

Any member of the community at large may file a complaint concerning the KVCC PTA program.

## **PROCEDURE**

1. The complaint, from anyone other than students, shall be registered verbally or in writing with either the PTA Program Director or Allied Health Department Chair.

PTA Program Director  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937  
(207) 453-5000

Allied Health Department Chair  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937  
(207) 453-5000

2. If the complaint involves allegations of discrimination under federal laws such as Title IX and Section 504, the complaint shall be registered verbally or in writing with the Affirmative Action Officer and/ADA Compliance Officer.

Affirmative Action Officer and/ADA Compliance Officer  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937  
(207) 453-5000

3. Ultimately, a complaint must be reduced to writing and signed by the complaining party.
4. Then the Program Director or the Allied Health Department Chair begins investigating any complaint.
5. If the complaint is not resolved, the Academic Dean pursues resolution of the complaint.
6. All formal written complaints will be investigated within (30) days.