KENNEBEC VALLEY COMMUNITY COLLEGE

YOUR BRIDGE TO A BRIGHTER FUTURE

2026-2027

STUDENT HANDBOOK

The Student Success Team:

Jacob Adams-Cheney, Student Success Advisor

Michelle Bardsley, TRiO Program

Lisa Black, TRiO Director

Kathy Blair, Director of Financial Aid

Eric Brown, Community & Civic Engagement Coordinator

Nicole Caruso, Financial Aid Counselor

Sharon Coolen, Assistant Director of Financial Aid

Brooke Curtis, Student Success Advisor

Laurie Ficker, Associate Dean of Advising and Retention

Marisellia Greenlaw, College Access Advisor

Morgan Huckey, Director of Student Life

Erica Humphrey, Student Success Advisor

John Lloyd, Student Success Advisor

CJ McKenna, Dean of Student Affairs

Rusty Mercier, Athletic Director

Corey Pelletier, Assistant Director of Enrollment

Zahayra Razo, College Success Specialist (JMG)

Caroline Rideout, Director of Workforce Training

Jessica Rodrigue, College Success Specialist (JMG)

Teresa Smith, Director of Recruitment & Enrollment

Alexander Walz, TRiO Program

Landi Wright, TRiO Program

Carolyn Wyman, Director of Counselling and Accessibility

WELCOME STUDENTS!

Greetings, everyone!

I am honored to have the opportunity to welcome you to Kennebec Valley Community College. My name is Eric Brown, and I am the Community and Civic Engagement Coordinator at KVCC. On behalf of everyone here, we are excited that you are joining us for the 2026–2027 academic year. We look forward to seeing you engage with our community and help make KVCC an even stronger place to learn, grow, and succeed.

Our faculty and staff have been working hard this summer to prepare for your arrival. Faculty have been developing new curricula, creating meaningful hands-on experiences, and exploring strategies to enhance student learning. Our staff have been sprucing up our campuses, creating new spaces, and giving existing areas a fresh look.

Take a moment to check out the Educare room and the Occupational Therapy Assistant space in Averill Hall on the Alfond Campus. We are also anxiously awaiting the completion of the state-of-the-art X-ray lab for our Radiologic Technology program, which is nearing completion. On the Fairfield Campus, you'll find a Little Free Library and the Clothing Closet. And if you haven't had a chance to experience the new basketball court at the Alfond Recreation Center, make sure you do! We would love to see you at one of our women's or men's basketball games this year. **Go Lynx!**

At KVCC, we know it is our students who put the **"community" in community college.** We celebrate the diversity of our campus community. Some of you are recent high school graduates. Others may actually be parents of high school graduates who are ready to begin a new career. Some of you live just a few miles from campus, while others may have traveled from a place far, far away. Whether this is your first year in college or you are looking forward to graduating in December or May, we are delighted that you are here.

"Your bridge to a brighter future" is more than just a slogan. Think of yourself standing at the edge of a rushing river. To continue your journey, you need to get to the other side—and we are here to help build that bridge.

We understand that there will be times when the waters get rough. You may face challenges, feel overwhelmed, or simply not know what to do next. When that happens, please know that you are not alone. We are here to help. Each of us truly wants to see you succeed. So, strive for a healthy work-life balance. Work hard when you can, get plenty of rest, take care of yourself, and most importantly, **ask for help when you need it.**

Finally, let me remind you of the old adage: **"Time flies when you're having fun!"**

As the Community and Civic Engagement Coordinator, part of my job is to help you connect with the KVCC community. Join a club. Attend an event. Go to a game. Meet someone new. Maybe you have an idea for a new club or an event you would like to see happen. If so, come talk to me!

These opportunities are about more than just having fun. They are opportunities to build connections, meet new friends, network, and create memories that will last well beyond your time at KVCC.

Before you know it—*voilà*!—you'll look back and realize you've filled a year with incredible experiences and wonderful memories.

You've got this!

Enjoy each moment, get involved, and make the most of your time at KVCC.

Eric Brown
Community and Civic Engagement Coordinator

2026-27 ACADEMIC CALENDAR

Fall Semester 2026

AUGUST

Aug 31	Fall semester begins
Aug 31	Module 1 (7-week) classes begin

SEPTEMBER

Sept 7	Labor Day
Sept 8	End of Add/Drop Period
Sept 21	Flex Start begins
Sept 28	End of Add/Drop for Flex Start

OCTOBER

Oct 9	Mid-term grades due
Oct 10	Module 1 classes end
Oct 12	Indigenous Peoples' Day
Oct 19	Module 2 (7-week) classes begin
Oct 23	Flex Start Mid-term grades due
Oct 26	Spring & Summer Semester Registration begins

NOVEMBER

Nov 11	Veterans' Day
Nov 13	Last Day to withdraw from classes
Nov 23-27	Thanksgiving Break

DECEMBER

Dec 15	December Commencement
Dec 19	Module 2 classes end
Dec 19	Fall semester ends
Dec 21	Winter Break begins
Dec 22	Final grades due by 5 PM

Spring Semester 2027

JANUARY

Jan 11	Spring semester begins
Jan 11	Module 1 (7-week) classes begin
Jan 18	Martin Luther King Jr. Day
Jan 19	End of Add/Drop Period

FEBRUARY

Feb 1	Flex Start Begins
Feb 8	End of Add/Drop for Flex Start
Feb 15	Presidents' Day
Feb 26	Mid-term grades due
Feb 27	Module 1 classes end

MARCH

Mar 8-12	Spring Break
Mar 15	Fall Semester Registration begins
Mar 15	Module 2 (7-week) classes begin
Mar 19	Flex Start Mid-term grades due

APRIL

April 2	Last Day to withdraw from classes
April 19	Patriots' Day

MAY

May 3	Module 2 classes end
May 3	Spring Semester ends
May 5	Grades are due by 5 PM
May 6	Evening of Excellence
May 10	Commencement
May 17	Summer 1 (8 and 12 week classes begin)
May 25	End of Add/Drop for Summer 1
May 31	Memorial Day

JUNE

June 18	Juneteenth (Observed)
June 21	Summer 2 (8-week) begins
June 28	End of Add/Drop for Summer 2

JULY

July 4	Independence Day
July 9	Summer 1 (8-week) classes end

AUGUST

Aug 6	Summer 1 (12-week) classes end
Aug 13	Summer 2 (8-week) classes end
Aug 30	Fall semester begins

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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

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 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.

The TEAS exam is taken remotely and video monitored by ATI (the company that owns the TEAS). You must have access to a computer with video capability to take the TEAS.

Students register and pay for the test by setting up an account with ATI at www.atitesting.com and choosing a test date.

Students are responsible for having the results of their TEAS exam sent to **kvccadmissions@mainecc.edu**

The TEAS may only 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.

Applicants who have not taken college courses before are strongly encouraged to reach out to the Admissions Office at 453-5822 or **kvccadmissions@mainecc.edu** before registering for the TEAS to determine the best time to take the TEAS.

CLICK OR SCAN HERE

TEAS RESOURCES LIBGUIDE

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 DISA Heatlhcare Technology 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.

"No matter what your ability is, effort is what ignites that ability and turns it into accomplishment." – Carol Dweck

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 kvccaccessibility@mainecc.edu or (207) 453-5150.
- For information about preparatory workshops contact Academic Support Services kvccstudentsuccess@mainecc.edu or 453-5118.

CONTACT INFORMATION

Fairfield Campus

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

Senior Leadership Team

President
Karen Normandin
Carter Hall
453-5129

Dean of Students
CJ McKenna
Enrollment Center
453-5019

Vice President & Academic Dean
Kathy Englehart
Enrollment Center
453-5117

Dean of Finance
Brianne Pushor
Carter Hall
453-5076

Dean of Facilities & Operations
Dylan Hanscom
Carter Hall
453-5076

Dean of Workforce Training
Elizabeth Fortin
Carter Hall
453-5858

Offices & Primary Services

DEPARTMENT	CONTACT	LOCATION	PHONE
Academic Support Services	Laurie Ficker	126 Lunder Student Success Center	453-5118
Advising Center	Laurie Ficker	126 Lunder Student Success Center	453-5118
Alfond Recreation Center	Russell Mercier	103 Alfond Recreation Center	453-5874
Counseling and Accessibility Services	Carolyn Wyman	130 Lunder Student Success Center	453-5150
Community Engagement	Eric Brown	129 Lunder Student Success Center	453-5120
EMBARK	Marisellia Greenlaw	105 Frye Hall	453-5009
Enrollment	Teresa Smith	Enrollment Center	453-5082
Enrollment Services Center		Frye Hall	453-5822
Financial Aid	Kathy Blair	Enrollment Center	453-5126
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 LaRochelle	114 Lunder Student Success Center	453-5162
Occupational/Environmental Safety	Heidi Miller	123 Averill Hall, Alfond	453-3628
Registrar	Chris Hansen	Enrollment Center	453-5128
Safety & Security	Tim "Tug" McDonald	113 King Hall	453-5116
Student Accounts	Tracy Brackett	123 Carter Hall	453-5077
	Denise Bouvier	122 Carter Hall	453-5140
Student Life	Morgan Huckey	107 Averill Hall, Alfond	453-3540
TRiO Student Support Services	Lisa Black	126B King Hall	453-5013

Faculty Members

NAME	ACADEMIC PROGRAM	LOCATION	PHONE
Joe Anistranski	Psychology	224 Averill (Alfond)	453-3689
Erin Bean	Emergency Medical Services	230 King	453-5025
Lauren Beane	Biological Science	205A Woodlee (Alfond)	453-3821
Brandon Boudreault	Liberal Studies	225 Averill (Alfond)	453-3522
Jim Chapman	Business	222 Carter	453-5170
Jodi Chase	Respiratory Therapy	207 King	453-5006
Sherilyn Crump	Education	223 Averill (Alfond)	453-3670
Paul (Skip) Davis	Electrical Technology	107 Whitney	453-5112
Zachary Delile	Math	103 King	453-5185
William Dolan	Applied Electronics	108 Whitney	453-5111
Michelle Edwards	Health Information	209 King	453-5148
Reilly Elmore	Biological Science	205A Woodlee (Alfond)	453-3658
Stephanie Enjaian	Culinary Arts	109 Averill (Alfond)	453-3681
Evan Fernandez	Plumbing & Heating	108E Whitney	453-5823
Jessica Gleason	Physical Therapist Assistant	117 Lunder	453-5142
Jeffrey Godin	Precision Machining	100 Whitney	453-5151
Aaron Gordon	Emergency Medical Services	236 King	453-5828
Juliette Guilmette	English/Humanties	225 Averill (Alfond)	453-3591
Carrie Hall	Humanities	225 Averill (Alfond)	453-5139
Samantha Hamlin	Medical Assisting	203 King	453-5851
Morgan Harris	Math	103 King	453-5022
Jared Harvey	Math	103 King	453-5145
Nicole Hernandez	Nursing	151 King	453-5167
Stephanie Hodgdon	Nursing	151 King	453-5024
Kristin Holzinger	Education	215 Averill (Averill)	453-3698
Brian Jonah	Welding	108D Whitney	453-5819
Kim Kennedy	Business	221 Carter	453-5824
Kristina Lachance	Nursing	115A King	453-5173
Michelle Luciano	Radiologic Technology	119 King	453-5043
James Marin	Electrical Lineworker	105C Nutter (Alfond)	453-3684
Mark McCafferty	Communications	225 Averill (Alfond)	453-5133
Robert McLellan	Plumbing & Heating	106B Whitney	453-5817
Brittany Newby	Medical Assisting	203 King	453-5005
Jenna Ogden	Physical Therapist Assistant	244 King	453-5147
Sandra Orff	Nursing	120 King	453-5133
JaNeal Peck	Nursing	217 King	453-5168
Jessica Pinkham	Education	216 Averill (Alfond)	453-3602
Jessica Raahede	Culinary Arts	109 Averill (Alfond)	453-3620
Sarah Reed	Nursing	217 King	453-5190
Jennifer Rines	Radiologic Technology	126A King	453-5143
Amanda Roy	Nursing	120 King	453-5193
Danielle Schryver	Respiratory Therapy	207 King	453-5175
Heather Starbuck	Health Information	209 King	453-5156
Michael Tardiff	English/Humanties		453-5022
Jonathan Thibodeau	Electrical Technology	107 Whitney	453-5110
Kara Weisher	Occupational Therapy Assistant	204 Averill (Alfond)	453-5023
Charles Worster	Electrical Technology	111 Whitney	453-5115
Shawn Young	Behavioral 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.

Academic Support Services

Contact: 453-5881, kvccadvising@mainecc.edu
kvcc-me.libguides.com/Advising

Office, 126 & 127 Lunder, Fairfield Campus
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.

Jacob Adams-Cheney, Student Success Advisor (453-5044 jadamscheney@mainecc.edu) Schedule an appointment

Brooke Curtis, Student Success Advisor (453-5862 – bcurtis@mainecc.edu) Schedule an appointment

Laurie Ficker, Associate Dean of Advising and Retention (453-5118 – lficker@mainecc.edu) Schedule an appointment

Erica Humphrey, Student Success Advisor (453-5863 – ehumphrey@mainecc.edu) Schedule an appointment

John Lloyd, Student Success Advisor (453-5861 – jlloyd@mainecc.edu) Schedule an appointment

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 Alfond 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:

Transfer ME is a special pathway for Maine Community College System (MCCS) graduates to bypass the traditional transfer admissions process into the University of Maine System (UMS). MCCS will share your academic information directly with UMS so they are ready to welcome and advise you with minimal hurdles.

Transfer ME means:

- No application
- No application fees
- No admissions essays
- No letters of recommendation
- No submitting test scores

Academic Support Services

Continued

Contact: Laurie Ficker, *Associate Dean of Advising & Retention*
Office, 126 Lunder Student Success Center, Fairfield Campus
453-5118, lficker@mainecc.edu

Academic Supports

KVCC has holistic support services and programs in place to guide you to success. In addition to all the services outlined below under the various departments, these also include:

- Academic Coaching/Tutoring
- Academic Planning
- Digital Training Resources
- Exam Preparation Support
- Multi Language Learner Resources
- Success Skills Workshops
- Technology Assistance

Accessibility Services

Contact: Carolyn Wyman, *Director of Counseling and Accessibility*
Office, 130 Lunder Student Success Center, Fairfield Campus
453-5150, kvccaccessibility@mainecc.edu

KVCC is committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA), and the Maine Human Rights Act.

Accessibility Services welcomes requests for reasonable accommodations and auxiliary aids to ensure equal access to the College's programs, services, and activities. Students seeking accommodations must be admitted to or enrolled at KVCC, self-identify as a student with a disability, and submit a request for accommodations. Accommodations are determined through an interactive process based on the student's disability-related needs and supporting documentation, as appropriate.

EMBARK

Contact: Marisella Greenlaw, *College Access Advisor*
Office, 105 Frye Enrollment Center, Fairfield Campus
453-5009, mgreenlaw@mainecc.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. Marisella works with those who are students at KVCC.

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

Continued

JMG

Contact: Jessica Rodrigue and Zahayra Razo, *JMG College Success Specialists*
Office, 118 Lunder Student Success Center, Fairfield Campus
Jessica: 453-5839, jrodrigue@mainecc.edu
Zahayra: 453-5840, zrazo@mainecc.edu

JMG's College Success Program begins in high school through bridging services. It continues seamlessly through college by providing proactive support to ensure students persist toward the attainment of a degree and/or credentials of value. JMG's College Success Specialists provide students with individualized services, including academic, social, and financial support. Eligible students include those who were part of a JMG program in middle school or high school, youth in foster care or who have been in foster care, and students who received their GED within the last five years

TRiO Student Support Services

Contact: Lisa Black, *TRiO Director*
Office, 130 King Hall, Fairfield Campus
453-5013, lblack@mainecc.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 (130 King Hall), email us at kvcctrio@mainecc.edu or call our First Year Coordinator at 453-5017 to verify eligibility.

Academic Support Services

Continued

Library Services

Contact: Stephen LaRochelle, *Director of Library Services*
Office, 114 Lunder Student Success Center, Fairfield Campus
453-5162, slarochelle@mainecc.edu

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 other Maine libraries. Dozens of online databases offer access to millions of journal articles, eBooks, streaming videos, and more.

- Research and reference
- Interlibrary Loan
- Circulation and reserves

The Lunder Student Success Center provides basic technology assistance to all students, faculty and staff.

Workforce Training & Professional Development

Contact: 453-5083 Office, Carter Hall 219, 220, & 305, Fairfield Campus
www.kvcc.me.edu/workforce/ 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.

CLICK OR SCAN HERE TO SEE CURRENT OFFERINGS

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

Elizabeth Fortin – efortin@mainecc.edu - Dean of Workforce Training and Professional Development

Brian Holtz – bholtz@mainecc.edu - Workforce Development Coordinator

Diane Pierce – dpierce@mainecc.edu - Administrative Specialist of Workforce Training and Professional Development

Caroline Ridout – cridout@mainecc.edu - Director 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
- Bartending
- BLS Healthcare Provider CPR
- Building Science
- Business Entrepreneurship
- Class A and Class B CDL
- Electric Motor Technician
- Emergency Medical Responder
- EMT-Basic
- EPA 608 Refrigerant Certificate
- Forensic Phlebotomy
- Google Career Certificates (FREE)
- Heat Pump Installer Training
- Heavy Equipment Operator Training
- High Pressure Boiler
- Mechanized Logging and Forest Trucking
- MHRT/C Continuing Education Credit
- Phlebotomy
- Precision Machining Skills
- TIPS Alcohol Certification
- Welding

"I also really enjoyed learning about Maine's startup community and how vast it is and the number of resources for small business owners in the state. It's really comforting to know there's a community out there willing to help small businesses thrive and succeed." *—RB- (Business Entrepreneurship)*

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
Clothing Closet	128 King Hall Please see a full description on page 27	
EV Charging Stations	Backside of Whitney Hall	Behind Moody Chapel
Food Pantry	122 King Hall Please see a full description on page 27	218 Averill Hall Please see a full description on page 27
Lactation Mother's Rooms	241 King Hall	124 Averill Hall
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 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 Lobby, "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
Virtual College Store, Getting your course materials is quick, easy, and worry-free. Your online bookstore and content connection in one! We make using your Financial Aid Credit a snap too.	Click here to access the Virtual College Store	

Campus Communications Systems

Contact: IT Support
453-5079, ithelp@mainecc.edu

Office, 103 King Hall, Fairfield Campus
Office, 215 Averill Hall, Alfond 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 **ithelp@mainecc.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 **ithelp@mainecc.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 MY KVCC Student Information Portal.

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@mainecc.edu

Heidi Miller, *Occupational and Environmental Safety Manager*
123 Averill Hall, Alfond Campus, 453-3628, hmiller@mainecc.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.

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.

Campus Safety & Security — 453-5811

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

Emergency Notification Alert System

All students and employees are setup to receive RAVE messages @mainecc.edu email addresses.

To Register:

1. Go to www.getrave.com
2. Search for **Kennebec Valley Community College** and hit continue **>**
3. Prompted to sign in (**use your mainecc.edu email address**)
4. Enter password
5. Verify your account
6. Stay signed in?
7. Navigate to the profile icon (top right corner)
8. Click on My Account
9. Add mobile number – save

Campus Technology

Contact: IT Support
453-5079, ithelp@mainecc.edu

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

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 ithelp@mainecc.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 Alfond Recreation Center

Photocopying

There is a photocopier in the Campus Center in King Hall and in the Lunder Student Success Center. For students to access with their ID card. Charges are billed to your student account which you can access in your MY KVCC Student Information 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 MY KVCC Student Information 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
kvccadmissions@mainecc.edu

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

The Enrollment Services Center offers a one-stop for students to access services or departments noted below. These services are available at both campuses.

Academic Affairs

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

Admissions and Enrollment

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

Business Office

- Answer questions about student accounts
- Answer questions about waivers, third party sponsorships, and/or scholarships
- Pay transcript fees
- Process payments on student accounts
- Set up payment plans

Financial Aid

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

Emergency Loan

Students may apply for an Emergency Loan, which is applied against their anticipated Financial Aid. Applications are reviewed after the add/drop period each semester. Contact kvccadeanofstudents@mainecc.edu for an application.

Transportation Subsidy

Students may apply for assistance with transportation expenses. Contact kvccadeanofstudents@mainecc.edu for an application

Unable to find what you're looking for?

Send an email to the Enrollment Center, kvccadmissions@mainecc.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 2026-2027 academic year, the following positions are available for you to seek employment.

- Alfond Recreation Center Student Assistant
- Alfond Student Services Assistant
- Applied Electronics Computer Technology Student Lab Assistant
- Athletics Marketing Student Assistant
- Childcare Student Assistant
- Communications and Marketing Student Assistant
- Custodial Student Assistant
- Culinary Lab Student Assistant
- Electrical Technology Student Lab Assistant
- Enrollment Services Center Student Assistant
- Financial Aid Student Assistant
- Information Desk Student Assistant
- Information Technology Student Assistant
- Laundry Student Assistant
- Maintenance Student Assistant
- Occupational Therapy Lab Student Assistant
- Peer Tutor
- Resident Assistants
- Security Student Assistant
- Student Life Assistant
- Student Success Ambassador
- TRiO Student Assistant
- Welding Lab Student Assistant

For more information about where to find student employment position listings and how to apply please email **kvccadeanofstudents@mainecc.edu**

Get Involved! Stay Connected!

Contact: Morgan Huckey, *Director of Student Life*
Office, Alfond, 107 Averill Hall
453-3540

Student Engagement & the Common Hour

Our 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 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. Student Senate Ambassadors work with the student body and other student clubs 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 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

Volunteers and Service Learning:

Students who are looking to make a difference, develop leadership skills, build connections, or simply give back to the community are encouraged to get involved in volunteer and community service opportunities. Whether you are completing hours through Service for Credit or volunteering simply because you want to help others, your time and talents can have a meaningful impact on the campus and surrounding community.

Volunteering is a great way to meet new people, gain valuable experience, explore areas of interest, and strengthen skills that can benefit you in your academic, personal, and professional life. Students are encouraged to find opportunities that align with their interests, talents, and goals while representing the college as engaged and responsible members of the community.

Volunteer and leadership opportunities may include, but are not limited to:

- Blood Drives
- Campus Events
- Holiday Giving Tree
- Thanksgiving Baskets
- Trunk or Treat
- Welcome Week

Veterans Services

Veterans are encouraged to connect with the Enrollment Services Center to learn more about the services and resources provided at the college for those who served and those who are recipients of veteran's benefits.

Alfond Recreation Center

Contact: Russell Mercier, *Alfond Recreation Center Director*
Office, 103 Alfond Recreation Center
453-5874, rmercier@mainecc.edu

CLICK OR SCAN HERE FOR LYNX STORE

KVCC provides facilities for Fitness and Recreation activities on our Alfond Campus. Regular hours are 8a-5pm Monday through Friday and 8am—12pm on Saturdays. The KVCC community will receive updates when the Alfond Recreation Center hours change during school breaks and 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.

Sporting equipment can be signed out during staffed hours of operation. 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. 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, and armed forces related materials.

Athletics

Athletics works to support the mission and purpose of Kennebec Valley Community College. As a member of the United College Athletics Association (USCAA), and competing in the Yankee Small College Conference (YSCC), athletics provide opportunities for development and competition that supports 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.

Men's Basketball Coach:
Matt Kenna, mkenna@mainecc.edu

Women's Basketball Coach:
Rusty Mercier, rmercier@mainecc.edu

Cross Country Coach:
Eric Brown, ebrown1@mainecc.edu

Golf Coach:
Scott Ballard, sballard@mainecc.edu

Mascot

The College started the athletics program in the Fall of 2023, with initial sports offerings of: Men's and Women's Golf, and Cross Country. The 2024-25 academic year saw the return of Men's basketball to Varsity Competition. In the same year, Women's basketball made their college debut! The teams compete in the Yankee Small College Conference (YSCC) providing a positive intercollegiate experience with a formula of fair play while promoting positive social values through competition. With the new addition of athletic competition, KVCC now offers the opportunity for new students - now considered student-athletes - to thrive both academically and athletically. They are given the tools to develop the soft skills that intercollegiate competition provides and match those with the hard skills they attain in the classroom.

KVCC GoLynx!

Lynx Store

The Lynx Store offers officially licensed apparel, accessories, and sportswear. Show off your Lynx Pride! KVCC - Lynx Store

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 Community and Civic Engagement

Contact: Eric Brown, ebrown1@mainecc.edu, 453-5120

Many courses at KVCC include opportunities for community engagement and service. The Center for Community and 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**

SCAN HERE TO GO TO THE GIVEPULSE SITE

Child Care

Contact: Financial Aid for more information or applications, kvccfinancialaid@mainecc.edu, 453-5822

- **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.
- **Early Learning Classroom**
  Educare Maine at Waterville offers high-quality, full-day early care and education at KVCC on-campus. The classroom serves children from 6 weeks to age 3 and offers a limited number of spaces for families who may qualify for state or federally subsidized childcare. A limited number of spaces are also available for families who do not qualify for subsidized programs. Priority is given to students and staff.
  - High-quality early care and education for children 6 weeks to age 3
  - A relationship-based approach that supports the physical, cognitive, social, and emotional development of infants and toddlers
  - A team of three highly qualified early childhood educators
  - Creative Curriculum and Conscious Discipline to support children's learning, development, and social-emotional growth
  - Healthy breakfast, lunch, and snacks
  - A strong focus on nature-based learning, with outdoor play every day when weather and conditions are safe
  - A nurturing environment where children can build strong relationships, explore, and learn through play
- **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.

Emergency Medical Care

Twenty-four hour emergency care is available at Maine General Medical Center – Thayer Campus in Waterville.

Student Lodging

KVCC is committed to providing students with a safe, welcoming, and supportive place to live while pursuing their education. Student lodging is provided off campus at the Best Western Plus in Waterville, offering students convenient access to campus while providing a comfortable living environment. Lodging is available to students who are enrolled full-time. Students living at the Best Western are supported by a Residence Director (RD) and two Resident Assistants (RAs) who help foster a safe and welcoming residential community. Additional information about lodging, including rates, eligibility, application procedures, and expectations are available on the Lodging webpage.

Food Pantry

Located in 122 King Hall on the Fairfield Campus and 218 Averill Hall on the Alfond 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 the Student Handbook shows the schedule for when the Food Pantry menu opens, distribution days, and Free Food Fridays!

The Lynx Clothing Closet

The Lynx Clothing Closet, located in King Hall, provides free clothing and professional attire to KVCC students. Interview coming up, need gently used scrubs, spill coffee on your shirt, or have clothing in good condition that you no longer need? The Lynx Clothing Closet is here to help. Managed by the KVCC Rotaract Club, the closet is open to all students. Questions, donations, or ideas, contact Eric Brown at **ebrown1@mainecc.edu**.

Other Campus Resources and Services

Continued

Lost & Found

Security Offices:
113 King Hall, Fairfield Campus
123 Averill Hall, Alfond 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 kvccsecurity@mainecc.edu

Counseling Services

Counseling Services strives to foster the wellbeing of all students, by providing students will an opportunity to explore concerns and problems or for personal development in a confidential setting. Counseling is available for all KVCC students FREE of charge. Counseling services can also assist you by making referrals or helping you find local community resources. Contact the Counseling Office 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.

SCAN HERE TO GO TO THE TALKCAMPUS SITE

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

Confidential Resource Advisor

A Confidential Resource Advisor (CRA) provides confidential information, support, and referrals to students and employees who may have experienced or been affected by misconduct. A CRA can help you understand your options, connect you with resources, and provide emergency and ongoing support.

Speaking with a CRA does not constitute a report, complaint, or notice to the College and does not initiate an investigation or other action by the College. The CRA is prohibited from reporting information about an incident to the College or law enforcement unless required by law or unless the person seeking services requests that the information be shared.

Students and employees are encouraged to reach out to a CRA if they have questions, need support, or simply want to talk through their options. You do not need to decide what action, if any, you want to take before contacting a CRA.

Confidential Resource Advisor:
Dr. Melissa Fabello
1-207-629-4095 or email mccscra@mainecc.edu

"With the right mindset, we can't lose. We either practice what we've learned, or we learn what we need to practice." *– Nuora*

09/SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Aug. 30	Aug. 31 Week of Welcome Fall semester begins Module 1 (7-week) classes begin KV Food Pantry Menu Closed	1 Week of Welcome	2 Week of Welcome
6	7 Labor Day College Closed KV Food Pantry Menu Open	8 End of Add/ Drop Period Games on the Green (Fairfield and Alfond Campus)	9
13	14 KV Food Pantry Menu Closed	15 National Voter Registraion Day	16
20	21 Flex Start begins KV Food Pantry Menu Open	22	23
27	28 End of Add/ Drop for Flex KV Food Pantry Menu Closed	29 Red Cross Blood Drive	30

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

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

THURSDAY	FRIDAY	SATURDAY
3 Week of Welcome Food pantry Distribution (1-4)	4 Week of Welcome Food pantry Distribution (10-1)	5
10	11	12
17 U.S. Constition Day	18	19
24	25	26

AUGUST 2026

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

OCTOBER 2026

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

IMPORTANT CAMPUS DATES:

- **Aug 31**
  Fall semester begins
- **Aug 31**
  Module 1 (7-week) classes begin
- **Sept 7**
  Labor Day
- **Sept 8**
  End of Add/Drop Period
- **Sept 21**
  Flex Start begins
- **Sept 28**
  End of Add/Drop for Flex

10/OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 KV Food Pantry Menu Closed	6	7
11	12 Indigenous Peoples Day College Closed KV Food Pantry Menu Open	13	14
18	19 KV Food Pantry Menu Closed Module 2 (7-week) classes begin	20	21
25	26 Spring & Summer semester registration begins KV Food Pantry Menu Open	27	28

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 Academic Support Services in Lunder Hall!

THURSDAY	FRIDAY	SATURDAY
1	2 Maine Youth Voting Summit	3
8 Food pantry Distribution (1-4)	9 Food pantry Distribution (10-1) Mid-term grades due	10 Module 1 classes end
15	16	17
22 Food pantry Distribution (1-4) Purple Pinky Day Fairfield and Alfond Campus	23 Food pantry Distribution (10-1) Flex Start Mid-term grades due	24
29 Fall Transfer Fair, 11a, King Hall, Lower Campus Center, Fairfield Campus	30	31

SEPTEMBER 2026

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 2026

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

IMPORTANT CAMPUS DATES:

- **Oct 9**
  Mid-term grades due
- **Oct 10**
  Module 1 classes end
- **Oct 12**
  Indigenous Peoples Day
- **Oct 19**
  Module 2 (7-week) classes begin
- **Oct 23**
  Flex Start Mid-term grades due
- **Oct 26**
  Spring & Summer semester registration begins

11/NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 KV Food Pantry Menu Closed	3	4
8	9 KV Food Pantry Menu Open	10	11 Veterans' Day College Closed
15	16 KV Food Pantry Menu Closed	17	18
22	23 Thanksgiving Break KV Food Pantry Menu Open	24 Thanksgiving Break	25 Thanksgiving Break College Closed
29	30 KV Food Pantry Menu Closed		

IT'S TIME TO REGISTER FOR SPRING 2027 CLASSES! Pull up your Printable Advising Worksheet in the MY KVCC Student Information Portal. Contact your academic advisor and set up a time to select your classes.

THURSDAY	FRIDAY	SATURDAY
5 First Gen Day Food pantry Distribution (1-4)	**6** Food pantry Distribution (10-1)	**7**
12	**13** Last Day to withdraw from classes	**14**
19 Thanksgiving, Student Union, Alfond Rec Ctr, Alfond Campus, 11:30a-1:30p Food pantry Distribution (1-4)	**20** Food pantry Distribution (10-1)	**21**
26 Thanksgiving Break College Closed	**27** Thanksgiving Break College Closed	**28**

OCTOBER 2026

S	M	T	W	T	F	S
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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

DECEMBER 2026

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:

- **Nov 11**
  Veterans' Day
- **Nov 13**
  Last Day to withdraw from classes
- **Nov 23-27**
  Thanksgiving Break

12/DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7 KV Food Pantry Menu Opens	8	9
13	14 KV Food Pantry Menu Closes	15 December Commencement, 6 pm, Kennebec Room, Fairfield Campus	16
20	21 Winter Break begins	22 Final grades due by 5 pm	23
27	28 KV Food Pantry Menu Opens	29	30

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

THURSDAY	FRIDAY	SATURDAY
3 Food pantry Distribution (1-4)	**4** Food pantry Distribution (10-1)	**5**
10	**11**	**12**
17 Food pantry Distribution (1-4)	**18** Food pantry Distribution (10-1)	**19** Module 2 classes end Fall semester ends
24 College Closed	**25** Christmas, College Closed.	**26**
31		

NOVEMBER 2026

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

JANUARY 2027

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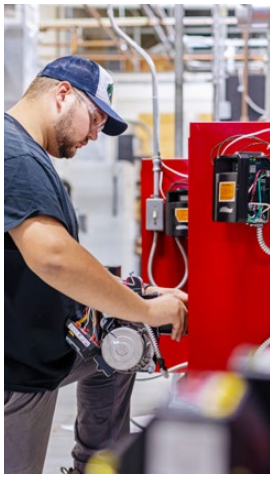
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



IMPORTANT CAMPUS DATES:

- **Dec 15**
  December Commencement
- **Dec 19**
  Module 2 classes end
- **Dec 19**
  Fall semester ends
- **Dec 21-Jan 10**
  Winter Break
- **Dec 22**
  Final grades due by 5 PM

01/ JANUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4 KV Food Pantry Menu Closes	5	6
10	11 Week of Welcome Spring semester begins Module 1 (7-week) classes begin KV Food Pantry Menu Opens	12 Week of Welcome	13 Week of Welcome
17	18 Martin Luther King, Jr. Day College Closed KV Food Pantry Menu Closes	19 End of Add/ Drop Period	20
24	25 KV Food Pantry Menu Opens	26	27
31			

THE WELCOME TABLE IS LOCATED ON BOTH CAMPUSES:
King Hall Lobby on the Fairfield campus and Woodlee Hall on the Alfond campus.

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

THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day College Closed	2
7 Food pantry Distribution (1-4)	8 Food pantry Distribution (10-1)	9
14 Week of Welcome	15 Week of Welcome	16
21 Food pantry Distribution (1-4)	22 Food pantry Distribution (10-1)	23
28	29	30

DECEMBER 2026

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FEBRUARY 2027

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28						

IMPORTANT CAMPUS DATES:

- **Jan 11**
  Spring semester begins
- **Jan 11**
  Module 1 (7-week) classes begin
- **Jan 18**
  Martin Luther King Jr. Day
- **Jan 19**
  End of Add/Drop Period

02/FEBRUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 Flex Start Begins KV Food Pantry Menu Closes	2	3
7	8 End of Add/Drop for Flex Start Pass the Kindness Week KV Food Pantry Menu Opens	9 Pass the Kindness Week	10 Pass the Kindness Week
14	15 Presidents' Day College Closed KV Food Pantry Menu Closes	16	17
21	22 KV Food Pantry Menu Opens	23	24
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
4 Food pantry Distribution (1-4)	**5** Food pantry Distribution (10-1)	**6**
11 Pass the Kindness Week	**12** Pass the Kindness Week	**13**
18 Food pantry Distribution (1-4)	**19** Food pantry Distribution (10-1)	**20**
25	**26** Mid-term grades due	**27** Module 1 classes end

"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*

JANUARY 2027

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MARCH 2027

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IMPORTANT CAMPUS DATES:

- **Feb 1**
  Flex Start begins
- **Feb 8**
  End of Add/Drop for Flex Start
- **Feb 15**
  Presidents' Day
- **Feb 26**
  Mid-term Grades due
- **Feb 27**
  Module 1 classes end

03/MARCH 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 KV Food Pantry Menu Closes	2	3
7	8 Spring Recess KV Food Pantry Menu Opens	9 Spring Recess	10 Spring Recess
14	15 Module 2 (7-week) classes begin Fall Semester Registration begins KV Food Pantry Menu Closes	16	17
21	22	23	24 Spring Career & Transfer Fair, Kennebec Room, Fairfield Campus
28	29 Student of The Year Dinner, King Hall, Lower Campus Center 5pm KV Food Pantry Menu Opens	30	31

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

THURSDAY	FRIDAY	SATURDAY
4 Food pantry Distribution (1-4)	**5** Food pantry Distribution (10-1)	**6**
11 Spring Recess	**12** Spring Recess	**13**
18 Food pantry Distribution (1-4)	**19** Flex Start Mid-term grades due Food pantry Distribution (10-1)	**20**
25	**26** 3rd Annual Performing for the Pets Talent Show	**27**

FEBRUARY 2027

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APRIL 2027

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IMPORTANT CAMPUS DATES:

- **Mar 8-12**
  Spring Break
- **Mar 15**
  Module 2 (7-week) classes begin
- **Mar 15**
  Fall semester registration begins
- **Mar 19**
  Flex Start Mid-term grades due

04/APRIL 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 KV Food Pantry Menu Closes	6	7
11	12 KV Food Pantry Menu Opens	13	14
18	19 Patriots' Day College Closed KV Food Pantry Menu Closes	20	21 Student Leadership Dinner, 5p, Campus Center, Fairfield Campus
25	26 KV Food Pantry Menu Opens	27	28 Grad Social and Regalia Pickup, 3p, Kennebec Room, Fairfield Campus

GET 'ER DONE BY MAY 1 **WWW.FAFSA.GOV**

Complete your FAFSA (Free Application for Federal Student Aid) for next year (2027-2028 Academic Year) before May 1st and you may be eligible for State Grant Scholarships.

THURSDAY	FRIDAY	SATURDAY
1	2 Last Day to withdraw from classes	3
8 PTK Induction Ceremony, 6p, Moody Chapel Food pantry Distribution (1-4)	9 Food pantry Distribution (10-1)	10
15 National Society of Leadership and Success (NSLS) Induction Ceremony, 5:30p, Kennebec Room, Fairfield Campus	16	17
22 Food pantry Distribution (1-4)	23 Food pantry Distribution (10-1)	24
29	30	

MARCH 2027

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28	29	30	31			

MAY 2027

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30	31					

IMPORTANT CAMPUS DATES:

- **Apr. 2**
  Last day to withdraw from classes
- **Apr. 19**
  Patriots Day

05/MAY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3 Module 2 classes end Spring Semester ends KV Food Pantry Menu Closes TRIO Graduation Celebration	4	5 Grades are due by 5 PM
9	10 KV Food Pantry Menu Opens	11	12
16	17 Summer 1 (8 and 14 week classes begin) KV Food Pantry Menu Closes	18	19
23	24 KV Food Pantry Menu Opens	25 End of Add/Drop for Summer	26
30	31 Memorial Day College Closed KV Food Pantry Menu Closes		

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
		1
6 5:30pm: Evening of Excellence Food pantry Distribution (1-4)	7 Food pantry Distribution (10-1)	8 6 pm: Commencement, Augusta Civic Center
13	14	15
20 Food pantry Distribution (1-4)	21 Food pantry Distribution (10-1)	22
27	28	29

APRIL 2027

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JUNE 2027

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20	21	22	23	24	25	26
27	28	29	30			

IMPORTANT CAMPUS DATES:

- **May 3**
  Module 2 classes end
- **May 3**
  Spring semester ends
- **May 5**
  Grades are due by 5 PM
- **May 6**
  Evening of Excellence
- **May 8**
  Commencement
- **May 17**
  Summer 1 (8 and 12 week) classes begin
- **May 25**
  End of Add/Drop Period for Summer 1 semester
- **May 31**
  Memorial Day

06/JUNE 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7 KV Food Pantry Menu Opens	8	9
13	14 KV Food Pantry Menu Closes	15	16 Food pantry Distribution (1-4)
20	21 Summer 2 (8-week) begins	22	23
27	28 End of Add/Drop for Summer 2 KV Food Pantry Menu Opens	29	30

"I am not afraid of storms for I am learning to sail my ship." — *Louisa May Alcott*

THURSDAY	FRIDAY	SATURDAY
3 Food pantry Distribution (1-4)	**4** Food pantry Distribution (10-1)	**5**
10	**11**	**12**
17 Food pantry Distribution (1-4)	**18** Juneteenth (Observed) College Closed	**19**
24	**25**	**26**

MAY 2027

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JULY 2027

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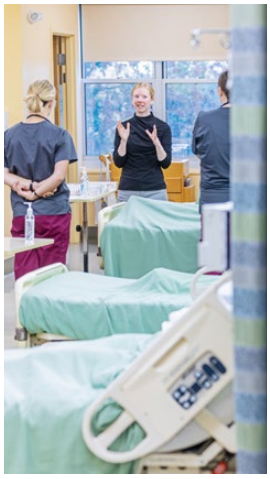

IMPORTANT CAMPUS DATES:

- **June 18**
  Juneteenth (Observed)
- **June 21**
  Summer 2 (8-week) begins
- **June 28**
  End of Add/Drop Period for Summer 2 semester

07/JULY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 Independence Day (Observed) College Closed KV Food Pantry Menu Closes	6	7
11	12 KV Food Pantry Menu Opens	13	14
18	19 KV Food Pantry Menu Closes	20	21
25	26 KV Food Pantry Menu Opens	27	28

"You have to be odd to be number one." – *Dr. Suess*

THURSDAY	FRIDAY	SATURDAY
1	2	3
8 Food pantry Distribution (1-4)	9 Summer 1 (8-week) classes end Food pantry Distribution (10-1)	10
15	16	17
22 Food pantry Distribution (1-4)	23 Food pantry Distribution (10-1)	24
29	30	31

JUNE 2027

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20	21	22	23	24	25	26
27	28	29	30			

AUGUST 2027

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

IMPORTANT CAMPUS DATES:

- **July 5**
  Independence Day (Observed)
- **July 9**
  Summer 1 (8-week) classes end

08/AUGUST 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 KV Food Pantry Menu Closes	3	4
8	9 KV Food Pantry Menu Opens	10	11
15	16 KV Food Pantry Menu Closes	17	18
22	23	24	25
29	30 Fall Semester begins	31	

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

THURSDAY	FRIDAY	SATURDAY
5 Food pantry Distribution (1-4)	**6** Summer 1 (12-week) classes end Food pantry Distribution (10-1)	**7**
12	**13** Summer 2 (8-week) classes end	**14**
19 Food pantry Distribution (1-4)	**20** Food pantry Distribution (10-1)	**21**
26	**27**	**28**

JULY 2027

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SEPTEMBER 2027

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19	20	21	22	23	24	25
26	27	28	29	30		

IMPORTANT CAMPUS DATES:

- **Aug 6**
  Summer 1 (12-week) classes end
- **Aug 13**
  Summer 2 (8-week) classes end
- **Aug 30**
  Fall Semester begins

"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.

ARTIFICIAL INTELLIGENCE (AI)

KVCC recognizes the potential of artificial intelligence (AI) to enhance educational experiences and prepare students for a technologically advanced world. However, it is crucial to use AI responsibly and ethically. Students should refer to the course syllabus for guidance on acceptable use(s) of AI in the course.

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, brining 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." The grade earned 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 **kvccbusinessoffice@mainecc.edu** or contact 453-5140.

Service Animals

For guidance on the use of service animals on campus, contact the Accessibility Services Office at kvccaccessibility@mainecc.edu or 453-5150.

Student Accident Insurance

Student Accident Insurance is required for all students enrolled in an academic program. An annual premium of $10.00 is assessed to the student's account.

Coverage is effective on August 15, 2026 and expires on August 15, 2027.

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.

Hazing Prevention & Reporting

The Federal Stop Campus Hazing Act

Hazing is a violation of Maine Community College System policy, federal, and state law.

The Federal Stop Campus Hazing Act addresses reports of hazing by a student organization. The Act defines hazing as: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that

- is committed during an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered during participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

The Act defines a student organization as: an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Maine Community College System (MCCS) Prohibition of Injurious Hazing

Under Maine State Law Title 20-A M.R.S.A. §10004(2)(B), it is a violation of MCCS policy to engage in the injurious hazing of any student, employee, group, or entity affiliated with a college or the MCCS.

"Injurious hazing" means any action or situation on or off MCCS property that recklessly or intentionally endangers the mental or physical health of any such student, employee, group, or entity affiliated with a college or the MCCS.

Penalties

Pursuant to Maine State Law Title 20-A M.R.S.A. §10004(3), penalties for violating this policy include, but are not limited to, the following:

1. In the case of a person not associated with the institution, the removal of the violator from MCCS property.
2. In the case of a student or employee, suspension, expulsion, and/or other appropriate disciplinary action; and
3. In the case of an organization affiliated with a college or the MCCS, which authorizes hazing, rescission of permission for that organization to operate on MCCS property or receive any other benefit of affiliation with the MCCS or a college.

These penalties shall be in addition to any other MCCS or college rule of conduct, and to any civil or criminal penalty to which the violator(s) may be subject.

Reporting Incidents of Hazing

Hazing incidents can be reported to the following:

Dean of Student Affairs – 453-5019 – **cmckenna@mainecc.edu**

Residence Director – 453-5873 – **mkenna@mainecc.edu**

Director of Safety and Security – 453-5118 - **tmcdonald@mainecc.edu**

Investigate Incidents of Hazing

In compliance with the Federal Campus Hazing Act and Maine State Law, reports of hazing will be investigated by representatives from the Dean of Student Affairs Office.

Prevention & Bystander Intervention Strategies

Kennebec Valley Community College is committed to providing a safe and secure learning environment for all students, faculty, staff, and guests of the College. The following are some tools and strategies for hazing prevention:

Free Hazing Prevention Course from the NFHS Learning Center

Hazing Prevention: 5 Ds for Effective Bystander Intervention

Hazing Prevention 101: Smart Steps 4 Staying Safe

We Don't Haze Video

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 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.

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.

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

B. Stage One

The College Dean of Students ("Dean") and/ or Disciplinary Officer ("Officer") (collectively "Investigator") shall investigate alleged violations of this Code. Such inquiries shall include notice to the

student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

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

C. Stage Two

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

1. Request

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

2. Committee

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

3. Hearing

After receiving the student's request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

4. Decision

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

D. Stage Three

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

VI. NOTICE AND RECEIPT OF NOTICE

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24

hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances, a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

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

When the student conduct at issue involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

VIII. CERTAIN ATHLETIC DETERMINATIONS

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

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

IX. TRAFFIC VIOLATIONS

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

X. DEFINITIONS

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

"Code" means this Student Code of Conduct; **"College"** means a college of the Maine Community College System; **"College Activity"** means an activity under the auspices of the College, including activities of students and student organizations; **"College Community"** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **"College Personnel"** means any instructor, administrator, employee, committee or contractor of the College or System; **"Course"** means any class of instruction, regardless of credit, offered by the College; **"President"** means a College President; **"Property"** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; **"School Day"** means a day that the College is open for instruction; **"Student Organization"** means an organization that acts or purports to act for a student in matters regarding the College; and **"System"** means the Maine Community College System.

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 THREE 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.

- Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking (Policy 202)
- College Procedure for Discrimination, Harassment, Sexual harassment and Affirmative Action Complaints (Procedures 201.1/202.1)
- Sexual Harassment, Sexual Assault and Other Sex-Based Conduct, Relationship Violence, and Stalking (Procedure 202.2)

Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking (Policy 202)

PURPOSE:

To define, prohibit, and prevent sexual harassment, sexual assault and certain other acts of a sexual nature, domestic and dating violence and certain other acts within an intimate relationship, sexual violence and stalking. This Policy includes Confidentiality, Protective and No Contact Orders and provisions around Retaliation and Immunity.

College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (Procedures 201.1/202.1)

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 definitions of sexual harassment as set forth in MCCS Policy 202 section B. Such allegations are governed by MCCS Procedure 202.2. 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 (hereafter 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.

Sexual Harassment, Sexual Assault and Other Sex-Based Conduct, Relationship Violence, and Stalking (Procedure 202.2)

PURPOSE:

The purpose of this Procedure is to define and to describe the reporting, investigation and adjudication procedures that govern MCCS' handling of allegations of sexual harassment as defined by Title IX of the Education Amendments of 1972, and allegations of sexual violence, intimate partner violence and stalking as defined by state law, and to provide guidance on the application of those procedures. This Procedure applies uniformly to conduct constituting sexual harassment, including sexual assault, dating violence, domestic violence and stalking as defined by Title IX, and sexual violence, intimate partner violence and stalking as defined by Maine law. These categories of conduct are collectively referred to herein as "prohibited conduct." As set forth in MCCS Policy 202, under Title IX, discrimination in the form of sexual harassment is conduct, on 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) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual and domestic violence are collectively defined as "intimate partner violence," and sexual offenses, including sexual harassment, are collectively defined as "sexual violence." Stalking also has differing definitions under Title IX and state law.

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@mainecc.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 Director of Counseling and Accessibility Services, 207-453-5150, kvccaccessibility@mainecc.edu

HOW TO CONTACT

CAMPUS SECURITY

CALL OR TEXT

207-453-5811

EMAIL

KVCCSecurity@MaineCC.edu

VISIT CAMPUS SECURITY

Fairfield: King Hall 113 | **Alfond: Averill Hall 123**

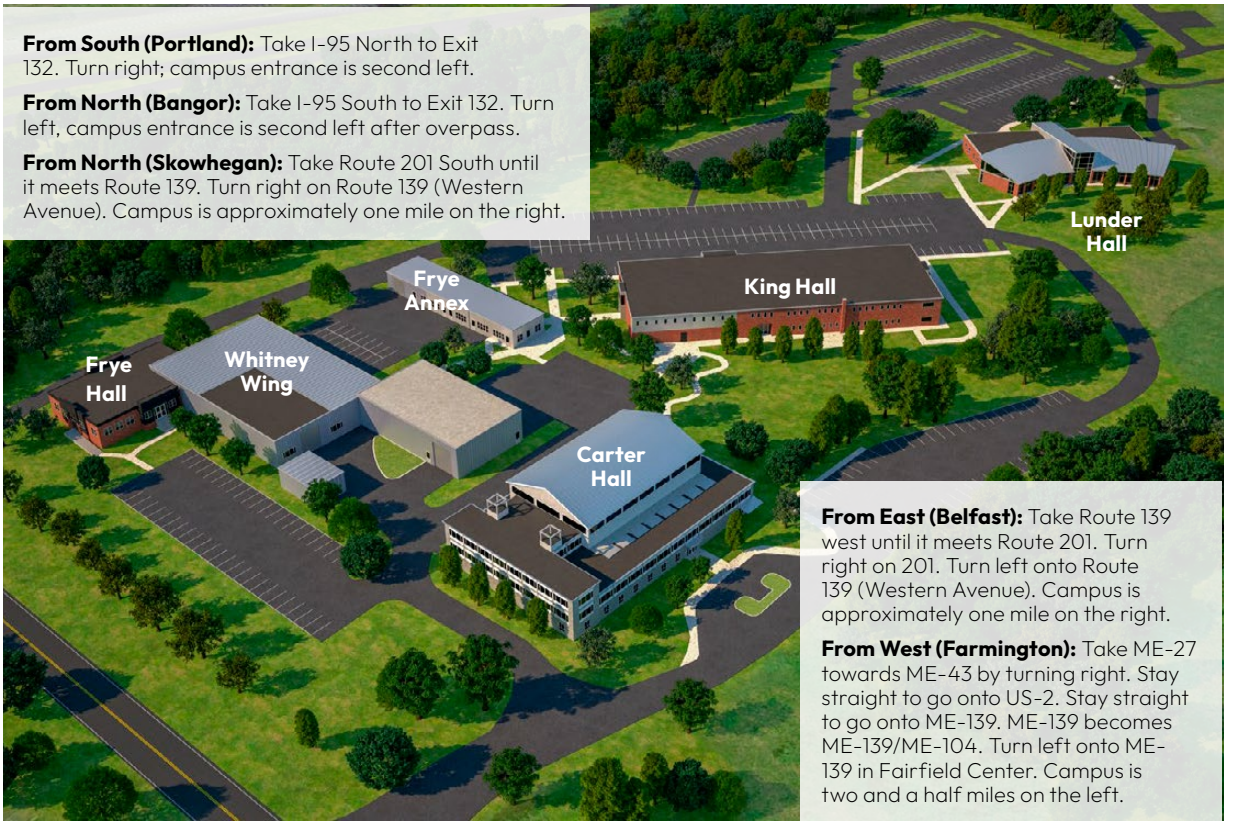
Contact us for:

- General questions or assistance
- Reporting suspicious activity
- Safety concerns or security escorts
- Lost and found or parking permits

For an immediate emergency, call 911.

FAIRFIELD CAMPUS MAP

92 Western Avenue, Fairfield, ME



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 HALL

Enrollment Services Center

- Academic Affairs
- Admissions
- Financial Aid

Academic Dean

Dean of Student Affairs

Embark Program

Registrar

- Student Records
- Transcripts

WHITNEY WING

Faculty Offices

Trades and Technology Labs/Classrooms

CARTER HALL

Administrative Offices

Business Office/Cashier

Business/Marketing

Classrooms

Computer Labs

Faculty Offices

Institutional Research

KVCC Foundation

Kennebec Room

President's Office

Workforce Training & Professional Development Offices

FRYE ANNEX

Maintenance

Café

KING HALL

Allied Health & Nursing Labs/Classrooms

Campus Center

Campus Safety & Security

Educare

Faculty Offices

Food Pantry

Information Technology (IT)

Maintenance Office

TRiO Program

LUNDER HALL

Advising Center

Student Success Center

Classrooms/ Computer Lab

JMG

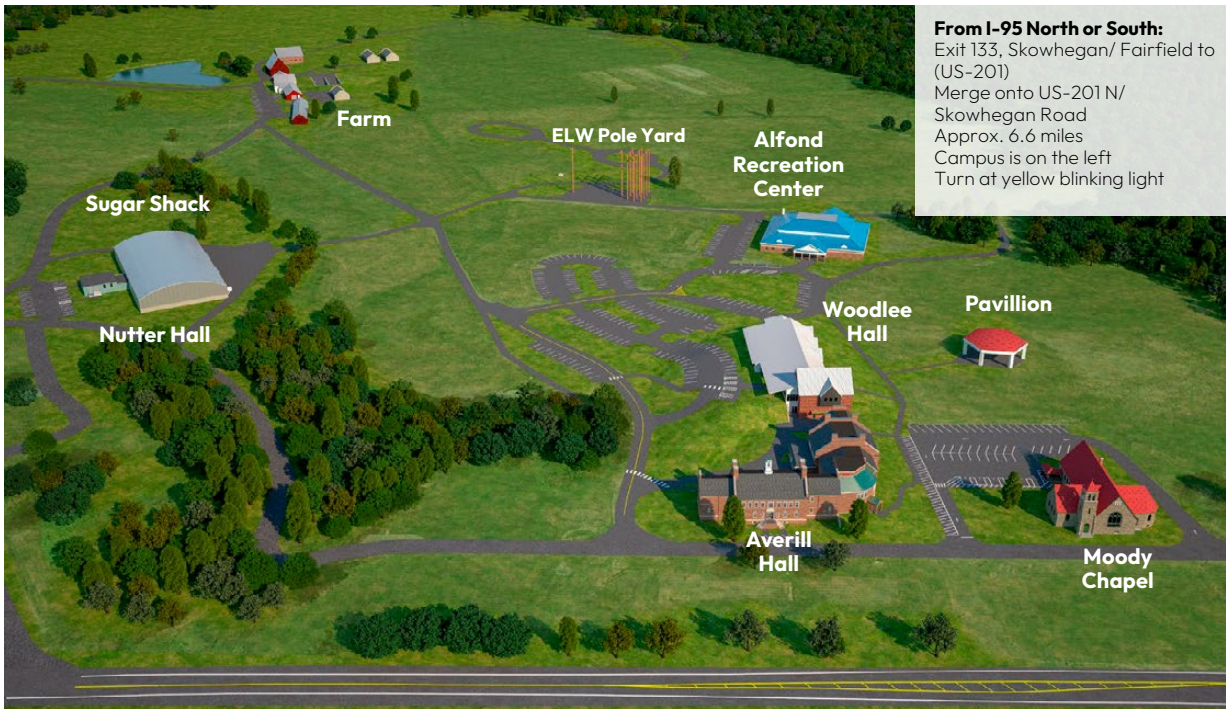
3-D Printing Lab

Library Services

Office of Civic and Community Engagement

ALFOND CAMPUS MAP

US Rte 201- Hinckley ME
GPS-677 Skowhegan Rd, Fairfield,ME



From I-95 North or South:
Exit 133, Skowhegan/ Fairfield to (US-201)
Merge onto US-201 N/ Skowhegan Road
Approx. 6.6 miles
Campus is on the left
Turn at yellow blinking light

AVERILL HALL

Academic Programs/Classrooms

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

Campus Safety and Security
Computer Lab
Demo Kitchen
Faculty Offices
Food Cupboard
Student and Academic Services
Student Life Office
TRiO Program

WOODLEE HALL

Faculty Offices
Lecture Hall
Math & Science Labs/Classrooms

PAVILION

ALFOND RECREATION CENTER

Administrative Offices
Fitness Center
Gymnasium/Basketball Court
Locker Rooms
Racquetball Court
Student Union
Athletics

MOODY CHAPEL

Ceremonial Hall
Conference Room

NUTTER FIELD HOUSE

Electrical Lineworker Lab/Classroom
Faculty Offices
Maintenance Office
Trades Lab

SUGAR SHACK

Maple Syrup Production Center

FARM

Education Center
Heat Pump Lab

KENNEBEC VALLEY
COMMUNITY COLLEGE

YOUR BRIDGE TO A BRIGHTER FUTURE

Kennebec Valley Community College
92 Western Avenue, Fairfield, Maine 04937
Admissions: (207) 453-5822 | General Information: (207) 453-5000