



2026-2027 College Catalog: Policies & Procedures

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MESSAGE FROM WCCC

Washington County Community College is committed to assisting all who wish to acquire the knowledge and skills to be gainfully employed and to continue their postsecondary education.

Obtaining a college credential requires a partnership between college employees and students – a partnership of shared responsibility. WCCC will provide a high-quality experience for all who enter the doors of this college. The creativity and energy of WCCC's student-centered employees and a modern campus offer an experience like few others. In order to obtain the skills and knowledge for success students not only need to attend classes and complete assignments but also become actively involved and caring college citizens. You must dedicate yourself fully to being the best student and person possible. Expect to be challenged and supported as you pursue educational and personal goals. You will find the effort worthwhile.

Savor the warmth of WCCC, and experience campus life and recreational activities in a beautiful natural environment of ocean, forests, and land, providing opportunities that few colleges offer.

Enjoy our quality instruction.

Be inspired by our personal commitment to your success and your education.

Form a lasting relationship with learning.

The President and Employees of
Washington County Community College

2026–2027 ACADEMIC CALENDAR

Summer 2026 Semester

Monday, May 18	First Day of Module A and Full Semester Classes
Friday, May 22	Last Day to Add Module A Classes
Monday, May 25	Memorial Day – College Closed
Tuesday, May 26	Last Day to Add Full Semester Classes
Tuesday, May 26	Last Day to Drop and Last Day for 100% refund Module A and Full Semester Classes
Monday, June 1	Last Day for 50% refund Module A and Full Semester Classes
Thursday, June 19	Juneteenth – College Closed
Friday, June 26	Last Day of Module A Classes
Wednesday, July 1	First Day of Module B Classes
Friday, July 3	Independence Day – College Closed – No Classes
Tuesday, July 7	Last Day to Add Module B Classes
Thursday, July 10	Last Day to Drop and Last Day for 100% refund Module B Classes
Wednesday, July 15	Last Day for 50% refund Module B Classes
Friday, August 14	Last Day of Module B and Full Semester Classes
Monday, August 17	Grades due to Registrar at noon

Fall 2026 Semester

Sunday, August 30	Student Move-In Day
Mon and Tues Aug 31 + Sept 1	New Student Orientation – Required for All New Students – ends at noon on Tues.
Mon and Tues Aug 31 + Sept 1	Faculty Professional Development Days (1.5 day) – ends at noon on Tues.
Tuesday, Sept 1	First Day of Module A and Full Semester Classes (start at noon)
Monday, September 7	Labor Day – College Closed – No Classes
Tuesday, September 8	Last Day to Add Module A Classes

Wednesday, September 10	Last Day to Add Full Semester Classes
Wednesday, September 10	Last Day to Drop Module A and Full Semester Classes and Last Day for 100% refund
Wednesday, September 16	Last Day for 50% refund for Full Semester and Module B Classes
Thursday, September 17	Last Day to charge or return charged books
Friday, September 25	Mid-Module warnings due at noon
Friday, October 2	Last Day to withdraw from Module A Classes
Monday, October 12	Indigenous Peoples Day – College Closed – No Classes
Friday, October 23	Last Day for Module A classes
Friday, October 23	Mid-term Warnings (for full semester courses), Attendance and Spring Incomplete Grades Due (for full semester courses)
Monday, October 26	First Day of Module B Classes
Monday, October 26	Module A grades due to Registrar at noon
Friday, October 30	Last Day to Add Module B classes
Tuesday, November 3	Last Day to Drop and Last Day for 100% refund Module B Classes
Friday, November 6	Last Day to withdraw from a full semester course
Wednesday, November 11	Veteran's Day – College Closed – No Classes
Monday-Friday, Nov. 9-13	Pre-registration Week
Wednesday, November 18	Mid-Module B warnings due at noon
Wednesday, November 25	Residence Halls Close at 3pm
Wed, Thurs & Fri, Nov. 25-27	Thanksgiving Break – College Closed Starting Noon Wednesday through Friday – No Classes
Monday, November 30	Last day to withdraw from Module B classes
Friday, December 18	Last Day of Module B and Full Semester Classes
Friday, December 18	Residence Halls Close at 3pm
Mon- Friday, Dec 21-Jan 8	Semester Break
Monday, December 21	Grades due to Registrar at noon
Friday, December 25	Christmas Staff Holiday – College Closed

Spring 2027 Semester

Friday, January 1	New Year's Day – College Closed
Sunday, January 10	Move-In Day for Residence Halls- Open at Noon
Monday, January 11	First Day of Full Semester and Module A Classes
Monday, January 18	Martin Luther King, Jr. Birthday – College Closed – No classes
Friday, January 15	Last Day to Add Module A Classes
Wednesday, January 20	Last Day to Drop Module A and Full Semester Classes and Last Day for 100% refund
Tuesday, January 26	Last Day for 50% refund for Full Semester and Module B Classes
Thursday, January 28	Last Day to charge or return charged books
Friday, February 5	Mid-Module A warnings due at noon
Friday, February 12	Last day to withdraw from Module A Classes
Friday, February 12	Residence Halls Close at 3 pm
Monday, February 15	President's Day-College Closed – No Classes
Mon-Friday, February 15–19	Winter Vacation – No Classes
Friday, March 5	Faculty Professional Development Day – No Classes
Friday, March 12	Last Day of Module A classes
Friday, March 12	Mid-term Warnings, Attendance and Fall 2026 Incomplete Grades Due
Mon – Friday, March 15 - 19	Pre-Registration Week
Monday, March 15	First Day of Module B Classes
Monday, March 15	Grades for Module A Classes due to Registrar at noon
Friday, March 19	Last Day to Add Module B Classes
Monday, March 22	Last Day to Drop and Last Day for 100% refund Module B Classes
Friday, March 26	Last day to withdraw from full semester course
Friday, March 26	Residence Halls Close at 3p.m.-Spring Break

Mon–Fri, March 29 – April 2	Spring Break – No Classes
Friday, April 9	Mid-Module B warnings are due at noon
Monday, April 19	Patriot’s Day - College Closed – No Classes
Friday, April 23	Last day to Withdraw from Module B
Thursday, May 13	Last Day of Module B and Full Semester Spring Classes
Friday, May 14	Commencement
Monday, May 17	Grades Due to Registrar at noon

Summer 2027 Semester

Monday, May 17	First Day of Module A and Full Semester Classes - Residential and Commercial Electrical and Welding Extended Session
Friday, May 21	Last Day to Add Module A Classes
Tuesday, May 25	Last Day to Drop and Last Day for 100% refund Module A and Full Semester Classes
Monday, May 31	Memorial Day – College Closed – No Classes
Tuesday, June 1	Last Day for 50% refund Module A and Full Semester Classes
Friday, June 18	Juneteenth – College Closed
Friday, June 25	Last Day of Module A Classes
Monday, July 5	Independence Day observed – College Closed – No Classes
Tuesday, July 6	First Day of Module B Classes
Monday, July 12	Last Day of Add Module B Classes
Wednesday, July 14	Last Day to Drop and Last Day for 100% refund Module B Classes
Tuesday, July 20	Last Day for 50 %refund for Module B Classes
Friday, August 13	Last Day of Module B Classes
Monday, August 16	Grades due to Registrar at noon

ACCREDITATION

Washington County Community College is accredited by the New England Commission of Higher Education (NECHE). Accreditation of an institution by NECHE indicates that the college meets or exceeds criteria for the assessment of institutional quality, which is periodically applied through a peer group review process. The college is a member of the American Association of Community Colleges, the American Council on Education and the Maine Higher Education Council.

Inquiries pertaining to the accreditation of Washington County Community College can be directed to:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

Telephone: 781-425-7785

Fax: 781-425-1001

Website: [New England Commission of Higher Education](http://www.neche.org)

Washington County Community College expressly reserves the right to change in any manner, including terminating or eliminating, the courses and programs offered or otherwise presented in this catalog.

The Maine Community College System expressly reserves the right to change in any manner, including increasing, tuition or any other fees.

While, where practicable, the college will attempt to give as much notice as each situation allows, the college reserves the right to make any such changes without notice.

Request for Interpretation

Assistance in interpreting the information in this catalog is available to French-and Spanish-speaking persons. Please contact the college for assistance.

French

Pour l'aide pour interpréter l'information de ce catalogue veuillez-vous adresser à WCCC au bureau au nom de "Admissions."

Spanish

Para obtener ayuda en la interpretación de la información de este catálogo, por favor comuníquese con la oficina de Admisiones de WCCC.

Notice of Non-Discrimination

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:

Affirmative Action Officer

Tatiana Osmond
Washington County Community College
One College Drive
Calais, ME 04619
Phone: (207) 454-1094
Fax: (207) 454-1026
Email: tosmond@wccc.me.edu

Title IX Coordinator

Tyler Stoldt
Washington County Community College
One College Drive
Calais, ME 04619
Phone: (207) 454-1032
Fax: (207) 454-1026
Email: tstoldt@wccc.me.edu

ADA Coordinator

Tyler Stoldt
Washington County Community College
One College Drive
Calais, ME 04619
Phone: (207) 454-1032
Fax: (207) 454-1026
Email: tstoldt@wccc.me.edu

United States Department of Education Office for Civil Rights

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

Maine Human Rights Commission (MHRC)

51 State House Station
Augusta, ME 04333-0051
Phone: (207) 624-6050
Fax: (207) 624-6063
TTY/TDD: (207) 624-6064
Website: [Maine Human Rights Commission](http://MaineHumanRightsCommission.org)

Equal Employment Opportunity Commission

475 Government Center

Boston, MA 02203
Toll-Free: 1-800-669-4000
Phone: (617) 565-3200
Fax: (617) 565-3196
TTY: (617) 565-3204 or 1.800.669.6820
Website: [U.S. Equal Employment Opportunity Commission](http://www.wcccmaine.edu)

GENERAL INFORMATION

Washington County Community College (WCCC), founded in 1969, is located in Calais, a small city and rural community on the international border between the United States and New Brunswick, Canada. The college has modern classrooms, labs, and residential buildings situated on a hillside overlooking the St. Croix River, a tidal river. It is within walking distance of Calais. The college is located on a 400-acre campus of woods, fields, and outdoor adventures.

Housing on campus is apartment-style, with accommodations for up to five students per unit. Residential students are required to purchase a meal plan and have access to meals through the campus Dining Hall. Apartments include small kitchens for students who wish to prepare additional meals, and residential life staff provides cooking classes. St. Croix Hall houses an auditorium for concerts, presentations, and other community activities, as well as a gymnasium with basketball, volleyball, and a state-of-the-art rock-climbing wall. One of Maine's best snowmobile trails is located behind the residence halls, providing miles of outstanding winter recreation opportunities including snowshoeing and cross-country skiing. The Outdoor Adventure Center, located in the residential complex, has a range of equipment available for student use, from kayaks to canoes and camping gear to mountain bikes for spring, summer, and fall.

The college currently offers 30 programs of study at the associate degree, diploma, and certificate levels. Certificates are "stackable." Students have the option to gain skills in a specific technical area and return for a subsequent year to obtain another technical certificate in order to maximize employment opportunities by becoming multi-skilled technicians. Technical and career programs provide both in-class instruction and practical skill development taught in laboratories and clinical/training sites. Application-based learning in real life situations is the hallmark of this instruction. For example, Heavy Equipment Operations students develop skills in equipment operations by working in the Moosehorn Wildlife Refuge adjacent to the college, and construction trades students train on actual projects for non-profit organizations in the community.

A wide range of credit and non-credit courses are offered in the evening, during the summer term, and through various electronic delivery methods such as the internet. Programs are designed to provide the technical knowledge and skills as well as the essential general education with which to pursue a career after graduation. The Liberal Studies program offers students the opportunity to obtain the first two years of a baccalaureate credential at WCCC before transferring to another college or university. WCCC has a number of program transfer agreements with four-year institutions throughout Maine to assist students to transfer upon meeting the necessary course requirements.

WCCC is one of seven community colleges that operate under the authority of the Maine Community College System and the State of Maine. WCCC is a non-profit, residential, post-secondary institution supported, in part, by appropriations from the Maine State Legislature. Members of the college community are proud of the education provided at WCCC and look forward to many more years of providing quality post-secondary education at Washington County Community College.

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.

The Vision of the College

Washington County Community College is committed to providing innovative and flexible education that adapts to the ever-changing landscape of technology and the workplace. Our institution is student-centered, providing the knowledge and skills necessary for high-wage, in-demand careers. We value collaboration and partnerships with our community, industry, and other institutions to ensure high-quality instructional excellence. Our commitment to integrity is paramount as we strive for institutional advancement that benefits our students, our community, and the world at large.

Academic Credentials

The college awards the Associate in Applied Science, the Associate in Science, and the Associate in Arts degrees, as well as Diploma and Certificate credentials.

Institutional Learning Outcomes

Upon completion of a program at Washington County Community College, graduates will be able to:

- Apply disciplinary knowledge and skills to real-world tasks and problems.
- Analyze problems and develop appropriate solutions.
- Collaborate effectively with others to achieve shared goals.
- Locate, evaluate, and use information and technology effectively.
- Demonstrate professional responsibility, including accountability, ethics, organizational skills, and commitment to continuous learning.

PROGRAM CERTIFICATIONS & ACCREDITATIONS

Program Accreditations

- **Automotive** — Automotive Service Excellence (ASE) Education Foundation, 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175
- **Diesel and Automotive Engine Overhaul** — Automotive Service Excellence (ASE) Education Foundation, 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175
- **Medical Assisting** — Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
- **Powersports** — Engine & Equipment Training Council (EETC), Two Stroke Engines & Four Stroke Engines, 3880 Press Wallace Drive, York, SC 29745

Student Certifications and Licensures

The following programs are aligned with and prepare students for the specific certifications and licensures:

- **Automotive** — Automotive Service Excellence (ASE) Education Foundation Certifications, Maine State Inspection Certification, 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175
- **Electrical** — State of Maine Electrical Journeyman's License Examination, 35 State House Station Augusta, ME 04333-0035
- **Diesel and Automotive Engine Overhaul** — Automotive Service Excellence (ASE) Education Foundation Certifications, 101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175
- **Heating** — State of Maine Journeyman's Oil Burner License Examination, 35 State House Station, Augusta, ME 04333-0035
- **Heavy Equipment Operations & Maintenance** — OSHA 30-hour Safety Certification, First Aid Certification, CPR Certification, Forklift Certification, Maine Department of Labor, 45 State House Station, Augusta, ME 04333
- **Human Services** — Mental Health Rehabilitation Technician/Community (MHRT/C) Certification, The Center for Learning, Cutler Institute for Health and Social Policy, USM Muskie School of Public Service, 12 East Chestnut Street, Augusta, ME 04330
- **Medical Assisting** — American Association of Medical Assistants, Certified Medical Assistant Exam. American Association of Medical Assistants 20 N. Wacker Dr., Ste. 1575, Chicago, IL 60606. Phone: (312) 899-1500 or (800) 228-2262. Fax: (312) 899-1259, American Medical Technologists Registration Examination, 10700 West Higgins, Suite 150, Rosemont, IL 60018

- **Outdoor Leadership** – American Canoeing Association Certification, 108 Hanover St., Fredericksburg, VA 22401, US Sailing Small Boat Certification, Wilderness First Responder and First Aid, Boat Safety Certification, Maine Guide License, State of Maine, Department of Inland Fisheries & Wildlife, 41 State House Sta., 284 State Street, Augusta, ME 04333-0041, Professional Association of Dive Instructors Open Water Certification, Certified Interpretive Guide
- **Phlebotomy** – Registered Phlebotomy Technologies. American Medical Technologist 10700 West Higgins, Suite 150, Rosemont, IL 60018
- **Production Technology** – Manufacturing Skills Standards Council Certifications, 901 N Washington St. Suite 600, Alexandria, VA 22314
- **Substance Use and Recovery** – State of Maine Certified Alcohol and Drug Counselor, 35 State House Station, Augusta, ME 04333-0035
- **Welding** – American Welding Society Certifications, 550 N.W. LeJeune Road, Miami, FL 33126

ADMISSION

Admission Policy

Washington County Community College maintains rolling admissions, allowing applicants to complete the application requirements and be considered for acceptance throughout the year. However, due to high demand for certain programs and the strict enrollment capacity established for each, applying early is encouraged. An official high school diploma or equivalent (GED or HiSET), which demonstrates the student has met Maine's compulsory attendance law, as well as official college transcripts for any prior post-secondary study, are required for admission to all programs.

Most programs run on a semester basis and begin on the same date for fall and spring semesters. However, because Heavy Equipment Operations and Maintenance, and Residential/Commercial Electricity, and Welding technologies may have starting or ending dates different from other technologies, the applicant should check the WCCC academic calendar or contact the Admissions Office to find out when a particular program is scheduled to begin and end.

Washington County Community College encourages students to apply for programs considered to be non-traditional for their gender. Students with learning, mobility, and other differences are also encouraged to apply and are provided appropriate support services.

Numerous academic programs have technical standards provided within the program of study information. Though these standards are not requirements for admission, successful completion of the program will include these skills.

For an application or additional admission information, e-mail admissions@wccc.me.edu or visit the [WCCC Admissions website](#).

Application Procedure

The following procedures constitute the admission process.

- A WCCC application form must be completed and submitted to the Admissions Office. There is no fee to apply.
- A complete high school transcript, GED, or HiSET for all years attended must be submitted to the Admissions Office. Current high school seniors must include grades for the ranking periods completed at the time of application. A final transcript, which indicates the date of graduation, with final grades, must be submitted as soon as it is available. Applicants who have earned an Associate or Bachelor's degree and have submitted an official college transcript showing the degree conferral date are not required to provide proof of high school graduation.
- If the applicant has attended a prior college, an official college transcript must be submitted to the Admissions Office.
- Applicants must submit immunization documentation.

All applicants are strongly encouraged to visit WCCC prior to enrollment. Campus tours are conducted regularly throughout the year. Please contact the Admissions Office at (207) 454-1000 or 1-800-210-6932 or visit the [WCCC Admissions website](#) to schedule an in-person or virtual campus visit.

Admission Procedures

Applicants are usually notified of admission decisions within two weeks of the submission of the completed application packet. To accept the offer of admission, applicants must forward an admission deposit of \$75 within 30 days of receipt of the offer in order to reserve a seat in the program. Placement in the program is not secure until the admission deposit has been received. The admission deposit is credited toward semester charges, but, with a written request, it will be refunded to applicants who formally withdraw from the college prior to 120 days before the semester start date.

Applicants requesting on-campus housing must forward a \$150 residence security deposit to reserve space in the residence halls. The residence security deposit is maintained as a security/damage deposit; it is not applied to residence charges. The deposit is refundable if the student withdraws; no damage charges are assessed; keys are returned; and all student accounts are paid in full. As a security precaution, background checks of residential students may be conducted.

All students who have been accepted to WCCC will be required to complete an immunization documentation form. This form must be completed and signed as a condition of enrollment.

All students born after 1956 must also furnish proof of immunization against measles, mumps, rubella (German measles), diphtheria, and tetanus in order to attend classes. A physician, nurse, or other health care provider should complete and sign the documentation; or the student should present a copy of an immunization certificate in its place. The certificate must contain the dates

immunizations were given, as well as the signature of the health care provider. Students born before January 1, 1957, are exempt from proof for measles, mumps, and rubella. Tetanus immunization must have been given within the last ten years.

Students residing in the residence halls must also have the meningitis vaccination.

Enrollment is contingent upon satisfactory completion of high school, HiSET, GED, or any other current program of studies, receipt of the appropriate immunization documents, and other admissions office requirements.

Course Placement

As part of the admissions and enrollment process and to ensure academic success, WCCC uses multiple measures to determine student enrollment into college level English and mathematics courses. The admissions office will use available information provided by the student (such as high school transcript grades, grades in past college courses, or test scores) to determine enrollment in the appropriate courses which meet student skill and knowledge level.

Based on the multiple measures placement, a student may be required to complete math and/or English courses that are not part of their chosen program curriculum. As a result, programs may be extended to better prepare for program-specific courses. This means that enrollment in program-specific/technology courses may be delayed by one year.

Students may choose to complete the Next-Generation Accuplacer Placement Assessment to provide the admissions office with additional data to consider in the multiple measures placement decision. The Accuplacer assessment is completed through a computer, and students have the opportunity to answer questions in the areas of arithmetic, elementary algebra, reading comprehension, and sentence skills. Participants are not allowed to use a calculator on the math sections of the assessment except when the test provides an on-screen calculator for certain problems. While preparation is not required for students who choose to take the Accuplacer assessment, it is highly encouraged. Preparation assistance for the Accuplacer test can be found at the [Accuplacer website](#).

Questions or concerns regarding this policy should be directed to the Admissions Office.

Important Note: Developmental math courses with course numbers lower than 100 will not count towards graduation.

Academic Credit for Prior Learning

Washington County Community College recognizes the value of learning acquired outside a college setting. Students are encouraged to explore all of the credit options that WCCC has available to them. It is possible to earn credit through many venues, including CLEP examinations, prior military service, Portfolio Assessment, WCCC course challenge examinations, articulation and credit for college level learning gained through paid or unpaid employment and/or internship or independent study. The college awards credit for examinations based on current American Council on Education (ACE) recommendations. For further details regarding prior learning options, please visit WCCC's website under Prior Learning Assessment or contact your advisor.

Criminal Disclosure Form

Students in programs that require an internship require the completion of a Criminal Disclosure Form. The completion of a Criminal Disclosure Form does not automatically deny a student admission. The Criminal Disclosure Form is primarily used to ensure a student has the ability to benefit from the program.

International Students

Admission procedures for international students are the same as those for applicants from the United States, with the exception of the additional requirements listed below.

Because instruction is conducted in English, applicants whose native language is not English must demonstrate English language proficiency. The Test of English as a Foreign Language (TOEFL), administered by Educational Testing Service (ETS), will be included as part of the applicant's admissions file. Washington County Community College recommends a minimum TOEFL Internet-Based Test (iBT) score of 85 for admission consideration. For information regarding TOEFL testing, registration, and test locations, visit the [TOEFL website](#).

To obtain a Certificate of Eligibility (Form I-20), international students must provide the Financial Aid Office with a valid affidavit of support from personal funds, family funds, or another documented source of financial support. Applicants must also complete the College Board International Student Certification of Finances. This form is available through the [College Board website](#).

International applicants must have their academic transcripts evaluated for equivalency to United States secondary education by World Education Services (WES). Official evaluation results must be submitted directly to WCCC before an admissions decision can be made. Additional information is available on the [WES website](#).

TUITION AND FEES

The following section summarizes estimated expenses for Washington County Community College students for the 2026-2027 academic year. All expenses are subject to change, without notice, by the Maine Community College System's Board of Trustees. Since charges are subject to change, applicants are advised to inquire about charges beyond the 2026-2027 academic year.

Tuition

Residency Status	Tuition Rate
Maine Resident Students	\$96 per credit hour
New Brunswick Students	\$96 or \$192 per credit hour depending on program

New England Regional Students	\$144 or \$192 per credit hour depending on program and state of residence
Non-Resident Students	\$192 per credit hour

Residency

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the college.

No student, once having registered as a non-resident student, is eligible for resident classification unless they have been a bona fide domiciliary of the State of Maine for at least twelve consecutive months immediately prior to their date of admissions (not application, registration or enrollment). If the student is enrolled for a full academic program, as defined by the college, it will be presumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident: thus the burden will be on the student to prove that they have established a Maine domicile by the time of admission.

The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or other legally appointed guardian of the student provided such claimant(s) are themselves residents within the meaning of this policy.

If a student classified as a non-resident marries a person who is domiciled in Maine within the meaning of this policy and asserts the establishment and maintenance of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student's next registration.

Members of the Armed Forces and their dependents are normally granted resident status during the period of active duty.

Housing & Related Fees

Charges for housing are prorated for longer or shorter programs and/or semesters. Typical residential student charges for the fall and spring semesters are shown below. All residential students must maintain full-time status to reside on campus.

Residential Student Charges Per Semester

Charge	Amount
Security Deposit	\$150 (refundable)
Room	\$1,944
Meal Plan	\$2,040
Residence Hall Technology Fee	\$75

Note: The residence Hall Technology fee supports computer services and in-room high-speed internet access. For information on the meal plan, refer to the Meal Plan section below.

Additional Housing Charges for Extended-Length Programs

Some programs require students to remain on campus beyond the standard semester length. Students enrolled in these programs are charged additional housing fees based on the number of extra weeks required to complete the program.

Program	Additional Room Charge	Residence Hall Technology Fee
Welding (approximately 6 weeks)	\$729	\$30
Electrical (approximately 2 weeks)	\$243	\$10

Meal Plan

WCCC's Dining Hall provides fresh and nutritious meals for the WCCC campus community. Open daily to residential and commuter students, faculty, staff, and visitors; many options are available from self-serve buffet style entrees to a la carte pizza, sandwiches, salads, and beverages.

Meal Hours

Monday–Friday

- Breakfast: 7:30 a.m.–9:30 a.m.
- Lunch: 11:00 a.m.–2:00 p.m.
- Dinner: 4:00 p.m.–7:00 p.m.

Saturday & Sunday

- Pre-order bagged lunches are available. Order with dining hall staff before noon on Thursday for pick-up Friday evenings.

Meal Plan Information

Two meal plans are available to residential and commuter students. All meal plans consist of a declining balance loaded onto a gift card that can be swiped for each meal.

A residential student living in campus housing is enrolled in a mandatory 15 meals a week Complete Meal Plan and their student account is charged accordingly.

Heavy Equipment Operations and Commuter students can purchase one of the two declining balance meal plan options. Heavy Equipment Operations students are able to purchase the reduced meal plan as course hours may not align with scheduled mealtimes.

Meal plans can be purchased with cash, card, or with financial aid funds, provided that the student's financial aid funds exceed the student's tuition and fee charges. A Meal Plan Application form must be filled out and verified by the Student Accounts Office before students can use financial aid to purchase a meal plan.

The costs in the table below are based on each 16-week semester.

Student Meal Plans Overview

Meal Plan Type	Eligibility	Meals Provided	Cost per Semester	Cost per Meal Swipe
Complete Meal Plan	Mandatory for Resident Students	3 meals per day (Monday–Friday) 15 meals per week	\$2,040	\$8.50
Pick 2 Meal Plan	Optional for Heavy Equipment and Commuter Students	2 meals per day (Monday–Friday) 10 meals per week	\$1,360	\$8.50

Faculty and staff can purchase buffet meals for \$8.50. A la carte items are available to all customers. Cash and debit/credit cards are accepted.

General And Service Fees

All fees listed are based on full-time attendance, unless otherwise indicated. Charges for students who attend less than full-time will vary depending upon the number of credits the student is taking.

Fee Name	Amount	Applies To	Purpose of Fee
Comprehensive Fee	\$29 per credit hour	All students	Supports various student and administrative services at the college.
Liability Fee	\$22 per course	Students in practicum/co-op courses	Covers liability insurance; required in addition to accident insurance. Some programs may have higher costs.
Student Accident Insurance	\$16 per year	All enrolled students	Provides year-round accident coverage (August–August). No sickness coverage.
Student Services Fee	\$13 per credit hour	All students	Supports student activities sponsored by the Student Senate.

License and Testing Fees

A fee is charged in certain programs requiring licensing and testing exams. The cost of the fee is determined annually by the appropriate licensing and/or certification agency. When the student's account has been paid in full, the fee will be remitted to the agency.

Automotive

- ASE exam — \$75

Heating

- Natural Gas and Propane — Basic Principles and Practices for Propane — **\$85**
- Natural Gas and Propane — Appliance Service — **\$110**
- Natural Gas and Propane - Appliance Installation — **\$85**

Medical Assisting

- CMA Certification Exam — **\$125**

Nursing

- Nursing Fee-ATI — **\$534** per semester

Outdoor Leadership

- PCIA Climbing Wall Instructor Certification — **\$35**
- WMA/WAFA Certification
- WMA/WFR Certification
- ACA/Skills Check, Canoe Instructor Certification
- CWI Certification

Phlebotomy

- Phlebotomy Technician Certification Exam — **\$135**

Powersport Equipment/Small Engine

- EETC Certification Exam — **\$49**

Production Technician

- One-time MSSC Registration fee — **\$65**

All MSSC certification exams cost **\$50** when proctored at WCCC or **\$63** when taken through ProctorU.

- MSSC Safety Exam
- MSSC Manufacturing Process & Production Exam
- MSSC Quality Practices & Measurement Exam
- MSSC Maintenance Awareness Exam
- MSSC Green Production Exam

Welding

- SMAW Welding Test — **\$300**
- FCAW Welding Test — **\$250**
- AWS/ASME Welding Test — **\$300**

Alternative Credit Fees

WCCC recognizes that learning may be realized through a number of means. The evaluation of learning acquired outside a standard collegiate setting may be obtained through portfolio assessment, standardized examinations, WCCC course challenge examinations, and independent study.

Examples included in this section are based on WCCC's In State per credit hour tuition rate, other tuition rates apply as applicable.

Credit Type	Fee	Description
Credit by Examination	\$100 per attempt	Charged to students who attempt to "test out" of a course via a WCCC Challenge Exam.
Directed/Independent Study	Standard tuition applies	Available under specific circumstances. Standard tuition and fee rates apply.
Experiential Credit	\$125 per course awarded	For students with prior work experience related to a program's internship, co-op, or practicum.
Portfolio Assessment	\$125 per portfolio reviewed	Covers administrative time and paperwork for WCCC-administered portfolio reviews.

Course Related Fees

The courses listed below have an additional fee included in the course cost.

Course Name	Course Fee
Scuba	\$195
COM200 – Environmental Interpretation	\$200
Wilderness First Responder	\$200
Wilderness Advanced First Aid	\$165
Wilderness First Responder Badge	\$105

Miscellaneous Costs

Books, Supplies, and Tools

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

For a listing of required textbooks and cost by program, visit the [WCCC Bookstore Course Materials page](#).

Payment Of Bills/Refunds/Waivers

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, online by accessing the Student Account tab of the MY WCCC Portal or mailed to:

Washington County Community College

Attn: Student Accounts
One College Drive
Calais, ME 04619

The Business Office is open to students Monday through Friday, 8 a.m. to 5 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 charges on their invoice may call Student Accounts, (207) 454-1025 or (800) 210-6932, ext. 1025, for assistance.

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

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 and Security Deposit

The \$150 Room & Security Deposit is refundable if all financial obligations to the college have been met.

Tuition and Fees Refund Schedule – Semester Courses (15 or More Weeks)

Refunds for tuition and fees in semester-length courses are calculated according to the following schedule.

Withdrawal Timing	Refund Amount
Before semester start or college cancellation	100%
1–6 working days after semester start	100%
7–10 working days after semester start	50%
After the 10th working day	0%
Unofficial withdrawal at any time	0%

Tuition and Fees Refund Schedule – Term Courses (Less Than 8 Weeks)

Withdrawal Timing	Refund Amount
Before term start or term cancellation	100%
1–6 working days after term start	100%
After the 6th working day	0%
Unofficial withdrawal at any time	0%

Room and Board Refund Schedule – Semester Courses (15 or More Weeks)

Refunds for room and board in semester-length courses are calculated according to the following schedule.

Withdrawal Timing	Refund Amount
Withdrawal prior to semester start	100%
Prior to end of semester's second week	80%
Prior to end of semester's third week	60%
Prior to end of semester's fourth week	40%
Prior to end of semester's fifth week	20%
After end of semester's fifth week	No refund
Unofficial withdrawal from college residence	No refund

Room and Board Refund Schedule — Term Courses (Less Than 8 Weeks)

Withdrawal Timing	Refund Amount
Withdrawal prior to semester start	100%
Prior to end of term's 7th day	80%
Prior to end of term's 11th day	60%
Prior to end of term's 17th day	40%
After end of term's 17th day	No refund
Unofficial withdrawal from college residence	No refund

General Refund Information

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.

Students who unofficially withdraw are not eligible for a refund.

Refunds for Title IV financial aid shall follow federal guidelines.

Appeals

Students who feel that individual circumstances warrant exceptions from the published policy may appeal to the college President or his/her designee.

Non-Refundable Fees and Charges

The application, student accident, and liability insurance fees are not refundable. Resident students may also have housing damage or cleaning charges.

Financial Aid Recipients

If a withdrawing student is receiving federal or state financial aid, that amount is prorated in accordance with the above schedule and federal regulations and returned to the appropriate federal or state account. Please see "Financial Aid Information" for additional information regarding refunds.

New England Regional Students

Students who are legal residents of any New England state may be eligible for admission consideration under the New England Regional Student, or "Tuition Break," program. The Regional Student Program, administered by the New England Board of Higher Education, enables residents

of any New England state to attend an out-of-state institution within New England in programs not available in their home state public institutions. Students in this program will pay 150 percent of Maine resident tuition. More information is available from the Registrar's Office.

Native American Tuition/Housing Waiver

Washington County Community College (WCCC) is committed to assisting Native American students in obtaining financial assistance to meet their college costs.

To qualify for a waiver for tuition or housing, Native American students must be matriculated in a program of study at Washington County Community College and have completed the FAFSA.

Our goal is to provide support for all Washington County Community College (WCCC) Native American students who wish to obtain an academic credential that will assist them personally and professionally as they plan for the future.

Student Eligibility/Criteria

The program covers tuition and housing charges for:

1. Members of Maine Tribes
 - a. Students whose names are included on the current tribal census, or who have at least one parent or grandparent included on the current tribal census of the Passamaquoddy Tribe, the Penobscot Nation, the Houlton Band of Maliseet, and Aroostook Band of Micmac, and
 - i. Who are residents of the State of Maine for a minimum of one year prior to enrollment and
 - ii. Who provide WCCC with official proof directly from the tribe, Nation or band within the first month of the semester in a sealed envelope, similar to the process used for official transcripts, and meet additional requirements stated below in section 4.
2. Members of Other North American Tribes
 - a. Must be included on the current tribal census or enrolled in a federally recognized tribe. Must provide an original letter or certificate from the tribal official who certifies membership, or a certificate of degree of Indian blood issued by the United States or Canadian government is required. Additionally, must provide documentation of Maine State residency for the past twelve months immediately prior to application and meet additional requirements stated below in section 4.
3. Descendants of a Tribal Member
 - a. Descendant of a Tribal Member who has the responsibility to obtain clear documentation that proves descendancy from a member of a North American Indian Tribe. Proof can be provided in the following manner:
 - i. An original document from a federally recognized tribal office stating that a parent or grandparent is an enrolled member of that tribe, or has enrollment on the tribal census, must be presented for eligibility. An

original letter or certificate from the tribal office who certifies membership or certificate of degree of Indian blood issued by the United States or Canadian government is required.

- ii. If a parent or grandparent is from a Canadian tribe, you must provide an original document showing their band number.
 - 1. Once enrollment documentation of the parent or grandparent has been provided, documentation from the applicant showing state residency for the past twelve months prior to enrollment must also be provided. Examples of forms of documentation include rental receipts, lease agreements, proof of home ownership and utility bills.
 - 2. To trace descendancy, the applicant must present original birth certificates naming the parent and possibly another birth certificate tracing the parent to the grandparent.
 - 3. The documents will be photocopied, and the originals will be returned to the applicant.
- b. Descendants must also meet requirements stated below in section 4.
- 4. Other Additional Eligibility Requirements for the program to cover tuition and housing charges:
 - a. Continuing students who sign this Agreement and apply for financial aid. (Assuming documentation from the tribe was previously provided.)
 - b. Students who provide a statement of support identifying all financial assistance provided by the tribe, Nation, or band. (This must be official documentation provided by the Tribal office responsible for assisting students with the cost of education.)
 - c. Students who meet with a financial aid office staff member to:
 - i. Submit their application and supporting materials.
 - ii. Discuss the relationship between the waivers and other federal or state financial aid, and
 - iii. Sign the required Agreement.
 - d. Matriculated students, enrolled in academic, credit-bearing courses at Washington County Community College:
 - i. Who remain academically eligible to register for classes, and
 - ii. Who complete a Free Application for Federal Student Aid (FAFSA) for financial aid by October 1st for the upcoming fall semester and/or academic year.
 - iii. Who maintain Satisfactory Academic Progress in compliance with Title IV Federal Financial Aid policies in the Student Financial Aid Handbook on the college website www.wccc.me.edu.

1. Students who *have only one major program of study* at WCCC may not receive financial aid or the Native American Waiver if the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of the active program. Withdrawals and repeat courses are considered attempted credits.
 2. Students who graduate from a WCCC associate degree program may not receive an additional Native American waiver.
 3. Students who graduate from a WCCC certificate/diploma program may receive the Native American waiver for one additional certificate/diploma program.
 4. Students who *change their major or add another major* at WCCC may not receive financial aid or the Native American Waiver if the total number of attempted credits in combination with accepted transfer credits is equal to or more than the 150% of the credit length of their active program. Withdrawals and repeat courses are considered attempted credits.
 5. Students will be able to receive the Native American waiver for the equivalent of two certificate/diploma programs and/or one associate's degree program within a related program, but not two certificate or associate degrees in an unrelated program; (e.g., a student who successfully completes a certificate in Heavy Equipment Operations may receive a Mechanical Technology Associates Degree, but would not be eligible for the Native American waiver to pursue another unrelated certificate or associates degree program such as Medical Office Technology or Medical Assisting.)
 6. Matriculated students at Washington County Community College enrolled in five or less credit hours in credit-bearing courses are considered less than half time at WCCC. Students considered less than half time may be granted a Native American Waiver based on the Student Eligibility/Criteria.
- iv. Students who are NOT employed by the Maine Community College System on a half-time or greater basis, and who are not carried on the MCCC employee payroll.

Native American Tuition/Housing Waiver

1. An eligible student's bill will be credited with a Tuition and Housing (if applicable) Waiver after initial authorization from WCCC's Financial Aid Office.
2. The total funds received by the student from all sources including the waiver may not exceed total cost of attendance.

3. All sources of gift, grant and scholarship assistance from federal, state, institutional and outside agencies will be used to pay the student's bill for institutional charges, **prior** to determination of the amount of the Tuition and Housing Waiver each semester.
4. The Tuition Waiver will be awarded using a budget established by the Financial Aid Office. In the event of over-award, the tuition waiver will be adjusted first.
5. All other charges will be the responsibility of the student.

Appeals

A student who disagrees with a decision made under this program agreement may appeal through the appropriate campus appeals process. A student who disagrees with the decision made under this program agreement may submit an Appeal Form to the appropriate appeals committee for review. The Appeals Committee decision on the appeal will be final.

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 Coordinator of Enrollment & Student Services 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 Coordinator of Enrollment & Student Services 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 Coordinator of Enrollment & Student Services for possible transfer credit.

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

Veterans' Dependents Educational Benefits

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

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

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

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

Students may obtain detailed information and an application for these benefits from the Coordinator of Enrollment & Student Services.

Lifelong Learner Discount

Washington County Community College will waive the tuition cost for most credit courses, on a space available basis, up to a maximum of 6 credits per semester and 23 credits total for citizens of Maine who are 65 years of age or older.

This waiver does not include the cost of textbooks and other materials required for a given course or other college fees such as technology fees, parking fees, etc.

FINANCIAL AID

Financial Aid Policy

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

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

Purpose

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

Application Procedure

- ✓ Complete a Free Application for Federal Student Aid (FAFSA) for all Title IV programs (federal PELL, federal SEOG, federal CWS, and federal loans). Complete the [FAFSA application](#).
- ✓ WCCC Verification Worksheet is required to be completed by students who have been selected for verification by the federal government and must be submitted to the Financial Aid Office. The form can be found on the [Financial Aid Forms & Documents page](#).
- ✓ W-2 filed by your parents, if you are a dependent and you meet the criteria listed above. If you have questions regarding dependency, please contact the Financial Aid Office.

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

Eligibility Determination

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

1. Be enrolled or accepted for enrollment in an eligible program leading to an associate degree, diploma, or certificate.
2. Be a United States citizen, permanent resident, or refugee with appropriate visa.
3. Have financial need.
4. Be maintaining satisfactory academic progress in a course of study according to the standards and practices of WCCC.
5. Not owe a refund on a PELL grant or Supplemental Grant at WCCC.
6. Not be in default on any of the following: Federal Family Education Loan, Perkins (National/Direct) Student Loan, or Student Loan Supplemental (SLS).
7. Not have been convicted of possession or sale of drugs.
8. Not have been incarcerated with a criminal conviction.
9. Have no name or SSN conflicts with the Department of Education Central Processing System.
10. Have met legal requirements for selective service registration.
11. Have a high school diploma or equivalent.
12. Meet all provisions for Federal Student Aid listed in the [Federal Student Aid Handbook](#).

Determining Financial Need

The amount of financial aid is subject to available federal and state funds. The Financial Aid Office will determine the type of aid and amount received. Financial aid awards are based on

demonstrated financial need, which is the difference between allowable educational expenses and the total of the parents' expected contribution and/or the student's own expected contribution.

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

Financial Aid Notification

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

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

For further financial aid information, contact the Financial Aid Office at (207) 454-1033.

Return Of Title IV Funds Policy

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

Important Note: If you are thinking about withdrawing from all classes PRIOR to completing 60 percent of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid. **WCCC suggests that any student considering withdrawing from the college, please discuss the result of this withdrawal with the Director of Financial Aid prior to making a final decision. During this meeting, the Director of Financial Aid will complete the R2T4 calculation and explain the outcome to the student.**

1. The policy shall apply to all students who withdraw, drop out or are expelled from Washington County Community College, and receive financial aid from Title IV funds.
 - a. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:
 - i. William D. Ford federal direct lending program
 - ii. Federal Pell Grants
 - iii. Federal Supplemental Equal Opportunity Grants (FSEOG)

- iv. Leveraging Educational Assistance Partnership Grants (Maine Student Incentive Scholarship Program [MSISP])
 - b. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically related activity.
2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the semester. Title IV aid and all other aid is viewed as 100 percent earned after that point.
- a. The percentage of Title IV aid earned shall be calculated as follows:

$$(\text{Number of Days Completed}) \div (\text{Total Number of Days in the Term}^*) = \text{Percent of Term Completed.}$$

The percent of term completed shall be the percentage of Title IV aid earned by the student.

*The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.
 - b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100 percent minus the percent earned.
 - c. Unearned aid shall be returned first by Washington County Community College from the student's account, calculated as follows: total institutional charges X percent of unearned aid = amount returned to program(s).
 - d. Unearned Title IV aid shall be returned to the following programs in the following order:
 - i. Unsubsidized Direct Loan
 - ii. Subsidized Direct Loan
 - iii. Parent Loans to Undergraduate Students (Direct Parent Plus)
 - iv. Federal Pell Grant
 - v. Federal SEOG
 - vi. Other Title IV grant programs

R2T4 calculations will be completed and WCCC will return any unearned funds to the Department of Education within 45 days. Exception: no program can receive a refund if the student did not receive aid from that program.

- e. When the total amount of unearned aid is greater than the amount returned by Washington County Community College from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
 - i. Unsubsidized Direct Loan*
 - ii. Subsidized Direct Loan*

- iii. Parent Loans to Undergraduate Students (Direct Parent Plus) *
- iv. Federal Pell Grant**
- v. Federal SEOG**
- vi. Other Title IV grant programs**

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

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

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

Example:

Step 1. Determine the percentage of time the student was enrolled as of withdrawal.

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

Step 2. Determine the amount of aid earned by the student.

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

Step 3. Compare the amount earned to the amount disbursed.

For instance, above, Andrew only earned \$1,000 but received \$5,000. \$4,000 would need to be returned to Title IV.

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

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

Charge	Amount
Tuition and Fees	\$1,500
Room and Board	\$1,000
Books	\$500
Total	\$3,000

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

Step 5. Distribute the unearned funds back to the Title IV programs. Subtract the amount of Title IV aid due from the college from the amount of Title IV aid to be returned.

\$4,000 minus \$2,400 = \$1,600.

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

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

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

STUDENT RESOURCES & SUPPORT

Academic Support Services

Washington County Community College offers a number of academic support services to students. The Teaching and Learning Center for Excellence is located on the second floor of Riverview Hall and is open to all students and offers individual help in a friendly, collaborative, and 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 (TLCE) located on the second floor of Riverview Hall. The TLCE offers a collaborative and comfortable environment for students, staff, and faculty for all their informational needs.

Resources

- Print and electronic book collections
- Print and online magazines
- Online databases
- AV equipment (cameras, recorders, projectors)

Services

- Information and digital literacy guidance
- Guidance in locating and evaluating information
- Citation assistance (MLA and APA)
- Interlibrary loan
- AV equipment lending
- Issue of ID card issuance

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.

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

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

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

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

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

Accessibility

WCCC does not discriminate against students with disabilities.

"No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education aid, benefits, or services."

In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34 Part 104) and Title II of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008 (S. 3406), WCCC is committed to assisting qualified students with disabilities achieve their individual goals. Upon request and documentation, WCCC grants qualified students reasonable accommodations to provide them an equal opportunity for success in a collegiate setting.

Students requesting reasonable accommodations must contact the Accessibility Specialist at kleeman@mainecc.edu.

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 (207) 454-3212.

Counseling Services

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

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

WCCC contracts with Aroostook Mental Health Center to provide professional mental health counseling. Please see the Associate Dean of Student Affairs and Retention: ncote@wccc.me.edu or the Dean of Enrollment Management and Student Services: tstoldt@wccc.me.edu. Any student who considers withdrawing from the college is strongly urged to use counseling services prior to making a final decision.

Food Pantry

The Caring Cupboard is a full-service food pantry available to all students. The Caring Cupboard is located in Riverview Hall. Hours of operation are advertised in the school newsletter.

Medical Services

Twenty-four-hour emergency medical service is available at an accredited hospital located two and a half miles from the campus. Several physicians, dentists, and specialists serve the area. Through the Virtual Care Group, WCCC students also have access to doctors online 24/7. To register, please visit [the Virtual Care Group website](#).

Student Advocacy & Resource Center

The Student Advocacy and Resource Center located in the lower level of Riverview Hall near the Dining Hall follows our “C.A.R.E.S.” model: (Campus, Assistance, Resources, Education, and Support) and is focused on helping students remove internal and external barriers to success. Students can meet with the Student Navigator to learn more about WCCC and community-based support programs such as emergency loans and grants, transportation support, SNAP, energy assistance (LIHEAP), recovery programs, mental health, and medical services. Students can contact the Student Navigator at (207) 454-1086, or a member of the Enrollment Management and Student Services team at (207) 454-1000.

STUDENT LIFE

Student Handbook

The student handbook is available every year and an electronic copy is accessible at the [Student Forms and Documents page](#) of the WCCC website. It contains detailed information regarding college activities, organizations, regulations, and additional information important to students at WCCC. All students are expected to be familiar with the handbook. The handbook contains the Student Code of Conduct, affirmative action policy, student sexual misconduct and assault, academic grievance procedures, and a wealth of other valuable information.

Student Activities

Washington County Community College believes in the development of the whole student and encourages students to get involved outside of the classroom. Several co-curricular opportunities are offered throughout the year and are organized by Student Life, Student Senate, TRIO, the Student Advocacy and Resource Center, as well as other departments. 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 offered in the past years have included trips to New Brunswick, Canada, white water rafting, hiking, dinners, and multicultural socials as well as a variety of other events. Students also have access to recreational equipment in the Outdoor Adventure Center including canoes, kayaks, camping equipment, skis, ice skates and fishing equipment. The gymnasium in St. Croix Hall is available for student use and those who reside on campus have access to a workout gym containing various pieces of equipment.

The college encourages all students to be civic-minded and participate in activities to support the local community, such as blood drives and donation collections for local charities.

Athletics

All students have the opportunity to participate in intramural sports and a variety of student-initiated gym games. Full time degree seeking students may also try out for the intercollegiate teams. The college offers basketball, cross country, and golf. We are a member of the United States Collegiate Athletic Association. We also participate in a New England and Maine league for selected teams. Students can petition the athletic department to form other teams. Students must meet athletic and academic eligibility requirements to participate in intercollegiate sports. Open gym time is offered whenever the teams are not in season.

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 Bookstore

The Barnes & Noble Campus Bookstore is located in Riverview Hall. Hours of operation are Monday through Friday, 8 a.m. to 5 p.m. To contact, please call (207) 454-1056 or e-mail wcccme@bkstr.com for more information.

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 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. Wireless internet is available in all apartment units.

The Director of Residential Life staff and student resident assistants are available as a resource for students living on campus.

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

Campus Dining Hall

The on-campus dining hall provides healthy, reasonably priced food, 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.

Student Code of Conduct

Student conduct and discipline at WCCC are governed within the framework of the Maine Community College System Student Code of Conduct. The code is available to all students as part of the student handbook, available electronically on the campus website at www.wccc.me.edu.

Students are strongly encouraged to familiarize themselves with the Student Code of Conduct upon their arrival at WCCC.

Computer Access

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

Computer Acceptable Use Policy

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

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

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

Ethical Use of the System

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

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

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

Copyright

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

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

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

Consideration of all Users

Respect and consideration are necessary to maintain the most effective learning environment.

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

Harassment

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

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

Any member of the WCCC community who feels harassed is encouraged to report their 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.

Substance Use

The college maintains a zero-tolerance policy in regards to the possession and use of alcohol and illegal drugs or paraphernalia. Possession and use of alcohol and illegal drugs could result in dismissal from the Residence Halls or the college. Additionally, legal action may result with any

violation of this policy. Please refer to the Residence Hall Contract and Student Code of Conduct for further information.

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, spitless 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 athletic 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.

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 state laws. 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 ATV's, 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.

Family Educational Rights and Privacy Act (FERPA)

FERPA deals specifically with the educational records of students, affording them certain rights with respect to these records. Students have the right to inspect and review their own educational records. Further, they have the right to request emendation of records and they have some control over the disclosure of personally identifiable information from these records. The faculty and staff at Washington County Community College are committed to protecting the student's right to privacy of their academic records. We will not release academic records to outside agencies without a signed authorization. If a student wishes to have their records accessible to a specific person or organization they must stop by the Registrar's Office and complete a release form. Students can be assured that their academic records will not be released to any instructor or staff member without prior approval and/or legitimate interest.

Workforce Development

The Division of Workforce and Professional Development channels the resources of WCCC's faculty and staff to design, conduct, and evaluate training programs for current or potential employees of business and industry in the region. Through collaboration with local businesses, regional industries, and professional associations; courses, seminars, conferences, workshops, and other educational experiences are developed.

WCCC staff aid in assessing educational and training needs, designing custom programs, securing convenient locations, marketing and promoting programs, conducting evaluations, and awarding certificates, credentials, credit, and/or continuing educational units (CEUs). In addition to the development and delivery of custom educational/training programs, the department serves the college by providing ongoing information about the current and future workforce needs in the region and the state of Maine. The division has wide-ranging responsibilities and capabilities that intersect with many facets of the institution.

Courses often follow or outline a pathway to a degree program and/or employment and may result in recognized industry credentials. Credit courses, non-credit courses, workshops, and training seminars are scheduled days, evenings, weekend, and in the summer, on-campus or off-campus, at various times and locations on the basis of need, interest and availability of suitable facilities. They are offered at times convenient for most students who have responsibilities of job and family and are carefully selected to meet predetermined community and business needs and expand technical and career programs. The course offerings are also designed to provide an opportunity for intellectual pursuit and lifespan learning.

Workforce and professional development offerings follow the same academic standards that apply in other WCCC programs. Class size is determined on a class-by-class basis and takes into consideration the subject matter, need for the course, the location, and the impact it will have on the institution, including resources and the learners enrolled. Fees are based upon the specialized nature of the course, enrollment, and the cost of materials, supplies and instruction. Insurance may be required, depending on the nature of the course. Policies that govern full-time operations are also applicable to short-term or special courses.

Advanced Standing & Articulation

WCCC has formal, written agreements with a growing list of Maine high schools and technology centers to award credit for coursework that has been reviewed and approved by both secondary and college faculty representatives.

Students who qualify for this opportunity must meet all admission requirements for acceptance into a WCCC catalog program. Each agreement has specific conditions in terms of required competencies, credit hours and effective dates. Please visit the college's website www.wccc.me.edu for details.

ACADEMIC POLICIES

Definition of Units of Credit

A unit of credit is defined as follows, consistent with Federal Regulations and the New England Commission of Higher Education Policy 111:

1. One semester credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation or the equivalent; or
2. One semester credit hour for each thirty hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be fifteen hours; or
3. One semester credit hour for not fewer than forty-five hours of shop instruction (contact hours) or the equivalent.

For calculating "quarter" hours into "semester" hours, the general practice is to equate two semester credit hours with three quarter credit hours.

Academic Advising

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

Each semester, during a designated pre-registration period, students are required to meet with their advisors and register for the next semester. Students are encouraged to see their advisor as

often as necessary to make certain they are taking courses that are appropriate to their academic and career plans. The name of the academic advisor is available on the student information website or by seeing the Assistant to the Academic Dean. Students are responsible for monitoring their own academic progress. Descriptions of specific courses are in this catalog (additional copies may be obtained in the student services office) and on the WCCC website.

Academic Ethics

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

Instructors may utilize the AI/plagiarism software integrated within the LMS when reviewing student work to, among other factors, determine authorship.

Articulation Agreements

Washington County Community College has a number of articulation and transfer agreements with high schools and four-year colleges and universities throughout the state. These agreements enable students in certain programs to transfer credits earned at approved secondary schools to WCCC, and to apply credits earned at WCCC to baccalaureate degree programs at other post-secondary institutions. We currently have articulation agreements with Husson University, Maine Maritime Academy, New Brunswick Community College, Thomas College, the University of Maine at Orono, University of Maine at Augusta, University of Maine at Farmington, University of Maine at Presque Isle, University of New England, St. Joseph's College, and University of Maine at Machias. Please contact the Dean of Enrollment Management and Student Services for additional information regarding these articulation agreements or visit www.wccc.me.edu. Students considering transfer to a 4-year college are encouraged to meet with the Transfer Coordinator in TRIO early in their program to ensure their electives chosen are the best fit for a 4-year degree experience.

Attendance

When students enroll in a course, they obligate themselves for all the work that is assigned. Punctual and regular attendance is vital to the discharge of this obligation. Students are

responsible for all assigned work in the course; absences, excused or unexcused, do not absolve them from this responsibility.

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

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

1. In standard academic courses (1–4 credit hours), students may not be absent more than ten percent of the hours the course meets during the term. When a student's absenteeism exceeds this number, the instructor will refer the student to the Associate Dean of Student Affairs.
2. In online 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.
3. Due to the frequency and extended hours in some technology 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.
4. 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.
5. 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.
6. The student will be counted absent if they leave class early without prior instructor permission.
7. When dropped from a course for poor attendance, the student may appeal to the Academic Dean for readmission if they feel 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.
8. If the student anticipates extensive absences, they must notify the Associate Dean of Student Affairs in writing immediately. A Student Success Team will then be convened to devise a strategy to enhance his or her likelihood of success.

Auditing Courses

An auditor is a student who meets course pre-requisites and attends a class to acquire knowledge, but not to earn credits or a grade. Audited courses do not count toward completing degree, diploma or certificate requirements. An auditor may not change their status after the second class meeting. Auditors must attend classes regularly, do assigned reading and participate in discussions, but they are excused from examinations. Auditors are admitted to a course on a space-available basis, contingent upon the approval of the Academic Dean. Students who audit courses pay regular tuition and related fees.

Alternative Ways to Earn College Credit

Portfolio Assessment

Credit for portfolio assessment offers enrolled students the opportunity to demonstrate learning gained through relevant life experiences and applies this learning toward a degree. In this procedure, students develop an extensive portfolio that is assessed under the direction of the Academic Dean, appropriate faculty member(s) and, in some cases, outside resource persons from business and industry. Applicable credits will be assigned to the student's degree program.

Students who wish to pursue the portfolio assessment procedures should contact the Academic Dean's Office for a detailed outline and meet with their academic advisor.

Once the portfolio has been produced to the specifications of the outline, a meeting with an appropriate evaluation team will be arranged to review the portfolio and how it reflects the outcomes of a catalog course. The final step involves a review of the evaluation team's recommendations by the Academic Dean. If credit for the portfolio is granted, the college courses that correspond to this credit will be waived. The transcript will note a "TR" and the credit will be posted on the student's transcript. Please see the section on fees in the college catalog and note *Portfolio Assessment Fee* for associated charges.

Directed/Independent Study

Directed/independent study (the taking of a catalog course under the supervision of an instructor outside of a regularly scheduled class) is available to students at WCCC under certain circumstances. A student within 15 semester hours of graduation in a one-year program or within 30 semester hours of graduation in a two-year program, with a cumulative GPA of 2.0 or more may be eligible for a maximum of six semester hours in an approved directed study or studies.

A directed study may be approved for a matriculated student when it is evident that the courses will not be offered as part of the regular semester schedule, resulting in a postponement of completion of the student's program which would ordinarily be completed in that term. A directed study may also be approved if a required course conflicts in the schedule with another program requirement. In rare circumstances, students who do not meet these eligibility requirements may apply in writing to the Academic Dean for a directed study.

In addition, applicants for a directed study must either meet the prerequisite(s) of the course for which they apply or obtain the instructor's permission to take a directed study. A directed study form and contract must be completed and approved prior to registration for the directed study. Copies of all written materials used for evaluation purposes must be submitted with a final grade report to the Coordinator of Enrollment & Student Services. Permission for directed study is granted at the discretion of the instructor and the Academic Dean.

Please see the section on fees in the college catalog and note the *Directed/Independent Study Fee* for associated charges.

Transfer Credit

Students may transfer to WCCC credits earned at other accredited colleges prior to the beginning of the program. WCCC is the final judge regarding acceptance of transfer credits. The responsibility rests with students to furnish the Coordinator of Enrollment & Student Services with an official copy of each college transcript and 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.

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

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

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 Academic Affairs 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 Academic Affairs 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 Academic Affairs. Please see the section on fees in the college catalog and note the Credit by Examination Fee for associated charges.

Experiential Credit

Experiential credit is available for students who have prior work experience directly related to a discipline area of a program's internship, cooperative or practicum credit course.

Grading System

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

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

Grades not computed in the GPA: I (Incomplete), FS (Fresh Start), M (Academic Amnesty), P (Pass), and W (Approved Withdrawal).

I – Incomplete

Temporary grade given when the student, due to extraordinary circumstances, has failed to complete required work. Student must complete required work and the instructor must submit a grade by mid-semester following the semester in which the “I” grade was received. An “I” grade that is not removed during this period automatically becomes an “F”.

FS – Fresh Start

This code is awarded to students who are granted a fresh start in previous coursework.

M – Academic Amnesty

This code is given to courses forfeited due to academic amnesty.

P – Pass

Indicates successful completion of course approved for the pass/fail option equivalent to a C or higher.

W – Approved Withdrawal

Approved Withdrawal may be issued after the add/drop period and up to the end of the 10th week in a 15- or 16-week course, the 5th week in an 8-week course and the 4th week in a 6- or 7-week course. After that, a student may request a “Special Circumstance” by submitting a request in writing to the Academic Dean or the Dean of Students, which may result in a W designation, if approved. Course withdrawal will be recorded as a “W” on the student’s transcript but will not be computed in the grade point average. A “W” is considered an attempted course for the purpose of satisfactory academic progress. This is a student and/or administration-initiated grade designation.

AF – Administrative Failure

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

R – Repeated course

F – Failing

Awarded to students who complete the course but fail to achieve the course objectives.

U – Unauthorized Incomplete

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

Repeated Courses

When a student repeats a course, the initial grade remains on the transcript and is used to compute the term's grade point average. Only the new grade is used in computing the cumulative grade point average for credit.

Add/Drop Policies and Procedures for Catalog Courses

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

Students may add or drop subjects only during the timeframe outlined in the academic calendar. If a course is dropped and another is added during the College Add/Drop period, there will be no financial penalty (see [WCCC's refund policy](#)). After the add-drop period students may withdraw (but may not add) from a course. Students dropping any course after the withdrawal period will have a grade of "F" recorded and included in the grade point average. The add/drop form may be obtained from the Coordinator of Enrollment & Student Services. The completed form requires the signature of the student's advisor and appropriate faculty. The form must be returned to the Registrar's Office.

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.

Satisfactory Academic Progress (SAP) – Satisfactory Academic Progress (SAP) is defined as Grade Measure (GRADE), PACE, and/or Maximum Time Frame. The Grade Measure requires maintaining a satisfactory grade point average (GPA). The PACE measure requires students to successfully earn a minimum 67% of the total number of attempted credits. The maximum time frame requires you to complete your degree within a 150% of the credits needed for your degree. Satisfactory academic progress is evaluated at the end of each academic semester (fall, spring, and summer). Students must maintain satisfactory academic progress to remain in good academic standing and therefore, financial aid eligible.

Attempted Credits – Credits attempted are the sum of all Washington County Community College credits when it is on the student's enrollment schedule at the end of the official Add/Drop schedule whether or not financial aid was received plus all transfer and consortium hours accepted for credit towards the degree program.

Earned Credits – Earned credits are defined as the sum of credits for which a student has earned a passing grade.

Grade Measure of Progress (Grade)

Students must maintain the required grade point average (GPA) necessary to continue in their program and meet satisfactory academic progress. Probation and dismissal are WCCC's official communication that academic satisfactory progress was not achieved. The following chart illustrates the Grade Measure. Students must maintain the following cumulative GPA in order to meet satisfactory academic progress requirements for continued enrollment at WCCC and for financial aid eligibility.

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

Probation status is WCCC's official notification that students are not making satisfactory academic progress based on the Grade measure, above. One semester in probationary status allows students to continue in their academic program and receive Title IV, state, or institutional financial assistance. The probationary semester is meant to inform the student of potential academic concerns and provide time for corrective action. A student may not have two consecutive probationary semesters in an academic year. Two consecutive probationary semesters will result in dismissal from the College. Dismissal is explained below.

Learning Success Plan — A Learning Success Plan is required for students on academic probation. Students must meet with an advisor or academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next semester, and develop a Learning Success Plan. The student must meet their terms of the Learning Success Plan including a 2.0 GPA during the following semester and/or meet the minimum GPA for satisfactory academic progress. The Financial Aid Director will consult with the student and the designated college personnel to determine whether the terms of the Learning Success Plan have been met.

Dismissal — If a student does not meet the satisfactory academic progress standards as outlined in the chart above dismissal status will be imposed. Dismissal status is WCCC's official notification that students are not making satisfactory academic progress and will not continue in their academic program or receive Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Veteran Administration (VA) education benefits will also no longer be certified, until such a time that the reason for unsatisfactory progress is resolved. Students who have been previously

dismissed from the College may be considered for readmission following a minimum of one semester leave and after providing the College with evidence of increased potential for academic success. An application for readmission must be made through the Admissions Office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they are readmitted. Students who do not meet satisfactory academic progress during this semester will be dismissed. The student may appeal this dismissal as noted in appeal section below.

Example of Grade Measure of Progress

Making Progress: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in one class earning 12 credits and a cumulative grade point average of a 2.00. Because she earned a 2.0 grade point average while attempting 15 credits, she is in good standing.*

Not Making Progress – Probation: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in two classes earning 9 credits and a cumulative grade point average of a 1.70. Because she earned a 1.70 grade point average while attempting 15 credits, she is on probation.*

Not Making Progress – Dismissal: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in four classes earning 3 credits and a cumulative grade point average of a .40. Because she earned a .40 grade point average while attempting 15 credits, she is dismissed.*

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

Progress and Time Measure – PACE

Students must successfully earn credits to at least 67 percent of attempted credits taken at the College. The PACE requirement will be evaluated at the end of each semester. Students, who do not meet the PACE standard, may apply for one additional semester to mitigate the issues impacting their ability to maintain PACE.

Students earning less than 67 percent of the attempted credits and at least 34 percent of the attempted credits will be placed on financial aid probation. Students earning less than the 34 percent of the attempted credits will be placed on immediate dismissal status for future financial aid consideration.

Students regain their ability for financial aid consideration when they meet all satisfactory academic progress standards as noted in the Grade Measurement (e.g. improved grade point average) and PACE (e.g. earned the required credits) or are awarded an appeal by the Director of Financial Aid. The PACE percentage is calculated as follows:

Pace Formula

$$\text{PACE} = \text{cumulative credits earned} \div \text{cumulative credits attempted}$$

Probation — Probation status is WCCC's official notification that students have not met satisfactory academic progress based on PACE. One semester in probationary status allows students to continue in their academic program and receive Title IV, state, or institutional financial assistance. The probationary semester is meant to inform the student of potential academic concerns and provide time for corrective action. A student will work with the Director of Financial Aid to create a plan to stay on PACE. A student that does not meet PACE after the probationary period will be dismissed.

Dismissal — If a student does not meet PACE dismissal status will be imposed. Dismissal status is WCCC's official notification that students are not making PACE and will not continue in their academic program or receive Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Veteran Administration (VA) education benefits will also no longer be certified, until such a time that the reason for unsatisfactory progress is resolved. Students who have been previously dismissed from the College may be considered for readmission following a minimum of one semester leave and after providing the College with evidence of increased potential for academic success. An application for readmission must be made through the Admissions Office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they are readmitted. Students who do not meet satisfactory academic progress during this semester will be dismissed. The student may appeal this dismissal as noted in appeal section, below.

Examples of PACE Measure of Progress

Not Making PACE: *Sally attempted a total of 30 credits and successfully completed 15 for a ratio of 50%. Sally has not met the PACE SAP standard of 67%.*

Making PACE: *Sam has attempted 45 credits and successfully completed 30 for a ratio of 67%. Sam has met the PACE SAP standard of 67%.*

Appeal and Reinstatement Grade Measurement and/or PACE

Students may appeal their dismissal status to the Appeal Committee. The student appeals by submitting a Satisfactory Academic Progress (SAP) Appeal Form to the Associate Dean of Student Affairs and Retention. The form can be found on the web as well as in the Financial Aid Office and Enrollment Management and Student Services Office. A student must appeal a dismissal from the fall semester for the following spring semester at least one week prior to the start of the semester. All other appeals must be received two weeks prior to the start of the semester. *Appeals received after the deadline may be considered for the next semester.*

The Associate Dean of Student Affairs and Retention will gather information for the Committee to consider. The Committee may use available information or circumstances (e.g. medical problems, illness, death in the family, natural catastrophe, relocation, employment changes, academic progress at another institution, work, or time away from WCCC) to consider the appeal. The Committee may require an interview with the student to gather additional information or to discuss student supports services for future success. The Committee will review the appeal and contact the student within three calendar days. If the student finds the Committee's decision unsatisfactory, the student may appeal to the Academic Dean or their designee for further review. The Academic Dean or their designee will respond within one week. The student may appeal the Academic Dean's decision to President. The President or their designee will respond within a reasonable amount of time. The President's decision will be final. A student approved for readmission, through the appeal process, will be placed on probation. This status will continue until the requirements put forth by the Committee, Academic Dean, and/or President are met.

Maximum Time Frame

Federal regulations also state that a student becomes ineligible for financial aid whenever it becomes mathematically impossible to complete their degree program without exceeding the maximum time frame (credits).

Students in this situation are no longer eligible for federal aid and are placed on financial aid suspension.

The maximum time frame allows students to complete their program within 150% of the published program required credits. For example, if your degree requires 62 credit hours, you can attempt up to 93 credit hours.

As soon as it is determined that it is mathematically impossible for a student to finish within the 150% maximum time frame, aid is suspended. WCCC cannot allow the student to continue taking courses until he/she reaches 150%—aid is suspended when this measurement is not met.

Changing or adding a degree program does not automatically extend the Maximum Time Frame. Extensions are evaluated on a case-by-case basis.

The Maximum Time Limit is calculated as follows:

- Credit hours remaining in Maximum Time-Frame Allowance – Required Hours Remaining in Program to earn degree = Negative Number → Student Ineligible for aid
- Hours remaining in Maximum Time-Frame Allowance – Required Hours Remaining in Program to earn degree = Positive Number → Student Eligible for aid

Examples of Maximum Time Frame

Meeting Time Frame: *Matt is in a 60-credit program, (150% of that equals to 90 credits) and he has attempted 55 credits but only successfully completed 25 credits. He needs 35 credits more credits to graduate and adding the 35 credits he needs to the 55 credits he has attempted 90 credits. He has met the Maximum Time Frame standard as he is within the 150%.*

Not Meeting Time Frame: *Mary is in a 60-credit program, (150% of that equals 90 credits) and has attempted 60 credits but only successfully completed 20 credits. She needs 40 more credits to graduate but adding the 40 credits to her 60 attempted credits equals 100 credits. She will not meet the Maximum Time Frame, which is a maximum of 90 credits, standard as she is over the 150% time.*

Definitions and Policies Related to Satisfactory Academic Progress

Academic Amnesty — Credits for which students have been granted academic amnesty are retained in the Student Data System and are included in the Grade, PACE, and Maximum Time Frame measurements of satisfactory academic progress.

Adding and Dropping Courses — Students may add or drop courses during the Add/Drop period without academic penalty. Students must check the academic calendar for the exact date, as the date changes from year to year. 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.

Students who retain some enrollment may withdraw from courses without academic penalty according to the withdrawal period. However, all costs associated with the withdrawn course(s) will be charged according to the College's Refund Policy. For students totally withdrawing, WCCC refund/repayment policy applies. Letter grades will be reported for all courses carried after the midpoint of each semester.

Audited and Pass/Fail Courses — Audits are attempted but not earned hours. Passing credits received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail courses are considered attempted but not earned.

Early Withdrawal — Students who receive Title IV federal financial aid and completely withdraw from WCCC on or before the 60% of the term (in calendar day — please see WCCC Academic Calendar for specific date) are entitled to keep only the portion of Title IV federal student aid earned to the point of withdrawal from the College. *If any federal aid was disbursed directly to the student, he/she is responsible for returning unearned funds to the federal financial aid programs within a timely manner.* WCCC places the charges on the student account and the student is not allowed to register or receive a transcript until debt is paid. Failure to do so may result in the student's ineligibility for the future federal student aid. If a student receiving federal financial aid withdraws after the 60% point of term, he/she is considered to have earned all their federal student aid for that semester. It is imperative that prior to the student leaving, he or she should be encouraged to complete a withdrawal form and discuss this issue with a representative from the financial aid office.

Incomplete Grades — Students receiving grades of "Incomplete" (I) for courses required for programs must arrange with faculty to complete course requirements. After instructors assign final letter grades, the student's GPA is recalculated to include the appropriate quality points, and their Grade measurement will be adjusted to include the credits as completed and if a passing grade as earned credit. If cumulative GPA remains within the satisfactory academic progress

policy, students retain eligibility for financial aid. Until the grade is submitted, it is attempted but not earned credit.

Nonpunitive Grades and Repeated Courses — Repeated (R) courses due to failure or having obtained a grade lower than is required for a particular program impacts satisfactory academic progress in the following manner. The course is included in both Grade, PACE, and Maximum Time Frame evaluation in the semester in which the repeated course was taken. The subsequent grade, earned credit, and removal of the original grade are evaluated in the Grade and the completion of the repeated course. The original credits attempted remain in the PACE and Maximum Time Frame evaluation. In other words, a repeated course may improve the student's grade point average, but it does not extend the allowable attempted credits toward program completion.

Remedial/Developmental Courses — Remedial/Developmental courses may qualify for financial aid if the courses are measured in credit hours and required as part of the student's planned program.

Transfer and Consortium Credits — Credits for which financial aid is received under a consortium agreement is counted towards the student's program. All transfer credit applied towards a student's program requires a passing grade of C or better and therefore, WCCC only counts passing transfer credits towards SAP PACE and Maximum Time Frame calculations. Transfer credit(s) are recorded in the Student Data System as TR.

Withdrawals and Non-Attendance — Withdrawals (W) are attempted credits but not earned credits.

Important Note: If a student withdraws from the college in an academic term during which they are ineligible for financial aid due to not maintaining SAP, they remain ineligible for financial aid until such time they once again make SAP.

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

Fresh Start Policy

Students who have returned to WCCC after being absent for five years or more may apply for an Academic Fresh Start. Fresh Start allows students to have previous grades lower than "C" or "P" removed from their GPA calculation. An appropriate code will be placed on courses forfeited so that the courses will be excluded in calculating GPA. Students may use the Fresh Start option only one time at WCCC and may not apply for Academic Amnesty after receiving a Fresh Start.

Upon being granted the Fresh Start, students must demonstrate ability to make Satisfactory Academic Progress. Failure to do so will result in the Satisfactory Academic Progress policy being enacted.

Academic Amnesty

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.

Student Success Team (SST)

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

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.

Graduation Requirements

Successful completion of catalog program curricula offered by the college entitles the student to an associate degree, a diploma, or a certificate. General requirements for earning these awards are described below. Specific course requirements are detailed in the program section of this catalog. Minimum graduation standards are the following:

1. Passing grade in all courses that are applied to program requirements.
2. 2.0 grade point average (GPA) in college major.
3. 2.0 cumulative GPA.

Selected programs may have more stringent graduation requirements.

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 five years to complete program requirements.

Degrees, diplomas or certificates are mailed to students approximately one month after program requirements are met.

Permanent Academic Record

The Coordinator of Enrollment & Student Services 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 Coordinator of Enrollment & Student Services' signature and embossed with the seal of the college.

Confidentiality of Student Records

WCCC fully subscribes 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.

Honors Lists

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

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

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

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

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 required 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.

Leave of Absence Policy

Students may request a leave of absence from the college for up to one year. Approval for an official leave of absence permits the student to return to enrolled status without completing a formal application for readmission. If the student returns to the prior program within a year, he or she will follow the program requirements of the catalog in force when the student initially began his or her program of study. If the student returns to the college after more than one year, the student must reapply to the college and will follow the program requirements of the catalog at that time. All other academic and financial penalties do apply. Please note that a leave of absence after the semester mid-point may result in academic penalties.

Student Medical Leave Policy

A matriculated student, who due to a **serious medical condition or immediate family related medical condition where the student is the primary caregiver** that prevents the student from attending for an extended period of time, may apply for a formal **Medical Leave of Absence** for up to one semester while currently attending and in good academic standing.

A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students requesting Medical Leave of Absence must:

1. Provide a letter to the Dean of Enrollment Management and Student Services identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Dean of Enrollment Management and Student Services documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's or immediate family member's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Dean of Enrollment Management and Student Services (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions, if any, for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met. Grades for the semester will be given in the form of W, which indicates an administrative withdrawal.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed health care professional directly involved in the treatment of the student's or immediate family member's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements.

Other conditions for readmission may include a required in-person meeting with the Dean of Enrollment Management and Student Services, Advisor, Business Office representative and Residential Life staff member; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct need to know.

Students being granted a Medical Leave will receive a medical waiver for any balance remaining on their account for the current semester. This credit will be applied after any balance that exists after applying the college's refund policy and any required return of financial aid.

Military Service

Washington County Community College recognizes the educational rights of its students who are called to active military duty.

Students who (either voluntarily or involuntarily) enter active military service during time of national or international crisis will be eligible for leave from the college without academic or financial penalty.

The following procedures apply to the above students to protect their rights:

- Students must call or meet with the registrar prior to departure to discuss the reasons for entering active military service and to complete the appropriate withdrawal paperwork.
- Students will receive grades of "W" for all interrupted courses.
- All calculations of student monetary obligation will be made in accordance with the Federal *Return to Title IV* refund policy. The college will waive all other charges. Students experiencing financial hardship as a result of this policy may appeal, in writing, to the President for possible mitigation of charges.
- Returning students will be given slots in their original courses or programs of study, provided that space is available and that the college is notified in a timely manner to accomplish enrollment and registration.

The college implements the following guidelines to address this point: WCCC will work proactively to assist students, but cannot guarantee re-entry into a high demand program. Re-entry into the technology courses is on a space-available basis. Students may be required to take

new or additional courses in the technology or general education area if these courses are added to the program of study during the time students are on leave. All course pre-requisites will apply. Students must notify the admissions office in writing when they are ready to re-enter WCCC. This request must be made thirty days prior to the beginning of the semester of re-enrollment.

FACULTY AND PROFESSIONAL STAFF

President's Cabinet

Name	Title
Susan Mingo	President
Stephanie Brown	Dean of Academic Affairs
Tyler Stoldt	Dean of Enrollment Management and Student Services
Nichole Sawyer	Dean of Workforce Development and Community Engagement
Heather Smale	Director of Finance
Tina Erskine	Manager of Operations and Human Resources
Richard Ramsey	Manager of Facilities
	Faculty Representative

Faculty and Staff

Name	Position	Credentials/Degrees/ Diplomas/Certificates	Year started
Stephanie Allard	Science Instructor	AAS, Audio-Visual Technology/Photography, Newbury College; BS, Biology, University of Maine, Orono	2019
Jasmine Bassett	Workforce Student Navigator	BA, University of Maine, Machias	2026
MacKenzie Bennett	Recruitment and Admissions Specialist	BA, Child Development and Family Relations, University of Maine, Orono	2023

Michelle Binette	Coordinator of Workforce Programming	BS, Business Management, University of Phoenix; Project Management Profession (PMP)	2022
Stephanie Brown	Dean of Academic Affairs	BS, Northeastern University; MS, University of Massachusetts; MArch, University of Pennsylvania; EdD, University of Hartford	2025
Rachel Cilley	Cook I	Sanitation Certificate	2009
Amanda Colpitts	Nursing Instructor MSN-Ed-RN	BSN, Southern New Hampshire University; MSN-Ed, Southern New Hampshire University	2025
Dan Corbett	Lead Facility Technician	Welding Certificate, Washington County Technical College; AA, General Technology, Washington County Community College	2004
Nichole Cote	Associate Dean of Enrollment Management and Student Services	BA, University of Maine, Presque Isle; MEd, University of Maine	2015
Lisa Dereszewski	Humanities Instructor		2024
Anne Donahue	Coordinator of Enrollment and Student Service	AAS, Washington County Technical College	1989
Katie Erskine	Coordinator of Admissions & Marketing	BS, Husson University; AAS, Washington County Community College	2024
Tina Erskine	Manager of Operations & Human Resources	AAS, Washington County Technical College; BS, University of Southern Maine; MBA, Thomas College	1994
Linda Fitzsimmons	Director of Financial Aid	Certificate, Washington County Vocational Technical Institute; AAS, Washington County Community College; BCS, University of Maine, Machias. MS, Higher Education Administration, Southern New Hampshire University	1986

Scott Fraser	Outdoor Leadership Instructor	BPS, State University of New York, Buffalo; MA, Prescott College	2004
Rhonda French	Business Studies Instructor	BS, University of Maine, Machias; MBA, Thomas College	1992
Todd Fullerton	Food Services Manager	AS, Mental Health and Human Services; Certifications in ServSafe, Management, Hospitality, and Baking	2023
Donna Geel	Assistant to the Academic Dean	AAS, Eastern Maine Vocational Technical Institute; AAS, Casco Bay College	1994
Karin Gookin	Director of Residential Life & Student Activities	AAS, Washington County Community College	2007
Ethan Hafford	HVAC Technology Instructor	AAS, HVAC/R, Eastern Maine Community College	2024
Tim James	Residential and Commercial Electricity Instructor	Diploma, Residential & Commercial Electricity, Washington County Community College; Certificate, Electromechanical Instrumentation Technology, WCCC; Level II FLIR Thermography, Master Electrician License	2023
Greg Johnson	Powersport Equipment/Small Engine Technician Instructor	Certificate, Marine Painting, Washington County Technical College; Master Service Technician, Diagnostics, Theory and General Knowledge, Products, Repowering, Failure Analysis & Warranty; Bronze Level Technician; Gold Master Wrench; Small Engine Technician; Four Stroke Engine Technician; Two Stroke Engine Technician; Certification, Ski-doo Technician, Outboard Mechanic, Husqvarna Service Technician, ATV, Snowmobile, and PWC Technician, Marine and Industrial Coatings	2013

Nick Johnson	English and Communications Instructor	BS, Liberal Arts, University of Maine Orono; JD, Charlotte School of Law	2025
Sierra Johnson	Accountant III – Student Accounts	BS, New England College of Business	2025
Lorinda Joy	Coordinator of Apprenticeship Programs	BA, Special Education, University of Maine, Machias; Certification, Vocational Benefits Specialist, Cornell University	2023
Louis Knight	Maintenance Technician		2021
Elisa LaPointe	Student Services and Financial Aid Representative	BS, Business Education/ Administration, Husson University; MEd, Curriculum and Instruction, National Louis University	2016
John Leavitt	Librarian	BFA, Portland School of Art	2002
Loni Levesque	Help Desk Manager (Northern Region)		2024
Ashley Macdonald	Business Manager	BS, Thomas College; MBA, Southern New Hampshire University	2011
Laurie Mahar	Medical Assisting Instructor	BSN, Husson University; MSN, Husson University	2024
Seth Martin	Director of Athletics and Campus Engagement	Masters of Athletic Administration, California University of Pennsylvania; Masters of Educational Leadership, Salem University	2025
Molly McDonald	English / Communications Instructor	BA, Oberlin College; MFA, University of Montana; Graduate Certificate, College Writing Theory and Practice, Bowling Green State University, Ohio	2008
Susan Mingo	President	BS, University of Maine, Machias; MS, Husson University	2005
Cynthia Moholland	Business Studies Instructor	AAS, Washington County Technical College; BS, University of Maine,	1999

		Machias; MBA, Thomas College; CMA (AAMA); PBT (ASCP)	
Joshua Nicholson	Information Systems Specialist III	BS, Boston University; BS, Florida Atlantic University	2026
Ronald O'Brien	Automotive Instructor	AAS, Washington County Technical College; BS, University of Southern Maine; ASE Master Certifications	2000
Natasha Osmond	Allied Health Occupations Instructor	BScN, Dalhousie University, Nova Scotia, Canada; Periop RN, George Brown College, Ontario, Canada; MSN, Athabasca University, Alberta, Canada; GDID, Athabasca University, Alberta, Canada	2024
Tatiana Osmond	Associate Dean of the Teaching & Learning Center for Excellence	Certificates, CISN Operator, CISN Administrator and CISN Manager, Department of National Defense, Nova Scotia, Canada; Certificate, Data Analysis, University of New Brunswick, Canada; MEd, Athabasca University, Alberta, Canada	2014
Jason Palomo	Director of TRiO	Bachelor of Arts in Writing, Literature, and the Arts, Eugene Lang College of the New School University; Master of Fine Arts in Creative Writing, University of Texas, El Paso	2025
Anne Perry	Director, Nursing Program	BSN, University of Maine; MSN-FP, Husson University	2024
Kelly Peters	English/Communicati ons Instructor	BA, University of Maryland; MA and MEd, Millersville University; Post Graduate Degree, Education Specialist in Curriculum & Instruction, Liberty University.	2010
Michael Ramsdell	Facilities Maintenance Specialist III		2017
Richard Ramsey	Facilities Manager	Certificate, Building Construction Technology, Washington County	2008

		Technical College; Certified Building Analyst Professional with Building Performance Institute, Inc.; EPA Lead-Safe Certified Renovator; OSHA Certified Trainer in Construction; Certified Instructor, National Center for Construction Education and Research (NCCER) for Core Curriculum, Plumbing, Heating and Carpentry; Maine State License, Propane and Natural Gas; Maine State License, Master Oil Burner up to 15GPH	
Melinda Reynolds	Early Childhood Education/Education Instructor	BS, West Chester University of Pennsylvania; MEd, Grand Canyon University; DOE Professional certifications: Birth-5 (081), K-8 (020), and K-12 Building Administrator (040)	2022
Nichole Sawyer	Dean of Workforce Development & Community Engagement.	BA, Public Administration, University of Maine	2018
Heather Smale	Director of Finance	BS, Business Administration, Boston University	2015
Greg Smith	Mathematics Instructor	BS, Secondary Education Mathematics, University of Maine, Farmington	2006
Travis Stepan	Mathematics Instructor	BS, University of North Dakota; MS, University of North Dakota	2010
Tyler Stoldt	Dean of Enrollment Management & Student Services	AS, Business Administration, Neosho County Community College; BS, Organizational Leadership, Fort Hays State University; MSE, Higher Education Student Affairs, Fort Hays State University	2021
Elizabeth Sullivan	Human Services Instructor	BA, Behavioral Science & Community Studies, University of Maine, Machias; BS, Environmental	2014

		Studies, UMM: MS, Counseling, University of Southern Maine; Graduate Certificate, Interdisciplinary Disability Studies, University of Maine	
John Luke Taylor	Enrollment & Student Success Specialist	BS, Psychology, Arkansas State University	2026
Amanda Tirrell	Administrative Assistant		2014
Thomas Tirrell	Facilities Maintenance Specialist I		2025
Mary-Ann Urquhart	EMBARK/JMG College Success Specialist	AAS, Washington County Technical College; BS, University of Maine, Machias	2011
Scott Wheelock	Welding Instructor	Welding Certificate, Washington County Community College; Diploma, Master Journeyman Pipe Fitter	2019

Emeritus Appointments

Name	Years Served
Vinton Cassidy, Faculty Emeritus	1980–2013
Dr. William Cassidy, President Emeritus	2003–2009, 2012–2013
Dr. William Flahive, President Emeritus	1996–2003
Tessa Ftorek, Dean Emeritus	1988–2004
Dr. Joyce Hedlund, President Emeritus	2010–2012
Ronald Renaud, President Emeritus	1983–1996, 2003
David Rowe, Faculty Emeritus	1972–2010

Governance

The Maine Community College System Board of Trustees governs the college. The President of the Maine Community College System is David Daigler. The Maine Community College System board members, their residence, and business affiliation are:

Name	Area	Title
Peter DelGreco, Chair	North Yarmouth	President and CEO, Maine & Company
Kate Rush, Vice Chair	Newport	Executive Vice President and Chief Operating Officer, Androscoggin Bank
Margaret Angell	Cape Elizabeth	Former Head of Partnerships and Strategic Initiatives, The Roux Institute at Northeastern University
Dr. Mark Foure	Camden	Former President, Coastal Healthcare Alliance
Jane Gilbert	Augusta	Retired
Stacey Harris	Windham	General Superintendent, Consigli Construction
Joyce Maker	Calais	Retired, Washington County Community College
Jean Ginn Marvin	Scarborough	Innkeeper, Nonantum Resort
Elizabeth Neptune	Indian Township	Independent Consultant
Anne Roosevelt	Emden	Retired CEO, Goodwill Northern New England
Cheryl Wendelken	Portland	Director, Brooks Family Foundation

Ex-Officio Members

Name	Title
Pender Makin	Commissioner, Maine Department of Education
Laura Fortman	Commissioner, Maine Department of Labor

Washington County Community College Advisory Council

Name	Company/Business	Address
Andrea Guerra	Maine Career Center	53 Prescott Drive, Machias, ME 04654
Bill Barnett	Riverside Electric	334 North Street Calais, ME 04619
Bob Jamison	Maine Wild Blueberry	78 Elm Street Machias, ME 04654
Bob Peacock	Quoddy Pilots, USA	99 Tollbridge Road Eastport, ME 04631

Brian Schuth	Eastport City Manager	22 Washington Street Eastport, ME 04631
Charles McAlpin	Eastern Maine Electric Co-op	P.O. Box 425 Calais, ME 04619
Charles Rudelitch, Esq.	St. Croix Economic Council	7 Ames Way Machias, ME 04654
Charley Martin-Berry	Community Caring Collaborative	P.O. Box 204 East Machias, ME 04630
Harry Flower	Maine Wild Blueberry	320 Ridge Road Cherryfield, ME 04662
Chief William Nicholas	Indian Township Tribal Government	8 Kennebasis Road Indian Township, ME 04668
Christopher Gardner	Eastport Port Authority	220 King Street Edmunds, ME 04628
Christopher Loughlin	Town of Baileyville	P.O. Box 370 Baileyville, ME 04694
Atrica Emerson	Maine Career Center	53 Prescott Drive, Suite 1 Machias, ME 04654
James Thompson	55 Cedar Lane	Calais, ME 04619
John Magera	Moosehorn National Wildlife Refuge	103 Headquarters Road Baring, ME 04694
Judy East	Bureau of Resource Information & Land Use Planning	35 Manning Street Calais, ME 04619
Kara Mitchell	Chamber of Commerce	39 Union Street Calais, ME 04619
Martin Richard	St. Croix Tissue, Inc.	144 Main Street Baileyville, ME 04694
Meg McGarvey	The Commons	2A Pleasant Street Eastport, ME 04631
Mike Ellis	Calais City Manager	P.O. Box 413 Calais, ME 04619
Mary Anne Spearin	Calais School System	34 Blue Devil Drive Calais, ME 04619
Pos Bassett	Pleasant Point Tribal Government	P.O. Box 343 Perry, ME 04667
Renee Gray	Washington County Government	85 Court Street Machias, ME 04654
Ryan Lincoln	Woodland Recreation Department	P.O. Box 370 Baileyville, ME 04694
Sheridan Smith	Border Electric	337 North Street Calais, ME 04619
Steve Lail	Down East/Calais Community Hospital	11 Hospital Drive Machias, ME 04654
Vinton Cassidy	Professor Emeritus	43 Cassidy Lane Calais, ME 04619

DIRECTIONS

Directions to Washington County Community College Calais Campus — from within Calais:

Go to the first traffic light at Route 1, North Street. At the next traffic light, turn right onto Main Street. Drive past the Calais Motor Inn on right, St. Croix Country Club on the left, and Pratt Chevrolet on the right. The WCCC driveway is directly on right past the WCCC sign. Come up the main driveway and take the second driveway on the right. Enter the building with “WCCC” over the entrance.