB

Transportation Assistance

Waterville Contact: 877-5677, website: 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 and Lounge

Contact: 453-5014

Veterans are encouraged to contact Flora Stack in the Lunder Student Success Center on the Fairfield 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. The Veterans Lounge is located in the Alford Recreation Center on the Alford Campus.



“With the right mindset, we can’t lose. We either practice what we’ve learned, or we learn what we need to practice.” – Nuora

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	Aug. 28 KV Food Pantry Menu Opens		
3	4 Labor Day College Closed Food Pantry Menu Closes	5 Fall semester begins Module 1 (7-week) classes begin Week of Welcome: Technology Tuesday	6 Week of Welcome: Wellness Wednesday
10	11 KV Food Pantry Menu Opens	12 End of Add/Drop Period	13 KVCC Spirit Night 5-7p KV Night @ Ice Cream Shoppe in Oakland
17	18 Food Pantry Menu Closes	19 National Voter Registration Day	20 12:30p KVCC Celebrates Constitution Day
24	25 Flex Start begins KV Food Pantry Menu Opens	26	27

Week of Welcome Welcome tables will be at King Hall on the Fairfield campus and at Woodlee Hall on the Alford Campus to assist you with any KVCC questions you may have.

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

THURSDAY	FRIDAY	SATURDAY
	1	2
7 Week of Welcome: Thoughtful Thursday Food pantry Distribution (1-4)	8 Week of Welcome: Free Class Friday Food pantry Distribution (10-1)	9
14	15	16
21 Food pantry Distribution (1-4)	22 Food pantry Distribution (10-1)	23
28	29	30

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
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 2023

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:

- **Sept. 4**
Labor Day
- **Sept. 5**
Fall Semester Begins
- **Sept. 5**
Module 1 (7-week) classes begin
- **Sept. 12**
End of Add/Drop Period
- **Sept. 25**
Flex Start begins

10/OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 End of Add/Drop for Flex Start National Voter Education Week	3 National Voter Education Week	4 National Voter Education Week Blood Drive, American Red Cross 10a-3p, Lower Campus Center, King Hall
8	9 Indigenous Peoples' Day	10 KV Food Pantry Menu Opens	11
15	16 Food Pantry Menu Closes	17	18
22	23 Food Pantry Menu Closes	24	25 KVCC Trunk or Treat
29	30 KV Food Pantry Menu Opens	31 Module 2 (7-week) classes begin Spring & Summer Semester Registration begins	

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 Brightspace? Stop by the Student Success Center!

WE HAVE 2 LOCATIONS: On the Fairfield Campus, you will find the Student Success Center in Lunder Hall and on the Alford Campus, it is located on the 2nd floor in Averill

THURSDAY	FRIDAY	SATURDAY
5 National Voter Education Week Food pantry Distribution (1-4)	6 Maine Youth Voting Summit, Alford Campus National Voter Education Week Food pantry Distribution (10-1)	7
12	13 Advising Summit, 9a-3p	14
19 Food pantry Distribution (1-4)	20 Food pantry Distribution (10-1) Evening for Education Gala 6p, Fairfield Campus	21 Module 1 classes end
26	27 Mid-term grades due	28

SEPTEMBER 2023

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

NOVEMBER 2023

S	M	T	W	T	F	S
				1	2	3
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 Add/Drop Period for Flex Start
- **Oct. 9**
Indigenous Peoples' Day
- **Oct. 21**
Module 1 classes end
- **Oct. 27**
Mid-Term Grades Due
- **Oct. 31**
Module 2 (7-week) classes begin
- **Oct. 31**
Spring Semester & Summer Registration begins

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6 Food Pantry Menu Closes	7	8 Food pantry Distribution (2-4)
12	13	14	15
19	20	21 Food pantry Distribution (10-3)	22 No classes after
26	27 KV Food Pantry Menu Opens	28	29 Soup Day, 11:30a-1:30p

IT'S TIME TO REGISTER FOR SPRING 2024 CLASSES! Pull up your Printable Advising Worksheet in the KV Portal. Contact your academic advisor and set up a time to select your classes.

THURSDAY	FRIDAY	SATURDAY
2	3	4 Flex Start Mid-term grades due
9 Food Pantry Distribution (10-2)	10 Veterans Day No classes KV Food Pantry Menu Opens	11 Veterans Day
16	17 Election Day Last Day to withdraw from classes TEAS, 1 pm, for more information, see page 6	18
23 Thanksgiving Day Thanksgiving Break	24 Thanksgiving Break	25 Thanksgiving Break
30		

OCTOBER 2023

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

DECEMBER 2023

S	M	T	W	T	F	S
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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. 4**
Flex Start Mid-Term Grades Due
- **Nov. 11**
Veterans Day
- **Nov. 17**
Last Day to withdraw from classes
- **Nov. 23-25**
Thanksgiving Break

12/DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4 Food Pantry Menu Closes	5	6
10	11 KV Food Pantry Menu Opens	12	13
17	18 Winter Break begins Food Pantry Menu Closes	19	20 Final grades due by 5 pm
24	25	26 KV Food Pantry Menu Opens	27
31			

FIND JUST A LITTLE BIT OF TIME TO TAKE CARE OF YOURSELF DURING FINALS PREPARATION! KVCC Student Life hosts December De-Stress Fest with chair massages, guided meditation, soup, puppies, and more!

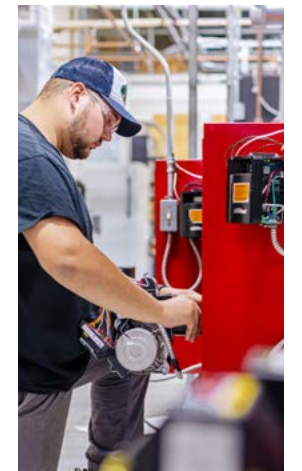
THURSDAY	FRIDAY	SATURDAY
	1 TEAS, 1 pm, for more information, see page 6	2
7 Food pantry Distribution (1-4)	8 Food pantry Distribution (10-1)	9
14 December Commencement, 6 pm	15	16 Module 2 classes end Fall semester ends
21 Food pantry Distribution (1-4)	22 Food pantry Distribution (10-1)	23
28	29	30

NOVEMBER 2023

S	M	T	W	T	F	S
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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 2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



IMPORTANT CAMPUS DATES:

- **Dec. 4**
December commencement
- **Dec. 16**
Module 2 classes end
Fall semester ends
- **Dec. 18-Jan. 16**
Winter recess
- **Dec. 20**
Final grades due by 5pm

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 New Year's Day Food Pantry Menu Closes	2	3
7	8 KV Food Pantry Menu Opens	9	10
14	15 Martin Luther King, Jr. Day	16 Spring semester begins Module 1 (7-week) classes begin Technology Tuesday	17 Wellness Wednesday
21	22	23 End of Add/Drop Period	24
28	29 KV Food Pantry Menu Opens	30	31

THE WELCOME TABLE IS LOCATED ON BOTH CAMPUSES:
King Hall Lobby on the Fairfield campus and Woodlee Hall on the Alford campus.
HOURS: Monday-Thursday 7:30 am-5 pm and Friday 7:30 am-noon.

THURSDAY	FRIDAY	SATURDAY
4 Food pantry Distribution (1-4)	5 TEAS, 1 pm, for more information, see page 6 Food pantry Distribution (10-1)	6
11	12 TEAS, 1 pm, for more information, see page 6	13
18 Thoughtful Thursday Food pantry Distribution (1-4)	19 Free Class Friday Food pantry Distribution (10-1)	20
25	26	27

DECEMBER 2023

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 2024

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		



IMPORTANT CAMPUS DATES:

- **Jan. 15**
Martin Luther King Day
- **Jan. 16**
Spring semester begins
Module 1 (7-week) classes begin
- **Jan. 23**
End of Add/Drop Period

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p><i>“There are three ways to ultimate success. The first way is to be kind. The second way is to be kind. The third way is to be kind.” – Mister Rogers</i></p>			
4	5 Flex Start Begins	6	7
11	12 End of Add/Drop for Flex Start Pass the Kindness Week KV Food Pantry Menu Opens	13 Pass the Kindness Week	14 Pass the Kindness Week Blood Drive, American Red Cross 10a-3p, Lower Campus Center, King Hall
18	19 Presidents’ Day	20	21
25	26 KV Food Pantry Menu Opens	27	28

PASS THE KINDNESS: We hope you will join us in the KVCC tradition of Pass the Kindness Week in February. Lend a hand. Offer some help. Make someone’s day brighter. Do what you can!

THURSDAY	FRIDAY	SATURDAY
1	2 TEAS, 1 pm, for more information, see page 6	3
8 Food pantry Distribution (1-4)	9 TEAS, 1 pm, for more information, see page 6 Food pantry Distribution (10-1)	10
15 Pass the Kindness Week	16 Pass the Kindness Week	17
22 Food pantry Distribution (1-4)	23 Food pantry Distribution (10-1)	24
29		

JANUARY 2024

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2024

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 5**
Flex Start begins
- **Feb. 12**
End of Add/Drop Period for Flex Start
- **Feb. 19**
Presidents’ Day, no classes

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4 Fall Semester Registration begins	5	6
10	11 Spring Recess KV Food Pantry Menu Opens	12 Spring Recess	13 Spring Recess
17	18 Module 2 (7-week) classes begin Freecycle Week	19 Freecycle Week	20 Freecycle Week
24	25 5pm: Student of the Year Celebration Dinner KV Food Pantry Menu Opens	26	27
31			

*“The purpose—where I start—is the idea of use.
It’s not recycling, it’s reuse.” — Issey Miyake*

THURSDAY	FRIDAY	SATURDAY
	1 TEAS, 1 pm, for more information, see page 6	2 Module 1 classes end
7 Food pantry Distribution (1-4)	8 Mid-term grades due TEAS, 1 pm, for more information, see page 6 Food pantry Distribution (10-1)	9
14 Spring Recess	15 Spring Recess	16
21 Freecycle Week Food pantry Distribution (1-4)	22 Flex Start Mid-term grades due Food pantry Distribution (10-1)	23
28	29	30

FEBRUARY 2024

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

APRIL 2024

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. 4**
Fall Semester Registration begins
- **Mar. 2**
Module 1 classes end
- **Mar. 8**
Mid Term Grades due
- **Mar 11-15**
Spring recess, no classes
- **Mar 18**
Module 2 (7-week) classes begin
- **Mar 22**
Flex Start Mid-term grades due

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8 KV Food Pantry Menu Opens	9	10 6pm: Phi Theta Kappa Induction Ceremony, Alfond Campus, Moody Chapel
14	15 Patriots' Day	16	17
21	22	23	24 5pm: Student Leadership Dinner, Campus Center, Fairfield
28	29 KV Food Pantry Menu Opens	30	

GET 'ER DONE BY MAY 1

WWW.FAFSA.GOV

Complete your FAFSA (Free Application for Federal Student Aid) for next year (2024-2025 Academic Year) before May 1st and you may be eligible for State Grant Scholarships.

THURSDAY	FRIDAY	SATURDAY
4 Food pantry Distribution (1-4)	5 TEAS, 1 pm, for more information, see page 6 Food pantry Distribution (10-1)	6
11	12 Last Day to withdraw from classes TEAS, 1 pm, for more information, see page 6	13
18 Food pantry Distribution (1-4)	19 Food pantry Distribution (10-1)	20
25	26	27

MARCH 2024

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



IMPORTANT CAMPUS DATES:

- Apr. 12
Last day to withdraw from classes
- Apr. 15
Patriots Day

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6 TRIO Graduation Celebration	7 6pm RT Pinning, Alfond Campus, Moody Chapel	8 Grades are due by 5 PM 6pm Nursing Pinning, Alfond Campus, Moody Chapel
12	13 Summer 1 (4, 8 and 14 week classes begin) KV Food Pantry Menu Opens	14	15
19	20 End of Add/Drop for Summer	21	22
26	27 Memorial Day	28	29

CONGRATULATIONS GRADUATES! KVCC is excited about all you have achieved. In addition to the commencement ceremony, the college has numerous commencement celebrations. Many of these are listed in the calendar below.

THURSDAY	FRIDAY	SATURDAY
2	3 TEAS, 1 pm, for more information, see page 6	4 Module 2 classes end Spring Semester ends
9 5:30pm: Evening of Excellence Food pantry Distribution (1-4)	10 TEAS, 1 pm, for more information, see page 6 Food pantry Distribution (10-1)	11 10am: Commencement, Augusta Civic Center
16	17	18
23 Food pantry Distribution (1-4)	24 Food pantry Distribution (10-1)	25
30	31	

APRIL 2024

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2024

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						



IMPORTANT CAMPUS DATES:

- **May. 4**
Spring Semester ends
Module 2 classes end
- **May 8**
Final grades due by 5pm
- **May 11**
Commencement
- **May 13**
Summer 4, 8 and 15 week classes begin
- **May 20**
End of Add/Drop for Summer
- **May 27**
Memorial Day, no classes

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
9	10	11	12
16	17	18	19 Juneteenth
23	24 Summer 2 (8-week) begins	25	26
30			

“I am not afraid of storms for I am learning to sail my ship.” – Louisa May Alcott

THURSDAY	FRIDAY	SATURDAY
		1
6	7 TEAS, 1 pm, for more information, see page 6	8 Summer 1 (4-week) classes end
13	14 TEAS, 1 pm, for more information, see page 6	15
20	21	22
27	28	29

MAY 2024

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 2024

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 8**
Summer 1 Session 4-week classes end
- **June 19**
Juneteenth Observance Day

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

THURSDAY	FRIDAY	SATURDAY
4 Independence Day	5	6 Summer 1 (8-week) classes end
11	12 TEAS, 1 pm, for more information, see page 6	13
18	19 TEAS, 1 pm, for more information, see page 6	20
25	26	27

JUNE 2024

S	M	T	W	T	F	S
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 2024

S	M	T	W	T	F	S
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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
 - July 6**
Summer 8-week classes end

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

“Do for one what you wish you could do for everyone.” – *Andy Stanley*

THURSDAY	FRIDAY	SATURDAY
1	2	3
8	9	10
15	16	17 Summer 1 (14-week) classes end Summer 2 (8-week) classes end
22	23	24
29	30	31

JULY 2024

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 2024

S	M	T	W	T	F	S
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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					



IMPORTANT CAMPUS DATES:

- **August 17**
Summer (15-week) classes end



***“Great works
are performed,
not by strength, but by
perseverance.” – Samuel Johnson***

COLLEGE POLICIES

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

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

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/or Dismissal

Satisfactory academic progress ensures that a student is successfully completing coursework and progressing towards degree completion. KVCC will assess academic progress at the conclusion of each semester using the student's cumulative GPA. For the students who do not demonstrate satisfactory academic progress, the College will take one of the following academic actions: academic probation or academic dismissal.

ACADEMIC PROBATION

Academic Probation requires students who are in academic jeopardy to show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a semester GPA of at least 2.0 during the next semester

or risk academic dismissal. No student will be allowed more than two consecutive probational semesters. Probationary status is removed once a student earns a cumulative grade point average of 2.0 or higher. Matriculated students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

Cumulative grade point average of:

- GPA of 1.50 or less for 3 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.

Students placed on probation will receive written notification of their probationary status and any required steps that will be necessary to continue enrollment in the next semester. In addition, the student's permanent record will carry the words "Academic Probation."

ACADEMIC DISMISSAL

There are two reasons for academic dismissal:

1. Matriculated students who are on academic probation who earn less than a 2.0 semester GPA will be academically dismissed.
2. Matriculated students who have failed to meet the minimum cumulative GPA after two consecutive semesters of academic probation will be academically dismissed.

Dismissed students will receive written notification of their dismissal. The student's permanent record will carry the words "Academic Dismissal."

Students may appeal the dismissal decision.

Add/Drop and Withdrawal of Courses

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.

- Students who have completed fifteen (15) credits may add classes during this period through the Student Information Portal.

- 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 "AW." 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 Carter Hall 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. 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.

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

Payment plans are available for matriculated students

- Textbooks and related materials are not included in the payment plan.
- The payment plan requires that 25% of all charges be paid when creating the payment plan with the Business Office.
- The remainder of the charges will be divided into 3 additional payments and are due at 30 day intervals.
- A processing fee of \$25.00 will be assessed to the charges and recorded automatically on the student’s account.
- Failure to honor a payment plan may result in a referral to a Collection Company.

To make a payment plan, inquire about the status of a payment plan or to make a payment, contact the Business Office at businessoffice@kvcc.me.edu or contact (207) 453-5077 or (207) 453-5140.

Service Animals

A “service animal” means any dog, and in certain circumstances, miniature horses, individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals are not service animals for purposes of this definition. The work or task that the animal performs must be directly related to the individual’s disability. Examples of such work include but are not limited to, assisting a sight impaired individual with navigation and other tasks; alerting individuals who are hearing impaired to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; retrieving dropped items; assisting an individual during a seizure; providing physical support and support with balance and stability to an individual with a mobility disability; and assisting an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of the animal’s presence and/or the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

An “Assistance animal” means an animal that has been determined necessary to mitigate the effects of a physical or mental disability by a physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker. Unlike a service animal, an assistance animal does not assist a person with a disability with the activities of daily living or accompany the person at all times.

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.

Student Accident Insurance

Student Accident Insurance is required for all students enrolled in an academic program. An annual premium of \$16.00 is assessed to the student’s account.

Coverage is effective on August 15, 2023 and expires on August 15, 2024.

Students may not waive this insurance.

Student Names at KVCC

Legal Name versus Campus Name:

A Legal Name is the name that identifies a student for legal, administrative, and other official purposes, and appears on official government and employment documents such as your passport, driver’s license, birth certificate, and U.S. Social Security Card.

(1) Students must indicate their legal name on the admissions form when they apply to the College

(2) Changes to a student’s Legal Name require presentation of documentation to the Registrar, who maintains all student records.

A Campus Name is a first name that a student chooses to use at KVCC other than their legal name.

(1) Students at KVCC can choose a Campus Name when they apply to attend KVCC.

(2) Students may also request a change to their Campus Name through the Student Portal after their initial application

Please note: all name changes are subject to approval by the Office of the Registrar. Also, the specific locations where each name type appear is subject to change.

Tobacco Policy

The college/university has a 100% smoke and tobacco free campus policy that prohibits all smoking and use of all tobacco or marijuana products including cigarettes, electronic smoking devices, vape products, smokeless tobacco, and pipes, etc. on all KVCC properties, including buildings, parking lots and within privately or publicly owned vehicles on KVCC property, by any staff, students, visitors, contractors, etc.

The sale, advertisement, promotion and/or free distribution of all tobacco products, including electronic smoking devices and paraphernalia, is prohibited at all times.

The intent of this Tobacco Policy is to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. Violations of this policy will be handled through the established disciplinary procedures for employees and the Student Code of Conduct for students. 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 second-hand 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.

Definitions and Clarifications:

- “Smoking and use of tobacco” is defined as the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, pipes, spit and smokeless tobacco, chew, snuff, snus and all nicotine delivery devices that are non-FDA approved as cessation products.
- “Vape products” is defined as, but not limited to, nicotine and non-nicotine electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems.

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

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 to the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental

or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety of one's self or others.

C. 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.

D. 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; 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.

E. Sexual misconduct and sexual assault, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

F. Sexual harassment, as defined in MCCS Policy 202 and governed by MCCS Procedure 201.1/202.1 and MCCS Procedure 202.2.

G. Dating violence, domestic violence and stalking, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

Acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking within the scope of Title IX's prohibitions are governed by MCCS Procedure 202.2. All other such conduct, excluding sexual harassment, is governed by MCCS Procedure 501.1. Sexual harassment outside the scope of Title IX is governed by MCCS Procedure 201.1/202.1. The College will determine the applicable procedure after review of the alleged conduct.

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, MCCC 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.

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; July 8, 2020

DESCRIPTIONS OF FOUR MCCS POLICIES

The following policies and procedures may be accessed at <https://www.kvcc.me.edu/consumer-info/>.

Following are the titles and descriptions of each policy/procedure.

- Student Sexual Misconduct and Assault, Stalking and Relationship Violence (Policy 501.1)
- Sexual Harassment (202)
- Title IX Sexual Harassment Procedure (202.2)
- College Procedure for Discrimination, Harassment, Sexual harassment and Affirmative Action Complaints (Policy 201.1/202.1)

Student Sexual Misconduct and Assault, Stalking, and Relationship Violence (501.1)

PURPOSE:

To define and proscribe non-consensual sexual activities, stalking, dating violence and domestic violence not governed by Title IX A. Introduction This procedure governs acts by students of nonconsensual sexual conduct, dating and domestic violence and stalking that do not fall within the scope of Title IX of the Education Amendments of 1972. Such acts within

the scope of Title IX are governed by MCCS Procedure 202.2. This procedure supplements the MCCS Student Code of Conduct (“Code”) by defining the prohibited acts of non-consensual sexual conduct, dating and domestic violence, and stalking governed by this procedure; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The definitions of prohibited conduct governed by this procedure reflect Maine law where applicable and may differ from the federal definitions required in Procedure 202.2.

Sexual Harassment (202)

PURPOSE:

To define and prevent sexual harassment. Sexual harassment, a form of sex discrimination, is a violation of state and federal law and a violation of this policy when engaged in by employees or students. For purposes of this policy, “sex” includes gender as well as sexual orientation, gender identity and gender expression. Any Maine Community College System employee or student who violates this policy or the applicable laws will be subject to disciplinary action.

College Procedure for Discrimination, Harassment , Sexual Harassment and Affirmative Action Complaints (202.1)

PURPOSE:

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

This procedure does not apply to allegations that meet the Title IX definition of sexual harassment as set forth in MCCS Policy 202 section B. Such allegations are governed by MCCS Procedure 202.2. 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, including gender identity or expression, 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

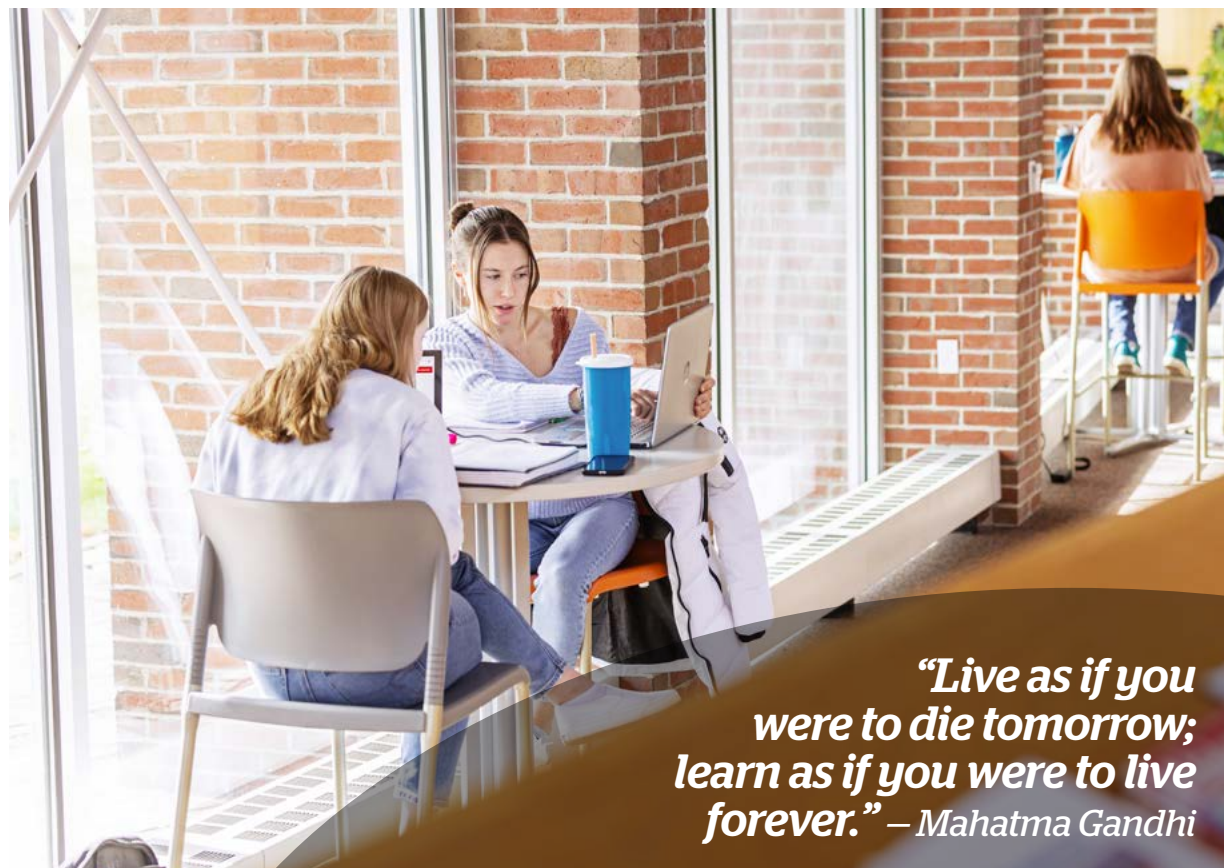
affirmative action in its educational and employment activities. Except as otherwise provided, this document establishes the procedure for each College in receiving and investigating complaints brought by a student, employee, applicant or any other person (hereinafter the “complainant”) that allege harassment 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.

Title IX Sexual Harassment Procedure (201.1/202.1)

PURPOSE:

To define and proscribe sexual harassment.

This Procedure applies solely to allegations of sexual harassment that fall within the scope of Title IX of the Education Amendments of 1972. Under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b)



“Live as if you were to die tomorrow; learn as if you were to live forever.” – Mahatma Gandhi

unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. The purpose of this Procedure is to define the reporting, investigation and adjudication procedures that govern MCCS' handling of sexual harassment allegations within the scope of Title IX and to provide guidance on the application of those procedures. Allegations of sexual harassment outside the scope of Title IX are governed by MCCS Procedure 201.1/202.1

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, gender identity or expression, 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:

Title IX Coordinator Affirmative Action Officer

CJ McKenna, Dean of Student Affairs
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937-1367
Telephone: 207-453-5019
Fax: 207-453-5010
Email: cmckenna@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

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/

The Higher Education Opportunity Act of 2008 (H.R. 4137) was signed into law on August 14, 2008 outlining the consumer information to be provided to the public. KVCC will post all summary information. Links to additional detailed information within the web site will also be provided.

Notice to Students with Disabilities

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

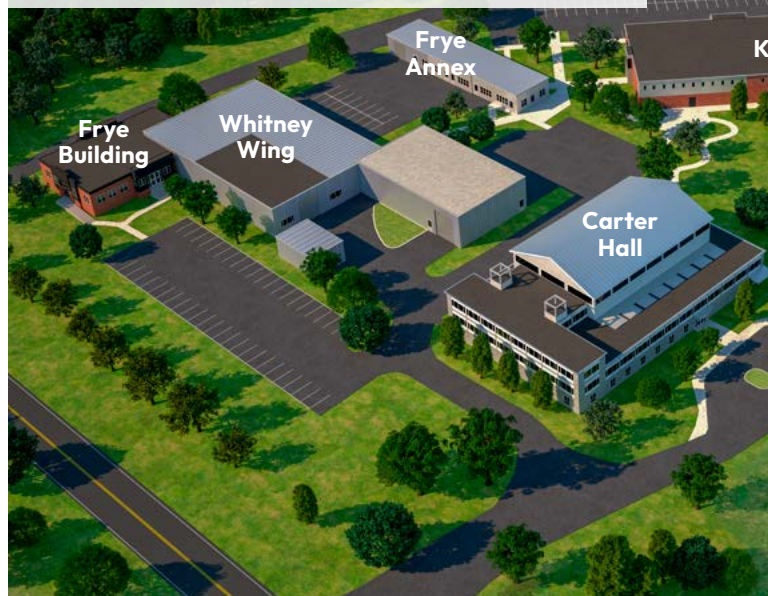
In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the College is committed to helping qualified students with disabilities achieve their individual educational goals. Upon receipt of documentation and a request for accommodation, the College provides to qualified students reasonable accommodations. Students with disabilities who are entitled and are requesting reasonable accommodations must contact, in accordance with College Policy & Procedures, the Coordinator of Counseling & Disability Services, (207) 453-5150, accessibility@kvcc.me.edu

FAIRFIELD CAMPUS MAP

From South (Portland): Take I-95 North to Exit 132. Turn right; campus entrance is second left.

From North (Bangor): Take I-95 South to Exit 132. Turn left, campus entrance is second left after overpass.

From North (Skowhegan): Take Route 201 South until it meets Route 139. Turn right on Route 139 (Western Avenue). Campus is approximately one mile on the right.



From East (Belfast): Take Route 139 west until it meets Route 201. Turn right on 201. Turn left onto Route 139 (Western Avenue). Campus is approximately one mile on the right.

From West (Farmington): Take ME-27 towards ME-43 by turning right. Stay straight to go onto US-2. Stay straight to go onto ME-139. ME-139 becomes ME-139/ME-104. Turn left onto ME-139 in Fairfield Center. Campus is two and a half miles on the left.

FRYE BUILDING

Enrollment
Services Center

- Academic Affairs
- Enrollment Services
- Financial Aid

Academic Dean
Dean of Student Affairs
Dean of Technology/
Chief Security Officer
Embark Program
Registrar

- Student Records

CARTER HALL

Administrative Offices
Business Office/Cashier
Business/Marketing
Classrooms
Computer Labs
Faculty Offices
Institutional Research
KVCC Foundation
Multi-Purpose Room
President's Office
Workforce Training
& Professional
Development Offices

FRYE ANNEX – MAINTENANCE

Café
Maintenance

KING HALL

Allied Health & Nursing
Labs/Classrooms
Campus Center
Campus Safety
& Security
College Store
Faculty Offices
Food Pantry
Information
Technology (IT)
Maintenance Office
TRiO Program

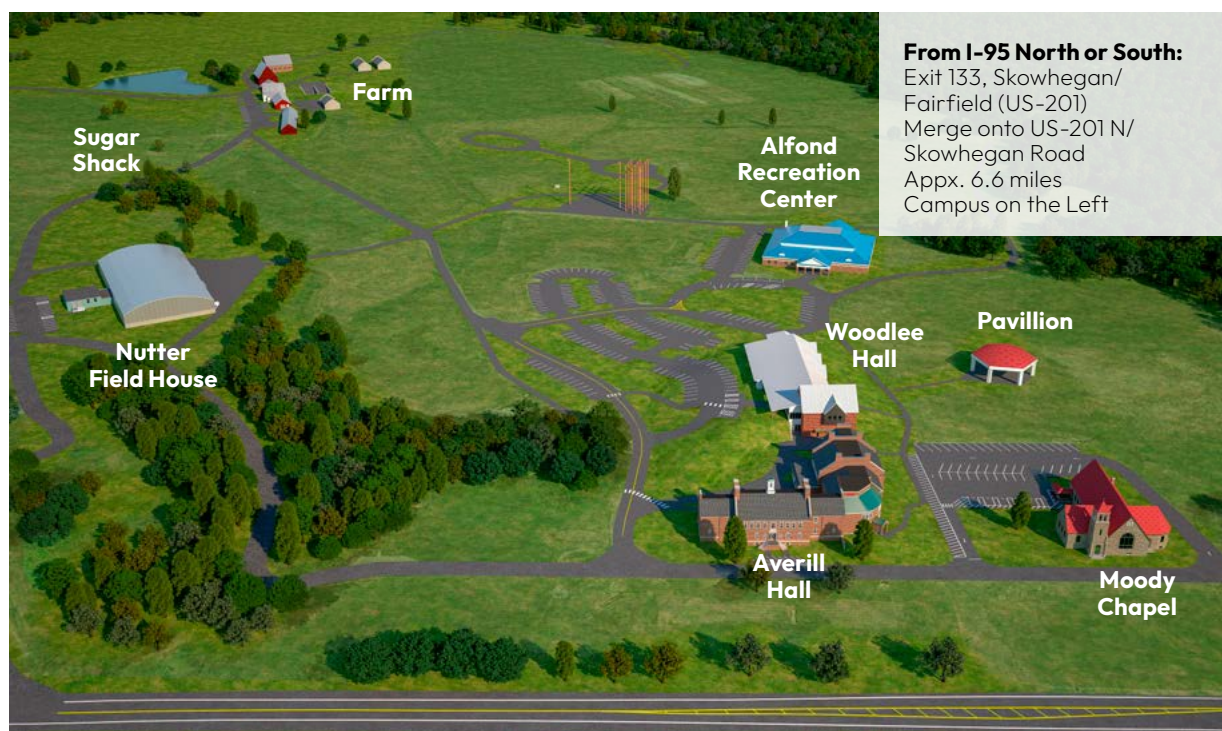
WHITNEY WING

Faculty Offices
Trades and Technology
Labs/Classrooms

Lunder Hall

Advising Center
Advising/Student
Success Center
Classrooms/
Computer Lab
Faculty Offices
Jobs for Maine's
Graduates
Learning Commons
Library Services
Math Portal

ALFOND CAMPUS MAP



AVERILL HALL

Academic Programs/Classrooms

- Culinary Arts
- English & Humanities
- Liberal Studies
- Mental Health & Psychology
- Social Sciences

Campus Safety and Security

Computer Lab

Demo Kitchen

Faculty Offices

Food Pantry

Student and Academic Services

Student Life Office

TRiO Program

WOODLEE HALL

Faculty Offices

Food Services

Lecture Hall

Math & Science Labs/Classrooms

PAVILION

ALFOND RECREATION CENTER

Administrative Offices

Fitness Center

Gymnasium/Basketball court

Locker Rooms

Racquetball Court

Student Union

Veteran's Lounge

MOODY CHAPEL

Ceremonial Hall

Conference Room

NUTTER FIELD HOUSE

Electrical Lineworker
Lab/Classroom

Faculty Offices

Maintenance Office

Sustainable Construction Lab

SUGAR SHACK

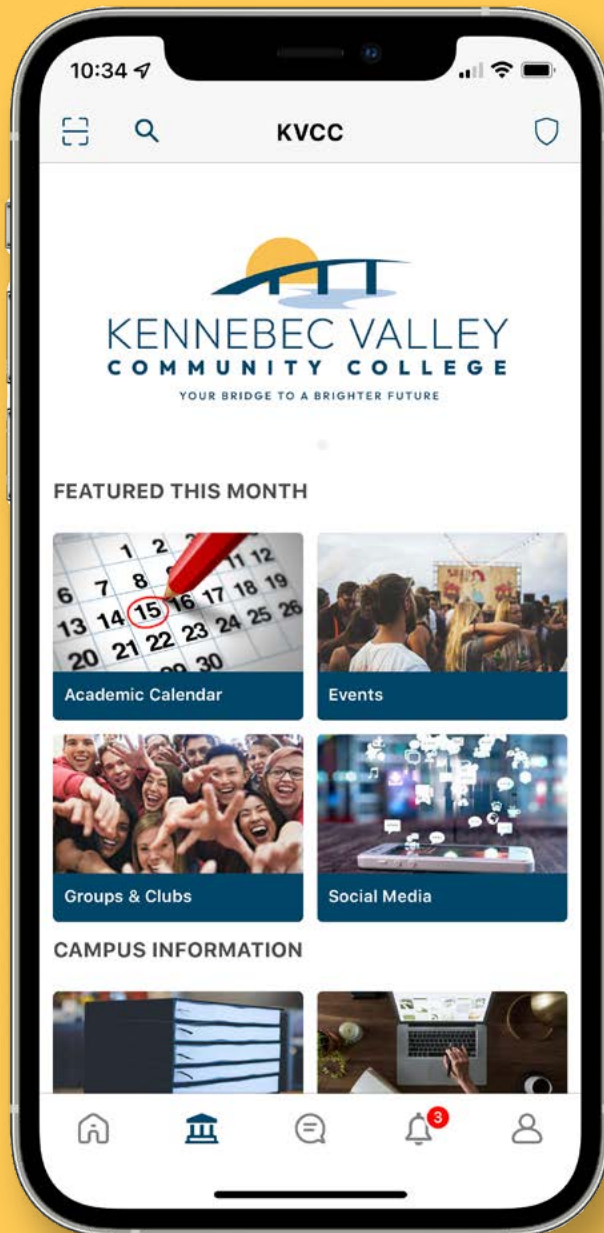
Maple Syrup Production Center

FARM

Education Center

Heat Pump Lab

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