

**Washington County  
Community College**



**STUDENT  
HANDBOOK**

**Calais**  
Main Campus  
One College Drive  
Calais, ME 04619  
(207) 454-1000  
800-210-6932

**Eastport**  
Marine Technology Center  
16 Deep Cove Road  
Eastport, ME 04631  
(207) 454-1000  
800-806-0433

**2003  
2004**

July 15, 2003

Dear Student:

For the faculty, staff, administration, and your fellow students, please allow me to welcome you to Washington County Community College. You have wisely chosen to continue your education with us at WCCC because we are committed to providing a student-centered environment that places the pursuit of teaching and learning excellence at the center of everything we do.

Your student handbook has been carefully designed to provide necessary and essential information that you will find helpful throughout your career at WCCC. It is in your best educational interests to be familiar with its contents. I encourage you to thoroughly read your handbook and ask if you want to learn more about any of our student success services.

You will want to take full advantage of the student life activities that are available to WCCC students. I have consistently found that those students who are active outside the classroom do enjoy more the learning process and are more successful in the classroom than those who do not. Become involved and you will discover that the college community can be an interesting and exciting home for your interests and aspirations.

Please accept my personal wishes for an enlightening and engaging school year. If there is anything I can ever do to enhance your educational experience, and help you learn more and better, my door is always open to you.

Sincerely yours,

Dr. Robert M. Khoury  
Vice President and Academic Dean

**Washington County Community College6**

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# **Washington County Community College**

## **Mission**

The mission of Washington County Community College is to serve the state of Maine and the region with comprehensive, post-secondary, transfer and/or technical education culminating with the associate degree, diploma, and certificate offered in a residential campus setting. WCCC's programs and services prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

The role of Washington County Community College is:

- To accelerate the development of academic, technical and leadership skills of students seeking degrees in technology fields;
- To instill in every graduate an appreciation for his or her individual responsibility for citizenship and leadership in a multicultural society;
- To provide lifelong educational experiences for individuals;
- To provide out-of-class learning experiences in the environment of a quality campus community; and
- To develop strategic alliances and partnerships with government, business and industry that lead to enhanced economic development of the state and region.

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.

## Academic Calendar 2003-2004

### July

- 14 July Start Students move in to Residence Halls. Dorm Orientation
- 15 Classes Begin
- 28 Last day to Add/Drop

### August

- 18 Heavy Equipment Students Orientation and Registration
- 22 Last day for Summer Session
- 29 Professional Development Day

### September

- 1 Labor Day – College Closed – No Classes
- 2 Dorm Orientation for residents. Registration, Orientation, and Advising
- 3 First day of Classes
- 22 Last day of Add/Drop

### October

- 13 Columbus Day – College Closed – No Classes
- 22 Last Day to Withdraw from Classes

### November

- 3-7 Pre-Registration Week
- 11 Veterans' Day – College Closed – No Classes
- 27-28 Thanksgiving Break – College Closed – No Classes

### December

- 15-19 Finals Week
- 19 Last day of classes for Fall Semester

### January

- 12 Orientation, Registration, and Advising
- 13 First Day of Classes
- 19 Martin Luther King Day – College Closed – No Classes
- 26 Last day to Add/Drop

### February

- 16-20 February Vacation

### March

- 3 Last Day to Withdraw from Classes
- 8-12 Pre-Registration Week
- 29-4/2 Spring Break

### April

- 19 Patriot's Day – College Closed – No Classes

### May

- 10-14 Finals Week
- 13 Last Day of Spring Semester
- 14 Graduation

## **Academic Information**

### **Academic Advisors**

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.

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 and to monitor academic progress. The name of the academic advisor is printed at the top of the student's schedule every semester. Students are responsible for their own academic progress. Program requirements are in the WCCC catalog; copies may be obtained in the Student Services Office.

### **Accreditation**

WCCC is accredited by the New England Association of Schools and Colleges, Inc.(NEAS&C), a non-governmental nationally recognized organization whose affiliate institutions include elementary schools through collegiate institutions.

### **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 VIII, C, 4, of the Student Code of Conduct.

### **Academic Honors**

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

Students earning a cumulative grade point average of 3.5 - 3.9 are considered honor students and are eligible for the Dean's List.

Additional criteria for both lists are as follows:

1. The student must be enrolled full-time in a program of study. Full time is defined as carrying 12 or more graded credit hours in a given semester. (Not included are pass/fail, transfer, audit, or work experience hours)
2. All grades must be a "C" or better.

The President's and Dean's List will be published as a news release to the local newspapers.

## **Add-Drop Policy**

A student may add subjects only during the first week of each semester, with the approval of his/her academic advisor and the course instructor. Courses may be dropped during the first two weeks of class with the approval of the academic advisor and the course instructor. There will not be academic penalties for courses dropped during this period. However, financial penalties may apply. Please see the business office for details. Courses dropped during the first two weeks of the semester will not appear on the student's transcript.

## **Drop and Withdrawal Policy Summarized**

First two weeks of semester: Students may add or drop classes without academic penalty.

Third week of semester through semester mid point: Students may withdraw from classes without academic penalty. Course will be noted with a WP (Withdrawal Passing) or WF (Withdrawal Failing) based on the student's progress to that point.

After semester mid point: Student may not officially withdraw from a class.

## **Withdrawal Policy**

After the add-drop period, until mid-semester, students may drop (but may not add) a subject without academic penalty and receive a Withdraw Passing (WP) or Withdraw Failing (WF) notation. That notation will appear on an individual's permanent transcript but will not be included in the accumulative grade point average. Students dropping any subject 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.

Add/drop and withdrawal forms are available from the Registrar's Office.

## **Affirmative Action**

Washington County Community College (WCCC) is committed to the principles of affirmative action. WCCC is an equal opportunity institution and complies with the requirements of Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. The College prohibits discrimination on the basis of race, color, nationality or ethnic origin, religion, sex, age, marital or parental status or disability in the recruitment and admission of its students, in the administration of its educational policies and programs, and in the recruitment and employment of its instructional and non-instructional personnel. On-campus students, who are physically challenged, need adaptive equipment, or special services to access WCCC programs and services should contact the Academic Dean. Students who exhibit limited English language proficiency may receive assistance through the Academic Dean.

Inquiries regarding policies with respect to Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Affirmative Action Officer, Washington County Community College R. R. 1, Box 22C, Calais, ME 04619, Telephone: 207 454-1000.

The formal WCCC Grievance Procedure is as follows:

1. Within ten working days of the alleged violation, a verbal grievance may be filed with the party or with the supervisor of the party to the alleged violation.
2. If still unsatisfied, the grievant may, within ten working days, file a verbal grievance with the Affirmative Action Officer (AAO).

3. If still unsatisfied, the grievant may, within ten working days, file a written grievance with the AAO. The AAO will initiate an investigation and submit the findings to the President or his/her designee. The President has five working days to act.

If still unsatisfied, the grievant may request the AAO to refer him/her to an appropriate outside agency.

### **Assessment and Placement**

Assessment of basic academic skills is required of all matriculated students before they register for courses for college credit. Performance on skills assessment testing does not affect students' acceptance to the institution; results are used for appropriate placement in English, reading and mathematics courses.

In addition to appropriate academic preparation, applicants must have a high degree of motivation and commitment if their goals at WCCC are to be achieved.

### **Attendance**

When a student enrolls in a course, he/she obligates him/herself for all the work that may be assigned. Punctual and regular attendance is vital to fulfill this obligation. The student is responsible for all assigned work in the course, and absences, excused or unexcused, do not absolve him/her of this responsibility.

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

The student is responsible for knowing the attendance policy of each instructor in whose class he/she is enrolled. General rules for attendance are as follows:

Students may not be absent more than 10 percent of the hours the course meets during the term. When a student's hours absent exceed this number, the instructor must evaluate the overall effect of additional absences in the course. Based upon this evaluation, the instructor may choose to permit the student to continue in the course or may administratively withdraw the student from the course with a grade of AW if prior to the end of the fifth week of class or an AF, if after the fifth week of class.

If the instructor determines the student can continue in the course, the instructor must counsel the student that additional absences may lead to an administrative attendance withdrawal.

Any tardy up to five minutes will be counted as one-half of an absence, and a tardy of more than five minutes will count as a full absence.

The student will be counted absent if he/she leaves class early without prior instructor permission.

If classes are missed due to late registration, a student will be counted absent for classes missed.

When dropped from a course for attendance, the student may appeal to the Academic Affairs Committee for readmission if he/she feels there is justification for the absences. It is the student's responsibility to contact the department chair immediately concerning the appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.

In all matters of attendance, it is extremely important that you keep in communication with your instructor(s). This may be done by phone, voice mail, e-mail or mail. Your instructors can be very helpful in helping you to keep up with missed work.

## **Academic Ethics**

Plagiarism, cheating, copying, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures 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. Other possible disciplinary sanctions can include dismissal from the college.

## **Audio-Visual Aids**

Students wishing to use audio-visual equipment for school-oriented activities are encouraged to contact the Library. The following equipment is available: slide projectors, overhead projectors, TVs and VHS VCRs.

## **Bookstore**

The WCCC Bookstore is located at the Calais campus. In addition to textbooks and supplies, the Bookstore carries a variety of school clothing, and gifts and beauty aids.

Bookstore hours are: Monday through Friday, 8:00 AM - 4:30 PM. Additional hours during registration.

## **Career Planning and Information**

Career planning and placement assistance is available from several sources at WCCC. The staffs in Student Services, counselors, academic advisors, and individual instructors are willing to help students with career decisions and help graduates find jobs in their field. Because of their job market knowledge and employer contacts, instructors are often excellent sources of assistance. Each spring, graduates benefit from a strong effort to help them secure their places in the working world.

The Student Services Office offers information, workshops and counseling to help students explore options and plans for their careers while encouraging students to explore careers which have been considered nontraditional for their gender. Workshops are held on such topics as resume writing, employment letters and effective interviewing skills. Student Services also offers assistance to students to help identify their skills, interests and values in relation to career selection.

## **Credit by Examination**

Students may challenge selected courses. Students who want to "test out" of a course must be enrolled in a program of study and formally registered for the course. The examination required will be comparable to the final examination that is used to test all students. The minimum level of competency that is acceptable to successfully challenge a content area or an academic discipline may vary.

Credit for College Level Examination Program (CLEP) General 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 exam area 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 achieve the challenge standards will be required to complete the full course of instruction. The level of achievement required to receive credit by examination may vary in different courses.

Challenge exams must be taken prior to the end of the add/drop period at the beginning of the course. The Academic Dean will make final determinations concerning approval of credit by examination.

Students who desire credit by examination should contact the Academic Dean's office.

### **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 a semester 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 certificate, all presented at Commencement. Requirements for these awards vary according to the specific degree or occupational area.

See the registrar or your academic advisor for specific requirements.

### **Early Release for Graduating Students**

The policy of Washington County Community College is to permit students to leave school prior to graduation in order to pursue full time employment in their field of occupational or technical training.

1. A student wishing to request early release must make a written request.
2. A student requesting early release must have the written request approved by the department chair, occupational instructor and the Academic Dean.
3. The Academic Dean will notify all parties of the status of the request - approved or not approved.

Early release is intended only for a student who has an offer of employment and the employer will not hold the position until graduation. Early release will normally be approved for the two-week period prior to graduation. Unusual conditions may allow up to a maximum of thirty days prior to graduation, but only with the approval of the Academic Dean or President. If a student decides to leave prior to the completion of any other semester, he/she will be considered as withdrawing from school and this will be indicated as such on the transcript.

## Grading Policies

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 objectives of the course. The student's work in each course is graded as follows:

Grade	Quality Points Per Credit
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

## Other Grade Symbols

- AF Administrative withdrawal after the fifth week of class. Dropped from a course for reasons other than grade performance, such as not meeting course attendance requirements, or non-payment of bills. The grade point value of this grade is zero points or the same as an F grade and will be computed as such in the student's GPA.
- AW Administrative withdrawal before the sixth week of class. Dropped from a course for reasons other than grade performance, such as not meeting course attendance requirements or non-payment of bills.
- \*I Incomplete; a temporary grade given when the student, due to extraordinary circumstances, has failed to complete required work. This grade must be accompanied by a contract, signed by the instructor and student, specifically identifying the work, which is to be completed. Required work must be completed and a grade submitted by mid-semester following the semester in which the I grade was received. An I grade which is not removed during this period automatically becomes an F.
- \*M Code given to courses forfeited due to Academic Amnesty
- \*P Successful completion of course approved for the pass/fail option.
- \*W Approved withdrawal during the first two weeks of the semester. Course withdrawals will be recorded on the grade reports.
- R Retake
- \*TR Transfer credit
- WF Withdrew Failing. Withdrawal posted after the second week and before mid-semester. Course withdrawals will be recorded on the grade reports.

\*WP Withdrew Passing. Withdrawal posted after the second week and prior to mid-semester. Course withdrawals will be recorded on the grade reports.

\*Not computed in GRADE POINT AVERAGE.

In order to graduate from any planned program of study, (i.e., associate degree, diploma, or certificate) a student must have an accumulative grade point average of 2.0.

### **Probation and Dismissal**

A student will not be placed on academic probation two consecutive semesters regardless of program. Dismissal will normally occur at the completion of a semester. A minimum grade point of 2.0 is a prerequisite for continuing advancement in the technical specialty subject area unless the instructor and the Academic Dean grant (written) permission. The technical specialty subject areas are designated on the curriculum requirement sheet.

A student failing to meet the major subject area standard will be notified by the Registrar that he/she will be unable to graduate unless he/she either retakes the class that does not meet the standard and receives a grade C or higher or receives a waiver of the requirement.

A student will be allowed no more than one opportunity to retake a major subject, providing there is space available in the course and he/she is maintaining satisfactory academic progress according to campus policy.

**Academic Probation** - Signifies that students are in serious academic jeopardy. Students on probation must remove 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 (less than fifteen credit hours).

**Extended Probation** - May be granted at the discretion of the Academic Dean 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 a 2.0 grade point average in the subsequent semester.

**Academic Dismissal**- Students who have been academically dismissed may request re-admittance to the college by completing a satisfactory Academic Progress Appeal Form including supporting documentation as outlined on the form. The student success team will review the appeal and determine enrollment and financial aid eligibility. At the time of the appeal, the applicant must show positive evidence that he or she is ready to successfully complete a program of study. Some examples of this evidence include the successful completion of courses, holding a job for a semester or more, etc.

**Academic Amnesty**- Students who have been academically dismissed and readmitted may be offered (by the Academic Affairs Committee) the option of forfeiting that portion of a given semester of course work below a C and retaining their enrollment if there is a high probability that they can improve their academic performance. An appropriate code will be placed on courses being forfeited so that the courses will be excluded in calculating GPA. Students may be offered the forfeit 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 an accumulative GPA of 2.0 after four semesters of course work.

**Mid-term Warnings**- In an effort to help students determine their academic success in a particular course, instructors are requested to submit a mid-term grade to the Registrar. The Registrar mails a letter to the student notifying the student of their academic standing for students who are maintaining and failing or near failing grade in a course. Students who receive grades indicating marginal or unsatisfactory work should meet with instructors

immediately after receiving the grade so that they can be advised on possible strategies for course success. During the student/faculty meeting, referrals may be made to various other campus resources including: Student Assistance Team, Student Support Counselor, Academic Advisor, or the Assistant Dean of Students Support Services. These resources are assembled in a Student Assistance Team. (SAT).

**Satisfactory Academic Progress** - Please see the description of “Satisfactory Academic Progress” and guidelines located in the financial aid section of this handbook.

**Student Assistance Team** - Student assistance teams are formed to provide assistance to students who are experiencing academic difficulty for any reason. The team consists of a student’s instructors, the academic advisor, the student support counselor, Assistant Dean of Enrollment Management, and other campus personnel as pertinent.

Student assistance teams meet with the student to help him/her solve problems, which may be impeding academic progress and may make recommendations to the academic dean as to whether the student should be placed on, continued on, or removed from academic probation.

Referrals to the Student Assistance Team may be made at any time during the school year. Students experiencing difficulties may request a meeting by contacting the Student Support Counselor.

## **Grade Reports**

Final grade reports are mailed to all students at their home address of record approximately two weeks after the end of each semester. Final grades cannot be secured in advance from the Registrar’s Office.

Grades will not be issued until all financial and other obligations to the college have been met.

## **Addresses**

All college correspondence will be sent to the address that was listed on the student’s application for admission unless otherwise requested by the student. In order to change your address for college correspondence, please contact the Registrar’s office for a change of address form.

## **Graduation**

There is one graduation ceremony each year, usually in May. Each candidate for graduation must pay a graduation fee of \$50. This fee is payable whether or not the candidate attends graduation ceremonies. Some students do not meet all program requirements until after the ceremony. However, if students are within 6 credits of graduating, then they may attend the graduation ceremony but will not receive a signed diploma until the completion of their program.

When all transactions between the college and the student are complete, the student will receive his/her diploma through the mail approximately one month after graduation.

## **Incomplete Grade Policy**

An instructor may issue the grade of incomplete when, in the instructor's opinion, extenuating or unusual circumstances prevent a student from completing the semester's work. The following conditions apply:

1. When the grade is issued, a written agreement must be developed and signed by both the student and the instructor detailing the specific work to be completed in order for a grade to be issued.
2. Since this is a temporary grade, all work must be made up as rapidly as possible, but no later than the middle of the following semester.
3. The grade F will be given for any incomplete grade not made up by the middle of the following semester. For students with extenuating circumstances, the Academic Dean may grant an extension. The student must submit the extenuating circumstances in written form.
4. All inquiries regarding the final disposition of an incomplete should be directed to the instructor involved.
5. All financial aid will be suspended while the student is maintaining an incomplete grade.

## **Internet Acceptable Use Policy**

Access to the Internet at WCCC is available to all students at the college in accordance with the following policy:

### **Primary Goals**

To support and enhance the educational and research activities of the MCCS by providing access to additional resources, both within and external to the MCCS, and extending the opportunity to collaborative work.

### **Acceptable Use Policy**

1. All use of TCNET to access the Internet must be consistent with the MCCS primary goals (shown above).
2. Any user accessing the Internet via TCNET is responsible for adhering to the Acceptance Use Policy for the MCCS, NEARNET, NSFNET, and any other network or computer accessed by the user. In addition, users must adhere to all applicable policies of the MCCS and the user's respective college.
3. Any use of the TCNET for unlawful purposes is prohibited, including transmission of any materials in violation of any international, federal or state regulations, such as threatening or obscene materials, copyrighted materials or trade secrets.
4. Any use of the TCNET for profanity, obscenity, or other language that may be offensive to another user is prohibited.
5. It is not acceptable to use TCNET to interfere with or disrupt network users, services or equipment. Disruptions include propagation or deliberate transmission of computer viruses, unsolicited advertising or lobbying, and making unauthorized entry into any other machine or network accessible via TCNET.
6. It is assumed that information and resources available via TCNET are private to those individuals and organizations which own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holders of the rights. It is therefore unacceptable for an individual to use TCNET to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.
7. Many of the technology resources of the college are shared among the entire college community. Everyone using those resources should be considerate of the needs of others and be certain that nothing is done to impede anyone else's ability to use these resources. Such impediments may include, but are not limited to:
  - Activities that obstruct usage or deny access to others
  - Activities that harass
  - Attempting to "hack" into any computer, either at the college or elsewhere

- Activities that violate college rules
- Activities that violate local, state, or federal laws
- Impersonating other individuals
- Attempts to capture or crack passwords or break encryption
- Creating, using, or distributing virus programs or programs that attempt to explore or exploit network security and/or other vulnerabilities
- Activities that compromise privacy
- Activities that are libelous
- Destruction or alteration of data or information belonging to others.
- Activities that violate copyright laws
- Unauthorized use of computer accounts
- Extensive use of resources for private or personal use
- Allowing anyone else to use any of your account(s)

## **Library**

The library serves students, faculty, staff and the community by providing library materials for research and recreational reading. The Calais campus library and its branch library located at the Marine Technology Center in Eastport maintain a collection in excess of 14,000 volumes. The library subscribes to over 230 technical and general interest periodicals. Major local, state and regional newspapers are available.

Several computer work stations in the library are provided for student use. Access to on-line catalogs, full-text article databases, and the Internet provide students with up-to-date information. The library staff is always available to assist students with research and reference questions. Library orientations are available for groups and individuals as needed.

The hours for the main library during the Fall and Spring semester are Monday – Thursday, 8:00 a.m. – 8 p.m. and 8:00 a.m. – 4:30 p.m. on Fridays. The library hours at the Marine Technology Center are posted at the Eastport campus.

## **Circulation Policy**

The circulation period is three weeks. Loans may be renewed for three weeks at a time. Books borrowed for longer than two weeks are subject to recall by the library upon request of the faculty or another person. If the book you are looking for is in use by someone else, you may ask that it be held for you at the desk upon its return.

## **Reference Policy**

Library materials marked for reference are not to be taken from the library. Reserve books will be considered reference books but may circulate overnight with approval from the librarian.

## **Periodical Policy**

Current issues of periodicals are not to be taken from the library. Back issues of periodicals may be borrowed for the three-week period.

## **Interlibrary Loan Policy**

Books and other library information are also available through the Interlibrary Loan system. Any materials not available in our collection will be obtained from other libraries. Please allow up to ten days for this service.

## Overdue Policy

A fine of 10 cents per day is charged for overdue library materials. A fine of 25 cents per day is charged for overdue reserve and Interlibrary Loan materials. Renewing or returning library materials on time can avoid fines. Grades will not be issued until all library materials have been returned to the library at the end of the semester.

## Student Records/FERPA

The Family Education Rights and Privacy Act of 1974, as amended (also known as the "Buckley Amendment") requires that we obtain your consent in writing, before releasing your education records to specific parties. The intent of the Act is to protect the privacy of students with regard to access of records and release of such records, and to provide the opportunity to challenge such records should they be inaccurate, misleading or inappropriate.

If you would like your educational records shared with a third party, local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Assistant Dean of Students, Financial Aid's and the Registrar's. In addition, any institution that makes public "Directory Information" shall allow the student to inform the institution that the information designated as "Directory Information" shall not be released. Washington County Community College hereby designates the following student information as public or "Directory Information". The institution may disclose such information for any purpose, at its discretion:

- Name
- Major field of study
- Address
- Honors (including Dean's List and President's List)
- Telephone number
- Academic credential earned (including dates)
- Date of birth
- Previous institution(s) attended
- Dates of attendance

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any of the categories of "Directory Information" listed.

Federal law requires the college to release "Directory Information" to military recruiters at their request.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform Washington County Community College not to release any or all of this "Directory Information", any future request for such information from non-institutional persons or organizations will be refused. For example, a request from friends, relatives, parents and others who may wish to contact you will not be fulfilled. Only in emergency situations will WCCC release information concerning your whereabouts to other than those persons authorized under the Act. Additionally, your name will not appear in graduation programs, Dean's and President's List, scholarship awards and other official WCCC rosters for public distribution.

Washington County Community College will honor your request to withhold any of the categories listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, WCCC assumes no liability for honoring your instructions that such information be withheld.

You may request that directory information be withheld upon written notification to the Office of the Registrar, Washington County Community College, prior to the date of your enrollment. Forms for this purpose are available in the Registrar's office.

Washington County Community College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records with 45 days of the day the college receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements 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 address.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 responsibility.
4. 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. The name and address of the Office that administers FERPA is

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Transcripts**

The permanent academic record is maintained by the Registrar's Office 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.

The transcript is available only with the signature of the student and will be released to that student or designee only if there are no outstanding charges against his or her account with the Business Office. There is a charge of \$3 for a single official transcript. A receipt of payment must be obtained from the Business Office and presented to the Registrar before a transcript is released. Active students are provided one official transcript at no charge. Expedited transcript requests (processed within one working day of the request) will cost \$10 per request.

Considerable care is taken to ensure that course registration and grades entered on a student's permanent record are accurate. Any student who finds that an error has been made should contact the Registrar's Office. Records are assumed to be correct if a student does not report to the Registrar's Office within one year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

## **Transfer Credit**

Students may transfer credits earned at other accredited colleges to WCCC prior to the beginning of the program. Appropriate forms may be obtained from either the Admissions office or Registrar's office. 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 school at which courses were taken if the school 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 which 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 students' WCCC grade point averages.

In general, courses taken within the past ten years are reviewed. Courses taken before the ten-year limit may require additional documentation in order for transfer credit review. Washington County Community College is the final judge regarding acceptance of transfer credit.

A student must earn a minimum of 35% of his/her associate degree, diploma or certificate credits in residence. Specific programs may require a greater percentage of credits earned in residence. 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 to be evaluated on an individual basis by that institution. Transfer of credits from WCCC to another school/college rest with the receiving institution.

## **Transfer Policy (Maine Community College System)**

The Maine Community Colleges accept academic credits from regionally accredited institutions of post-secondary education based upon the equivalency of course content to program requirements and the equivalency of academic credit hours. Courses satisfying these criteria are accepted, providing that the issuing institution has awarded grades of C or above. Transfer credit is not calculated in a student's grade point average.

Exceptions to this policy require the approval of the Academic Dean of the college.

## **Withdrawal from WCCC**

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 Assistant Dean of Student Support Services. When circumstances prevent this, the student or parents should write to the Dean of Students concerning the reason requiring the student to leave. The official date of withdrawal will be the date the

student signs the withdrawal form. Refunds and grading are established by the date the student signs and submits the completed withdrawal form.

Students can also be involuntarily separated from the college with an administrative withdrawal. Some examples of administrative withdrawal include disciplinary dismissal, non-payment of bills or excessive absence. A grade notation of AW (Administrative Withdrawal) or AF (Administrative Withdrawal with a grade of F) will be indicated on a student's academic transcript.

## **Financial Information**

### **Business Office**

All monetary transactions are handled through the Business Office. Invoices are due and payable when presented.

### **Payment of Bills**

Students are billed by semester for tuition, housing and fees. Bills are payable in full in June for the summer semester, in August for the fall semester and in December for the spring semester. Failure to pay a bill within the prescribed period may keep a student from completing registration or being included on official class lists.

Payment of tuition, housing and fees may be made at the WCCC Business Office or mailed to WCCC, RR 1 Box 22C, Calais, ME 04619. The Business Office is open to serve students from 8:00 AM to 4:30 PM weekdays. Payment may be made by cash, personal check, Visa, MasterCard, Discover Card or by training vouchers. A \$20 fee will be charged for returned checks. Contact the Business Office at 454-1025 or 1-800-210-6932 for further information. Students who have questions regarding particular charges on their invoice may call 207-454-1025 for assistance.

The College does not carry open student accounts. Students may not attend classes unless they have paid all bills or have made special arrangements with the Business Office.

Part-time students not enrolled in a program of study must make full payment of tuition and fees at the time of course registration. A purchase order or letter authorizing sponsorship must be submitted to the Business Office in order to defer payment.

### **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 according to signed agreements with the Business Office may be dropped from enrollment and/or may be assessed late charges. Residential students who are delinquent in the payment of room, damage or cleaning charges may be dismissed from the college apartments.

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

## College Work Study

College work-study payroll checks are processed in the Business Office. It is necessary to complete an authorization form I-9, employment eligibility verification, and W-4, withholding allowance certificate prior to beginning work-study. Time sheets for completed work should be signed by the student and authorized supervisor and turned in to the Business Office Monday of each week for processing. Payroll checks are available to be picked up in the Business Office every other Wednesday.

## Financial Aid

While students and their parents share the primary responsibility for financing a post-secondary education, a number of federal, state and institutional financial aid programs are available to supplement the family contribution where need exists. Within the limits of its resources, WCCC awards financial assistance to students with need in the form of federal grants, state, institutional, and privately funded scholarships, federal work-study and loans. To receive financial assistance, a student must...

- ❖ Be a U.S. citizen or eligible non-citizen
- ❖ Be registered with Selective Service (if required)
- ❖ Enroll at an eligible institution
- ❖ Be working toward a degree, diploma or certificate
- ❖ Be making satisfactory academic progress
- ❖ Not owe a refund on a Federal grant or not be default on a Federal education loan
- ❖ Have financial need
- ❖ Enroll in at least 6 credits per semester

In addition to the above, understand the following...

- ❖ Federal student loans must be repaid
- ❖ Students who have received a Bachelor's degree are not eligible for Federal Pell Grants or FSEOG, but may be eligible for other aid programs.

All WCCC aid is awarded on the basis of financial need. Students apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) by May 1. A WCCC Confidential Aid Application and required copies of federal tax returns and/or documentation of untaxed income must be submitted directly to WCCC if the following applies:

- New or incoming students or
- Returning students that has been selected by the Government for verification or
- Conflict resolution that would require further information

Students will be offered financial aid subject to the availability of funds. All application material may be obtained from the Financial Aid Office. Students must reapply each year.

**THE IMPORTANCE OF FILING THE FAFSA CANNOT BE OVEREMPHASIZED. THE FAFSA SERVES AS THE BASIS FOR ALL FINANCIAL AID DECISIONS MADE AT WCCC.**

**Satisfactory Academic Progress/Probation and Dismissal Policy**

Federal regulations require that, in order for a student to receive federal student financial aid, they must maintain satisfactory academic progress in their course of study.

The following tables are designed around the student’s cumulative grade point average.

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STUDENTS IN TWO-YEAR PROGRAMS (4 SEMESTER)

Accumulative Credits	Probation	Dismissal
15-30	1.50-1.75	1.49 or less
31-45	1.75-1.99	1.74 or less
46-to end of program	1.75-1.99	1.74 or less

A full-time student in a two-year program is given three years in which to complete the program. During this time, the student must complete one third of the credits required of their program each year. The credits do not have to be evenly split between semesters.

STUDENTS IN ONE-YEAR PROGRAMS

Accumulative Credits	Probation	Dismissal
15-30	1.50-1.75	1.49 or less
31 – End of program	1.75-1.99	1.74 or less

A full-time matriculated student in a one-year program is given one and one half years in which to complete. During this time, the student must complete two thirds of the credits required of their program after the first year. The credits do not have to be evenly split between semesters.

**Satisfactory Academic Progress/Receipt of Student Financial Assistance**

**What does maintaining satisfactory academic progress mean?**

Maintaining satisfactory progress means a student must fulfill certain minimum standards in regard to academic progress and performance. These minimum standards are demonstrated in three areas: grade point average, completion of credits and progress toward the student’s degree objective. For determining satisfactory academic progress, all attempted credit hours are counted whether or not financial aid is received.

**2-Year Program**

A student in a two-year program is given 3 years in which to complete the program. During this time, the student must complete 1/3 of the credits each year. The credits do not have to be evenly split between semesters.

## **1-Year Program**

A student in a one-year program is given 1 and ½ years to complete the program.

## **Part-time Students**

Part-time students are required to successfully complete 6 credits per semester.

Can I take classes at another College or Institution?

A student may take classes at another Institution if the following requirements are met:

- ❖ The class pertains to the degree program the student is Enrolled in and
- ❖ The student must have an Away Approval Form\* signed by the Registrar and their Advisor, and a copy has been submitted to the Financial Aid Office,
- ❖ And funds are available

For further information please contact the Financial Aid Office

## **GPA Requirements for Financial Aid**

Students who achieve a 2.0 semester average or better are considered to be in good academic standing for financial aid purposes. Students who are placed on Academic Probation will be placed on student Financial Aid Probation (see definition below). Students whose semester average is below 1.49 will be placed on Financial Aid Suspension. An exception is made to suspension if the semester average is below 1.49 but the cumulative average remains above 2.0. In this case, the student shall be placed on financial aid probation.

## **Student Financial Aid Probation and Suspension**

A student shall be put on student financial aid probation/suspension when the previously described requirements have not been met.

Probation will last one semester, during which the student is required to achieve a semester average of 2.0. During probation, the student remains eligible for student financial aid; however, a student may not have two consecutive probationary semesters. If this does occur, the student is placed on financial aid suspension.

Suspension also lasts one semester, however, unlike financial aid probation the student is not eligible for any student financial aid (including loans and work-study). The Student Assistance Team may reinstate student financial aid for the student after the suspension period following an evaluation of the student's academic progress.

## **Treatment of Incompletes, Withdrawals, Repetitions, and Non-Credit Remedial Courses**

## **Developmental Course Work**

To be prepared to succeed in college level courses, students may take developmental courses indicated by the academic assessment tests. A student may receive Student Financial Aid funds for a limited amount of non-credit or reduced-credit remedial coursework that is included as part of a regular program. The remedial coursework must be at least at the high-school level. A maximum of 30 credit hours of development course work may count toward the student's annual credit hours requirement.

### **Withdrawals, Failures, Incompletes and Audit**

The following grades adversely affect a student's progress because they count as "credit hours attempted" and remain on the record.

A grade of "F" (Failing) negatively affects both the grade point average (qualitative component) and the maximum time frame in which a student must complete his or her educational program (quantitative component). (For example, a student receives an "F" in ABC100, retakes ABC100, and received a "C". The "C" replaces the "F" in computing the grade point average; however, the student has attempted 6 credit hours to receive 3 hours of credit.

A grade of "I" (Incomplete) also adversely affects the maximum time frame in which the student must complete his or her educational program unless the grade is replaced according to the procedure in Washington County Community College's catalog. The earned grade is then recorded in place of the "I".

Grades of "W", "WP", "WF", "AW" and "AF" and courses not yet graded are considered attempted but do not meet progress standards for purposes of financial aid.

Enrolling in a course twice to improve a grade can also affect progress under the maximum time frame (quantitative component). If a higher grade is earned the second time, the new grade is used to calculate a new GPA. The second grade may improve the qualitative component (grade point average) but decreases the quantitative component.

Any course taken with the "AUDIT" grade option is not included in the student's course load for financial aid eligibility.

### **Transfer Credit**

Students who have been granted advanced standing will have their transfer credit counted toward their quantitative measure. This is to prohibit transfer students being given more time than other students in meeting satisfactory progress standards.

### **Change of Program or Program Intent**

A student who has completed an Associate Degree or Certificate and is seeking an additional credential, or a student who changes program intent, must include with the application for financial aid a degree or certificate program summary signed by the Academic Dean or Registrar for the new program. The summary should include all credit hours earned that will satisfy the requirement for the new program.

- The student must comply with the quantitative component (maximum time frame in which a student must complete his or her educational program).
- The student who has already earned an associate degree or certificate must also maintain a 2.0 grade point average. This applies whether or not the student actually applied for or received the degree or certificate.

## **Appeals and Mitigating Circumstances**

A student who has lost financial aid eligibility may appeal. All appeals must be in writing to the Financial Aid Office and include appropriate documentation. Documentation may include a letter from a physician, attorney, social services agency, parole officer, obituary notice, or divorce decree. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, long-term absence from school, or other circumstances beyond the reasonable control of the student. The condition or situation must no longer exist, and the student must be able to complete coursework successfully or an appeal may not be granted. The Student Assistance Team will review the student's request and determine whether suspension is justified. The student will be notified of the results of the appeal in writing. Results of an appeal include denial of reinstatement, reinstatement of the student's eligibility, or a probationary period.

## **Types of Aid Available**

### **Federal Pell Grants**

The Federal Pell Grant is designed to provide financial assistance to high need students attending post secondary educational institutions. Federal Pell Grants do not have to be repaid. Awards range from \$400 to \$4050, as determined by the cost of education, need and credit hours enrolled.

### **Federal Supplemental Education Opportunity Grants (SEOG)**

This is a federally funded program to assist needy students. SEOG grants do not have to be repaid. Grants vary between \$100 and \$200 per academic year.

### **Federal Work-Study Program (FWS)**

The Federal Work-Study program provides jobs for for students who wish to earn a portion of their educational expenses. While most students work on campus, a percentage of FWS funds must be allocated to support community service and literacy volunteer activities.

### **Maine Student Incentive Scholarship Program (MSISP)**

The Maine Student Incentive Scholarship Program is designed to provide financial assistance to undergraduate Maine students. Eligible students will receive up to \$1000 for the 2003-2004 academic year. All Maine students should apply annually by submitting the Free Application for Federal Student Aid (FAFSA) prior to the May 1 deadline.

### **The Bernard Osher Foundation Scholarship**

The Bernard Osher Foundation Scholarship is designed to promote enrollment and retention in Associate level WCCC academic programs by providing need-based grant assistance for eligible full-time students. The scholarships will equal \$500 per semester and up to \$1,000 per year.

### **WCCC and Community College Scholarships**

The Board of Trustees of the Maine Community College System allocates scholarship funds from biennial legislative appropriations to each Community College. During the 2000-2002 academic year, eligible students received awards in amounts ranging from \$100 to \$300.

### **Veteran's Administration Assistance Program**

WCCC is an approved institution for the training of veterans and their dependents. Under the various veterans' educational assistance acts (more commonly known as the GI Bill), eligible individuals qualify for financial assistance according to their form of military service.

Any person requesting veterans educational assistance is required to have all previous post-secondary educational experience evaluated for possible transfer credit in order to be eligible for benefits.

To receive additional information, a prospective student should contact the Veterans Administration Center, Togus, Maine 04330, (1-800-421-8263) or the Veterans Certification Officer at WCCC.

### **Veteran's Dependents and Survivors**

Education benefits for up to 45 months may be paid to a student whose parent was permanently disabled or died from service-connected disabilities. These benefits are also extended to the wives, widows, or widowers of such veterans. Similar allowances are granted to dependents of veterans with non-service connected disabilities. For additional information, students should contact the Veterans Administration Center, Togus, Maine 04330 (1-800-827-1000).

### **Emergency Loans and/or Grants**

#### **Bernard Osher Emergency Fund**

#### **Qualification of the applicants**

The emergency financial assistance will be used for **full-time matriculated associate degree students with demonstrated financial need.** The student must be a Maine resident for at least one year prior to applying for the emergency fund and must achieve and maintain a grade point average of 2.5.

#### **Application Procedure**

Students are required to make an appointment with the Director of Financial Aid or his/her designee. The students must have experienced an unanticipated emergency and have insufficient resources to cover the cost of the emergency. Only one Osher Emergency Fund can be awarded throughout a semester. The student must provide the following information when they meet with the representative of the Financial Aid Office:

- ❖ Documents supporting the emergency, for example
- ❖ Rent receipts, lease agreements
- ❖ Medical, dental, optical bills
- ❖ Child care receipts
- ❖ Car repair receipts
- ❖ An itemized list of books and cost

If the proper documentation is provided and the student is approved for the grant/loan, a voucher will be completed and may be taken to the Business Office where a check will be issued within a reasonable time.

#### **Edward H. DeConingh Memorial Fund**

The Edward H. DeConingh Memorial Fund donated a gift to Washington County Community College during the 1991-1992 school year in the amount of \$5,000. These funds originally were given to use for a student that had attended WCCC from a friend of the family. It was to be used as a loan to the student to demonstrate responsibility. After the student's graduation, it was given to WCCC to be used as an Emergency Loan fund. The Edward H. DeConingh Memorial Fund will be administered in accordance with the Edward H. DeConingh Memorial Fund guidelines with the intent of promoting repayment of a loan in all levels of WCCC academic programs by providing need-based loan assistance for eligible students.

#### **Qualification of the Applicants**

The emergency financial assistance will be used for any matriculated students with demonstrated financial need. The student must be a financial aid recipient prior to applying for the emergency fund and must have a refund of financial aid or be a work-study student who is willing to sign an agreement to return the funds borrowed from their paycheck.

### **Application Procedure**

Students are required to make an appointment with the Director of Financial Aid or his/her designee. The students must have experienced an unanticipated emergency and have insufficient resources to cover the cost of the emergency. Only one loan of the Edward H. DeConingh Memorial Fund can be awarded throughout a semester. The student must provide the following information when they meet with the representative of the Financial Aid Office:

Documents supporting the emergency, for example

Rent receipts, lease agreements

Medical, dental, optical bills

Child care receipts

Car repair receipts

An itemized list of books and cost

If the proper documentation is provided and the student is approved for the loan, a voucher will be completed and may be taken to the Business Office where a check will be issued within a reasonable time. **Five percent of the amount borrowed will be charged for use of these funds.**

### **Exceptions**

The Financial Aid Director and/or the Assistant Dean reserve the right to deny a student an emergency loan without cause and to extend an emergency loan to a student not covered by above policies.

### **WCCC Emergency Fund**

The WCCC Student Senate originally established an Emergency Fund approximately 6 years ago in the amount of \$500. It was to be used as either a loan or a grant to all students who demonstrated need. Since we are receiving contributions from other sources, the name has been changed to WCCC Emergency Fund.

### **Qualification of the Applicant**

The emergency financial assistance will be used for any matriculated student who has demonstrated a financial emergency.

### **Application Procedure**

Students are required to make an appointment with the Director of Financial Aid or his/her designee. The student must have experienced an unanticipated emergency and have insufficient resources to cover the cost of the emergency. Only one loan/grant of the WCCC Student Senate can be awarded throughout a semester. The student must provide the following information when they meet with the representative of the Financial Aid Office:

Documents supporting the emergency, for example

Rent receipts, lease agreements

Medical, dental, optical bills  
Child care receipts  
Car repair receipts  
An itemized list of Books and cost  
Gas

If the proper documentation is provided and the student is approved for the loan/grant, a voucher will be completed and may be taken to the Business Office where a check will be issued within a reasonable time. Since the students donated these funds, no interest will be charged if borrowed as a loan.

### **Exceptions**

The Financial Aid Director reserves the right to deny a student an emergency loan without cause and to extend an emergency loan to a student not covered by above policies.

### **Federal Family Education Loan (FFEL) Programs**

#### **Federal Stafford Loan Program (Formerly Guaranteed Student Loan)**

Through a loan, students are, in effect, investing their future earnings in their education. Loan eligibility is determined when the student files the FAFSA and submits a loan application to the College Financial Aid Office.

The U.S. Government will pay the interest during a student's enrollment and deferment periods. Repayment of the principal and interest begins 6 months after the student graduates. Students may borrow up to a maximum of \$2,625 in their first year of study and up to \$3500 in their second year.

An unsubsidized Federal Stafford Loan is available with the same terms and conditions as Stafford Loans, except that the borrower is responsible for interest that accrues while he/she is in school.

Students should apply for a Federal Stafford Loan at least 60 days before the funds are needed. Application is made electronically. Further information is available in the Financial Aid Office.

#### **Federal Parent Loans (PLUS)**

This program allows parent(s) to secure relatively low-cost loans.

### **Student Loan Denial**

WCCC reserves the right to deny student loans in circumstances where the borrowers total indebtedness, compared with potential earnings, would seem to limit the borrowers ability to repay the loan(s). Most impacted by this policy are students who enroll at WCCC after having accumulated significant student loans debt at other institutions. See: "Right to Appeal". The complete policy on Student Loan Denial is available at the Financial Aid Office.

### **Right to Appeal**

The college recognizes the right of the student to appeal the denial or suspension of financial aid. Requests for appeal should be in writing, addressed to the Financial Aid Director, and must specify any extenuating or mitigating circumstances, which the college may have overlooked in the awarding of aid. Requests for appeal will be promptly forwarded to the Financial Aid Review Committee. The decision of the committee shall be final and will be communicated in writing, within five working days of the appeal hearing.

Offers of financial aid are conditional upon receipt of funds from all funding sources. The Financial Aid Coordinator reserves the right to revise offers of financial aid at any time during the year based on availability of funds and/or changes in regulation or procedures mandated by the College, State, or Federal authorities.

Please See The WCCC “Financial Aid Handbook” For More Detailed Information Regarding The Financial Aid Process and Policies. Copies are available from the Financial Aid Office.

## Washington County Community College Refunds

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. Students who officially withdraw for any reason before a semester is completed will be refunded as follows:

Application Fee - \$20.00	Non-refundable
Admission Deposit - \$75.00	Refundable up to 120 days prior to start of semester
Room & Security Deposit - \$100	Refundable, if all financial obligations to the college have been met.
Tuition, Housing and Fees	<ul style="list-style-type: none"><li>• 80% within 10 business days of enrollment</li><li>• 50% within 11-20 business days of enrollment</li><li>• No Refund - After 20 class days of enrollment</li><li>• 100% if course is canceled by college</li></ul>

## Policies on Refunds

### Withdrawal Refund/Repayment Policy

Students should note that information contained in this section applies to students who terminate all coursework during a semester. This policy applies whether or not a student officially withdraws from WCCC by notifying the Registrar's Office. Students should be aware that it is the length of time attended during the semester, which determines the actual amount of student aid (grant, loan, etc.) that the student is eligible to receive. For example, a student who withdraws during the 13<sup>th</sup> week (of a 15-week semester) would be eligible to receive more of their award letter aid than a comparable funded student who withdraws during the first week. Additionally, "unearned portions of institutional charges" are refunded or returned to the appropriate Student Financial Aid Programs, not the student. SFA funds that a student receives, for which they are subsequently ineligible due to withdrawal from WCCC, must be paid back to WCCC, which will return those funds directly to the appropriate SFA program. Students who do not repay those funds are, by federal regulation, ineligible to receive student assistance at any college or university until it is repaid.

### 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% 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% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes **PRIOR** to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.

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

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:

Unsubsidized Federal Family Education (FFEL) Loans, subsidized FFEL loans, FFEL Plus loans, Federal Pell Grants, Federal Supplemental Equal Opportunity Grants (FSEOG), Leveraging Educational Assistance Partnership Grants (Maine Student Incentive Scholarship Program (MSISP)).

A student's withdrawal date is:

The date the student began the institution's withdrawal process or officially notifies 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.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

The percentage of Title IV aid earned shall be calculated as follows:

$$\frac{\text{Number of days completed by student}}{\text{Total number of days in term}^*} = \text{Percent of term completed}$$

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.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned. Unearned aid shall be returned first by Washington County Community College from the student's account calculated as follows:

Total institutional charges times 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 Stafford Loan                    | 4. Federal Pell Grant            |
| 2. Subsidized Stafford Loan                      | 5. Federal SEOG                  |
| 3. Parent Loans to Undergraduate Students (PLUS) | 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 Stafford Loan*                    | 4. Federal Pell Grant**            |
| 2. Subsidized Stafford Loan*                      | 5. Federal SEOG**                  |
| 3. Parent Loans to Undergraduate Students (PLUS)* | 6. Other Title IV grant programs** |

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

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

Washington County Community College'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.

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 which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

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.

Credit Hour program 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% (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% of the payment period, thus he earned \$1,000 (20% 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 school and the student.

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

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

Percentage of Title IV aid unearned using Andrews information= 80%

Multiply \$3,000 times 80% = \$2,400

Compare the amount of Title IV aid to be returned (\$4,000) to above. The school 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 school 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 school will return. Amounts to be returned to grants are reduced by 50%\*\*.

1. Unsubsidized Stafford Loan\*
2. Subsidized Stafford Loan\*
3. Parent Loans to Undergraduate Students (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.

## Maine Community College System 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. Technology fees and other similar charges associated with setting the fixed costs of the institution are established by the College President within the policy constraints established by the Board of Trustees. While certain charges may vary from college to college, the Administrative Council has determined that the basis for refunds of these charges should be consistent.

### Administrative Refund Policy

Application Fee	\$20	Non-refundable
Admissions Deposit	\$75	Refundable up to 120 days prior to start of semester
Room & Security Deposit	\$100	Refundable less damage, cleaning or key charges

### Tuition and Housing Refunds

80%	Within 10 class days of semester
50%	Within 11-20 class days of semester
No refund	After 20 academic days of semester
100%	If course is canceled by college

No refunds of tuition or dorm charges will be made after the fifth week of classes. 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.

## General Information

Positive attitudes toward citizenship, attendance, appearance and overall behavior are important preparations for employment after graduation. Improper behavior while at WCCC and the specific penalties for such are covered in the Student Code of Conduct printed in this handbook. You are advised to read it carefully.

Students should exercise good taste in the selection and wearing of clothing. Lewd or suggestive clothing is not acceptable. Acceptable grooming and personal hygiene habits are necessary to prepare for the world of work. In certain shop and lab classes, it may be necessary to wear special work clothes and safety equipment. Soiled or greasy clothes and footwear should be changed at the end of the shop or lab period and left in the lockers.

### **Accessibility**

Facilities at WCCC are designed to be accessible by persons with disabilities. The college is committed to providing equal opportunities to all students, including assessment and modifications to facilities and programs to accommodate special needs in the least restrictive environment. Inquiries should be directed to the Academic Dean.

### **AIDS Guidelines**

The Maine Community College System supports the ongoing comprehensive education of the college community about the transmission and prevention of AIDS, high-risk behavior, and the importance of confidentiality.

These guidelines are designed for the entire Maine Community College System, which includes the faculty, staff, administration, and students.

1. Existence of HIV-infection will not preclude admission to the Colleges.
2. Existence of HIV-infection will not preclude the hiring or advancement of an individual.
3. The Maine Technical Colleges will not attempt to identify those in high-risk groups or require screenings of such persons or of any other individuals.
4. Individuals who make it known that they are HIV-infected:
  - a) Will not be prevented from attending classes or working, as long as they are able to do so without jeopardizing others; and
  - b) Will not be prevented from using any campus facilities or participating in all phases of college life as long as they are able to do so without jeopardizing the health of others.
5. Should a situation of potential danger come to the attention of the AIDS Committee, the Committee shall act, according to its best judgment, to protect the community and all of the individuals involved.
6. HIV-infected individuals will be encouraged to discuss their condition with a health service professional on or off-campus. If a student chooses to receive care from an off-campus physician, both the student and the off-campus physician, with the student's written consent, will be encouraged to communicate regularly with the designated college health service professional regarding any special problems or needs.
7. Information in the medical records concerning an HIV-infected individual will be kept confidential, as is all information in the medical records. Specifically, release of any information from the records to those other than the college health care providers, requires written consent of the patient. Results of antibody testing will be kept in a private file. This file will be kept by the Student Support Counselor and will be available only to the physicians.
8. Information about HIV-infected individuals will not be recorded in the educational record of a student or in other personnel files of an employee.
9. The Student Support Counselor will inform known HIV-infected individuals about the risk of exposing others to infection, and will encourage them to alert intimate contacts and health care workers who might be at risk of exposure, particularly doctors, nurses, dentists, and lab workers who draw blood, etc., to their condition or to the need for "body fluids precautions."

10. As in the case of Hepatitis B, health service records and laboratory request forms of HIV-infected individuals will be coded to inform clinical personnel of the need to exercise appropriate body fluids precautions.
11. Maine Community Colleges will observe the public health requirements for reporting AIDS as it does for other reportable diseases.
12. In general, all requests for information from outside the college (media, parents, etc.) should be referred to the Student Support Counselor.

### **Campus Crime Reporting**

In compliance with the Student Right to Know and Campus Security Act, which was signed into law in November of 1990, WCCC is required to make available to all prospective students and employees information regarding crime statistics on the college campus and all satellite locations. This information is available at the Office of Student Services and is available to all students and employees on the college website ([www.wccc.me.edu](http://www.wccc.me.edu)). To report a crime on campus, contact the Assistant Dean of Enrollment Management.

### **Care of College Property**

WCCC endeavors to operate a well-equipped and well-maintained educational facility. The college relies heavily on the taxpayers of Maine for our financing. Accordingly, we feel a strong responsibility to the citizens of Maine in the care and protection of this property. Intentional damage or destruction of school property could be grounds for immediate dismissal. Specific acts are outlined in detail in both the Student Code of Conduct and the Residence Hall Agreement printed in this handbook.

### **Child Care Center**

Child and Family Opportunities, Inc. will begin operation of a childcare facility on the campus this Fall. Fees will be on a sliding scale based on income and number in the family. For information, contact Louann Corrin, Enrollment Specialist at 1-800-834-4378.

### **Mail**

The Business Office processes all in-coming and out-going mail. Students' mail is delivered to the Director of Residential Life for distribution to students. In-coming mail is usually available by 11:00 AM. Out-going mail can be left in the Business Office for delivery to the USPS. Mail should have the correct postage. Mail is sent to the post office daily at 3:00 PM.

### **Drinking and Drugs**

The possession, delivery or consumption of illegal drugs is prohibited at WCCC. Students who are caught possessing or consuming illegal drugs will face dismissal from college and prosecution by law enforcement agents. There is zero tolerance for illegal drug consumption or possession on campus.

Students in possession of alcoholic beverages or in an inebriated state while on campus should expect confiscation and are subject to disciplinary action, including disciplinary probation; eviction from the dormitories; or expulsion from the college.

The Maine Community College System Substance Abuse Policy will be provided to each student and employee of WCCC at Student Orientation.

### **Fire Drills and Practices**

When the fire alarm sounds the building will be vacated. You are to pass in an orderly manner from rooms through corridors to the nearest exit. You should not run, push, make unnecessary movements, drop out of proceeding lines, or return to the building until properly notified.

Fire drills are not announced in advance. Accordingly, every alarm should be considered an emergency.

## **Harassment/Discrimination**

Washington County Community College endorses a policy that recognizes the dignity and the right of individuals to work, learn, play and live in an environment that is free of harassment and discrimination. Harassment refers to any words, gestures, and actions that tend to annoy, alarm and abuse another person.

Sexual harassment includes any unwelcome sexual attention. It is usually repeated behavior but could be one serious incident. Sexual harassment may be blatant, as in:

- Deliberate touching, pinching, caressing;
- Attempts to fondle or kiss;
- Pressure for dates or sex; or
- Requests for sex in exchange for grades or promotions

Sexual harassment may be more subtle like staring, sexual jokes, teasing, sexually demeaning remarks, starting or participating in rumors of a sexual nature, and using terms of familiarity (honey, dear, sweetie, etc.). Although such forms of harassment may be unintentional, words and behaviors are harassing if they are heard and seen as such by others.

Sexual harassment usually occurs in situations in which one person has power over another, however, it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can also occur between members of the same sex.

Sexual harassment is a form of sexual discrimination that is illegal under federal and state law.

If a student feels they have been harassed or discriminated against, they should contact the Affirmative Action Officer, or Student Support Counselor, who will assist the student through the grievance process. To the extent possible, the confidentiality of complaints will be protected upon request. However, if the complaint is one for which formal disciplinary action is appropriate, due process requires the accused individual the right to know the identity of the person who has filed the complaint. Additionally, the student may file complaints with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 624-6050. Please see the MCCC Sexual Harassment brochure for more information.

The complaint procedure for sexual harassment, harassment, discrimination, or equal opportunity discrimination for Washington County Community College (WCCC), Affirmative Action Officer, (207) 454-1000.

Who can bring a complaint?

1. Any student or employee.
2. Anyone with knowledge of an incident.

To whom do you bring your complaint?

1. Supervisor of employees or supervisor of work-study students
2. Any WCCC employee if a supervisor is not available.

3. AAO officer, Ms. Tina Erskine. Ass't to the President, 454-1002

Who handles complaints?

1. If a student is the complainant against another student or WCCC employee, contact: AAO officer
  2. If a student is accused by another student or employee, contact: AAO officer
  3. If an employee is the complainant against a student or other employee, contact: AAO officer
- If an employee is accused by a student or other employee, contact: AAO officer

Files a complaint

Is the subject of a complaint, or

Has a substantial conflict of interest regarding the person accused, an alternative investigator may be requested.

Alternative investigators are:

Dean of Community Education and Industry Services, Mr. Darin McGaw

As appointed by the President of WCCC.

How is the complaint handled?

The AAO officer assesses whether the Maine Community College System's (MCCS) or WCCC's policy prohibiting discrimination or harassment has been violated and notifies the person accused, the complainant and the President of WCCC.

The AAO officer discusses informal and formal options with the complainant and the President of WCCC

The President of WCCC will attempt to resolve the problem/situation.

How can a decision be appealed?

Complainant or person accused may appeal the AAO officer's findings to the President of WCCC

Complainant or accused may appeal the President of WCCC's decision within six months of the incident to:

Maine Human Rights Commission  
State House Station 51  
Augusta, Maine 04333  
(207) 624-6050

## **Housing**

### **On-Campus Housing**

WCCC has two apartment-style residences with housing available on a semester basis. Each apartment accommodates up to five students and has a kitchen, living room, bathroom and three bedrooms. A lounge, recreation room, weight room and laundry areas are part of the resident complex. Before taking up residence, you must sign a rental agreement similar to that between a landlord and tenant. A sample copy of this agreement is printed in this handbook.

Students assuming residency on campus are generally expected to live in the dormitory for the duration of the course. To live on-campus, you must fill out an application and return it to the Admissions Office with a \$100 Security Deposit. Apartments are reserved on a first come, first served basis. If the available number of vacancies has been filled, your name will go on the waiting list. Names placed on the waiting list will be used to fill vacancies. Preference is given to students who reside outside the local area.

A full-time resident director is in residence and can supply further information.

## **Off-Campus Housing**

Off-campus housing in this area is available. You will be responsible for rules and regulations as set by the owners of these private facilities. You should make every attempt to honor agreements and maintain positive relations with them. The college assumes no responsibility in landlord/tenant relations.

## **Immunization Law**

State law requires that all students (born AFTER 1956) who are enrolled in a program at Washington County Community College furnish proof of adequate immunization against measles, rubella, mumps, tetanus and diphtheria. The student shall have a physician, nurse, or health official complete and sign a copy of an immunization certificate specifying the immunizing agent, dosage, and date on which it was given. Laboratory evidence demonstrating immunity to measles/rubella/mumps is acceptable. This information, along with any relevant copies, must be on file in the Registrar's Office.

Students may be exempted from immunization requirements for two reasons:

1. With a physician's statement that vaccination is medically contraindicated; or
2. Opposition to immunization based on sincerely held religious beliefs or moral or philosophical grounds, detailed in a written statement to the Registrar's Office.

## **Lockers**

All students have access to some locker space. Special work clothes and safety equipment should be stored in a locker when not in use. WCCC reserves the right to inspect student lockers when issues of health and student safety warrant such action.

## **Insurance**

WCCC and the State of Maine do not carry insurance for students or employees for fire, theft, accident or illness. Students should be sure that they are covered under either parent's homeowner's policy or some type of policy of their own. WCCC will not be responsible for any student claims; however, the college does take precautions to help prevent incidences.

A Student Accident and Sickness Medical Insurance Plan is available through the college. The insurance is required unless waived in writing by the student prior to enrollment. Waiver forms are mailed to all students. Extra copies are available at the Registrar's Office.

If a student has not completed a waiver card by the third week of the semester, the student will be charged for WCCC's accident and sickness insurance. This charge is non-refundable.

## **Medical Aid**

Calais Regional Hospital, located on South Street, a short distance from WCCC, is a well-staffed and equipped medical facility. You are directed to the hospital or to a private physician if you require medical treatment. You should know exactly where the hospital is in case of an accident or other emergency that requires immediate medical attention.

Students requiring medical attention while in Eastport should take advantage of the services offered by the Eastport Health Center on Boynton Street.

## **Personal Property**

WCCC and the State of Maine do not carry insurance for, nor do they accept responsibility and liability for students' or employees' loss of personal property due to fire, theft, accident or other causes. Students should be sure that they are covered under either their parents' homeowners' policy or some insurance policy of their own. WCCC will not be responsible for any student property claims.

### **Pets**

No animals or other pets are allowed in the residence halls or on campus. Guide dogs for the visually impaired are exempted from this policy.

### **Registration for Classes**

Within thirty days of your acceptance at WCCC, you are required to make a \$75 deposit toward the first semester's tuition. This will hold your place until registration, which will be completed on the WCCC campus on the first day of school. Registration includes filling out required forms, paying bills, purchasing books and supplies, taking a basic skills assessment test, and discussing your schedule with an academic advisor. Students are also required to attend Student Orientation.

### **Religious Services**

The local community offers opportunities for spiritual expression in a variety of denominations including Protestant and Catholic faiths. Please contact Student Services for information.

### **Safety/Accident**

Safety consciousness must be both an attitude and a practice for everyone associated with Washington County Community College. Faculty and staff will insist upon and enforce strict safety precautions and procedures. Students who are injured on campus must complete an accident report form obtained from the Student Support Counselor.

Mr. Butch Alexander serves as the WCCC Safety Officer and will investigate all accidents and injuries.

### **School Cancellations**

During the winter months, school may be canceled by the President as weather dictates. Announcements indicating cancellation of classes will be made on the following radio stations:

WQDY - Calais FM 92.7, 1230

WALZ - Machias FM 95.3

WCRQ - Calais 102.9

WLBZ - Channel 2

These announcements will be made before 7 a.m. for students in the full-time WCCC programs. There may be times when day classes are canceled and the evening classes are held.

The decision to cancel classes is made after carefully investigating the state police bulletins and weather forecasts. Students are reminded that the school recognizes the fact that weather conditions vary and may be more severe in certain areas. Because of this, the college urges all students to use their own judgment in attending school when classes are not canceled and the weather is poor.

### **Smoking Policy**

Washington County Community College wishes to provide a healthful, comfortable and productive learning and working environment for its students, faculty, and staff. The United States Surgeon General, in *The Health Effects of Involuntary Smoking*, concluded that:

“Involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers. The simple separation of smokers and non-smokers in the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke.”

In light of these findings, all buildings at Washington County Community College shall be entirely smoke-free. Anyone wishing to smoke must go to a designated outside smoking area. The use of chewing tobacco is prohibited in WCCC buildings.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All persons in the community share in the responsibility for adhering to and enforcing the policy. If violations are observed, the person should first object directly to the violator. If there is not a complying response, a complaint should be filed with the violator’s immediate supervisor or department chair.

### **Solicitations**

There shall be no solicitation of funds in the school by any agency or group from outside the school.

### **Student Activities**

The Student Services Department establishes an annual program of student activities designed to help you enjoy your free time. These activities are varied to appeal to your educational, cultural, athletic and social interests. Financed by student activity and recreation fees, the activity program includes: basketball, volleyball, flag-football, skating, skiing, bowling, biking, night courses, speakers and workshops, films, chess, checkers, ping pong, horseshoes, school picnics, health clinics, and school or community service projects. The success of the activities program will depend to a great extent on your willingness to get involved.

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

Campus recreational facilities include a modern gymnasium and a fitness center.

Recreational facilities available in the Calais-Eastport area are: an outdoor swimming pool, tennis courts, baseball diamond, bowling lanes, indoor skating arena, gymnasium, and a nine-hole golf course. Outdoor enthusiasts will find that opportunities for hunting and fishing abound in Washington County.

### **Student Records**

As a result of The Education Rights and Privacy Act of 1974, a student at a post-secondary college has the right to inspect his/her permanent record. Upon request the Assistant Dean of Enrollment Management will provide the student with the file. The student must inspect his/her permanent record file in the Assistant Dean of Enrollment Management’s office and in his/her presence. The student may not remove anything from his/her file.

Other than directory information, information contained in a student’s record may not be distributed, even to parents or guardians, without a specific request from the student. Only the Assistant Dean of Enrollment Management has authority to approve such a request. Also see “Student Records” on p.19

## **Student Senate**

WCCC's Student Senate is composed of two representatives from each program area. The Student Senate Officers are elected by students, and the Student Support Counselor is the advisor. The duties of the Senate include budgeting all activities, social events and carrying out various committee assignments.

The Senate welcomes all students who wish to participate. A student does not need to be the elected representative from the program to be involved.

The Student Senate also regulates and governs all student activities on campus and is the official voice of the student body. The Senate serves as a link between students, faculty, and the administration. By meeting weekly, student leaders seek to fulfill the Student Senate objectives of promoting the general student welfare at WCCC, serving the students' best interests and helping to provide a lively campus spirit. A copy of the Student Senate Constitution is printed near the back of this handbook.

## **Telephones and Messages**

Pay telephones installed in the lobby and dorm lounge are available for your use. Office telephones are for business by staff members only. You will not be called from class to take a phone call except in the case of an emergency. Messages for students will be placed on the message board outside Student Services, and a message will be sent to the students WCCC email address.

## **Vehicles on Campus**

Permission to operate and park a vehicle on campus is a privilege granted to students by the College. Students should register all vehicles they plan to park on campus. The operation of ATV's, snowmobiles or other off-road vehicles is not permitted on campus.

Vehicle registration will be done during registration. Registration forms may be obtained from the Student Services Office. Students must provide evidence that the vehicle is registered and insured in the name of the student, the student's spouse the student's parent(s), or their legal guardian(s). Vehicles will be issued decals, which should be affixed to the lower left corner of the rear window. Vehicles not displaying decals by the end of the second week of school may be ticketed. Students who bring vehicles on campus that do not have decals must receive temporary decals from the Student Services Office.

Vehicles parked in unauthorized areas will be ticketed and possibly towed or booted at the owner's expense, without warning. Violators will be fined for parking offenses and have seven days to make appropriate payment at the Business Office. Grades and transcripts will be withheld if students fail to pay fines.

Failure by students to comply with school or state motor vehicle regulations may result in revocation of permit and/or other disciplinary action. Having or operating a vehicle on campus after suspension of privileges will result in further disciplinary action, including possible dismissal from college.

## **Vehicle Rules**

1. No vehicle may be operated on campus ways if such operation is in violation of any state or local municipal law or ordinance.
2. The speed limit on the campus is ten (10) miles per hour.
3. All warning and stop signs must be obeyed.
4. Parking on campus roads or in loading zones is prohibited at all times.
5. Parking or driving on walks or cultivated areas is prohibited.
6. Motor vehicles must not be left on campus during vacation periods.
7. Motor vehicles using parking areas shall be in operating condition at all times.

8. Any person using campus-parking areas is expected to cooperate during periods of snow removal by moving his/her car promptly when requested.
9. Excessive noise by driver or occupants of a motor vehicle or otherwise operating in a manner that is dangerous or a discredit to the College is prohibited.
10. There are designated Handicapped (H) Parking spaces in the parking areas. These spaces are for handicapped use only.

Administrators and security officers appointed by the college president have policing authority over motor vehicles.

### **Visitors**

Visitors are not allowed in the classroom without prior permission of the classroom instructor. Students who wish to bring guests to college functions must register them according to the guidelines published for the event. Students must assume responsibility for their guests' behavior.

### **Children**

Students should not bring children to class and children should not be left unattended in non-classroom areas, i.e., library, snack bar or hallways. While college personnel sympathize with and understand that even the best child care arrangements can go awry, it is unfair to subject other students to the distractions that even a well-behaved child can present in a classroom.

### **Voting**

Exercising the right to vote in elections is a fundamental privilege accorded to American citizens. It is your responsibility as a citizen to participate in all elections. Students who are unable to vote in their hometowns may register as an absentee voter with their home voter registration board or with the board of the City of Calais or Eastport. Voter registration materials are made available to all students at orientation.

### **Disclaimer**

Washington County Community College reserves the right to change requirements, fees, course offerings, or policies without notification; and the right to withdraw or amend any services as may be required or desirable by circumstances.

# 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 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

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

## III. Conduct Governed by Code

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

- A. **Fraudulent conduct**, which includes, but is not limited to: 1) plagiarism; 2) cheating; 3) supplying or assisting to supply false information to College personnel; 4) violating a professional code of conduct or ethics; 5) unauthorized representation of the College or its personnel; 6) failing to identify oneself to College personnel; and/or 7) tampering with or falsifying official documents or records.
  
- 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 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; and/or 15) disobeying the lawful order of College personnel.

- C. **Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.
- D. **Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination; and/or 6) conduct prohibited by law, College or System policy.

#### IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) referral for criminal prosecution; and/or 12) any other action as the College deems appropriate. The Academic Dean may suspend immediately a student if the Academic Dean determines that the student's presence at the College poses an imminent threat of harm to a person or 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 President.

#### Procedure

##### A. Investigator

The College Academic Dean and/or disciplinary officer ("Officer") (collectively "Investigators") 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 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 notify the student in writing of the Investigator's findings of fact, Code provisions violated, if any, and a sanction, if any. The Investigator's decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Academic Dean, be stayed during any appeal. The Academic Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

##### B. Disciplinary Committee

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

## **1. Appeal**

The student may appeal to the Committee the findings or decisions of an Investigator. A written appeal must be submitted to the Academic Dean within two (2) school days following the day when the student receives the Investigator's written decision, and must state specifically the grounds for appeal. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may grant a request by a person materially affected by the alleged Code violation to have the Disciplinary Committee review a decision of the Disciplinary Officer to dismiss a case or to impose a relatively low sanction.

## **2. Hearing**

After receiving the student's appeal, the Committee Chair shall notify the student, Academic 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 Academic Dean and/or Officer will present the charges, evidence and findings against the student; the student will respond to the case presented by the Academic Dean and/or Officer; and the Academic Dean and/or Officer and student may then each present closing arguments.

All or a portion of the hearing may, in the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a party does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. The student may be assisted by a person during the hearing and attendant proceedings. That person may not be an attorney, and that person may advise, but not speak on behalf of, the student. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence.

## **3. 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 vote of Committee members present and voting will prevail.

After the hearing, the Committee shall notify the student in writing of the facts found to be true; the Code section(s) violated; the disciplinary sanction; and the student's limited right to appeal to the College President.

## **C. College President**

A student may appeal to the 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. Amendments

Amendments to this Code shall take effect upon majority approval of the Presidents' Council and upon notice to the Executive Committee of the MCCS Board of Trustees. The MCCS Board of Trustees shall review annually amendments to the Code made in the preceding academic year.

## VII. 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 the College President or the President's designee; **"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"** means a person enrolled in a course of the College and includes, unless otherwise noted, student organizations; **"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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9/19/2002

## Residence Hall Agreements and Rules

RESIDENCE HALL AGREEMENT AND RULES, by and between Washington County Community College located, at Calais, Maine, (hereinafter called the (“College”) and \_\_\_\_\_ (hereinafter call the “Student”) for the occupancy of the designated Dormitory Apartment for the school year 2002-2003.

1. This agreement relates to the above school year (unless otherwise indicated) and is not transferable.
2. The rent as set forth in the college catalog is due and payable prior to the registration for each semester.
3. The College assumes no responsible for loss or damage to personal property in the custody of or belonging to the student.
4. The student agrees that full compliance with the rules and regulations of Washington County Community College as set forth in the WCCC Catalog and Handbook, the Student Code of Conduct, and this agreement is a condition for occupancy of a dormitory apartment. Violation of any such condition or of any other provisions of this agreement shall entitle the College, at its option, to terminate the agreement and order the student to vacate the apartment. Such termination shall become effective upon delivery of written notice to the student. Any additional rules and conditions will be posted and will take effect 72 hours after notification to students. Publication in the Student Newsletter shall be considered sufficient written notice for notification under this section.
5. The occupant must enroll and continue as a full-time student in a program at the College. The agreement will take effect on the program starting date and terminate upon the program completion date or another date agreed upon by both parties.
6. The College reserves the right to make all apartment assignments and to change such assignments when the best interests of the school prevail and no student may change his/her apartment assignment except with College approval.
7. Students assigned to a given apartment shall be held financially responsible for all damage beyond normal wear and tear to rooms and furnishings. Damages resulting from use of cellophane tape, masking tape, and other adhesive agents, or from tacks, nails and staples shall be considered to exceed normal wear and tear. Damage in the apartment will be prorated among all occupants of the apartment, unless the responsible party is identified. Students shall also be financially responsible for the general condition and cleanliness of all furnished kitchen appliances, i.e., electric stove and refrigerator. The apartments are to be kept clean at all times for health and safety purposes.
8. The common areas are defined as the following: lounge, exercise room, stairwells, hallways, laundries, restrooms, inside and outside lights, fire alarm system, and all parking areas. The common areas in the dormitory are to be used only the Washington County Community College full-time students and invited guests. Guests are to be accompanied by a Washington County Community College student.\* Damage to dormitory common areas will be prorated to all resident student occupants, unless the responsible party is identified.
9. The College reserves the Right to inspect resident apartments on a regular basis and to regulate the use of the premises in accordance with all the rules and regulations of the College. Inspections may be made without prior notice. Further, the College shall have the right of access for the purpose of making routine repairs during normal working hours, and for emergency repairs, wherever necessary.

10. Furniture supplied by the school is to be kept in the assigned apartment and not moved outside or to another apartment. Screens are not to be removed from the windows.

11. Students are responsible for their apartment. Damage must be reported immediately to the Director of Residential Life or his/her assistant. His/her assistant shall include any Resident Assistant or Security Officer. If the Director of Residential Life is not immediately available, an effort should be made to locate a Resident Assistant.

Any reoccurrence of damage to a particular apartment could mean dismissal of the occupants from the dormitory. Students are not allowed to make repairs in or to the apartments. All occupants will be billed for repairs including labor and materials, unless the individual or individuals responsible are known. Dormitory residents who are assessed charges for repairs will have seven (7) days to pay the charges or face possible eviction. Students will be billed by the College and will pay the assessed charges directly to the College's Business Office.

12. Students are responsible for the safety and security of the keys to the apartment. Key use and/or possession by unauthorized persons is a serious breach of condition of this agreement for which the College may take disciplinary action, including, but not limited to, termination of the agreement. Any loss of an apartment key must be reported to the college promptly. A charge of \$50 for lock replacement, will be made by the College.

13. Apartments are equipped for telephone installation. Students are responsible for arranging installation, equipment and payment for service, if desired. Upon its installation, the students are to notify the Director of Residential Life of the assigned telephone number and any resultant changes.

14. The wiring or other service installation of an apartment is not to be altered or tampered with in any way except under the direction of the Director of Maintenance. It shall be a violation of this agreement for any dormitory resident to install or maintain any type of antenna outside of the apartment. This includes AM or FM radio reception, citizens band antennas, etc.

15. A cable Television hookup is provided for a \$25.00 fee per student per fall and spring semester; \$10.00, summer semester. The cable television is to be hooked up in the living room only and not wired to other rooms in the apartment. Occupants will be billed for missing TV cable hookups.

16. The apartments were built to accommodate five people. Students are allowed to have guests in the apartment to stay overnight under the following conditions:

- A. Approval from the Director of Residential Life and Housing with appropriate forms signed off by the RD.
- B. Student sponsoring guest must register their guest with the Director of Residential Life
- C. Guests must be 18 years or older as indicated by ID or other verification.
- D. Guests may not stay in excess of 3 days and 2 nights per week.

17. Students of the College are responsible for invited guests and will be held accountable for their actions.

The student agrees that the apartment shall be used only as student-living accommodations and only for students assigned to that apartment. The student further agrees that no commercial operations or enterprises of any kind shall be carried on therein.

19. Dormitory Residents shall not have guests in the apartments beyond 8 p.m. unless authorized by parent or guardian of minor guest. Dormitory residents shall not have guests in the apartment past 11 p. m. or before 8

a.m. unless such guest, have been appropriately signed in with the Director of Residential Life and Housing or his/her designee. Guests who are found to be in apartments past 11 p.m. and are not appropriately signed in shall be considered to be guests in violation of this agreement. Such conduct could result in disciplinary action against apartment occupants and/or eviction from the resident.

20. Apartments must be vacated during all scheduled vacation periods. Students must vacate apartments by 5:00 p.m. of the last scheduled class day prior to any vacation period. Students may re-occupy apartments within 24 hours before the resumption of classes.

21. In the event of any withdrawal, suspension, or dismissal, the student must vacate the apartment at any time set by the College. If a student withdraws from the College before completing the semester, he/she would be entitled to receive a refund for dormitory charges as follows:

- A. 80 percent within 10 class days of enrollment
- B. 50 percent within 11-20 class days of enrollment
- C. No refunds will be made after 20 class days of enrollment

If a student vacates the residence during or after the first 20 days, they must file a vacating form with the RD. Failure to do so will automatically result in the forfeiture of the full \$100 deposit.

\*For the purpose of this agreement, "Guests" will be defined by a person not assigned by WCCC to the apartment they are in.

22. Vehicles will be parked in the designated parking areas. Parking is prohibited on walkways, lawns, fire lanes or roadways.

23. Possession or use of narcotics, marijuana, hallucinogens, amphetamines or similar controlled drug is prohibited on campus. Dismissal from the dormitory and/or College and legal action will result from the possession or use of illegal drugs in the residence halls.

24. All possession and drinking of alcoholic beverages is prohibited on the WCCC campus. Alcoholic beverages will be confiscated and students will be subject to disciplinary action including disciplinary probation and eviction from the residences. Furthermore, any student, resident, or guests of a resident found publicly intoxicated, causing disturbances which demonstrates inconsiderate behavior to other residents or noise resulting from such behavior, or in any other way that violates the rules and regulations contained herein, stand the risk of disciplinary action and/or immediate eviction from the residences.

25. Firearms, ammunition, compound bows, arrows, bb guns, pellet guns, etc., are not allowed in the dormitories or on campus.

26. Chainsaws, bicycles, tires, automobile parts or any other type of machinery are not allowed in the apartments.

27. Personal belongings should not be left lying outside the apartment. Uses of outdoor clotheslines are prohibited.

28. Noise will be kept down to a reasonable level in consideration of other students. At 11:00 p.m. daily, in consideration of other dormitory residents, all music, radio and television play and other conduct that generates loud or unusual noise shall be curtailed to the extent that it cannot be heard in adjacent apartments. Televisions and radios can be used past 11:00 p.m. provided they are operated at low volume and do not annoy other

dormitory residents. The Director of Residential Life and Housing has the authority to remove equipment, which has been used to violate this section.

29. Loud instruments such as drums, horns, etc., are not to be used in the dormitory.

30. No animals or other pets are allowed in the dormitory or on campus.

32. The throwing of snow, water, or any other types of material that may cause damage to the dormitories is prohibited. This rule applies to inside or outside the facilities. Since the throwing of snowballs accounts for the much of our dormitory damage, disciplinary action will result from such conduct.

34. There will be a one hundred (\$100.00) dollar Security Deposit for the dormitory. This \$100.00 Security Deposit is required to hold a room if available. This deposit will not be applied toward your rent, damage or cleaning charges.

35. The \$100.00 Security Deposit will be returned to the student if the apartment and common areas are found in the same condition, as they were when the student moved in and if the student has settled all accounts in full, including bookstore, tuition, fees, room, dorm damages, etc..

Your address while living in the dormitory will be:

STUDENT'S NAME  
Washington County Community College  
One College Drive, Apartment #  
Calais, ME 04619

I have read and understand the Residence Hall Agreement and Rules governing the apartments and the areas around the apartments. I agree to abide by all of the rules and accept the responsibility for my share of the assigned apartment.

**Signed:** \_\_\_\_\_

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

**Washington County  
Community College**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

# Student Senate Constitution

## 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.

**Section 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. Marine Technology
  - a. Marine Mechanics
  - b. Boat building Tech.
  - c. Adventure Rec. Tourism
  - d. Marine Technology
    1. Spec. In Wooden Boat building
    2. Spec. In small Craft Design
    3. Spec. In Marine Composites
2. Business Studies
  - a. Business Management
  - b. Medical Office Technology
  - c. Office Information Systems
  - d. Professional Office Technology
  - e. Medical Assistant
3. Computer Technology
  - a. Computer information Systems
  - b. Computer Programming Specialist
  - c. Computer Networking Specialist
  - d. Computer Support Specialist
4. Education
  - a. Early Childhood Development
  - b. Paraprofessional Education
5. Construction Technology
  - a. Building Construction
  - b. Construction Technology
  - c. Heating Technology
  - d. Plumbing Technology
  - e. Welding Technology
  - f. Residential and Commercial Electricity
6. Mechanical Technology
  - a. Automotive Technology
  - b. Diesel Technology
  - c. Heavy Equipment Operation
  - d. Heavy Equipment Maintenance
  - e. Mechanical Technology

f. Engine Specialist

7. Food and Hospitality Service
  - a. Dietetic Technician
  - b. Dietary Management
  - c. Culinary and Baking
  - d. Food and Hospitality Service

8. General Education
  - a. General Technology
  - b. Liberal Studies
  - c. Trade and Technical Occupations

Workplace Technology

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 the senate

**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 elect one advisor. 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

Shall call all meetings to order

Shall have the power to excuse members from attending meetings when sufficient cause is presented

Shall select heads of Committees.

Shall preside at the meetings of the Senate and perform all other duties common to the office.

Shall sign all requisitions for expenditures of money from the student senate checking account.

Shall appoint members of the student senate to committees i.e. IT committee.

### Section 2. Vice-President

Shall act as President in the absence of the President

Shall keep, record, and track all attendance of the Student Senate members at meetings.

Shall be responsible for tracking all the committees that are formed in the senate, and helping where he/she might.

Shall perform any other duties the President may ask.

### Section 3. Secretary

Shall keep minutes of all regular meetings and special meetings,

Will maintain a permanent file of reports and records. All records will be in hand written book as well as the Student Senate computer.

Shall distribute the minutes and agendas to employees and students via Email.

Shall perform any other duties the President may ask.

### Section 4. Treasurer

Shall provide and be accountable for all income of the Senate and shall process payment of all bills for authorized expenditures.

Will work with business office in regards to the student checking account and unpaid bills.

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

Call to order by the President

Secretary's Report

Treasurers Report

Old Business

New Business

Open Discussion  
Adjourn

## Section 2. Rules

Robert Rules of Order will be adhered to  
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 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. 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.

## WASHINGTON COUNTY COMMUNITY COLLEGE

Calais Campus  
One College Drive  
Calais, ME 04619  
(207) 454-1000

Marine Technology Center  
16 Deep Cove Road  
Eastport, ME 04631  
(207) 853-2518

### Administration

Name	Title	Location	Phone	Email
William J. Flahive, Ph.D	President	Administrative Wing	4102	<a href="mailto:wflahive@wccc.me.edu">wflahive@wccc.me.edu</a>
Robert Khourey, Ph.D	Vice President/ Academic Dean	Administrative Wing	4103	<a href="mailto:rkhourey@wccc.me.edu">rkhourey@wccc.me.edu</a>
Tina Erskine	Administrative Assistant to the President/ Affirmative Action Officer	Administrative Wing	4102	<a href="mailto:terskine@wccc.me.edu">terskine@wccc.me.edu</a>
Donna Geel	Senior Staff Assistant	Administrative Wing	4137	<a href="mailto:dgeel@wccc.me.edu">dgeel@wccc.me.edu</a>
Kent Lyons	Admissions Counselor	Student Services Office	4146	<a href="mailto:klyons@wccc.me.edu">klyons@wccc.me.edu</a>
Carol Snyder	Admissions Counselor	Student Services Office	4143	<a href="mailto:csnyder@wccc.me.edu">csnyder@wccc.me.edu</a>
Tess Ftorek	Student Support Counselor	Community Services	4148	<a href="mailto:tftorek@wccc.me.edu">tftorek@wccc.me.edu</a>
Eric Mitchell	Director of Residential Life	Residence Office	4186	<a href="mailto:emitchell@wccc.me.edu">emitchell@wccc.me.edu</a>
Genny McKeil	Senior Staff Assistant	Student Services Office	4149	<a href="mailto:gmckeil@wccc.me.edu">gmckeil@wccc.me.edu</a>
Joyce Maker	Financial Aid Director	Student Services Office	4133	<a href="mailto:jmaker@wccc.me.edu">jmaker@wccc.me.edu</a>
Anne M. Donahue	Assistant Financial Aid Coordinator	Student Services Office	4134	<a href="mailto:adonahue@wccc.me.edu">adonahue@wccc.me.edu</a>
Cynthia Moholland	Assistant Dean of Enrollment Management	Student Services Office	4132	<a href="mailto:cmoholland@wccc.me.edu">cmoholland@wccc.me.edu</a>
Arlene M. Wren	Director of Finance	Business Office	4120	<a href="mailto:awren@wccc.me.edu">awren@wccc.me.edu</a>
Desiree Thompson	Business Manager	Business Office	4121	<a href="mailto:dthompson@wccc.me.edu">dthompson@wccc.me.edu</a>
Angela Grant	Payroll/Accounts Payable	Business Office	4122	<a href="mailto:agrant@wccc.me.edu">agrant@wccc.me.edu</a>
Cammi Griffin	Accountant 2	Business Office	4123	<a href="mailto:cgriffin@wccc.me.edu">cgriffin@wccc.me.edu</a>
Carey Fox	Student Accounts Receivable	Business Office	4125	<a href="mailto:cfox@wccc.me.edu">cfox@wccc.me.edu</a>
Julie Murray	Senior Office Assistant	Business Office	4124	<a href="mailto:jmurray@wccc.me.edu">jmurray@wccc.me.edu</a>
Linda Winchester	Bookstore Manager	Bookstore	4156	<a href="mailto:lwinchester@wccc.me.edu">lwinchester@wccc.me.edu</a>
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Sarah Bishop	Senior Office Assistant	Marine Tech. Center	4200	<a href="mailto:sbishop@wccc.me.edu">sbishop@wccc.me.edu</a>

## **Emergency Numbers**

### **Calais**

Calais Emergency (Police, Fire, and Ambulance)..... 911

Calais Regional Hospital.....454-7521

Student Support Counselor .....454-1048

### **Eastport**

Eastport Ambulance 853-2771

Eastport Health Center 853-6001

Eastport Police Department.....853-2544

Eastport Fire Department .....853-4221

East Bay Ambulance (Eastport).....853-4828

Pleasant Point Ambulance.....853-4811

***Student Support Counselor, or the Director of Residential Life and Housing  
should be notified immediately in case of emergency situations.***