

# Student

Washington County



# Handbook 2018-2019

This handbook is provided to students and applicants 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.

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## **THE MISSION OF THE COLLEGE**

Washington County Community College serves as an educational, community, and economic development resource for Washington County and beyond by providing educational opportunities with individualized attention to all who desire to gain technical skills, develop career specializations, engage in self-improvement, and/or prepare for transfer.

The State Legislature created WCCC, formally Washington County Technical College and Washington County Vocational Technical Institute, in 1969 under the authority of the Maine State Board of Education as a public post-secondary institution. In April 1986, the Vocational Technical Institute System was moved from the State Board of Education to its own Board of Trustees. Effective October 1989, the name was changed to Washington County Technical College and in July 2003 the name was changed to Washington County Community College. WCCC is one of seven colleges in the Maine Community College System.

## 2018 - 2019 Academic Calendar

### SUMMER 2018 SEMESTER

Monday, May 21	First Day of Summer 1 Classes
Monday, May 28	Memorial Day – College Closed
Tuesday, May 29	Last Day of Add/Drop, last day for 100% Refund
Wednesday, May 30	Last day for 50%, no refund after May 30
Friday, June 22	Admitted Student Day
Friday, June 29	Last day of Summer 1 Semester
Wednesday, July 4	Independence Day – College Closed – No Classes
Sunday, July 15	Move-In Day for Welding Technology
Monday, July 16	First Day of Summer 2 Classes including Welding Technology
Monday, July 23	Last Day of add/drop classes Welding Technology and 100% refund
Wednesday, July 25	Last day for 50%, no refund after July 27
Friday, July 27	Last Day to charge or return charged books
Friday, August 24	Last day of Summer 2 Classes
Sunday, August 26	Move-In Day Heavy Equipment Operation/Maint Residence Halls (12–3pm)
Monday, August 27	First Day of Classes Heavy Equipment Operation/Maintenance
Friday, August 31	Last day of Add/Drop for HEO/HEM
Friday, August 31	Admissions Application Deadline for Fall Semester

### FALL 2018 SEMESTER

Monday, September 3	Student Move-In (12 – 3pm)
Tues & Wed, Sept 4-5	New Student Orientation – Required for All New Students
Tues & Wed, Sept 4-5	Faculty Professional Development Day
Wednesday, September 5	First day of day/evening classes (begin at 12:30)
Wednesday, September 12	Last day of add/drop/Last day for 100% refund
Friday, September 14	Last day to charge or return charged books
Monday, September 17	50% refund; no refund after September 17
Monday, October 8	Columbus Day – College Closed – No Classes
Friday, October 12	Staff Professional Development
Friday, October 26	Last Day to Withdraw from a Course
Friday, October 26	Mid-term Warnings, Attendance and Spring 2018 Incomplete Grades Due
Friday, October 26	Totally Trades Conference
Monday, November 12	Veteran’s Day (observed) – College closed – No classes
Mon-Fri, November 13-16	Pre-registration Week
Wednesday, November 21	Noon College Closing
Thurs & Fri, November 22-23	Thanksgiving Break – College Closed – No Classes
Friday, November 30	Staff Professional Development
Friday, December 21	Last Day of Classes
Friday, December 21	Residence Halls Close at 3pm
Mon-Fri, Dec 24-Jan 11	Semester Break
Monday, December 25	Christmas Staff Holiday – College Closed
Wednesday, December 26	Grades due to the Registrar’s Office

## **SPRING 2019 SEMESTER**

Tuesday, January 1	New Year's Day – College Closed
Friday, January 11	Admissions Application Deadline for Spring Semester
Sunday, January 13	Move-In Day for Residence Halls Open at Noon
Monday, January 14	First Day of Day/Evening Courses
Monday, January 21	Martin Luther King, Jr. Birthday – College Closed – No Classes
Tuesday, January 22	Last Day of Add/Drop, last for 100% refund
Wednesday, January 23	50% refund, no refund after January 23
Friday, January 25	Last Day to charge or return charged books
Friday, February 15	Residence Halls Close at 3 pm
Monday, February 18	President's Day-College Closed – No Classes
Mon-Fri, February 18-22	Winter Vacation – No Classes
Friday, March 8	Totally Trades (Boys)
Friday, March 15	Last Day to Withdraw from a Course
Friday, March 15	Mid-term Warnings, Attendance and Fall 2018 Incomplete Grades Due
Friday, March 15	Faculty Professional Development Day – No Classes (Snow day for TTb)
Mon-Friday, March 18-22	Pre-Registration Week
Friday, March 29	Residence Halls Close at 3p.m.-Spring Break
Monday–Friday, April 1-5	Spring Break – No Classes
Monday, April 15	Patriot's Day College Closed – No Classes
Friday, April 19	Admitted Student Day
Thursday, May 16	Last Day of Classes for the Spring Semester
Friday, May 17	Commencement
Monday, May 20	Grades due to the Registrar's Office
May 20 – June 28	Residential and Commercial Electrical Program Final Semester
Monday, May 27	Memorial Day – College Closed

## **ACADEMIC INFORMATION**

### **ACADEMIC ADVISING**

Every WCCC student enrolled in a degree program is assigned an academic advisor who assists in course selection and offers general information concerning the student's academic life. A student's relationship with their advisor is a key to successful program completion.

Each semester, during a designated pre-registration period, students are required to meet with their advisors and register for the next semester. Students are encouraged to see their advisor as often as necessary to make certain they are taking courses that are appropriate to their academic and career plans. The name of the academic advisor is available on the student information Website or by seeing the Assistant to the Academic Dean. Students are responsible for monitoring their own academic progress. Descriptions of specific courses are in this catalog (additional copies may be obtained in the student services office) and on the WCCC website.

### **ACADEMIC AMNESTY**

Students who have been academically dismissed and readmitted may be offered by the Student Success Team or the Academic Dean, the option of forfeiting that portion of a given semester of course work below a C and retaining their enrollment, providing there is a high probability that they can improve their academic performance. An appropriate code will be placed on courses forfeited so that the courses will be excluded in calculating GPA. Students may use the amnesty option only one time at WCCC.

In order for part-time students enrolled in a program of study to maintain academic eligibility for financial aid, they must have at least a cumulative GPA of 2.0 after four semesters of course work.

### **ACADEMIC CONFLICT RESOLUTION**

Whenever a question of difference arises between an instructor and a student, the following procedure will be followed:

1. The student will discuss the issue(s) with the instructor; if unresolved,
2. The matter will be discussed with the department chairperson; if still unresolved,
3. The matter will be discussed with the Academic Dean; if no agreement is reached,
4. The student may request a review by the Academic Affairs Committee, which will serve as an appeals board in such matters. Requests to this committee must be in writing and must clearly state the nature of the problem. In hearing such appeals, the Committee will follow a procedure similar to that outlined in Section V, C, 3, of the Student Code of Conduct.

### **ACADEMIC DISMISSAL**

Students who have been academically dismissed may request re-admittance to the college by completing a satisfactory academic progress appeal form. The Student Success Team will review the appeal to recommend future enrollment and financial aid eligibility. Appeals must be received at least one month prior to the semester the student plans to enroll. At the time of

appeal, the student must show positive evidence that he/she is ready to successfully complete a program of study. Some examples of this evidence include the successful completion of college courses or holding a job for a semester or more.

## **ACADEMIC ETHICS**

Honesty in all academic work is expected at WCCC. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action. Academic dishonesty includes, but is not limited to, using unauthorized aids; copying another person's work on exams, quizzes and assignments; and taking language, information or ideas from another person or source without noting the appropriate reference. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign an F or zero for an activity, or to assign an F for the course. Additional possible disciplinary sanctions may include dismissal from the college.

## **ACADEMIC HONORS**

Students earning a semester grade point average of 4.0 are considered high honor students and are awarded a place on the President's List.

Students earning a semester grade point average of 3.5 or above are considered honor students and are eligible for the Dean's List. Additional requirements are:

1. The student must be enrolled in at least 12 credit hours.
2. No course grade below a "C."

The President's List and Dean's List will be published as a news release. Persons wishing to be withheld from these lists should contact the registrar.

## **ACADEMIC PROBATION**

Academic probation signifies that a student is in serious academic jeopardy. Students on probation must correct grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the college. Students on probation are required to carry a reduced class load (fewer than 15 credit hours).

## **ADD/DROP POLICY**

Students should consult with their academic advisors before making any changes in their schedule of courses. Also, students should realize that dropping a course might have an adverse effect on financial aid. The Financial Aid Office should be consulted before a course is dropped.

Students may add or drop subjects only during the timeframe outlined in the academic calendar. If a course is dropped and another is added during the College Add/Drop period, there will be no financial penalty (see page 17 for WCCC's refund policy). After the add-drop period, until mid-semester, students may withdraw (but may not add) from a course. Students dropping any course after mid-semester will have a grade of "F" recorded and included in the grade point

average. The add/drop form may be obtained from the Registrar's Office. The completed form requires the signature of the student's advisor and appropriate faculty. The form must be returned to the Registrar's Office.

## **ATTENDANCE**

When students enroll in a course, they obligate themselves for all the work that is assigned. Punctual and regular attendance is vital to the discharge of this obligation. Students are responsible for all assigned work in the course; absences, excused or unexcused, do not absolve them from this responsibility.

At the beginning of the term, the instructor will distribute information on the college's attendance policy, including an explanation of the instructor's grade penalties, if any, that result from failure to comply with the policy. An unsatisfactory attendance record will usually adversely affect the final grade recorded for the course. Excessive absences will also result in administrative withdrawal from the course.

The student is responsible for knowing the following attendance policy of the college:

1. In standard academic courses (1-4 credit hours), students may not be absent more than ten percent of the hours the course meets during the term. When a student's absenteeism exceeds this number, the instructor will refer the student to the Associate Dean of Student Affairs. If the student does not adhere to guidelines set by the instructor or the Associate Dean, proper papers are available in the student services office and must be filed in timely fashion with the Registrar's Office.  
In on-line or hybrid courses, student attendance is measured by participating in class and engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion forum; submitting an assignment or working draft; completing an interactive tutorial and/or computer based instruction; participating in an on-line study group; taking a quiz or exam; initiating contact with a faculty member to ask a course-related question. Simply logging into an online class by itself is not sufficient.
2. Due to the frequency and extended hours in some trade programs that meet in 4 hour, daily blocks, students may not be absent for more than 6.5 percent of the hours the course meets during the term or a total of five (5), 4 hour classes per semester.
3. The instructor must counsel the student that excessive absences will lead to an administrative withdrawal. Additional remedies and obligations, such as mandatory tutoring or time spent in the study center, may be imposed by the instructor or student success team.
4. Any tardiness up to five (5) minutes will be counted as one-half of an absence, and a tardiness of more than five minutes will count as a full absence.
5. The student will be counted absent if he/she leaves class early without prior instructor permission.
6. When dropped from a course for poor attendance, the student may appeal to the Academic Dean for readmission if he/she feels there is justification for the absences. It is the student's responsibility to immediately contact the Academic Dean concerning the appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.

7. If the student anticipates extensive absences, he/she must notify the Associate Dean of Student Affairs in writing immediately. A Student Success Team will then be convened to devise a strategy to enhance his or her likelihood of success.

## **AUDIO-VISUAL EQUIPMENT**

The Library has a selection of audio-visual (AV) equipment that students may be able to borrow for school-related activities e.g. video recorders, Go-Pro camera and e-book readers. Contact the library for more information.

## **BOOKS, SUPPLIES, AND TOOLS**

Books and supplies are available at the WCCC Bookstore. The cost of books and supplies vary according to the individual program and schedule. Tools are not available for purchase from WCCC.

For a listing of required textbooks and cost by program, visit the Bookstore page on our web site at <http://www.wcccme@bkstr.com>.

## **CREDIT BY EXAMINATION**

Students with permission of the instructor may challenge selected courses. Students who want to “test out” of a course must be formally registered for the course. The minimum level of competency that is acceptable to successfully challenge a content area or an academic discipline is determined by the Dean of Enrollment Management and Student Services in cooperation with the instructor. Credit earned through DANTEs may also be considered. Credit for College Level Examination Program (CLEP) General and Subject Examination may be granted. Decisions regarding the granting of credit will be based on minimum acceptance scores in each area and the applicability of the areas to program requirements. Students who successfully complete the requirements to challenge a course will be given a passing “P” grade for the course, which will be posted on the transcript. The credit will not be computed in the grade point average. Students who do not meet the challenge standards will be required to complete the full course of instruction.

Challenge exams must be taken prior to the end of the add/drop period at the beginning of the course. The Dean of Enrollment Management and Student Services will make final determinations concerning approval of credit by examination. This method of earning credit is not considered as part of the student’s course load for financial aid, veteran’s certification and other purposes.

Students who desire credit by examination should contact the Dean of Enrollment Management and Student Services. Please see the section on fees in the college catalog and note the *Credit by Examination Fee* for associated charges.

## **COMPUTER ACCEPTABLE USE POLICY**

Washington County Community College’s computer system – including the Maine Community College System’s wide area network (WAN), local area network (LAN), computers,

and peripherals – is a tool for use by the WCCC community. It is the responsibility of all authorized users to protect the integrity of the system, to respect the privacy of all users, and to maintain the standards of honesty and personal conduct here at WCCC.

All computer facilities are designed to support individual and collaborative learning, research, and administrative activities within WCCC's programs by providing access to computing resources. WCCC's network is designed to support the learning, research, and administrative activities of its authorized users – including current faculty, staff, and students. The following actions on the WCCC system will not be tolerated:

- Interfering with or altering the integrity of the system at large.
- Moving or relocating any piece of equipment or program without prior permission.
- Attempting to capture or crack passwords or encryption.
- Making changes to the "desktop," program manager, or operating system without prior permission.
- Destroying or altering data or programs belonging to others or to WCCC.
- Interfering with intended use by restricting or denying system access by authorized users.
- Impersonating another person in e-mail or other communications.
- Transmitting threatening or harassing material.
- "Broadcasting" information to a large subset of the WCCC community (although you may send messages to list servers or bulletin boards, which are designed for such uses).
- Sending chain letters.
- Use of the WCCC network, equipment, or software for private commercial purposes or personal financial gain is strictly prohibited.
- WCCC's name must not be used in ways that suggest or imply endorsement of other organizations, individuals, products, or services.
- Fundraising and advertising are only permitted with approval by WCCC administration.
- Programs and software on the system are not freeware and may not be copied, shared or resold.

*Ethical Use of the System:* Ethical use of the system maintains the security of the system, protects privacy and conforms to all applicable laws, including copyright and harassment laws.

Enabling someone other than current WCCC students, faculty, or staff to use the computers and software may violate licensing agreements and should be avoided.

- Always log out when leaving a workstation; open files could jeopardize the security of your work.
- Have clear authorization to access files or directories that belong to another user.
- Do not try to access ("hack") files or directories.
- Access or monitor only information explicitly intended for you (such as logins, e-mail, user-to-user dialog, or other network traffic).
- Do not collect or publicize any personal information about others that they would not normally disseminate freely about themselves (such as grades, address, personal information, etc.) or without their consent. When in doubt, ask the other user!
- Only log into workstations that are designated explicitly for public use and with permission of the owner or current user of that machine.

Copyright violations are against the law. Copyright is a form of protection provided by the laws of the United States to authors of original works (Title 17, U.S. Code). Many computer programs and related documentation are "owned" and are therefore protected by these laws, licenses and contractual agreements. It is inappropriate and illegal for you to copy *any* material owned by others from *any* source without their permission or full acknowledgement. It is best to assume that all materials are copyrighted (including computer programs, print materials and Internet resources) unless a disclaimer or waiver explicitly appears. Copyright-related restrictions:

- Never copy programs or data into your work.
- Never resell programs or data.
- Never redistribute programs or data, or provide facilities for their redistribution.
- Never use programs or data for non-educational purposes.
- Never use programs or data for financial gain.
- Never use programs or data without being among the individuals/groups licensed to do so.
- Never publicly disclose information about programs (e.g., source code, etc.) without the owner's permission.

Educational institutions enjoy special exemptions from copyright protection, called "Fair Use," so that instructors and students may use reasonable portions of copyrighted material for coursework.

*Consideration of all Users:* Respect and consideration are necessary to maintain the most effective learning environment.

- Personal productivity work (including text processing, sending mail and exploring the system and resources – including the Web) is encouraged whenever computers are available.
- Recreational computing is always the lowest priority (e.g., game playing and some forms of chat).
- To facilitate others' ability to concentrate and work effectively, keep noise low and others will do the same for you.
- If you use a computer with sound in a shared workspace, please turn the volume down or use headphones.
- To ensure computers and peripherals stay in best working order, food and drink are not permitted at any computer or printer.

*Harassment:* Harassment is defined as any verbal or physical conduct that has the intent or effect of unreasonably interfering with an individual's or group's education or work performance (Title 7, Civil Rights Act, 1991), and it is strictly prohibited. The harassment policy extends to activities on- or off-campus and to the networked world via e-mail or other electronic formats.

- Do not harass any person based on race, color, gender, disability, religion, national origin, sexual orientation or age.
- Do not send messages that unreasonably interfere with anyone's education or work at WCCC or at another institution using WCCC as a base.

- Do not print or display material that may be considered offensive unless you have a specific academic purpose.
- Do not print or display material that may be considered intimidating or hostile unless you have a specific academic purpose.
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Any member of the WCCC community who feels harassed is encouraged to report her or his concerns or complaint immediately to the Dean of Enrollment Management and Student Services or to the Dean of Finance. Use of the system is a privilege, not a right. Users enjoy only limited privacy; the college reserves the right to access, examine, or copy any files suspected of misuse, corruption or damage. Failure to comply with these guidelines will result in appropriate action. If you have any questions about this policy, are unable to agree to comply, or wish to report any violations, immediately contact the Dean of Enrollment Management and Student Services.

## **SOCIAL MEDIA**

When using social media in ways that are school related, students must not use expression that is not protected by law, such as defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, gross disobedience of legitimate rules, copyright or trademark violation, criminal or civil harassment, trespass, false advertising, and use of public resources to promote partisan political activities.

Not engage in conduct that constitutes sexual harassment, threats, or intimidation; or that produces unlawful mental or physical discomfort, embarrassment, harassment, or ridicule for any member of the college or the System community.

## **CONFIDENTIALITY OF STUDENT RECORDS**

WCCC subscribes fully to the Family Educational Rights and Privacy Act of 1974. Student educational records may not be released without the student's written permission, except to academic advisors and employees with a legitimate educational interest, or to organizations and individuals empowered by law to gain access. However, "directory information," which includes name, program, date of graduation, etc., is generally released upon request unless a student specifically requests, in writing, that it be withheld. Further information may be obtained from the admissions office or on our website at [www.wccc.me.edu](http://www.wccc.me.edu).

## **CONTINUOUS ENROLLMENT**

Students must maintain enrollment in a program of study after acceptance into the institution. A student will have to reapply for admission after a lapse of one year or more in enrollment. Students who are re-accepted into a program of study will be required to follow the curriculum of that program in force at the time of the latest acceptance.

## **CURRICULUM**

Your academic advisor has a copy of the required courses in your curriculum. The curriculum may be changed at any time without prior notice. The WCCC catalog is an excellent reference regarding curriculum requirements.

## DEGREES

Awards are presented for the successful completion of learning activities to a person achieving a preplanned set of educational and occupational objectives. Awards presented include the Associate in Arts, Associate in Science, and Associate in Applied Science degrees; diploma and certificates.

Requirements for these awards vary according to the specific degree or occupational area. See your academic advisor for specific requirements.

## EXTENDED PROBATION

Extended probation may be granted at the discretion of the Dean of Enrollment Management and Student Services if the student does not remove the deficiencies in his/her cumulative grade point average after the completion of the subsequent semester, but has attained a minimum of 2.0 grade point average in the subsequent semester.

## GRADE REPORTS

Final grade reports are available on the college's student information Portal after the end of each semester. Final grades cannot be secured in advance from the Registrar's Office. Grades will not be available until the student's obligations to the college have been met.

## GRADING SYSTEM

Grades at Washington County Community College are given in terms of letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objective of the course. The student's work in each course is graded as follows:

<b>Grade</b>	<b>Number Grade</b>	<b>Quality Points Per Credit</b>
A+	98-100	4.00
A	94-97	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
F	Below 60	0.00

**\*I** Incomplete is a temporary grade given when the student, due to extraordinary circumstances, has failed to complete required work. Student must complete required work and the instructor

must submit a grade by mid-semester following the semester in which the “I” grade was received. An “I” grade that is not removed during this period automatically becomes an “F”.

**\*M** This code is given to courses forfeited due to academic amnesty.

**\*P** Indicates successful completion of course approved for the pass/fail option equivalent to a C.

**\*W** Approved Withdrawal may be issued after the add/drop period until the end of the 8th week of the semester. After the 8<sup>th</sup> week, a student may request a “Special Circumstance” by submitting a request in writing to the Academic Dean or the Dean of Students, which may result in a W designation, if approved. Course withdrawal will be recorded as a “W” on the student’s transcript, but will not be computed in the grade point average. A “W” is considered an attempted course for the purpose of satisfactory academic progress. This is a student and/or administration initiated grade designation.

**AF** Administrative Failure is issued after the add/drop period up to the end of the semester. An AF is issued if a student is involuntarily separated from the college for reasons other than grade performance (example: disciplinary dismissal, not meeting attendance requirements, etc.) The grade point of the AF is zero points and will be computed in the student’s GPA. This is a faculty and/or administration initiated grade designation.

**R** Repeated course

**F** (Failing) Awarded to students who complete the course but fail to achieve the course objectives.

**U** (Unauthorized Incomplete) Awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

\*Not computed in GRADE POINT AVERAGE

## **GRADUATION**

There is one graduation ceremony each year, usually in May. Each candidate for graduation must pay the graduation fee of \$75. The fee is payable whether or not the candidate attends graduation ceremonies. Some students do not meet all program requirements until after the ceremony. Students within six credits or two courses of graduating may attend the graduation ceremony but will not receive a signed credential until the completion of their program. Students have only five years to complete program requirements.

Degrees, diplomas or certificates are mailed to students approximately one month after program requirements are met and all obligations to the college have been satisfied.

## **LIBRARY**

The WCCC Library, located on the 2<sup>nd</sup> floor of Riverview Hall, offers a quiet, comfortable environment for students, staff and faculty for all their informational needs. Check out our webpage: <http://libguides.wccc.me.edu>.

Our resources include:

- Print and electronic book collections
- Print and online magazines
- Online databases
- AV equipment (cameras, recorders, projectors)
- Computer lab and individual computer stations
- Adobe Creative Cloud applications

Our services include:

- Information and digital literacy guidance
- Guidance in locating and evaluating sources of information
- Help with citation (MLA and APA formats)
- Inter-library loan
- Loan of selected AV equipment
- Issue of ID badges

## **NOTICE OF NON-DISCRIMINATION**

The Maine Community College System (MCCS) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, or age or marital, parental or veteran's status in its programs and activities.

Inquiries about the Colleges' compliance with, and policies that prohibit discrimination on these bases may be directed to:

Affirmative Action Officer at the respective College or the MCCS Human Resources Director, 323 State Street, Augusta, ME 04330, telephone 207.629.4000, fax 207.629.4048, internet [www.mccs.me.edu](http://www.mccs.me.edu) or [aao@mccs.me.edu](mailto:aao@mccs.me.edu);

United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), Internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>;

Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, Internet <http://www.state.me.us/mhrc/index.shtml>;

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 <http://www.eeoc.gov/>.

## **PERMANENT ACADEMIC RECORD**

The Registrar's Office maintains the permanent academic record for all students of the college who receive credit. While the grade report is the unofficial notification to the student and the Academic Dean of the student's academic achievements for a given semester, the only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped with the registrar's signature and embossed with the seal of the college.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Washington County Community College is required to establish satisfactory academic progress standards for its federal and state financial aid recipients and all enrolled students in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Whether a student is considered to be making satisfactory academic progress depends on successful semester completion of course (credit hours), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all the requirements listed below:

**Semester Completion Requirement.** A student must have earned hours equal to at least 66 percent of the total hours attempted for the semester to remain in good standing. Students earning fewer than 66 percent of the hours attempted will be placed on financial aid warning. Students not earning at least 34 percent of the hours attempted will be placed on immediate suspension status for future financial aid consideration until such time as the student meets all satisfactory academic progress standards. Attempted hours are defined as the hours for which the student is enrolled past the Drop/Add period. Earned hours are defined as the sum of hours for which a student has earned a grade.

Students who have only one active program at WCCC may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150 percent of the credit length of their active program. Withdrawals are considered attempted credits.

Students who graduate from a WCCC program and enroll in a new program may not receive financial aid if the total number of attempted credits in combination with accepted transfer credits into their new program is equal to or more than 150% of the credit length of their new program.

**Grade Point Average Requirements.** Students must maintain the following cumulative GPAs in order to meet satisfactory academic progress requirements for continued enrollment and financial aid eligibility:

Attempted Credits	Warning (based on cumulative GPA)	Attempted Credits	Suspension (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

**Probation Contract.** Academic support is mandated for students on academic probation. Students must meet with the support counselor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next semester, and develop an individual plan/contract for academic success. The student must meet their terms of the probation plan/contract including a 2.0 GPA during the following semester and/or meet the minimum GPA for good standing. The Director of Financial Aid will follow up with the student and the designated college personnel to determine whether the terms of the contract have been met.

**Probation Status.** Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial or suspension status will be imposed. A student may not have two consecutive probationary semesters.

**Suspension.** Denial or suspension status will prevent the student from receiving any Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Students who have been suspended from the college may be considered for readmission following a minimum of one semester leave and after providing the college with evidence of increased potential for academic success. An application for readmission must be made through the admissions office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they are readmitted.

**Appeal and Reinstatement.** Students may appeal their denial or suspensions status by submitting an Enrollment and Financial Aid Satisfactory Academic Progress (SAP) Appeal Form to the enrollment and financial aid appeals committee. The form can be found on the Web as well as in the Financial Aid and Student Services offices. A student must appeal a dismissal from the fall semester for the following spring semester one week prior to the start of the semester. All other appeals must be received one month prior to the start of the semester. *Appeals received after the deadline will be considered for the next semester.*

Some circumstances such as medical problems, illness, or death in the family, relocation or employment changes can be considered for an appeal. The committee will review the appeal and contact the student within one week. If the student finds the committee's decision unsatisfactory, the student may appeal to the Academic Dean or designee for further review. The Academic Dean or designee will respond within one week. The student may appeal the

Academic Dean's decision to the Office of the President. The President's decision on the appeal will be final.

*The policy does not preclude a student from enrolling in subsequent semesters as a non-matriculated student.* Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards are met.

**Maximum Time Limit Requirements.** A student's eligibility for financial aid will be terminated at the point where 150 percent of the total credit hours required, as stated in the college catalog, have been attempted for an associate degree, diploma and certificate. Hours attempted are the sum of all Washington County Community College hours when it is on the student's enrollment schedule at the end of the official Add/Drop schedule whether or not financial aid was received, plus all transfer and consortium hours accepted for credit. If a student changes majors, it will not include in the calculation of a student's SAP standing the credits attempted and grades earned that do not count toward the student's new major. *Exception to this case would be if a student who had attempted more than two majors and had not graduated from either major. It may be determined to convene a review committee to evaluate case-by-case evaluation with further information requested from the student. Denial of further aid may be the result of this evaluation until such time a credential is satisfied.*

**Completed program, no degree** – A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program.

**Academic Amnesty.** Credits for which students have been granted academic amnesty will be recorded and retained in the student data system in such a way that they will be included in both the qualitative and quantitative measurement of satisfactory academic progress.

**Adding and Dropping Courses.** Students may ADD or DROP courses during the first 10 days of the semester (check your academic calendar for exact date), without academic or financial penalty. Add/drop forms (obtained from the offices of student services or individual academic advisors) must be completed, signed and submitted to the student services office for processing. Financial aid awards will be adjusted to agree with the students' registration at the end of this period.

Students who retain some enrollment may continue DROPPING courses without academic penalty through the midpoint of each semester. However, all costs associated with the dropped course will be charged according to the college's refund policy. For students totally withdrawing, the WCCC refund/repayment policy applies. Letter grades will be reported for all courses carried after the midpoint of each semester.

**Audited and pass/fail courses.** Audits are considered to be attempted but not earned hours. Passing credits received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail course are considered attempted but not earned.

**Early Withdrawal.** Students who receive Title IV federal financial aid and completely withdraw from WCCC on or before the 60 percent of the term (in calendar days) are entitled to keep only the portion of Title IV federal student aid earned to the point of withdrawal from the college. If

any federal aid was disbursed directly to the student, he/she is responsible for returning unearned funds to the federal financial aid programs within a timely manner. Failure to do so may result in the student's ineligibility for the future federal student aid. If a student receiving federal financial aid withdraws after the 60 percent point of term, he/she is considered to have earned all of their federal student aid for that semester. It is imperative that prior to the student leaving, he or she should be encouraged to complete a withdrawal form and discuss this issue with a representative from the Financial Aid Office.

**Incomplete Grades.** Students receiving grades of "Incomplete" for courses required for certificates, diplomas or degrees must make arrangements with faculty to complete course requirements. After instructors assign final letter grades, student grade point averages (GPA) will be recalculated to include the appropriate quality points, and their quantitative measurement will be adjusted to include the credits as "credits completed." If the cumulative grade point average remains within the published guidelines and the quantitative measurement falls within published guidelines, students retain eligibility for financial aid. Until the grade is submitted, it is considered to be attempted but not earned hours.

**Non-punitive Grades and Repeated Courses.** Repeated courses due to failure, or having obtained a grade lower than is required for a particular subject, affect satisfactory academic progress in the following manner: the course is included in both qualitative and quantitative evaluation in the academic year in which it was taken. *This institution uses grade point average (GPA) as a key indicator of academic progress for the qualitative component and has established a maximum time frame not to exceed 150 percent of the published length of the program as measured in academic years, terms, and credit hours attempted.* The subsequent grade, credit earned and removal of the original grade are evaluated qualitatively at the completion of the repeated course. The original credits attempted remain in the quantitative evaluation. In other words, a repeated course may improve the student's grade point average, but it does not extend the allowable attempted credits toward degree completion. A student is allowed to repeat a course only twice.

**Remedial courses.** Remedial work in developmental courses may qualify for financial aid if the courses are measured in credit hours and required as part of the student's planned program.

**Transfer and Consortium Credits.** Credits for which financial aid is received under a consortium agreement and transfer credit that is counted toward the degree will be recorded in the student data system to be included in completion percentage, and maximum time-frame calculations.

**Withdrawals and Non-attendance.** Withdrawal is considered to be attempted but not earned hours.

NOTE: If a student withdraws from the college in an academic term during which they are ineligible for financial aid due to not maintaining satisfactory academic progress, they remain ineligible for financial aid until such time that he or she once again makes satisfactory academic progress.

**Example 1: Sadie enrolled in her first semester at WCCC. She registered for 15 credits in the fall semester but does poorly in one class, earning 12 credits and a grade point average**

of 1.75. Because Sadie completed 80 percent of the credit hours she attempted (i.e., 12 divided by 15=80 percent) and has a GPA above 1.74 for her first 15 credits attempted, she is considered to be in good standing at the end of the fall semester.

Attempted Credits	Warning (based on cumulative GPA)	Attempted Credits	Suspension (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

Sadie registers for and completes 12 credit hours in the spring while managing to raise her GPA to 1.92. At the end of the second semester, the aid officer determines that Sadie has met the minimum standards of satisfactory academic progress since she needed a minimum GPA of 1.75-1.90 after attempting 27 credits hours.

**Example 2:** Sarah is a second year student at WCCC. During the first semester of her second year, she finds she must drop her four-credit hour biology class to maintain her GPA of 3.5. She completes 6 of 10 credit hours. Though Sarah’s GPA meets the satisfactory academic progress standards, she is placed on financial aid probation at the end of the semester because her completion rate is below 66 percent (i.e. 6 divided by 10=60 percent).

In the second semester, Sarah registers for and completes 12 credit hours with a cumulative GPA of 3.65. She returns to good standing at the end of the second semester because she has raised her completion rate above 66 percent (i.e., 18 divided by 22=82 percent).

### STUDENT SUCCESS TEAM (SST)

The Student Success Team may consist of all the student’s instructors and his or her academic advisor, as well as the Dean of Enrollment Management and Student Services, Associate Dean of Community Education and Student Affairs and, by invitation, any significant participant in the student’s education. The SST will meet with the student and help him/her solve problems that may be impeding academic progress. The SST may formulate an individual education plan (IEP) and make a recommendation to the Academic Dean with respect to a student’s academic progress.

### TRANSFER CREDIT

Students may transfer to WCCC credits earned at other accredited colleges prior to the beginning of the program, providing that the credits applied have been earned within the past ten years. WCCC is the final judge regarding acceptance of transfer credits. The responsibility rests with students to furnish the Registrar’s Office with (1) an official copy of each college transcript

and (2) a copy of the catalog from each college at which the courses were taken if the college is not located in Maine. Every effort will be made to issue transfer credit prior to the beginning of classes.

Courses with grades of “C” or better that are judged by WCCC to be equivalent in nature and content to the college’s course offerings will be transferred; however, examinations may be required to show competency of subject material. Transferred course grades will appear on the WCCC transcript but will not be used in computing the student’s WCCC grade point average.

A student must earn a minimum of 25 percent of his/her certificate, diploma, or degree credits in residence and these credits must be earned within five years of the date of application for graduation. When a decision regarding transferability of credits is unacceptable, the student may appeal, in writing, to the Academic Dean.

Students desiring to transfer credits earned at WCCC to another post-secondary institution can expect courses to be evaluated on an individual basis by that institution. Approval for the transfer of credits from WCCC to another college rests with the receiving institution.

## **WITHDRAWAL FROM COLLEGE**

Any student withdrawing from WCCC is expected to complete an official withdrawal form. This may be obtained from the Registrar’s Office. The student is also expected to have an exit interview with the Dean of Enrollment Management and Student Services. When circumstances prevent this, the student or parents should write to the Registrar’s Office concerning the reason requiring the student to leave. Notification of withdrawal or cancellation and requests for refund must be made in writing and addressed to the Registrar’s Office. Notification is effective on the date received in the Registrar’s Office.

Refunds are established by the date the student signs and submits the completed withdrawal form. Refer to refund policy for details. Students who withdraw from the college and who are subsequently readmitted are governed by the degree requirements stipulated in the catalog at the time of readmission.

## **FINANCIAL AID**

### **FINANCIAL AID POLICY**

All financial aid at WCCC is administered in accordance with policies and philosophies that have been established nationally. The basis of such programs is the belief that **STUDENTS AND THEIR PARENTS HAVE THE PRIMARY RESPONSIBILITY** to meet educational costs and that financial aid is available only to fill the gap between the families and /or student’s contributions and allowable educational expenses. The amount of expected student or family contribution is determined by a careful analysis of financial strength, set forth by the Department of Education, which examines income and net assets versus the allowable expenses the family may have.

Educational expenses that are considered a basis for establishing student need include tuition, fees, books and supplies, room and board, tools, transportation, personal expenses, and guarantee and origination fees from federal loans.

## **PURPOSE**

The purpose of financial aid is to serve students who need assistance in meeting the basic cost of their education. Because funds are limited, federal and state regulations require that these funds go to students who demonstrate financial need. This section outlines the application procedure, how student need and eligibility are determined, and some of the major programs available at Washington County Community College. Students who think they may be eligible for financial aid should contact the Financial Aid Office for additional information.

## **APPLICATION PROCEDURE**

1. Complete a Free Application for Federal Student Aid (FAFSA) for all Title IV programs (federal PELL, federal SEOG, federal CWS, and federal loans). Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. WCCC Verification Worksheet is required to be completed by students who have been selected for verification by the federal government and must be submitted to the Financial Aid Office. This form can be found on the WCCC website. Go to [www.wccc.me.edu](http://www.wccc.me.edu), select Admissions & Aid, Financial Aid, Financial Aid Links & Resources, Financial Aid Forms & Documents.
3. W-2 filed by your parents, if you are a dependent and you meet the criteria listed in #2. If you have questions regarding dependency, please contact the Financial Aid Office.

NOTE: It is important for students to have sufficient funds available to begin their first few weeks of college, because financial aid payments will not be disbursed to students until after the end of the college's refund period. Students must be prepared to purchase all tools, books and uniforms required. Students must also have sufficient resources for expected living expenses, e.g. food.

## **ELIGIBILITY DETERMINATION**

The following criteria apply to all financial aid programs. To receive financial aid, a student must:

1. Be enrolled or accepted for enrollment in an eligible program leading to an associate degree, diploma, or certificate.
2. Be a United States citizen, permanent resident, or refugee with appropriate visa.
3. Have financial need.
4. Be maintaining satisfactory academic progress in a course of study according to the standards and practices of WCCC.
5. Not owe a refund on a PELL grant or Supplemental Grant at WCCC.
6. Not be in default on any of the following: Federal Family Education Loan, Perkins (National/Direct) Student Loan, or Student Loan Supplemental (SLS).
7. Not have been convicted of possession or sale of drugs.
8. Not have been incarcerated with a criminal conviction.

9. Have no name or SSN conflicts with the Department of Education Central Processing System.
10. Have met legal requirements for selective service registration.
11. Have a high school diploma or equivalent.
12. Meet all provisions for Federal Student Aid listed in the FSA handbook available at the [www.ifap.gov](http://www.ifap.gov) website.

## **DETERMINING FINANCIAL NEED**

The amount of financial aid is subject to available federal and state funds. The Financial Aid Office will determine the type of aid and amount received. Financial aid awards are based on demonstrated financial need, which is the difference between allowable educational expenses and the total of the parents' expected contribution and/or the student's own expected contribution.

Contributions are determined from analyses of the financial aid application and other required documentation. All information is held in strict confidence.

## **FINANCIAL AID NOTIFICATION**

Once all application and verification documentation(s) have been received and reviewed, the Financial Aid Office will notify students in writing whether or not they qualify for financial aid. Students who qualify for FSA will receive an initial award letter. After all financial aid forms are completed by the student and received by the financial aid office, federal and state funds are requested by the financial aid office and authorized disbursements are sent to the business office.

Additional information regarding financial aid policies can be found in the student financial aid handbook, which is located on the portal and in the Online Financial Aid System website under the form section.

For further financial aid information, contact the Financial Aid Office.

## **RETURN OF TITLE IV FUNDS POLICY**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30 percent of the term will have "earned" only 30 percent of any Title IV aid received. The college and/or the student must return the remaining 70 percent. The Financial Aid Office encourages you to read this policy carefully. *If you are thinking about withdrawing from all classes PRIOR to completing 60 percent of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.*

1. The policy shall apply to all students who withdraw, drop out or are expelled from Washington County Community College, and receive financial aid from Title IV funds.

- a. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: William D. Ford federal direct lending program, Federal Pell Grants, Federal Supplemental Equal Opportunity Grants (FSEOG), Leveraging Educational Assistance Partnership Grants (Maine Student Incentive Scholarship Program [MSISP]).
  - b. A student’s withdrawal date is the date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution; or the student’s last date of attendance at a documented academically related activity.
2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the semester. Title IV aid and all other aid is viewed as 100 percent earned after that point.
- a. The percentage of Title IV aid earned shall be calculated as follows:
    1. Number of days completed by student
    2. Total number of days in term\* = percent of term completed.  
The percent of term completed shall be the percentage of Title IV aid earned by the student. \*The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.
  - b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100 percent minus the percent earned.
  - c. Unearned aid shall be returned first by Washington County Community College from the student’s account, calculated as follows: total institutional charges X percent of unearned aid = amount returned to program(s).

Unearned Title IV aid shall be returned to the following programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent Loans to Undergraduate Students (Direct Parent Plus)
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV grant programs

Exception: no program can receive a refund if the student did not receive aid from that program.

When the total amount of unearned aid is greater than the amount returned by Washington County Community College from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Unsubsidized Direct Loan\*
2. Subsidized Direct Loan\*
3. Parent Loans to Undergraduate Students (Direct Parent Plus)\*
4. Federal Pell Grant\*\*
5. Federal SEOG\*\*
6. Other Title IV grant programs\*\*

\* Loan amounts are returned in accordance with the terms of the promissory note.

\*\* Amounts to be returned by the student to federal grant programs will receive a 50 percent discount.

3. Refunds and adjusted bills will be sent to the student's home address on file in the Registrar's Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after the Title IV funds are returned.
4. Institutional and student responsibilities in regard to the return of Title IV funds.
  - a. WCCC's responsibilities in regard to the Title IV funds include:
    - Providing each student with the information given in this policy.
    - Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.
    - Returning any Title IV funds that are due the Title IV programs.
  - b. The student's responsibilities in regard to the return of Title IV funds include:
    - Becoming familiar with the return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid.
    - Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the return of Title IV funds calculation.
5. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
6. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Registrar's Office. Such notification may be made by facsimile. A copy of such document will be forwarded to the Financial Aid Office.

Example:

Step 1. Determine the percentage of time the student was enrolled as of withdrawal. A student withdrew after attending 20 days of a payment period that spans 107 days from first day to last. The period includes one 7-day break that begins on a Thursday and ends on the following Wednesday (classes resume on Thursday). Excluding this break leaves 100 calendar days in the period. This student was enrolled for 20 percent (20/100) of the payment period.

Step 2. Determine the amount of aid earned by the student. Andrew was awarded \$5,000 in Title IV funds per payment period, and all of it had been disbursed by the time he withdrew. He attended 20 percent of the payment period, thus he earned \$1,000 (20 percent of \$5,000).

Step 3. Compare the amount earned to the amount disbursed. For instance, above, Andrew only earned \$1,000 but received \$5,000. \$4,000 would need to be returned to Title IV.

Step 4. Allocate the responsibility for returning unearned aid between the college and the student.

Institutional charges for the period would have to be determined. An example:

Tuition and Fees	\$1,500
Room and Board	\$1,000
Books	<u>\$500</u>
	\$3,000

Percentage of Title IV aid unearned using Andrew's information = 80 percent. Multiply \$3,000 times 80 percent = \$2,400. Compare the amount of Title IV aid to be returned (\$4,000) to above. The college must return the lesser amount (\$2,400).

Step 5. Distribute the unearned funds back to the Title IV programs. Subtract the amount of Title IV aid due from the college from the amount of Title IV aid to be returned. \$4,000 minus \$2,400 = \$1,600.

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds as noted in the policy up to the total net amount disbursed from each source, after subtracting the amount the college will return. Amounts to be returned to grants are reduced by 50 percent\*\*.

1. Unsubsidized Direct Loan\*
2. Subsidized Direct Loan\*
3. Parent Loans to Undergraduate Students (Direct Parent Plus) \*
4. Federal Pell Grant
5. Federal SEOG\*\*
6. Other Title IV grant programs\*\*

\*Loan amounts are returned with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

## **SENIOR CITIZEN DISCOUNT**

Washington County Community College will waive the tuition cost for most credit courses, on a space available basis, up to a maximum of six credits per semester and twenty-three credits total for citizens of Maine who are 65 years of age or older. This waiver does not include the cost of texts and other materials required for a given course or other college fees such as technology fees, parking fees, etc.

## **VETERANS' SERVICES**

WCCC's programs are approved for the education and training of military personnel, veterans and their dependents by the state approving agency for veterans' education programs. The registrar counselor serves as liaison to the Veterans Administration and the State of Maine's approval agency. Students who wish to apply for VA educational benefits should contact the Registrar's Office when applying for admission.

A student who is eligible for veterans' educational assistance and who has had previous post-secondary educational experiences will have these experiences evaluated by the WCCC registrar for possible transfer credit.

WCCC is an approved Serviceman's Opportunity College (SOC). Prior military learning experiences will be reviewed for credit. The amount of credit awarded depends upon course equivalents and the technology in which the student enrolls.

## **VETERANS' DEPENDENTS EDUCATIONAL BENEFITS**

Under Maine law, children and spouses (including widows and widowers) of persons who died as a result of service in the Armed Forces of the United States (either during or after service) or who became permanently and totally disabled as a result of service or who may have died of a service-connected disability may be eligible for assistance, as determined by Maine Veterans Service.

Spouses of veterans who are attending state-supported institutions must be admitted free of tuition including mandatory fees and lab fees for all programs. Room and board may not be waived.

A child of a veteran who is attending a state-supported post-secondary institution must be admitted free of tuition including mandatory fees and lab fees for associate degree programs. The tuition waiver provided under this paragraph may be reduced by an amount necessary to ensure that the value of this waiver, combined with all other grants and benefits received by the student, does not exceed the total cost of education. Room and board may not be waived.

A child of a veteran has six academic years from the date of first entrance to complete eight semesters. The President may waive the limit of six consecutive academic years when the recipient's education has been interrupted by severe medical disability or illness, making continued attendance impossible.

Students may obtain detailed information and an application for these benefits from the Registrar's Office.

## **FINANCIAL INFORMATION**

### **PAYMENT OF BILLS**

Enrolled students are billed each semester for tuition, housing, and fees. Bills are payable in full by the first day of class unless arrangements have been made with the Business Office in advance. Failure to pay a bill within the prescribed period may keep a student from attending classes.

Payment of tuition, housing, and fees may be made on campus in the Student Accounts Office or the WCCC Business Office or mailed to: WCCC, Attn: Student Accounts, One College Drive, Calais, ME 04619. The Business Office is open to serve students Monday through Friday, 8 a.m. to 4:30 p.m. Payment may be made by cash, personal check, Visa, MasterCard, and Discover Card or by training vouchers. A \$30 fee will be charged for all returned checks. Students who have questions regarding particular charges on their invoice may call Student Accounts, 207-454-1025 or 1-800-210-6932, extension 1025 for assistance.

### **REFUND POLICY**

The Board of Trustees of the Maine Community College System is empowered to establish system-wide rates for tuition, housing and application fees. The college President, within the policy constraints established by the board of trustees, establishes technology fees and

other similar charges associated with setting the fixed costs of the institution. While certain charges may vary from college to college, the basis for refunds of these charges is consistent.

**Admission Deposit                    \$75**

Refundable for a period up to 120 days prior to start of semester.

**Room & Security Deposit    \$150**

Refundable if financial obligations to the college have been met.

**Tuition**

100 percent, if college cancels course.

100 percent, within 6 calendar days of semester start

50 percent, within 7-10 calendar days of semester start

No refund after 10 calendar days of semester start

**Room and Board**

100 percent, withdrawal prior to semester start

80 percent, withdrawal prior to end of semester's second week

60 percent, withdrawal prior to end of semester's third week

40 percent, withdrawal prior to end of semester's fourth week

20 percent, withdrawal prior to end of semester's fifth week

No refund after end of semester's fifth week

Notification of withdrawal or cancellation and requests for refund must be made in writing and addressed to the Registrar's Office. Notification is effective on the date received in the Registrar's Office.

Refund levels may vary for special or short-term courses depending upon the circumstances. No refunds are given for termination resulting from academic, disciplinary or financial dismissal. Refunds for Title IV financial aid shall follow federal guidelines. Students who feel that individual circumstances warrant exceptions from the published policy may appeal to the college President or his/her designee.

The application, student accident and sickness insurance, liability insurance, graduation, license and program related fees (academic, technical, and program/course technology fees) are not refundable. Resident students may also have housing damage or cleaning charges. If a withdrawing student is receiving federal or state financial aid, that amount is prorated in accordance with the above schedule and federal regulations, and returned to the appropriate federal or state account. Please see "Financial Aid Information" for additional information regarding refunds.

**UNPAID FINANCIAL OBLIGATIONS**

Students may not attend classes after the first week of any semester if their semester bills have not been paid in full or if specific arrangements have not been made with the Business Office. Students who are delinquent may be dropped from enrollment or may be assessed late charges. Residential students who are delinquent in the payment of room, damage, or cleaning charges may be dismissed from college housing.

The college is authorized to withhold grades, degrees, diplomas, certificates, and transcripts from students, or licensing fees from appropriate agencies, for failure to pay all lawful fees, fines and charges. A \$50 late fee will be applied to delinquent accounts.

## **GENERAL INFORMATION**

### **ACADEMIC SUPPORT SERVICES**

Washington County Community College offers a number of academic support services to students. The Study Center is open to all students and offers individual help in a friendly, quiet, comfortable atmosphere. One-on-one tutoring is available. Accuplacer testing is in place to ensure students are placed in appropriate level courses for their best chance of success. Workshops and seminars are held regularly to provide student support around study skills, time management, test taking, note taking, or other study-related areas.

### **ACCESSIBILITY**

WCCC does not discriminate against students with disabilities. “No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education aid, benefits, or services.” In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34 Part 104) and Title II of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008 (S. 3406). WCCC is committed to assisting qualified students with disabilities achieve their individual goals. Upon request and documentation, WCCC grants qualified students reasonable accommodations to provide them an equal opportunity for success in a collegiate setting. Students requesting reasonable accommodations must contact the Accessibility Specialist at 207-454-1093 or email [tpeterson@wccc.me.edu](mailto:tpeterson@wccc.me.edu).

### **CAMPUS BOOKSTORE**

The Follett Campus Bookstore is located in Riverview Hall. Hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m. To contact, please call (207) 454-1056 or e-mail [wcccme@bkstr.com](mailto:wcccme@bkstr.com) for more information.

### **CAMPUS HOUSING**

Resident students at WCCC are housed in an on-campus apartment complex. In addition to 28 available apartments, the residence halls include a laundry facility, a spacious lounge, a game room, the Center for Living and Learning, the Outdoor Adventure Center, and a fitness center.

The campus apartments are designed to accommodate five women or men. Each residence apartment contains a furnished living room and three bedrooms, complete with individual beds, bureaus, desks and closets. Occupants of each unit share a kitchen, dining area

and bathroom. Students can prepare their meals and are responsible for bringing personal linens, dishes, silverware and cooking utensils.

Wireless internet is available in all dorms. Cable television hook-ups are available in the living room and in each bedroom and most apartments are equipped for telephone installation.

The Director of Residential Life, Coordinator of Student Involvement and Engagement, and a staff of student resident assistants maintain a peaceful and orderly campus environment.

WCCC normally is able to accommodate all requests for on-campus housing; however, should demands exceed supply, preference is given to students who reside outside the local area. A five-meal plan is required of all students residing in the Residence Halls.

## **CHILD CARE CENTER**

Child Care Opportunities, Inc. operates a childcare facility on campus. Fees are on a sliding scale based on income and family size. If you are interested in more information, please contact the childcare center at 454-3212.

## **COMPUTER ACCESS**

All access to computers and computer-related resources at Washington County Community College is a privilege, not a right. Students must read and sign an Acceptable Use Policy, available from the IT Director, before they can access WCCC's computers and network. This privilege is extended to students in order to assist them in their studies. Internet access is currently limited; therefore, it is reserved solely for students, faculty and staff at WCCC.

## **COUNSELING SERVICES**

Guidance and counseling are available to assist students with career, academic, or personal issues.

The general function of guidance and counseling at WCCC is not delegated to any one specific staff member. Those faculty members who serve as student advisors often provide academic and career counseling to their students. Each faculty member is available to students in a number of ways, including office hours, e-mail and appointment. Feel free to discuss course difficulties, career plans and matters relevant to your education with your instructors and advisor.

Members of the Student Services Department are available to provide counseling. Professional counseling services may be arranged, if needed. Please see the Associate Dean of Community Education and Student Affairs at [ncote@wccc.me.edu](mailto:ncote@wccc.me.edu) or the Dean of Enrollment Management and Student Services. [smingo@wccc.me.edu](mailto:smingo@wccc.me.edu). Any student who considers withdrawing from the college is strongly urged to use counseling services prior to making a final decision.

## **INTOXICATING BEVERAGES**

WCCC maintains a stringent policy in regard to the possession and/or use of alcoholic beverages, which are strictly prohibited on the college campus. Violation of this rule may be grounds for dismissal from the Residence Halls and/or the college. Additionally, legal action may result with any violation of this policy.

## **MEDICAL SERVICES**

Twenty-four hour emergency medical service is available at an accredited hospital located two and a half miles from the campus. Several physicians, dentists, and specialists serve the area.

## **MOTOR VEHICLES**

Students at WCCC have the privilege to operate motor vehicles on campus provided that they possess a valid driver's license and that vehicles are registered and insured in accordance with Maine law. All vehicles operated on campus must be registered with the college and display a current WCCC parking permit. Vehicles, like other personal property, are the sole responsibility of the owner.

The operation of ATVs, snowmobiles, or other off-road vehicles is permitted only in designated areas on campus. Students have access to local trails for such use. Improper use of motor vehicles may be grounds to suspend privileges.

## **POSSESSION AND USE OF DRUGS**

The college maintains a zero-tolerance policy in regard to the possession and use of illegal drugs. Either possession or use of illegal drugs may result in immediate dismissal from the Residence Halls and/or the college. Marijuana is not permitted on the WCCC campus, under any circumstances. Legal action may result from the possession and use of illegal drugs.

## **SMOKING POLICY**

### Preamble

Washington County Community College (WCCC) strives to provide its students, employees, and visitors with a safe and healthy learning and work environment. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, develop an environment supportive of tobacco-free lifestyles, reduce the environmental impacts of cigarette litter, and prepare our student body to work in smoke-free environments upon graduation.

### Policy

WCCC's tobacco-free campus policy applies to all students, employees, contractors, and visitors.

- Tobacco use is defined as the smoking or use of any tobacco products, including, but not limited to, cigarettes, cigars, spit less and smokeless tobacco, chew, snuff, and any nicotine-delivery devices that are non-FDA approved as cessation products.
- This policy prohibits tobacco use in all WCCC buildings, at indoor and outdoor WCCC-sponsored events, on WCCC-owned or leased grounds, in WCCC-owned or leased vehicles, and in any motor vehicle located on campus.
- Organizers of, and attendees at, public events such as conferences, meetings, performances, and/or athletics events on WCCC-owned or leased property are required to abide by this policy.

### Implementation

As with other WCCC policies, compliance is expected of all employees, students, and visitors.

- Initial enforcement will involve education, awareness, interventions, and referrals for tobacco-cessation support. Existing progressive disciplinary procedures will then be used as necessary and appropriate for violations. Please contact your supervisor, Human Resources (employees), or Student Services (students) for assistance regarding specific enforcement concerns.
- The policy will be communicated in appropriate WCCC publications and contracts. Administrators, supervisors, department chairpersons, residence life staff, and event sponsors will communicate the policy within their areas of responsibility.
- Appropriate signage will be posted at campus facilities, on the college website, and elsewhere to inform students, employees, and campus visitors of WCCC's tobacco-free policy.
- WCCC will provide access to tobacco-cessation resources for students and employees.

### **STUDENT ACTIVITIES**

Student activities at WCCC are organized and sponsored by Student Life in cooperation with the Student Senate. Activities vary from year-to-year as student interests change, but the college consistently offers a wide variety of on- and off-campus activities.

Activities sponsored by the student services department over the past several years include trips to New Brunswick, Canada; hockey games; downhill skiing; whitewater rafting; and hiking. Campus events have included dances, cookouts, dinners, and multicultural socials as well as a variety of other events.

The college encourages all students to be civic-minded and sponsors annual blood drives and food collections for the needy, and provides support to local community service agencies in other charitable endeavors.

The college maintains a variety of recreational equipment in the Outdoor Adventure Center for student use, including canoes, kayaks, camping equipment, cross-country skis, ice skates, and fishing equipment. Additionally, the campus recreational program offers a variety of activities, including intramural pool, ping-pong tournaments, basketball, and volleyball.

Campus recreational facilities include a modern gymnasium, fitness center, and rock-climbing wall.

## **STUDENT SENATE**

The Student Senate is composed of student representatives and is the official voice of the student body. The senate is a vital link among students, faculty, and administration. A staff member serves as advisor.

In their weekly meetings, these student leaders seek to fulfill the student senate objectives of promoting the general welfare of the college, serving the best interests of the student body, and helping to provide a positive college spirit.

## **STUDY CENTER / TRIO STUDENT SUPPORT SERVICES**

The WCCC TRIO Student Support Services (SSS) program offers individual and group tutoring, access to computers and printers, referrals to the Financial Aid Office, visits to four-year colleges and transfer assistance, enrichment workshops, scholarships, peer mentoring, leadership opportunities, and study skills development. Program services are free to all participants.

SSS is a federally funded educational support program that helps promising students overcome barriers to higher education. The program's mission is to help students remain in college, graduate, and/or transfer into four-year degree programs.

Students are eligible for services if they meet the following guidelines set by the U.S. Department of Education:

- Are citizens of the United States or have permanent residency
- Are enrolled in a program at WCCC
- Are in need of academic support
- 

In addition, meet at least one of the following criteria:

- Fall within the low income guidelines as established by the U.S. Department of Education
- Have a documented physical or learning disability
- Neither parent graduated from a four-year college

The WCCC Student Support Services program receives its funding through a grant from the U.S. Department of Education. It also receives in-kind support from Washington County Community College.



## **RESIDENCE HALL AGREEMENT**

This **RESIDENCE HALL AGREEMENT** (“Agreement”) is entered into by and between Washington County Community College (“College”), and \_\_\_\_\_ (“Student”). In consideration for a residence at the College for the fall/spring semester(s). Student agrees to abide by the following terms and conditions.

### **1. DEFINITIONS**

For purposes of this Agreement, the following terms have the following meanings:

- A. Residence Hall** - All portions of a building, as well as its immediate outside surroundings, whether on or off campus, made available by the College for Student living accommodations.
- B. Common Areas** - Lobbies, lounges, stairwells, hallways, laundries, bathrooms, exercise rooms, basements, walkways, lawns and parking areas.

### **2. TERM OF AGREEMENT**

This Agreement governs the above academic semester(s) and is not transferable except to room reassignments made by the College. This Agreement will immediately terminate in the event of Student’s withdrawal, suspension or dismissal from the residence hall or the College. Student agrees in any such instance to vacate the residence hall at the time set by the College, not to return or to return under penalty of trespass.

### **3. CHARGES**

#### **A. ROOM FEES**

Room fees are based upon College policy. Student agrees to consult the Business Office for Student’s specific fees, room deposits and refund policies. Student further agrees to pay such fees and deposits prior to registration for each semester, and to accept such refund policies.

#### **B. SECURITY DEPOSIT**

Student agrees to pay a security deposit of \$150 prior to taking possession of a room. This security deposit will be returned to Student upon termination of the Agreement if at such time:

- 1) Student’s room and common areas of the residence hall are found in the same condition as when the Student first took possession, normal wear and tear excepted; and
- 2) if the Student has settled in full all accounts and debts owing to the College, including, but not limited to, all charges, costs, assessments, fees and fines.

#### **C. ROOM AND COMMON AREA ASSESSMENTS**

Student agrees to pay for all loss or damage, normal wear and tear excepted, that the College determines the Student caused to the floors, walls (including tacks, nails and tape), windows, ceilings, appliances (if any), fixtures, furnishings, plumbing, electrical wiring or other College property in the residence hall. If it cannot be determined who caused such loss or damage, Student agrees to pay to the College the labor and material costs of such repair and cleaning, prorated as deemed appropriate by the College among, if a room, each resident of the room, or if a common area, each user of that common area.

### **4. ROOM ASSIGNMENTS/LIVING CONDITIONS**

The College reserves the right to make all room assignments and reassignments as it may deem in the best interest of the College. Student agrees not to change his/her room assignment without approval of the College, and agrees to use the room only as a student

living accommodation. Communal living requires a cooperative effort to maintain a clean and sanitary living environment. Student agrees to participate in normal and routine cleaning of the apartment to include their room and common areas. Those not doing their share will be referred to Residence Life Staff for corrective action, up to and including disciplinary action. Continued instances of vandalism, damage, or unsanitary/unclean conditions, may result in the Student being removed from the Residence Hall for a period of one week or more depending on the severity of the offense.

**5. ACADEMIC REQUIREMENTS AND PROHIBITED CONDUCT**

While a resident, Student agrees to remain enrolled as a full-time student in good academic standing at the College. Student agrees to behave with proper regard and mutual respect for other students, residents, guests, resident advisors, custodians, other College personnel, residence hall neighbors and their respective property. Student further agrees while in the residence hall not to engage in conduct prohibited by the Student Code of Conduct, Residence Life Guide or other rules of the College, and in particular, not to:

- A. use, consume or possess alcohol or unlawful drugs;
- B. smoke in the residence hall;
- C. use offensive, derogatory or vulgar language towards the resident advisors, custodians or other College personnel;
- D. remove College furniture from its assigned room or remove screens from windows;
- E. alter or tamper with any wiring in the residence hall, or install or maintain any temporary wiring, exterior television or radio antennas of any type;
- F. keep any pets, animals, waterbeds, chain saws, bicycles, tires, automobile parts or other items deemed by the College to be a nuisance;
- G. throw snow, water, food or other material that may cause extraordinary cleaning or damage to the inside or outside of a residence hall;
- H. tamper in any way with fire alarms, hoses, extinguishers, smoke detectors or emergency exits;
- I. display any College, municipal, state or federal signs;
- J. operate commercial enterprises of any kind;
- K. possess or store any firearm or weapon; and not to
- L. cause any unreasonable volume of music or noise.

**6. INTOXICATING BEVERAGES**

- A. WCCC maintains a stringent policy in regards to the possession and/or use of alcoholic beverages, which are strictly
- B. prohibited on the college campus. Violation of this rule may be grounds for dismissal. Additionally legal action
- C. may result with any violation of this policy.

**7. POSSESSION AND USE OF DRUGS**

The College maintains a **zero**-tolerance policy in regards to the possession and use of illegal drugs. Either possession or use of illegal drugs may result in immediate dismissal from the College. Legal action will result from the possession and use of illegal drugs.

**8. COLLEGE ACCESS TO ROOMS**

The College reserves the right to regulate the use of the residence hall in accordance with the policies of the College. Inspections may be held without prior notice to or consent from the Student to ensure compliance with those rules and regulations. The College shall have

the right of access to all rooms for the purpose of making routine or emergency repairs as necessary without prior notice to or consent from the Student.

**9. KEYS**

Student agrees to use all due care in maintaining keys to the residence hall and to Student's room, and agrees to reimburse College for all costs, such as key and lock replacement, associated with Student's loss or misuse of keys. A charge of \$50 for lock replacement will be made by the College.

**10. CABLE TELEVISION**

a.) A cable/Internet television hookup is provided for a \$75 fee per student per fall and spring semester, \$30, summer semester. Occupants will be billed for missing TV cable hookups.

**11. VACATIONS AND EXAMS**

Student agrees not to remain in the residence hall at any time during vacations or following their last scheduled exam. Returning to the residence halls prior to official opening without prior permission from the College is prohibited. Student further agrees to vacate the residence hall by 3:00 p.m. of the day classes' end.

**12. GUESTS**

Student agrees to be held accountable for student's guests who engage in conduct prohibited for residents. Student may have guests stay overnight provided the Student completes the required forms. Students must be 18 years of age and can stay no longer than 3 days and two nights per week.

**13. PARKING**

Student agrees to park vehicles only in designed parking areas, and not on walkways, lawns, fire lanes and roadways

**14. PERSONAL BELONGINGS LEFT IN THE RESIDENCE HALL**

Student agrees to remove all personal belongings at the end of the school year and further agrees to allow the college to dispose of any belongings not so removed.

**15. PROCESS FOR DETERMINING VIOLATIONS OF THIS AGREEMENT**

The Student has been advised of the processes used by the Director of Student Life in determining alleged violations of this Agreement, and the Student agrees to abide by those processes. Student further agrees that Student's appeal of such determinations must be filed in writing with the Dean of Academic and Student Affairs within 24 hours after the Student receives oral notice of such decision. Any further hearing on such appeal may be advanced at the discretion of the Dean. Such an appeal will be forwarded to the College President where the decision shall be final.

**16. REMEDIES FOR VIOLATIONS OF THIS AGREEMENT**

A Student who breaches this Agreement, agrees that in addition to immediate termination of this Agreement; A Student may be subject to one or more of the following sanctions: reprimand; probation; work or service requirement; restitution; fine; forfeiture of room fee, room deposit and security deposit; suspension or dismissal from the residence hall; prohibition from other College housing; referral for discipline under the Student Code of Conduct; referral for legal action; and such other action as the College deems appropriate.

**I HAVE READ AND UNDERSTAND THIS AGREEMENT AND, BY MY SIGNATURE BELOW, I AGREE TO ABIDE BY ALL OF ITS REQUIREMENTS, TERMS AND CONDITIONS.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature (if Student under 18 years of age)

Date: \_\_\_\_\_

# MAINE COMMUNITY COLLEGE SYSTEM

## STUDENT AFFAIRS Section 501

**SUBJECT: STUDENT CODE OF CONDUCT**

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**PURPOSE: To establish a uniform Student Code of Conduct**

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The colleges of the MCCS shall use the following Student Code of Conduct.

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

- B. **Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one's self or others.

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

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

- E. **Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) interference with or interruptions of classes and other college activities; 2) failure to comply with a sanction or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up

a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law (including, but not limited to, acts of domestic violence, stalking and other acts of violence occurring within a dating relationship); 9) conduct that constitutes “special circumstances” as set forth in MCCS Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by College or System policy.

#### **IV. Sanctions for Code Violations**

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) special terms and conditions of enrollment and/or participation; 9) forfeiture of room fee, room deposit and security deposit; 10) suspension or dismissal from a portion of the College; 11) suspension or dismissal from the whole of the College; 12) revocation of admission or a degree; 13) withholding a degree; and/or 14) any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student’s presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

#### **V. Procedure**

##### **A. General**

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

##### **B. Stage One**

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

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that

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

### **C. Stage Two**

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

#### **1. Request**

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

#### **2. Committee**

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

#### **3. Hearing**

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

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

#### **4. Decision**

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

#### **D. Stage Three**

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

### **VI. Notice and Receipt of Notice**

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

### **VII. Coordination of this Code with the MCCS Policy on Special Conditions**

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

### **VIII. Certain Athletic Determinations**

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

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

## **IX. Traffic Violations**

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

## **X. Definitions**

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

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

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

DATE ADOPTED: June 24, 2009

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

**MAINE COMMUNITY COLLEGE SYSTEM  
STUDENT AFFAIRS  
Section 501.1**

**SUBJECT: STUDENT SEXUAL MISCONDUCT AND ASSAULT**

**PURPOSE: To define and proscribe non-consensual sexual activities between students**

**A. Introduction**

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

**B. Personal Responsibilities**

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

1. Pursue or permit sexual activities of any kind only with a person with whom there is an established relationship;
2. Pursue or permit sexual activities of any kind only while not under the influence of drugs or alcohol; and
3. Communicate expressly, at the time of possible sexual activities, their respective desire, comfort and clear agreement to engage in any sexual activities at such time, and communicate the specific activities to which they consent.

**C. Definitions**

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

1. **“Reliable Consent”** means a person’s:
  - a. Voluntary agreement;
  - b. Communicated by words;
  - c. At the time of the sexual activity;
  - d. To engage in each of the sexual activities at issue in a given case.  
Such agreement must be expressly requested and, if given, expressly stated. Current agreement must not be assumed or inferred from previous instances when reliable consent was given by the Complainant. Agreement from a person who is visibly intoxicated or otherwise impaired shall not be regarded as reliable consent. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop.

2. **"Acquiescence"** means a person's submission to engaging in one or more sexual activities without communicating either an express verbal agreement or an express physical or verbal objection.
3. **"Sexual misconduct"** means the following where there is no reliable consent:
  - a. **"Sexual touching,"** which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, and for the purpose of arousing or gratifying sexual desire; or
  - b. **"Sexual contact,"** which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact; or
  - c. **"Sexual act,"** which means any intentional act done for the purpose of arousing or gratifying sexual desire when that act involves direct physical contact between the:
    - 1) Genitals of one and the mouth or anus of another; or
    - 2) Genitals of one and the genitals of another; or
    - 3) Genitals or anus of one and an instrument or device manipulated by another person.
4. **"Sexual assault"** means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:
  - a. Expressly communicated by words or physical act(s) a timely objection; or
  - b. Was visibly intoxicated or otherwise visibly impaired; or
  - c. Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
  - d. Was placed in reasonable fear of physical injury or other harm because of the Respondent's use or threatened use of physical force or other harm.
5. **"Complainant"** means a person who believes he or she experienced sexual misconduct or assault by student.
6. **"Respondent"** means a student accused of sexual misconduct or assault.
7. **"Retaliation"** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.

#### **D. Prohibited Conduct**

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

#### **E. Reports to a College**

1. **When to Report.** Students are advised to report allegations of sexual misconduct or sexual assault immediately or as soon as possible.
2. **Where to Report.** To ensure the most prompt response, reports should be given to the Dean of Students and/or Enrollment Services. Any other employee who receives such a report shall immediately share the report with the Dean of Student and/or Enrollment Services.

3. **What to Report.** A complaint may be made orally or in writing, and should be as specific as possible. A report should disclose the identity of the person(s) alleged to have engaged in the sexual misconduct or sexual assault, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints “off the record.” Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.
4. **False Reports.** It is a violation of the Code for any student to intentionally file a report of any kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

#### **F. Information Provided to a Complainant at the Time of a Report**

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

1. **Preserving Evidence.** It is important to preserve physical evidence in order to help prove a criminal sexual assault, stalking, domestic violence, other acts of violence occurring within a dating relationship, or to help obtain a protective order;
2. **Confidentiality.** The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant’s name, statements and allegations to the Respondent. A College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected;
3. **Counseling, Health and Mental Health Services.** Counseling, health and mental health support services are available either on campus or in the area. A list of such services is attached in the *Appendix* to this procedure;
4. **Law Enforcement.** The complainant has the right to contact, and file a criminal complaint with, the police. A list of such authorities is attached in the *Appendix*. The police can advise and assist with the Complainant’s option to request from a court that a temporary or permanent restraining order, or other protection or nocontact order be issued against an alleged offender; and
5. **Victim Advocacy and Legal Assistance Services.** Victim advocacy and legal assistance services are also available. A list of such services is attached in the *Appendix*.

#### **G. Investigations**

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

## **H. Interim Steps While an Investigation is Conducted**

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

## **I. Participation during Proceedings**

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

## **J. Outcomes**

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

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

## **K. Discipline**

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

1. **Sexual Assault vs. Sexual Misconduct.** Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
2. **Types of Sexual Misconduct.** Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact, and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.
3. **Cases of Acquiescence.** Findings that a student did not obtain express verbal agreement and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.
4. **Repeat Violators.** Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a first offender.

## **L. Retaliation**

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

## **M. Protective Orders**

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

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

**N. Primary Authority and Annual Training**

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

**O. Other**

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

**P. Appendices**

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

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

DATE ADOPTED: June 24, 2014

DATE(S) AMENDED: \_

**APPENDIX**

**SEXUAL ASSAULT SUPPORT SERVICES**

**Maine Coalition Against Sexual Assault (MeCASA)**

24 hour statewide sexual assault crisis and support line  
1-800-871-7741 (voice) 711 (Maine Relay)

The regional sexual assault crisis and support centers that comprise the Maine Coalition Against Sexual Assault are:

**Sexual Assault Response Services of Southern Maine**

York and Cumberland Counties  
24 hour support line: 1-800-313-9900  
[www.sarsonline.org](http://www.sarsonline.org)

**Sexual Assault Support Services of Midcoast Maine**

Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties  
24 hour support line: 1-800-822-5999  
Anywhere in Maine: 1-800-871-7742  
TTY: 1-888-458-5599  
[www.sassmm.org](http://www.sassmm.org)

**Sexual Assault Prevention & Response Team**

Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison

24 hour helpline: 1-888-458-5599

TTY: 1-888-458-5599

[www.sapars.org](http://www.sapars.org)

**Sexual Assault Crisis & Support Center**

Kennebec and Somerset Counties

24 hour support line: 1-800-871-7741

[www.silentnomore.org](http://www.silentnomore.org)

**Rape Response Services**

Penobscot and Piscataquis Counties

24 hour hotline: 1-800-310-0000

TDD: 1-888-458-5599

[www.rrsonline.org](http://www.rrsonline.org)

**AMHC Sexual Assault Services**

Aroostook, Hancock & Washington Counties

(207)-498-6431

[www.amhc.org](http://www.amhc.org)

**United Somali Women of Maine**

Androscoggin and Cumberland Counties

(207) 753-0061

[www.uswofmaine.org](http://www.uswofmaine.org)

**Other Maine-based Sexual Violence Services****Maliseet Domestic Violence and Sexual Assault Program**

(207) 532-6401

**Penobscot Nation, Domestic Violence and Sexual Assault Services**

(207) 817-7498

**Passamaquoddy Peaceful Relations**

1-877-853-2613

**National Resources**

**National Sexual Assault Hotline:** 1-800-656-HOPE

**National Sexual Assault Online Hotline:** <https://ohl.rainn.org/online/>

For a list of resources with particular focus on the needs of LGBTQ persons, see:

<http://barcc.org/information/resources-online/glbtc>

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## **POLICE DEPARTMENTS**

### **Central Maine Community College**

Auburn Police Department  
60 Court Street  
Auburn, Maine 04210  
(207) 333-6650

### **Eastern Maine Community College**

Bangor Police Department  
240 Main Street  
Bangor, Maine 04401  
(207) 947-7382

### **Kennebec Valley Community College**

Fairfield Police Department  
One Police Plaza  
Fairfield, Maine 04937  
(207) 453-9321

### **Northern Maine Community College**

Presque Isle Police Department  
43 North St. Suite 2  
Presque Isle, ME 04769  
(207) 746-4476

### **Southern Maine Community College**

South Portland, Maine  
30 Anthoine Street  
South Portland, Maine 04106  
(207) 799-5511

### **Washington County Community College**

Calais Police Department  
North Street  
Calais, Maine 04619  
(207) 454-2751

### **York County Community College**

Wells Police Department  
1563 Post Road  
Wells, Maine 04090  
(207) 646-9354

## **MEDICAL HOSPITALS**

### **Blue Hill Memorial Hospital**

57 Water Street  
Blue Hill, Maine 04614  
(207) 374-3400  
<http://www.bhmf.org>

### **Bridgton Hospital**

10 Hospital Drive  
Bridgton, Maine 04009  
(207) 647-6000  
<http://www.bridgtonhospital.org/>

### **C.A. Dean Memorial Hospital**

364 Pritham Avenue  
Greenville, Maine 04441  
(207) 695-5200  
<http://www.cadean.org/>

### **Calais Regional Hospital**

24 Hospital Lane  
Calais, Maine 04619  
(207) 454-7521  
<http://www.calaishospital.com/>

### **Cary Medical Center**

163 Van Buren Road, Suite #1  
Caribou, Maine 04736  
(207) 498-3111  
<http://www.carymedicalcenter.org/>

### **Central Maine Medical Center**

300 Main Street  
Lewiston, Maine 04240  
(207) 795-0111  
<http://www.cmmc.org>

### **Down East Community Hospital**

11 Hospital Drive  
Machias, Maine 04654  
(207) 255-3356  
<http://www.dech.org/>

**Eastern Maine Medical Center**

489 State St.  
Bangor, Maine 04402  
(207) 973-7000  
<http://www.emmc.org>

**Franklin Memorial Hospital**

111 Franklin Health Commons  
Farmington, Maine 04938  
(207) 778-6031  
<http://www.fchn.org/>

**Houlton Regional Hospital**

20 Hartford Street  
Houlton, Maine 04730  
(207) 532-2900  
<http://www.houltonregional.org/>

**Inland Hospital**

200 Kennedy Memorial Drive  
Waterville, Maine 04901  
(207) 861-3000  
<http://www.inlandhospital.org/>

**Lincoln Health**

35 Miles St.  
Damariscotta, Maine 04543  
(207) 563-1234  
<http://www.lchcare.org>

**Maine Coast Memorial Hospital**

50 Union Street  
Ellsworth, Maine 04605  
(207) 667-5311  
<http://www.mainehospital.org>

**Maine General Medical Center**

35 Medical Center Parkway  
Augusta, Maine 04330  
(207) 626-1000  
<http://www.maine-general.org/>

**Maine Medical Center**

22 Bramhall Street  
Portland, Maine 04102  
(207) 662-0111  
<http://www.mmc.org/>

**Mayo Regional Hospital**  
897 West Main Street  
Dover-Foxcroft, Maine  
04426  
(207) 564-8401  
<http://www.mayohospital.com/>

**Mercy Hospital**  
144 State Street  
Portland, Maine 04101  
(207) 879-3000  
<http://www.mercyhospitalstories.org/>

**Mid Coast Hospital**  
123 Medical Center Drive  
Brunswick, Maine 04011  
(207) 729- 0181  
<http://www.midcoasthealth.com/>

**Millinocket Regional Hospital**  
200 Somerset Street  
Millinocket, Maine 04462  
(207) 723-5161  
<http://www.mrhme.org>

**Mt. Desert Island Hospital**  
10 Wayman Lane  
Bar Harbor, Maine 04609  
207) 288-5081  
<http://mdihospital.org/site/>

**Northern Maine Medical Center**  
194 East Main Street  
Fort Kent, Maine 04743  
(207) 834-3155  
<http://www.nmmc.org/>

**Parkview Adventist Medical Center**  
329 Maine Street  
Brunswick, Maine 04011  
(207) 373-2000  
<http://www.parkviewamc.org>

**Pen Bay Medical Center**  
6 Glen Cove Drive  
Rockport, Maine 04856  
(207) 596-8000  
<http://www.penbayhealthcare.org/penbaymedicalcenter/>

**Penobscot Valley Hospital**

Box 368  
Lincoln, Maine 04457  
(207) 794-3321  
<http://www.pvhme.org/>

**Redington-Fairview General Hospital**

46 Fairview Avenue  
Skowhegan, Maine 04976  
(207) 474-5121  
<http://www.rfgh.net/>

**Rumford Hospital**

420 Franklin Street, Rumford, Maine 04276  
(207) 369-1000  
<http://www.rumfordhospital.org/>

**Sebasticook Valley Health**

447 North Main Street  
Pittsfield, Maine 04967  
(207) 487-4000  
<http://www.sebasticookvalleyhealth.org/>

**Southern Maine Health Care-Sanford Medical Center**

25 June Street  
Sanford, Maine 04073  
(207) 283-7000  
<http://www.smmc.org/>

**St. Joseph Hospital**

PO Box 403  
Bangor, Maine 04401  
(207) 262-1000  
<http://www.stjoeshealing.org>

**St. Mary's Regional Medical Center**

P.O. Box 291  
Lewiston, Maine 04243  
(207) 777-8100  
<http://www.stmarysmaine.com/>

**Stephens Memorial Hospital**

181 Main Street  
Norway, Maine 04268  
(207) 743-5933  
<http://www.wmhcc.org>

**The Aroostook Medical Center**

140 Academy Street  
Presque Isle, Maine 04769  
(207) 768-4000  
<http://www.tamc.org/>

**Waldo County General Hospital**

PO Box 287  
Belfast, Maine 04915  
(207) 338-2500  
<http://www.wcgh.org/index.html>

**York Hospital**

15 Hospital Drive  
York, Maine 03909  
(207) 363-4321  
<http://www.yorkhospital.com/>

**LEGAL SERVICES**

**Pine Tree Legal Services**

Free legal services for low –income Maine residents for non-criminal matters

**Augusta Office** - Somerset, Lincoln and Knox Counties

39 Green Street  
P.O. Box 2429  
Augusta, Maine 04338-2429  
(207) 622-4731 or (207) 623-7777

**Bangor Office** - Penobscot, Piscataquis and Waldo

115 Main Street, 2nd floor  
Bangor, Maine 04401  
(207) 942-8241

**Lewiston Office** - Androscoggin, Oxford and Franklin

37 Park Street, Suite 401  
Lewiston, Maine 04243-0398  
(207) 784-1558

**Machias Office** - Washington and Hancock

13 Cooper Street  
P.O. Box 278  
Machias, Maine 04654  
(207) 255-8656

**Portland Office** - Cumberland, York, Sagadahoc, Androscoggin, Oxford, Franklin, Lincoln,  
Knox

88 Federal Street  
P.O. Box 547  
Portland, Maine 04112  
(207) 774-8211

**Presque Isle Office** - Aroostook County

373 Main Street  
Presque Isle, Maine 04769  
(207) 764-4349

**All Offices**

**TTY: 711**  
<http://www.ptla.org>

**Cumberland Legal Aid Clinic**

A legal aid clinic operated by the University of Maine, School of Law. The services provided to low income, individuals with legal cases in Southern Maine courts (Cumberland, parts of York, Sagadahoc and Androscoggin counties) for most types of civil, criminal, juvenile and family matters.

Greater Portland area – (207) 780-4370  
Toll free: (877)-780-2522  
<http://mainelaw.maine.edu/programscenters/clac.html>

**Maine Lawyer Referral Service**

A referral service operated by the Maine State Bar Association.  
1-800-860-1460  
<http://www.lrs@mainebar.org>

**Maine Volunteer Lawyers Project**

Free legal information and pro bono legal representation for qualifying low-income individuals state-wide.  
Portland: (207) 774-4348  
Toll free: (800)-442-4293  
<http://www.vlp.org>

**MAINE COMMUNITY COLLEGE SYSTEM**

**STUDENT AFFAIRS**

**Section 504**

**SUBJECT: SPECIAL CONDITIONS OF ADMISSION, ENROLLMENT AND PARTICIPATION**

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**PURPOSE: To express the authority of the colleges to establish certain conditions of admission, enrollment and participation**

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**A. Introduction**

The colleges of the MCCS offer education and services to individuals under a process of modified open admissions. Typically, this process enables applicants who meet the stated academic criteria for program or college admissions to attend as students and access the full offerings of the college. In some circumstances, however an individual's personal experiences may affect the individual's admission, enrollment or participation in a college's various offerings. The purpose of this policy is to express the authority of the colleges to handle such circumstances.

**B. Definitions**

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

1. "Applicant" means a person who seeks to attend, but is not yet admitted to, or enrolled in, a college; "Student" means a person who has been admitted or enrolled; and "Individual" means both an applicant and a student.
2. "Admission" means entry into a college, off-campus site, program or course; "Enrollment" includes registration in online and on campus courses, regardless of location of course delivery; and "Participation" means involvement in any college service or activity including, for example, access to housing, financial aid, athletics or extra-curricular activities, as well as a general freedom of movement around campus.
3. "Circumstances warranting special conditions" or "special circumstances" mean those acts that raise reasonable concerns for community safety and community order. They typically involve prior personal misconduct that demonstrates a diminished reliability to comply with the reasonable rules and regulations of the college, and/or a greater likelihood of risk of harm to self, others or property. Such circumstances often include, but are not limited to, a:
  - a. Criminal conviction;
  - b. Condition of bail, probation, restraining order or other judicial or administrative order;
  - c. Pending arrest, indictment or other criminal charge;

- d. Report or recommendation of a law enforcement, probation or parole officer that relates to the risks of harm or disruption that an individual may present;
- e. Report or recommendation of a mental health professional that relates to the risks of harm or disruption that an individual may present;
- f. Civil litigation whose allegations raise like concerns for a college; or
- g. Lack of evidence of an individual's ability to succeed academically or other evidence that the individual is unlikely to succeed. Such evidence includes but is not limited to the individual's prior performance at other educational institutions.

4. A "condition" can include either exclusion, restriction or both.

### **C. Completed vs. Evolving Matters**

This policy applies both to those special circumstances that have been completed and those that are still evolving. For example, this policy applies to instances when an individual has been criminally convicted or facing criminal charges not yet proven. While this policy recognizes the presumption of innocence that attaches to the latter, this policy also recognizes, and adopts here the equivalent of, the prudent interim approach of courts in imposing reasonable restrictions on the individual until the process for finding guilt, innocence or other disposition is complete.

### **D. Authority to Exclude or Limit**

A college may exclude or limit an individual's admission, enrollment or participation to the extent that an individual's special circumstance diminishes the individual's:

- 1. Likelihood of success in a program of academic study, particularly one for which admission is competitive;
- 2. Ability to be placed in a required internship or clinical experience;
- 3. Ability to qualify for a professional license after graduation;
- 4. Ability to qualify for financial aid, especially federal financial aid if there is a drug-related conviction;
- 5. Compatibility for placement in a college residence hall;
- 6. Trustworthiness for on-campus employment;
- 7. Reliability to comply with the reasonable rules and regulations of the college; and

8. Reliability not to present a greater likelihood of risk of harm to self, others or property.

**E. Determining Whether to Exclude or Limit a Student**

In determining whether to apply any conditions to an individual with a special circumstance, a college should:

1. Identify the specific nature of the individual's special circumstance. For example, a college should consider the following:
  - a. Whether the conduct underlying the special circumstance was admitted or proven, or is not yet admitted or proven;
  - b. When and how recently the conduct was committed or alleged to be committed, and whether the individual was a juvenile or adult at the time;
  - c. Whether the conduct was against a person or property; violent or passive; and intentional, reckless, negligent or grossly negligent;
  - d. Whether the harm actually or allegedly caused was minor and temporary or serious and permanent;
  - e. Whether the individual acknowledged the individual's responsibility by plea, or contested by trial and/or appeal;
  - f. What punishment, if any, was imposed on the individual; whether that punishment was satisfactorily completed; whether the individual is on bail, probation or parole, and, if so, the terms and conditions thereof; and the perceived degree to which the individual has been rehabilitated; and
  - g. Any other factor that is relevant and material.
2. Consult, as appropriate, with the MCCS General Counsel;
3. Weigh the individual's circumstances against the college's interests in, for example, those issues addressed in *Section D* above and determine the rational relationship between the facts of an individual's particular case and the college's interests in excluding or limiting the individual; and
4. Impose those conditions that by amount, scope and duration are reasonable under the particular circumstances.

## **F. Procedures**

### **1. Admission**

On questions of whether an applicant's special circumstances shall affect an applicant's admission to a college, the college Director of Admissions, Dean of Students or designee shall make that determination consistent with the provisions of this policy and impose any special terms and conditions necessary to address the applicant's circumstances

### **2. Post-Admission**

The Dean of Students or his designee may impose special terms and conditions after admission for special circumstances that existed at the time of admission but were not known to the college until after the applicant was admitted.

### **3. Violation**

Violation of a special term or condition imposed under this policy shall be subject to the MCCS Student Code of Conduct.

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REFERENCES: 20-A M.R.S.A. §12706(1)

DATE ADOPTED: June 23, 2010

DATE(S) AMENDED: May 3, 2013; June 21, 2017

## MAINE COMMUNITY COLLEGE SYSTEM

### Student Senate Constitution 2017-2018

#### **Preamble**

We, the student senate of Washington County Community College, do hereby originate and establish this constitution as the sole document stating the purpose and powers of this student body.

#### **Article I- Purpose**

The sole purpose of the Student Senate is to promote the best interests of the student body of Washington County Community College.

#### **Article II-Powers**

**Section 1.** Make regulations concerned with the student welfare, such regulations consistent with the rules or the policies of the Administrations of Washington County Community College.

**Section 2.** Make recommendations to the Administration in the interest of the student body and the school.

**Section 3.** Act as representatives for the student body to the Administration.

**Section 4.** Approve requests to establish new student organizations on campus.

**Section 5.** Provide for the elections of all Senate members.

**Section 6.** Initiate projects as needs arise.

**Senate 7.** Approve all expenditures of the student activity account.

#### **Article III-Membership**

**Section 1.** All Senate members shall be elected by the fourth academic school week of the new school year.

**Section 2.** The senate will be comprised of 5% of the entire student body. Each department will have two elected representatives who must be full-time matriculated students. Once the 5% is calculated, any seats remaining will be appointed to those departments with the highest full time matriculated population. Each department may only receive up to one extra seat.

**Section 2a.** There will be one Member at Large representative from the part-time non-matriculated population.

#### **Article III-Membership cont.**

**Section 3.** The new sitting Senate shall re-elect new officers for that upcoming year. Those offices to be elected are President, Vice President, Secretary, and Treasurer.

**Section 4.** A Student elected to the Senate who will be returning the following year shall remain on the senate until the completion of their studies.

**Section 5.** All returning Officers will retain their office until the new Senate is in place and then the new Senate will hold a re-election of officers for the upcoming year. If there are no returning officers then an election will take place the last meeting of the year to elect a Interim President and Secretary.

**Section 6.** Break down of Departments

1. Business Studies
  - a. Business Management
  - b. Medical Office Technology
  - c. Medical Assistant
  - d. Criminal Justice
  - e. Human Services
  - f. Phlebotomy
  - g. Computer Technology
  - h. Health Care Administration
  
2. Education
  - a. Early Childhood Development
  - b. Education
  
3. Construction Technology
  - a. Building Construction
  - b. Heating Technology
  - c. Plumbing Technology
  - d. Welding Technology
  - e. Residential and Commercial Electricity
  
4. Mechanical Technology
  - a. Automotive Technology
  - b. Heavy Equipment Operation
  - c. Heavy Equipment Maintenance
  - d. Mechanical Technology
  - e. Engine Specialist
  - f. Power Sports
  
5. Hospitality & Tourism Service
  - a. Adventure Rec. Tourism
  - b. Culinary and Baking
  
6. General Education
  - a. General Technology
  - b. Liberal Studies

c. Trade and Technical Occupations

**Article IV-Officers**

**Section 1.** Titles: President, Vice-President, Secretary, and Treasurer

**Section 2.** Nominations – Elections: Officers shall be elected by majority vote of the Student Senate Members.

**Section 3.** Those elected shall assume office immediately after the election at the meeting.

**Article VI-Committees**

**Section 1.** The President with the advice of the advisor shall appoint or cause to be appointed all committees of the senate, affirmed by majority vote of sitting senate at the meeting.

**Section 2.** The Senate President or the advisor (with the permission of the senate President) shall call special meetings.

**Article VII-Attendance-Removals**

**Section 1.** Any student senate member missing three regular Meetings, within the school year, without a valid excuse is automatically suspended from his/her office as a senator. He/She will be sent an Email or Letter requesting he/she appear before the senate at the next regular meeting to see if he/she will be allowed to continue to keep his/her seat on the senate. If the person does not attend and does not attempt to contact one of the Senate Officers or advisors they will be immediately dismissed from the Senate.

**Section 2.** Impeachment: Any Senator may be impeached from office by two-thirds of Senate members present providing a quorum exists at any regular meeting.

**Section 3.** If for any reason a Senator is removed or impeached the program that person is attending will be asked to vote on another senator. If the class fails to contact the Senate within two weeks the President may appoint a person from the student body, the Student Senate will then vote on the appointee by a secret ballot of members present.

**Article VIII-Election of Advisor**

**Section 1.** The Administration of Washington County Community College shall appoint one advisor(s). The advisor shall have the privilege of the floor but will not be allowed to vote on issues and policies of the senate.

**Article IX-Duties of the Officers**

**Section 1.** President

- a. Shall call all meetings to order
- b. Shall have the power to excuse members from attending meetings when sufficient cause is presented

- c. Shall select heads of Committees.
- d. Shall preside at the meetings of the Senate and perform all other duties common to the office.
- e. Shall sign all requisitions for expenditures of money from the student senate checking account.
- f. Shall appoint members of the student senate to committees i.e. IT committee, safety committee, disciplinary committee, community counsel.

## **Section 2. Vice-President**

- a. Shall act as President in the absence of the President
- b. Shall keep, record, and track all attendance of the Student Senate members at meetings.
- c. Shall be responsible for tracking all the committees that are formed in the senate, and helping where he/she might.
- d. Shall perform any other duties the President may ask.

## **Section 3. Secretary**

- a. Shall keep minutes of all regular meetings and special meetings,
- b. Will maintain a permanent file of reports and records. All records will be in hand written book as well as the Student Senate computer.
- c. Shall distribute the minutes and agendas to employees and students via Email.
- d. Shall perform any other duties the President may ask.

## **Section 4. Treasurer**

- a. Shall provide and be accountable for all income of the Senate and shall process payment of all bills for authorized expenditures.
- b. Will work with business office in regards to the student checking account and unpaid bills.
- c. Shall make an audit and report as requested by the President.

## **Article X-Duties of the Committees**

**Section 1.** Committees shall perform to the best of their ability the duties asked of them by the President or the chairman of the committee.

## **Article XI-Finances**

**Section 1.** The Senate fund shall be derived mainly from the activity fees paid by the student upon his/her entrance in the fall/spring of the year.

## **Article XII-Order of Business**

### **Section 1. Order of Business**

- a. Call to order by the President
- b. Vice President's report/committee

- c. Secretary's Report
- d. Treasurers Report
- e. Old Business
- f. New Business
- g. Open Discussion
- h. Adjourn

## **Section 2. Rules**

- a. Robert Rules of Order will be adhered to
- b. Senate members will vote on all expenditures and majority rules. There must be no less than 5 members present to vote, excluding the president.

## **Article XIII-Ratification**

**Section 1.** This Constitution shall be considered ratified upon a 2/3 vote of quorum of the senate

## **By-Laws**

### **Article I Quorum**

**Section 1.** A one half membership of the Senate shall constitute a quorum.

### **Article II-Elections**

**Section 1.** The student senate and/or Advisor will be responsible for running the election of the senate. The senate will produce a list of openings by department and post them via email and bulletin boards. Any person wanting to apply must submit their name with the student senate or advisor. Those names will be posted on email and bulletin boards for a week. An election day will be held for all students to vote on their elective official from their program.

**Section 2.** The Student Senate and the Student Senate Advisor shall handle counting of ballots and issuing of results.

**Section 3.** The new sitting senate will elect the Member at Large. Any person who is part-time and non-matriculated may submit their name to the senate for consideration.

### **Article III-Expenditures**

**Section 1.** A record of all money approved for expenditures by the Student Senate must appear in the meeting minutes.

Revised 10-2-14



## **Notification of Rights under FERPA for Postsecondary Institutions WCCC/MCCS FERPA Notice**

**SUBJECT:** UNIFORM FERPA NOTICE

**PURPOSE:** To provide a uniform notice under the Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This policy provides a uniform notice summarizing certain portions of those rights.

### **A. Records Inspection**

A student has the right to inspect and review the student's education records within 45 days of the day a college receives such request. A student should submit to the Registrar, Dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The appropriate official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

### **B. Amendment of Records**

A student has the right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask a college to amend a record should write the college official responsible for the record, identify the specific part of the record that the student wants changed, and specify the reason why it should be so changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a meeting regarding that decision.

### **C. Student's Right to Prevent Disclosure**

A student has the right to provide written consent before a college discloses personally identifiable information from the student's education records, except to the extent that FERPA or other laws authorize disclosure without such consent.

### **D. College's Rights to Disclose**

A college may disclose education records without a student's prior written consent under a number of circumstances including, but not limited to, the following circumstances:

#### **1. Health or Safety Emergency**

A college may disclose education records without a student's prior written consent under the FERPA exception for an emergency that poses an imminent threat to health or safety.

## **2. Directory Information**

Unless a student withholds consent by use of an opt-out form that the colleges shall provide to each student, a college may disclose education records without a student's prior written consent under the FERPA exception for directory information. Unless or until a college adopts a different definition, directory information:

- a. Includes a student's full name; e-mail address; the fact that a student is or was enrolled; enrollment status (e.g., full-time, half-time or less than halftime); class level and majors/minors; dates of attendance; degrees, honors or awards received; cumulative credit hours; and participation in officially recognized activities and sports, and certain biographical information of athletes; and
- b. Does not include a student's identification number, date of birth, mailing and permanent address(es); telephone number(s); parents' names and addresses; GPA or grades; current schedule; information on academic standing (probation, disqualification, etc.) or whether student is eligible to return to school; accounts receivable balance; disciplinary records; financial records of parents; student employment records; psychiatric or psychological records; and copies of transcripts from other schools or colleges.

The authority of a college to disclose student directory information is permissive to the college, and each college reserves the right not to disclose such information to a person or entity when a college determines that such disclosure is not in its students' and/or the institution's best interests, and is not otherwise required by law to do so.

## **3. School Officials with Legitimate Educational Interests**

A college may disclose education records without a student's prior written consent to school officials under the FERPA exception for legitimate educational interests. For purposes of this provision, a "school official" is a person employed by a college and/or the MCCS in an administrative, supervisory, academic or research, or support staff position (including security and health personnel); a person or company with whom a college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for a college.

## **4. Officials of Other Schools**

Upon request, a college may disclose education records including disciplinary records without consent under the FERPA exception for disclosures to officials of another school in which a student seeks or intends to enroll.

## **5. Lawfully Issued Orders and Subpoenas**

A college may disclose education records without a student's prior written consent under the FERPA exception for complying with a judicial order or lawfully issued subpoena.

## **6. Financial Aid for which a Student has Applied**

A college may disclose education records without a student's prior written consent under the FERPA exception for financial aid for which the student has applied.

**7. Organizations Whose Work Will Improve MCCS Instruction**

A college may make certain disclosures under FERPA without individual consent under the FERPA exception for disclosure to organizations conducting studies for, or on behalf of, the MCCS for the purpose of improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted.

**8. Disclosure to Military Recruiters**

A college must, as required by law, disclose education records without a student's prior written consent to requesting military recruiters.

**E. Complaints**

A student with questions or concerns about the student's rights and a college's responsibilities should promptly inform the appropriate college student services official. A student also has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.