



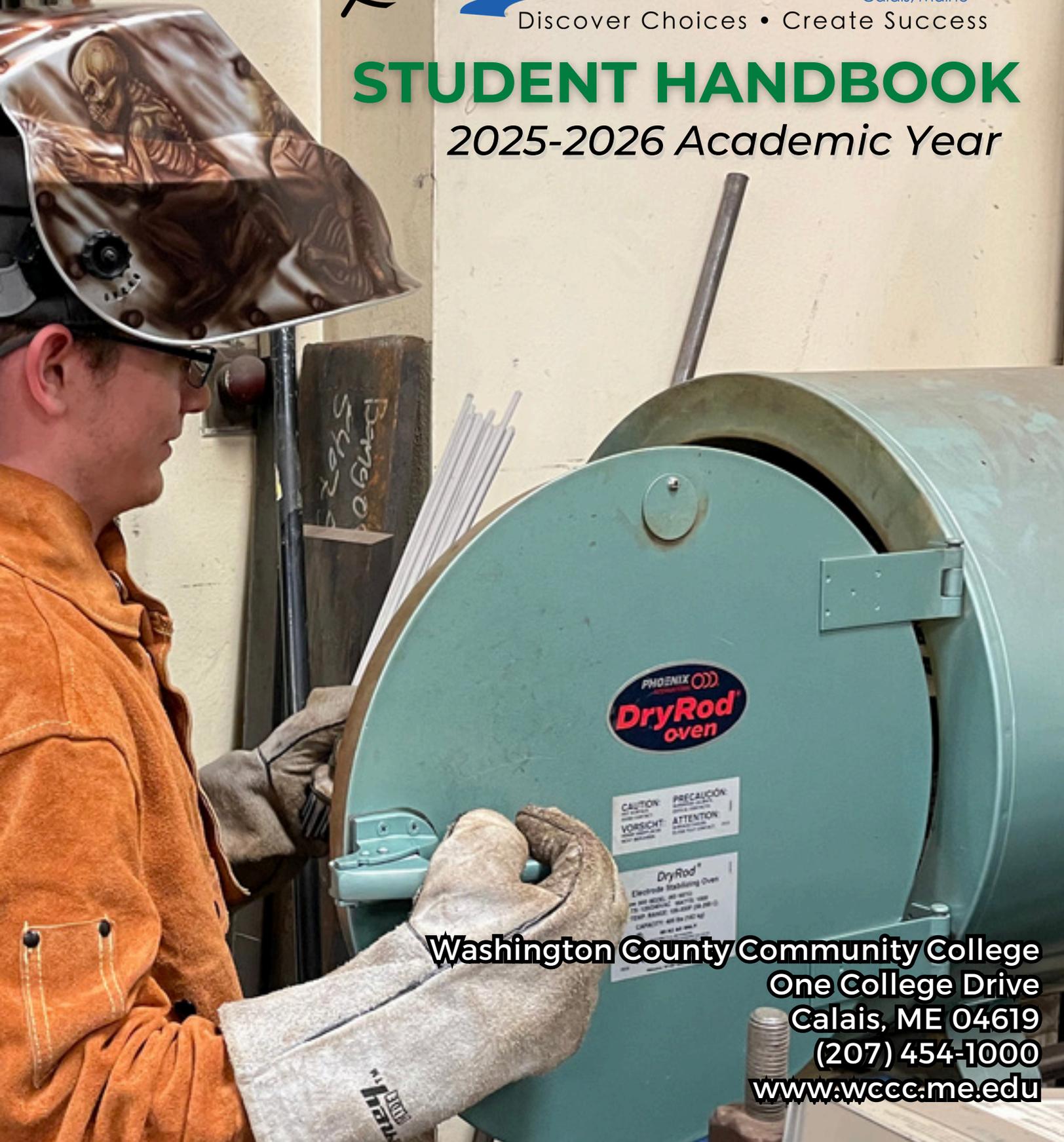
# Washington County Community College

Calais, Maine

Discover Choices • Create Success

## STUDENT HANDBOOK

2025-2026 Academic Year



**Washington County Community College**  
One College Drive  
Calais, ME 04619  
(207) 454-1000  
[www.wccc.me.edu](http://www.wccc.me.edu)

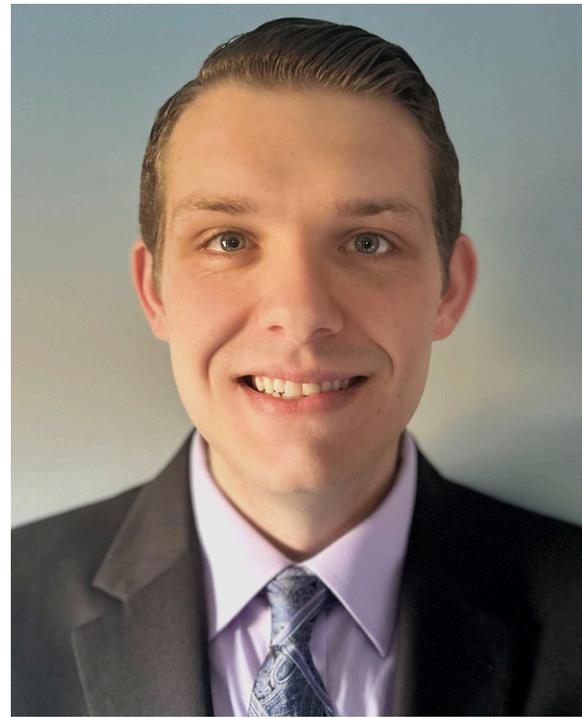
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# LETTER FROM THE DEAN OF ENROLLMENT MANAGEMENT & STUDENT SERVICES

## **Welcome to Washington County Community College!**

We are pleased that you made the choice to attend WCCC to help you prepare for the future. On behalf of all employees, I thank you for placing your trust in us to provide you with the best education possible. Whether you are entering as a first-time college student, a transfer student with some college experience or a degree, or are returning to college from the workplace to enhance your skills and education, WCCC is a place where you belong and we are so excited to welcome you!



WCCC is a student-centered institution dedicated to providing academic programs and student development experiences that meet the high standards demanded by employers within our service area and beyond. WCCC has many ways to help you, so please let any employee know if you need assistance. We know that learning from your classes and program of study is often enough to challenge you, but we also know that the challenges of life often present themselves while you work on becoming a medical assistant, automotive technician, etc. We can help you develop options to keep you focused on your educational goals and your timeline for success.

You will find that the sense of family at WCCC moves beyond the classroom and into the community. Our students are regularly involved in activities, both on and off campus, which benefit Washington County and the surrounding areas. I encourage all students to take advantage of the leadership and student involvement opportunities on campus in order to develop your skills for similar roles that await you in the future.

This student handbook is meant to provide you with important information to help you navigate your WCCC experience. I urge you to read your handbook carefully and never hesitate to bring forth questions you may have about it. Being aware of and understanding the policies and procedures within will not only help you be successful, but it is also your responsibility to adhere to this document.

I look forward to connecting with you during the academic year!

A handwritten signature in black ink that reads "Tyler D. Stoldt". The signature is written in a cursive, flowing style.

Dr. Tyler D. Stoldt  
Dean of Enrollment Management & Student Services

# THE MISSION OF THE COLLEGE

Washington County Community College inspires individuals through an inclusive, innovative learning environment with personalized guidance that transforms lives, enriches communities, and supports economic prosperity.

# HISTORY OF THE COLLEGE

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.

# MISSION OF THE OFFICE OF ENROLLMENT MANAGEMENT & STUDENT SERVICES

The Office of Enrollment Management & Student Services provides a safe living and learning environment focused on fostering a community that supports intellectual and personal growth while encouraging students to take individual responsibility in a setting that is respectful and appreciative of diversity.

# VALUES OF THE OFFICE OF ENROLLMENT MANAGEMENT & STUDENT SERVICES

Students First, Academic & Personal Success, Integrity & Mutual Respect, Self-Responsibility & Empowerment, Diversity, Golden Rule/Dignity, Pride in Self, School, and Community, Collaboration & Community Connectivity, Stewardship & Volunteerism, and Leadership.



# REPORTING OF AN EMERGENCY OR A CRIME

Please read the information to learn how to prevent and report crime and practice safe behavior. We ask for your assistance in making the WCCC Community a safe place to learn. Remember that emergencies should be reported directly to Calais Police Department who in turn, contact WCCC personnel.

**Send Anonymous Campus Safety Tips online at [www.wccc.me.edu/safety-and-security](http://www.wccc.me.edu/safety-and-security)**  
**Reminder: IF YOU ARE INVOLVED WITH AN ACTUAL EMERGENCY call 911 and notify 207-454-1099 as soon as it is safe to do so.**

*For non-life threatening emergencies, contact 207-454-1099 for assistance.*

Crime and emergencies can be reported by contacting any of the following authorities, 24 hours a day.	
Calais Police Department	911 or (207) 454-2751
Calais Fire Department	911 or (207) 454-7400
Emergency Medical Services Ambulance	Emergency: 911 Non-Emergency: (207) 454-7400
Non-Life Threatening Campus Emergencies	(207) 454-1099 or Ext. 1099 from Campus Phone
Designated Campus Security Authorities	Resident Assistants: 207-214-5192      Campus Safety Director: 207-454-1050 Professional Housing Staff: 207-904-0194      Dean of Students Office: 207-454-1032
Anonymous Safety Concern Reporting	<a href="http://www.wccc.me.edu/safety-and-security">www.wccc.me.edu/safety-and-security</a>
Students and Employees involved in an accident on campus should complete an accident report form in the Business Office as soon as safely and reasonably possible following the incident.	



# WCCC CAMPUS AND OFF-CAMPUS RESOURCES

WCCC Campus Resources	
Counseling Services	To schedule an appointment with a counselor, contact the Associate Dean or Dean of Students, ncote@maineccc.edu or tstoldt@maineccc.edu
Title IX Coordinator	Dean of Student Services Dr. Tyler Stoldt (207) 454-1032 - tstoldt@maineccc.edu
Student Code of Conduct	Associate Dean of Student Services Nichole Cote (207) 454-1012 - ncote@maineccc.edu
Accessibilities/Student Accommodations	Kieve Leeman (207) 454-1093 kleeman@maineccc.edu
Financial Aid	(207) 454-1078 wcccfa@maineccc.edu
Mental Health Crisis Hotline	24/7 Crisis Services (888) 568-1112
Affirmative Action Officer	Tatiana Osmond tosmond@maineccc.edu - (207) 454-1094

WCCC Off-Campus Resources	
<b>Aroostook Mental Health Center</b> 127 Palmer Street Calais, ME 04619	(207) 454-0775
<b>Maine Coalition Against Sexual Assault (MeCASA)</b>	24 hour statewide sexual assault crisis and support line 1-800-871-7741 (voice) 711 (Maine Relay)
<b>Maine Coalition to End Domestic Violence</b>	Statewide Domestic Abuse Helpline 1-800-437-1220
<b>Calais Police Department</b> 312 North Street Calais, ME 04619	(207) 454-2751 or 911 for emergencies
<b>Calais Community Hospital</b> 24 Hospital Lane Calais, ME 04619	(207) 454-7521
<b>Pine Tree Legal Services - Machias Office</b>	(800) 255-8656



## ACADEMIC INFORMATION

### Academic Calendar

**Click here** to see the most recent academic calendar. The calendar lists holiday breaks, semester start and end dates, and important deadlines for course withdrawals and student account billing.

### Academic Advising and Course Registration

New students are required to meet with the New Student Success Specialist to review their course schedule and create a success sheet to be ready for their first semester. Once all needed enrollment documents are received, the Success Specialist will register the student and provide them with their official first semester course schedule.

Every WCCC student enrolled in a degree program is assigned a faculty advisor who assists in course selection and offers general information concerning the student's academic life. A student's relationship with their faculty advisor is vital to successful program completion. Each semester, during a designated pre-registration period, returning students are required to meet with their advisors and register for the next semester through the MyWCCC student portal. Students are encouraged to see their advisor as often as necessary to make certain they are taking courses that are appropriate to their academic and career plans. The name of the academic advisor is available on the student information Website or by seeing the Assistant to the Academic Dean. Students are responsible for monitoring their own academic progress. Descriptions of specific courses are in this catalog (additional copies may be obtained in the student services office) and on the WCCC website.

### Academic Amnesty

Students who have been academically dismissed and readmitted may be offered by the Student Success Team or the Academic Dean, the option of forfeiting that portion of a given semester of course work below a C and retaining their enrollment, providing there is a high probability that they can improve their academic performance. An appropriate code will be placed on courses forfeited so that the courses will be excluded in calculating GPA. Students may use the amnesty option only one time at WCCC. In order for part-time students enrolled in a program of study to maintain academic eligibility for financial aid, they must have at least a cumulative GPA of 2.0 after four semesters of course work.

## Academic Probation

Academic probation signifies that a student is in serious academic jeopardy. Students on probation must correct grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the college. Students on probation are required to carry a reduced class load (fewer than 15 credit hours). NOTE: Extended probation may be granted at the discretion of the Dean of Enrollment Management and Student Services if the student does not remove the deficiencies in his/her cumulative grade point average after the completion of the subsequent semester, but has attained a minimum of 2.0 grade point average in the subsequent semester.

## Academic Dismissal

Students who have been academically dismissed may request re-admittance to the college by completing a satisfactory academic progress appeal form. The Student Success Team will review the appeal to recommend future enrollment and financial aid eligibility. Appeals must be received at least one month prior to the semester the student plans to enroll. At the time of appeal, the student must show positive evidence that he/she is ready to successfully complete a program of study. Some examples of this evidence include the successful completion of college courses or holding a job for a semester or more.

## Academic Honesty

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

## Academic Conflict Resolution and Final Grade Appeals

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

- The student will discuss the issue(s) with the instructor; if unresolved,
- The matter will be discussed with the Dean of Academic Affairs; if still unresolved,
- The student may request a review by the Academic Affairs Committee, which will serve as an appeals board in such matters. Requests to this committee must be in writing and must clearly state the nature of the problem. In hearing such appeals, the Committee will follow a procedure similar to that outlined in Section V, C, 3, of the Student Code of Conduct.



## Attendance

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

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

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

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

## Add/Drop Policy

Students may ADD or DROP courses during the Add/Drop period. Students must check the academic calendar for the exact date, as the date changes from year to year, without academic penalty. Students, who drop a course, prior to the 6th business day, will receive 100% refund. Add/drop forms can be obtained from the offices of Student Services, TRIO, Academic Affairs, or individual academic advisors and must be completed, signed and submitted to the Assistant to the Dean of Academic Affairs for processing. Financial aid awards will be adjusted to agree with the students' registration at the end of the official Add/Drop period.

## Books, Supplies, and Tools

Books and supplies are available at the WCCC Barnes & Noble Bookstore. The cost of books and supplies vary according to the individual program and schedule. Tools are not available for purchase from WCCC, but recommended vendors are listed on our website under technical program information pages. For a listing of required textbooks and cost by program, visit the Bookstore page on our website.



## Credit by Examination

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

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

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

## Transfer Credit

Students may transfer to WCCC credits earned at other accredited colleges prior to the beginning of the program, providing that the credits applied have been earned within the past ten years. WCCC is the final judge regarding acceptance of transfer credits. The responsibility rests with students to furnish the Registrar’s Office with (1) an official copy of each college transcript and (2) a copy of the catalog from each college at which the courses were taken if the college is not located in Maine. Every effort will be made to issue transfer credit prior to the beginning of classes. Courses with grades of “C” or better that are judged by WCCC to be equivalent in nature and content to the college’s course offerings will be transferred; however, examinations may be required to show competency of subject material. Transferred course grades will appear on the WCCC transcript as “TR” and will not be used in computing the student’s WCCC grade point average. The full transfer credit policy can be found in the WCCC catalog.

## Continuous Enrollment

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

## Curriculum

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

## Grading System

Grades at Washington County Community College are given in terms of letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objective of the course. Please visit the WCCC catalog to see full information about the grade scale, types of grades, and what is computed in grade point averages.

## Final Grade Reports

Final grade reports are available on the college's student information Portal after the end of each semester. Final grades cannot be secured in advance from the Coordinator of Enrollment & Student Services.

## Degrees

Awards are presented for the successful completion of learning activities to a person achieving a preplanned set of educational and occupational objectives. Awards presented include the Associate in Arts, Associate in Science, and Associate in Applied Science degrees; diploma and certificates. Requirements for these awards vary according to the specific degree or occupational area. See your academic advisor for specific requirements.

## Honors

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

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

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

The President's List and Dean's List will be published as a news release. Persons wishing to be withheld from these lists should contact the Coordinator of Enrollment & Student Services.

## Graduation

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





## Veterans' Services

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

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

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

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

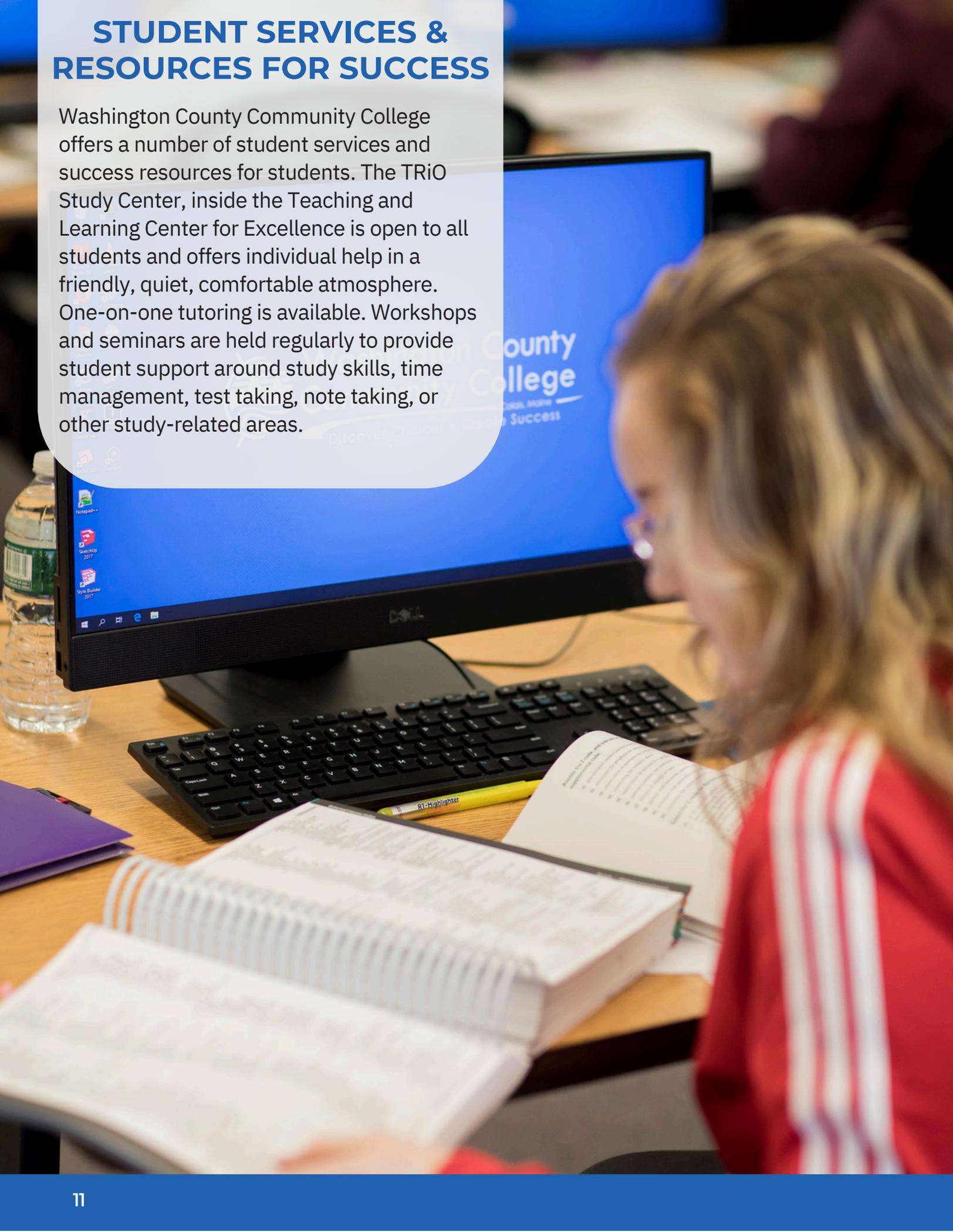
Spouses of veterans who are attending state-supported institutions must be admitted free of tuition including mandatory fees and lab fees for all programs. Room and board may not be waived.

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

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

## STUDENT SERVICES & RESOURCES FOR SUCCESS

Washington County Community College offers a number of student services and success resources for students. The TRiO Study Center, inside the Teaching and Learning Center for Excellence is open to all students and offers individual help in a friendly, quiet, comfortable atmosphere. One-on-one tutoring is available. Workshops and seminars are held regularly to provide student support around study skills, time management, test taking, note taking, or other study-related areas.



## Library Services

Library services are available in the Teaching and Learning Center for Excellence located on the second floor of Riverview Hall. The Teaching and Learning Center for Excellence offers a collaborative and comfortable environment for students, staff and faculty for all their informational needs.

Available Library Resources include:

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

Available Library services include:

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

## Accessibility Services

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

## Childcare Center

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

## Medical Services

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



## Motor Vehicles

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

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

## Student Activities

Student activities at WCCC are organized and sponsored by Student Life in cooperation with the Student Senate. Activities vary from year-to-year as student interests change, but the college consistently offers a wide variety of on- and off-campus activities. Activities sponsored by the student services department over the past several years include trips to New Brunswick, Canada; hockey games; downhill skiing; whitewater rafting; and hiking. Campus events have included dances, cookouts, dinners, and multicultural socials as well as a variety of other events.

The college maintains a variety of recreational equipment in the Outdoor Adventure Center for student use, including camping equipment, cross-country skis, ice skates, and fishing equipment. Additionally, men's and women's varsity basketball is offered at WCCC and we are a member of the United States Collegiate Athletic Association (USCAA).

## Student Advocacy & Resource Center

The SARC is staffed by a student navigator who is available to assist all students who are experiencing barriers preventing academic success identify and connect with both on campus and off campus resources. A wide selection of community resources in the form of flyers, information sheets, posters, printed booklets, etc., are maintained and on display in the center which is located off the cafeteria in Riverview Hall. Students are welcome to browse the resources on their own or connect with the navigator for guidance on which resource may be most helpful. Within the SARC, there is also a designated office space available for community service providers to meet privately with students. This space is available for scheduling with the student navigator by both students and community partners.

The student navigator coordinates with community resource partners to provide programming focusing on health and wellness. Programming is offered in different formats, such as hall events, SARC based events, on campus evening events, and virtually for our online only students. These events are publicized on a monthly calendar published in the campus newsletter, on posted flyers around campus, and through announcements in campus email.

The student navigator also administers an **SOS Emergency Fund** that is available to enrolled students who are academically in good standing and have unmet need. This is a funding source of last resort and can be provided to help students who demonstrate financial hardship due to an emergency or unanticipated and compelling circumstances that jeopardize their ability to successfully continue in school with unforeseen needs with transportation, medical expenses, childcare, housing, food insecurity, and technology repair.

The SARC also manages **The Caring Cupboard – WCCC's on-campus food pantry** located across from the Polar Den in Riverview Hall. This resource is available to all enrolled WCCC students free of charge, and all students -commuters and residents- are encouraged and welcome to use this resource.

## EXPLORE - Learning Outside of the Classroom

All students are encouraged to participate in student life events. Specific events are designed to meet co-curricular learning outcomes. The EXPLORE student engagement opportunities are: **EX**perience, **P**articipation, **L**earning, **O**pportunities, **R**elationships, and **E**ngagement. **You are encouraged to check-in at all events using the QR code or through the BrightSpace EXPLORE page.** By participating in these events and meeting learning outcomes, you will develop needed leadership and communication skills, which will help you when you prepare to enter your career after graduating. The following are the learning outcomes these events will be designed for you to attain: Critical Thinking Skills, Communication Skills, Teamwork, Collaboration, and Problem-Solving Skills, Building a Sense of Community by Promoting Inclusiveness and Empowering Others.

## TRiO Student Support Services Program

The WCCC TRiO Student Support Services (SSS) program offers the following services: academic tutoring, advice and assistance in post-secondary course selection; information, assistance, and referrals regarding federal student financial aid and loans (including Federal Pell Grant awards and loan forgiveness); resources for looking for public and private scholarships; education to improve student financial and economic literacy; transfer counseling, campus visits, and application assistance for four-year post-secondary programs; peer mentoring and leadership opportunities; cultural events; grant aid for eligible participants; and individualized personal, career, and academic advising.

SSS is a federally funded educational support program that helps promising students overcome barriers to higher education. The program's mission is to help students remain in college, graduate, and/or transfer into four-year degree programs. Visit the Study Center for free tutoring and support, located in the Teaching and Learning Center for Excellence on the second floor of Riverview Hall.

## Student Senate

The Student Senate is composed of student representatives and is the official voice of the student body. The senate is a vital link among students, faculty, and administration. A staff member serves as advisor. In their weekly meetings, these student leaders seek to fulfill the student senate objectives of promoting the general welfare of the college, serving the best interests of the student body, and helping to provide a positive college spirit.

## Campus Housing

WCCC offers apartment style housing for students wishing to live on campus. In addition to twenty-eight available apartments, the residence halls include a FREE laundry facility, a spacious lounge, a game room, the Outdoor Adventure Center, and a fitness center.

The campus apartments are designed to accommodate five residents. Each residence apartment contains a furnished living room and three bedrooms, complete with individual beds, bureaus, desks and closets. Occupants of each unit share a kitchen, dining area and bathroom. Students can prepare their meals and are responsible for bringing personal linens, dishes, silverware and cooking utensils. High speed wireless internet is available in each apartment.

The Director of Residence & Student Life, Resident Director, and a staff of student resident assistants maintain a peaceful and orderly campus environment.

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

## Campus Dining Hall

The on-campus dining hall provides healthy, reasonably priced foods, as well as daily specials for students and guests. Hours of operation during the academic year are early morning to early evening Monday through Thursday, and early morning until noon on Friday. Meal plans are purchased for use in the Dining Hall.

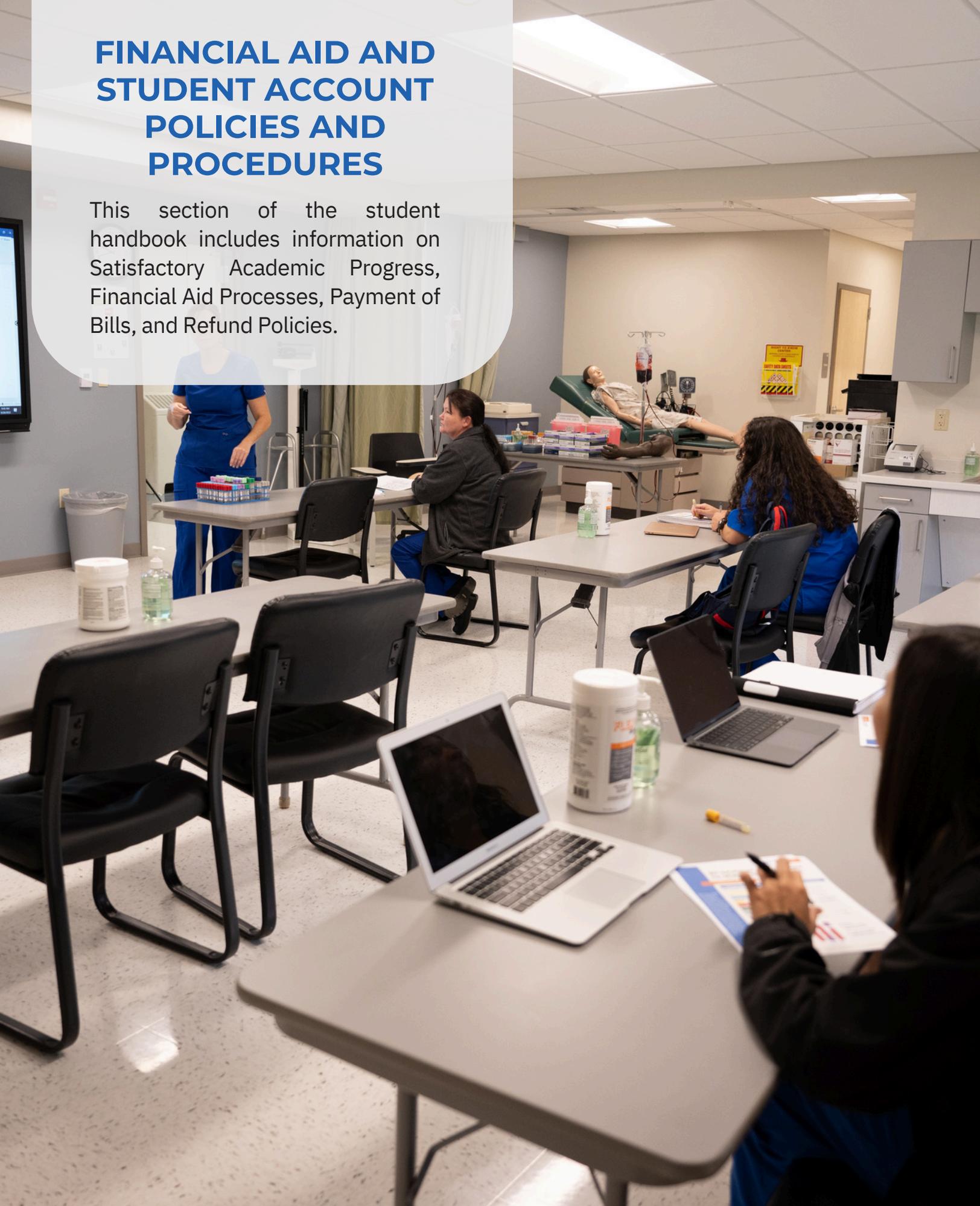
## Counseling Services

WCCC partners with BetterMynd to make mental health resources more accessible by allowing students to have teletherapy sessions with a network of licensed counselors, all from the comfort and convenience of their laptops and smartphones. You can easily explore BetterMynd's extensive and diverse network of counselors to find the counselor that's exactly right for you and your needs. Not only do they offer individual counseling, but they also offer well-being workshops and self-help resources. To set up an account and sign up for an appointment, go to <https://login.bettermynd.com> and click "sign up" at the top of the page. You will then receive an email with instructions."

WCCC also contracts with Aroostook Mental Health Center to provide in-person professional mental health counseling. Please see the Associate Dean of Student Services at [ncote@maineccc.edu](mailto:ncote@maineccc.edu) or the Dean of Student Services at [tstoldt@maineccc.edu](mailto:tstoldt@maineccc.edu). Any student who considers withdrawing from the college is strongly urged to use counseling services prior to making a final decision.

# FINANCIAL AID AND STUDENT ACCOUNT POLICIES AND PROCEDURES

This section of the student handbook includes information on Satisfactory Academic Progress, Financial Aid Processes, Payment of Bills, and Refund Policies.



## Satisfactory Academic Progress Policy

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

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

## Financial Aid Policy

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

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

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

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

**Please note:** If you withdrawal or stop attending WCCC courses PRIOR to completing 60 percent of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid. Funds may be required to be returned to the federal government which could result in a balance on your student bill.

Additional information regarding financial aid policies can be found under the [financial aid policies section](#) on the college website. For further financial aid information, contact the Financial Aid Office.

## Payment of Bills

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

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

## Refund Policy

The Board of Trustees of the Maine Community College System is empowered to establish system-wide rates for tuition, housing and application fees. The college President, within the policy constraints established by the board of trustees, establishes technology fees and other similar charges associated with setting the fixed costs of the institution. While certain charges may vary from college to college, the basis for refunds of these charges is consistent.

### **Room & Security Deposit \$150**

Refundable if financial obligations to the college have been met.

### **Tuition**

100 percent, if college cancels course.

100 percent, within 6 business days of semester start

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

No refund after 10 business days of semester start

### **Room and Board**

100 percent, withdrawal prior to semester start

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

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

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

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

No refund after end of semester's fifth week

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

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

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

## Unpaid Financial Obligations

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

The college will not withhold grades, degrees, diplomas, certificates, or transcripts from students, or licensing fees from appropriate agencies, for failure to pay all lawful fees, fines, and charges. Students with an outstanding student account balance over \$500 will not be able to register for future semester courses.

## STUDENT CODE OF CONDUCT, RESIDENCE HALL AGREEMENT, AND OTHER IMPORTANT POLICIES

This section of the student handbook includes information on several important policies and procedures that you should know as a WCCC student.



## Permanent Academic Record

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

## Confidentiality of Student Records

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

## Your Right to Privacy & Directory Information Usage

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The [full policy](#) that provides a uniform notice summarizing certain portions of those rights is available on the consumer information page of the college website.

## Student Right to Know - Consumer Information

WCCC is required to provide information about accreditation, health and safety, student privacy, and financial aid to students and the general public. You can find that information on our website under the [consumer information page](#).

## Smoking Policy

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

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

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

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

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

**Please note that the smoking and tobacco free campus policy includes the use of vapes and other e-cigs, whether or not those devices contain tobacco or nicotine.**

## Computer Access & Acceptable Use Policy

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

Washington County Community College's computer system – including the Maine Community College System's wide area network (WAN), local area network (LAN), computers, and peripherals – is a tool for use by the WCCC community. It is the responsibility of all authorized users to protect the integrity of the system, to respect the privacy of all users, and to maintain the standards of honesty and personal conduct here at WCCC.

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

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

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

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

Copyright violations are against the law. Copyright is a form of protection provided by the laws of the United States to authors of original works (Title 17, U.S. Code). Many computer programs and related documentation are "owned" and are therefore protected by these laws, licenses and contractual agreements. It is inappropriate and illegal for you to copy any material owned by others from any source without their permission or full acknowledgement.

It is best to assume that all materials are copyrighted (including computer programs, print materials and Internet resources) unless a disclaimer or waiver explicitly appears. Educational institutions enjoy special exemptions from copyright protection, called "Fair Use," so that instructors and students may use reasonable portions of copyrighted material for coursework.

Copyright-related restrictions:

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

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

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

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

- Do not harass any person based on race, color, gender, disability, religion, national origin, sexual orientation or age.
- Do not send messages that unreasonably interfere with anyone's education or work at WCCC or at another institution using WCCC as a base.
- Do not print or display material that may be considered offensive unless you have a specific academic purpose.
- Do not print or display material that may be considered intimidating or hostile unless you have a specific academic purpose.

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

## **Social Media**

When using social media in ways that are school related, students must not use expression that is not protected by law, such as defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, gross disobedience of legitimate rules, copyright or trademark violation, criminal or civil harassment, trespass, false advertising, and use of public resources to promote partisan political activities. You must not engage in conduct that constitutes sexual harassment, threats, or intimidation; or that produces unlawful mental or physical discomfort, embarrassment, harassment, or ridicule for any member of the college or the System community.

# HOUSING HANDBOOK & RESIDENCE HALL AGREEMENT

## Housing Handbook

The College requires all students, including those living in campus housing, to conduct their affairs with proper regard and mutual respect for the College and the members of its community. A housing handbook is provided to students to share expectations related to appropriate conduct in student housing. Failure to follow the outlined expectations in the housing handbook may result in a violation of the residence hall agreement or student code of conduct.

## Residence Hall Agreement

Students must be enrolled in 12 credit hours each semester in order to be eligible to live in campus housing (unless an exception is granted through the Dean of Student Services Office).

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

Students living in campus housing agree that, with or without reasonable accommodations, they are able to manage mental and/or physical health conditions in a manner that does not unduly interfere with the learning experience of others.

The College reserves the right to regulate the use of the residence hall in accordance with the policies of the College. Inspections may be held without prior notice to or consent from the Student to ensure compliance with those rules and regulations. The College shall have the right of access to all rooms for the purpose of making routine or emergency repairs as necessary without prior notice to or consent from the Student.

All students must sign and agree to follow the Residence Hall Agreement each academic year when they move into their assigned campus apartment. A Student who breaches the Residence Hall Agreement, agrees that in addition to immediate termination of the agreement; they may be subject to one or more of the following sanctions: reprimand; probation; work or service requirement; restitution; fine; forfeiture of room fee, room deposit and security deposit; suspension or dismissal from the residence hall; prohibition from other College housing; referral for discipline under the Student Code of Conduct; referral for legal action; and such other action as the College deems appropriate.

# STUDENT CODE OF CONDUCT

## Purpose of Code

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

This Code applies in addition to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

## Persons Governed by Code

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

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

## Conduct Governed by Code

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

- A. Fraudulent conduct, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records.
  - Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.
- B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one’s self or others.
- C. Improper use of property, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.
- D. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to 1) interference with or interruptions of classes and other college activities; 2) failure to comply with a sanction or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code;

5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law; 9) conduct that constitutes “special circumstances” as set forth in MCCS Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by College or System policy.

- E. Sexual misconduct and sexual assault, as defined in and governed by MCCS Procedure 202.2.
- F. Sexual harassment, as defined in MCCS Policy 202 and governed by MCCS Procedure 201.1/202.1 and MCCS Procedure 202.2.
- G. Dating violence, domestic violence and stalking, as defined in and governed by MCCS Procedure 202.

The College will determine the applicable procedure for sexual harassment, sexual assault, dating violence, domestic violence and stalking after a review of the alleged conduct.

## Sanctions for Code Violations

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

## Procedure

- A. General
  - In applying the provisions of this Code, MCCS accords students alleged to have violated this Code the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of “more probable than not”); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college’s expense.
- B. Stage One
  - The College Dean of Students (“Dean”) and/or Disciplinary Officer (“Officer”) (collectively “Investigator”) shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed. If a student does not reasonably respond to interview requests or does not attend a scheduled interview, the Investigator may continue with the investigation.
  - The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator’s findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator’s decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

- C. Stage Two
  - A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer’s decision either to dismiss or impose a relatively low sanction in the case.
    - 1. Request
      - A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator’s written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.
    - 2. Committee
      - A Stage Two proceeding shall be heard by a Disciplinary Committee (“Committee”) which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.
    - 3. Hearing
      - After receiving the student’s request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.
      - All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.
    - Decision
      - The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator’s findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.
- Stage Three
  - A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee’s written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee’s procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

### **Notice and Receipt of Notice**

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

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

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

## Certain Athletic Determinations

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

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

## Traffic Violations

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

## Definitions

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

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

## WITHDRAWAL FROM COLLEGE

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

Students who withdraw from the college and who are subsequently readmitted are governed by the degree requirements stipulated in the catalog at the time of readmission.

Refunds are established by the date the student signs and submits the completed withdrawal form. Refer to refund policy for details.

# SPECIAL CONDITIONS OF ADMISSION, ENROLLMENT, & PARTICIPATION

WCCC offers education and services to individuals under a process of modified open admissions. Typically, this process enables applicants who meet the stated academic criteria for program or college admissions to attend as students and access the full offerings of the college. In some circumstances, however an individual's personal experiences may affect the individual's admission, enrollment or participation in a college's various offerings. "Enrollment" includes registration in online and on campus courses, regardless of location of course delivery; and "Participation" means involvement in any college service or activity including, for example, access to housing, financial aid, athletics or extra-curricular activities, as well as a general freedom of movement around campus.

"Circumstances warranting special conditions" or "special circumstances" mean those acts that raise reasonable concerns for community safety and community order. They typically involve prior personal misconduct that demonstrates a diminished reliability to comply with the reasonable rules and regulations of the college, and/or a greater likelihood of risk of harm to self, others or property.

The Dean of Student Services or their designee may impose special terms and conditions after admission for special circumstances that existed at the time of admission but were not known to the college until after the applicant was admitted. Violation of a special term or condition imposed under this policy shall be subject to the MCCS Student Code of Conduct. The full policy can be found on the college website at [wccc.me.edu](http://wccc.me.edu).



## DRUGS AND ALCOHOL

The use, possession, sale or distribution of alcoholic beverages or illegal drugs is prohibited on college property or at college related events, as is being under the influence or knowingly in the presence of drugs or alcohol while on college property or at college-related events under the Student Code of Conduct. Individuals who violate this policy and/or federal or state law, including laws and policies pertaining to underage drinking, risk institutional sanctions, including dismissal from the College and/ or legal action.

WCCC prohibits the possession or use of illegal drugs or alcohol on the campus, property owned or controlled by WCCC, or as part of any activity of WCCC. Legal possession or consumption of alcohol on campus may be granted by obtaining the prior written approval from the College President. Students, staff, faculty, or visitors are prohibited from attending their work and/or learning environments under the influence of alcohol or illegal drugs. Doing so would not only negatively affect the individual's learning, performance, and safety, but also that of the people around them and the college community as a whole.

Individuals who violate this policy and/or federal or state law, including laws and policies pertaining to underage drinking, risk institutional sanctions, including dismissal from the College and/ or legal action. For more information about drug and alcohol policies on campus, please consult the Maine Community College System Alcohol & Drugs Policy (804).

Alcohol and substance abuse negatively impairs health and life quality. Local, state, and federal laws prohibit the underage, unlawful possession, use, sale or distribution of alcohol and drugs. In support of all local, state, and federal laws, WCCC's Student Code of Conduct and employment policies enforce alcohol and drug laws.

**Medical Marijuana:** Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on- campus illegal, even in states with medical marijuana laws. Thus, WCCC does not permit medical use of marijuana anywhere on campus.

### Recovery Ready Campus

WCCC is designated as a recovery ready campus through the Association of Recovery in Higher Education (ARHE). ARHE is the only association exclusively representing collegiate recovery programs (CRPs) and collegiate recovery communities (CRCs), the faculty and staff who support them, and the students who represent them. ARHE provides the education, resources, and community connection needed to help change the trajectory of recovering student's lives. We are a network of professionals, administrators, faculty, staff, students, parents and policy makers.

Students are encouraged to meet with the full-time Student Navigator who staffs the Student Advocacy & Resource Center for assistance in locating on and off-campus resources to assist in establishing or maintaining recovery. Several Student Services staff members are trained Recovery Coaches and more training is ongoing. Meeting space is provided to students who wish to meet privately and offer peer-to-peer support or meet with a recovery coach. WCCC partners with the Aroostook Mental Health Center, The Community Caring Collaborative, The Downeast Recovery Support Center, and Healthy Acadia for services off campus and for staff and student recovery awareness training. Any student who self-identifies as in recovery at any stage is encouraged and welcome to participate in campus recovery programming.

## HAZING PREVENTION & REPORTING

### The Federal Stop Campus Hazing Act

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

The Federal Stop Campus Hazing Act addresses reports of hazing by a student organization.

The Act defines hazing as: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that –

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

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

## **Maine Community College System Prohibition of Injurious Hazing**

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

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

## **Penalties**

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

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

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

## **Reporting Incidents of Hazing**

Hazing incidents can be reported to the following:

- Office of Student Services – (207) 454-1012 – [ncote@mainecc.edu](mailto:ncote@mainecc.edu)
- Director of Housing – (207) 454-1054 – [kgookin@mainecc.edu](mailto:kgookin@mainecc.edu)
- Share a Concern Form on the WCCC Website: <https://wccc.me.edu/share-a-concern/>

## **Investigating Incidents of Hazing**

In compliance with the Federal Campus Hazing Act and Maine State Law, reports of hazing will be investigated by representatives from the Department of Student Services. Washington County Community College will publish a Campus Hazing Transparency Report documenting occurrences and will be updated every six months for the campus community.

## **Prevention & Bystander Intervention Strategies**

Washington County Community College is committed to providing a safe and secure learning environment for all students, faculty, staff, and guests of the College.

The following are some tools and strategies for hazing prevention:

[Free Hazing Prevention Course from the NFHS Learning Center](#)

[Hazing Prevention: 5 Ds for Effective Bystander Intervention](#)

[Hazing Prevention 101: Smart Steps 4 Staying Safe](#)

[We Don't Haze Video](#)

# **VIOLENCE AGAINST WOMEN ACT (VAWA) RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

Sex discrimination and sexual misconduct in the form of hostile work environment, sexual harassment, domestic violence, dating violence, stalking, sexual violence (rape, sexual assault, and sexual abuse), and gender/sex-based harassment or discrimination, represent conduct that is prohibited by WCCC/MCCS policy as those terms are defined for purpose of the Clery Act and in accordance with Title IX.

This section of the student handbook informs the campus community of WCCC programs designed to address domestic violence, dating violence, sexual assault and stalking. This section also includes the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, when it is reported to a college official.

WCCC offers training related to sexual misconduct (VAWA, Title IX, Campus SaVE Act) at a in-person and online orientation, education and bystander events including domestic and dating violence reduction; reporting of sexual harassment incidents; and education on sexual harassment to students, faculty, and staff. WCCC provides educational bulletin boards for students to access information and the website contains information regarding Title IX and sexual harassment.

# PROCEDURE ON SEXUAL ASSAULT

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Calais Police Department and with the Associate Dean of Students or Dean of Students.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the Sexual Assault Crisis Center by calling (800) 871-7741.

WCCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct and are prompt, fair, and impartial. The College's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings. For further information about the disciplinary system, contact the Associate Dean of Student Affairs & Retention at (207) 454-1012.

Maine law prohibits conduct that falls within the broad definitions of sexual violence and intimate partner violence, as well as stalking. These categories of conduct are similar to those prohibited by Title IX, but the definitions differ. In addition, unlike Title IX, these categories are not included within the state definition of sexual harassment. The definitions of sexual violence, intimate partner violence and stalking as defined by Maine law are set forth below and in Procedure 202.2.

## REGISTERED SEX OFFENDERS

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the WCCC community may contact the Maine Sex Offender Registry at their website <http://sor.informe.org/sor/> for information concerning registered sex offenders.

# COLLEGE PROCEDURES FOR INVESTIGATING AND RESOLVING A SEXUAL MISCONDUCT COMPLAINT

Below is a summary of the process for allegations that meet the Title IX or Maine State Law definition of sexual misconduct. Allegations that meet Title IX definition must contain:

- Alleged conduct that constitutes sexual harassment if proved;
- Alleged conduct was against a person in the United States;
- Alleged conduct was against a person participating, or attempting to participate, in a WCCC educational program or activity; or
- Alleged conduct was at a WCCC location, during a WCCC activity or program, or when WCCC had substantial control over both the respondent and the context.
- Policy 202.2 provides the full definitions according to Title IX and Maine State Law.

Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person.

**Reports should be made to the Title IX Coordinator, Dr. Tyler Stoldt at [tstoldt@mainecc.edu](mailto:tstoldt@mainecc.edu) or (207) 454-1032.**

A **Confidential Resource Advisor (“CRA”)** is another source of information and emergency and ongoing support services available to students and employees. Seeking services from a CRA does not constitute a report, complaint or notice to the college of the alleged misconduct and does not initiate any action by the college. Further, the CRA is prohibited from reporting the incident to the college or law enforcement, unless required to do so by law or requested by the person seeking services.

**To contact the CRA for confidential support and resources, use the information below:**

**Gwen Walsh**  
**1-207-629-4095**  
**[mccscra@mainecc.edu](mailto:mccscra@mainecc.edu)**

If allegations meet that Title IX definition, then the ensuing investigation and resolution of a Title IX complaint will include the following elements:

- Supportive measures offered to a person at the time of a report
- Notice of formal complaint to the complainant and the respondent
- Emergency removal of respondent (if necessary)
- Informal resolution (only if both parties agree)
- Investigation: The investigation has 60 days from the filing of formal complaint to a draft report. Final report due to all parties 10 days before a live hearing.
- Live hearing
- Findings: Both parties shall be notified simultaneously in writing and provided with the written findings.
- Appeals: The president or designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

The Decision Maker, in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings and shall use the preponderance of the evidence standard.

**View the complete policy of investigating and resolving reports of sexual misconduct.**

# SUPPORTIVE MEASURES OFFERED AT THE TIME OF SEXUAL ASSAULT REPORT AND FORMAL COMPLAINT

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

WCCC shall maintain confidentiality for any student receiving supportive measures that they receive, to the extent possible. The Title IX Coordinator will implement and monitor the supportive measures. Both the Title IX Coordinator or the Confidential Resource Advisor (CRA) may implement supportive measures.

View the complete procedure of investigating and resolving reports of sexual misconduct.

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

Harassment, including sexual harassment, (hereinafter collectively called “harassment”) and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, genetic information, sex, religion, veteran status, sexual orientation, including gender identity or expression, familial status and disability (hereinafter called “discrimination”) are a violation of certain federal and/or state laws, as well as certain Maine Community College System (“MCCS”) and WCCC policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and employment activities. You can find who to report to at WCCC by visiting <https://www.wccc.me.edu/non-discrimination-statement/>

View the complete procedure of investigating and resolving discrimination, harassment, sexual harassment, and affirmative action complaints.

# MISSING PERSON PROCEDURE

The purpose of this procedure is to establish protocols for WCCC's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

**Emergency Contact:** Residential students must provide information for an emergency contact.

**Missing Student:** A missing student is determined to be missing when the Dean of Enrollment Management and Student Services or designee determines that a student has been missing for more than 24 hours without any known reason.

**Missing Residential Students:** If a member of the WCCC campus community has reason to believe that a student who resides in student housing is missing they should immediately notify the Office of Residence Life or On-Call Professional phone at (207) 904-0194. The on-call professional staff will work with the Dean of Students Office to determine whether or not a student is missing. After investigating the missing person report, should the Office of Residence Life or member of the Dean of Enrollment Management and Student Services staff determines that the student is missing and all available means have been reached to contact the student including the emergency contact; the on-call professional will contact the Calais Police Department. If the missing student is under the age of 18 and is not emancipated, the Dean of Enrollment Management and Student Services or designee will notify the student's parent or legal guardian immediately.



# NON-DISCRIMINATION STATEMENT

Washington County Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on these bases may be directed to:

**Tatiana Osmond, Affirmative Action Officer**

Washington County Community College  
One College Drive Calais, ME 04619  
Ph: (207) 454-1094  
Fax: (207) 454-1092  
tosmond@wccc.me.edu

**Dr. Tyler Stoldt, Title IX Coordinator**

Washington County Community College  
One College Drive Calais, ME 04619  
Ph: (207) 454-1032  
Fax: (207) 454-1092  
tstoldt@wccc.me.edu

**Dr. Tyler Stoldt, ADA Coordinator**

Washington County Community College  
One College Drive Calais, ME 04619  
Ph: (201) 454-1032  
Fax: (207) 454-1092  
tstoldt@wccc.me.edu

and/or

**United States Department of Education Office for Civil Rights**

33 Arch Street, Suite 900  
Boston, MA 02110  
Ph: (617) 289-0111  
Fax: (617) 289-0150  
TTY/TDD: (617) 289-0063  
OCR.Boston@ed.gov

and/or

**Maine Human Rights Commission (MHRC)**

51 State House Station  
Augusta, ME 04333-0051  
Ph: (207) 624-6050  
Fax: (207) 624-6063  
TTY/TDD: (207) 624-6064  
www.state.me.us

and/or

**Equal Employment Opportunity Commission**

475 Government Center  
Boston, MA 02203  
Toll-Free: 1-800-669-4000  
Ph: (617) 565-3200  
Fax: (617) 565-3196  
TTY: (617) 565-3204 or 1.800.669.6820 www.eeoc.gov

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Washington County Community College  
One College Drive  
Calais, ME 04619  
(207) 454-1000  
[www.wccc.me.edu](http://www.wccc.me.edu)