

## Policies & Procedures

### Definition of Complaint

Complaints made by students, employees, and the community generally fall into two categories: verbal and written complaints. Verbal complaints are typically handled by faculty, staff, or administration without significant paperwork. For example, a student expresses concern about a grade and after discussion, a resolution is found that is acceptable to the complainant. Verbal complaints are usually resolved quickly to the satisfaction of all parties and do not require further action or documentation.

When an individual files a written complaint, specific internal steps are in place to review and resolve the complaint. Students, employees, and community members are encouraged to submit complaints through the Washington State Community College website by selecting the "Quick Links" dropdown menu and then selecting "Submit Complaints." Students may also access the complaints submission tab on the MyWSCC login page. That tab allows students to submit academic appeals as well as other types of complaints and incident reports. Once the complaint or appeal is filed online, the issue is assigned to an employee or staff member to make sure that the complaint is followed through to resolution. (See the Complaint Resolution Procedure flow chart on page 36.) Data is gathered from the parties involved, and written records of the complaint and steps taken to resolve it are maintained.

The college will keep written documentation of complaints and action taken for complaints of harassment, including sexual harassment, as well as complaints related to disability services even if those complaints are submitted verbally. The college reserves the right to make any verbal complaint a written complaint.

Washington State Community College encourages students, employees, and community members to utilize these processes for any issues/concerns that may occur. An individual may choose to begin with a verbal complaint and then file a written complaint if an acceptable resolution is not reached. An individual may also elect to begin a complaint at the written level without going through the verbal complaint process.

### Complaint Process

Faculty, staff, and administrators at WSCC are dedicated to helping you succeed both personally and academically. If you have a complaint about some aspect of your experience with the College, we want to know about it.

The College provides a "Student Complaint Form" that can be found on the WSCC homepage "Quick Links" dropdown menu.

It is generally best to initiate your complaint by attempting to resolve the issue directly with the individual or office involved. If you are not satisfied with the response you receive at that first level or if you do not feel comfortable having a direct conversation with the individual involved, you may begin the complaint process through the contacts below. Personnel in these departments will advise you on the appropriate steps for submitting your complaint.

- Complaints about a class, instructor, or grade decision: Start with the department chair with responsibility for that class. Any of the academic offices can direct you to the correct department chair. You may need to follow the Academic Appeal process. The academic appeal form is available online at [my.wsc.edu](http://my.wsc.edu)
- Non-Academic Complaints: Student Services Office or the complaint form at [my.wsc.edu](http://my.wsc.edu)
- Appeal of a Decision made under the College Conduct Policy: Vice President of Academic Affairs to arrange for a hearing with the Student Appeals Committee
- Sexual Harassment: Office of Human Resources or the complaint form at [my.wsc.edu](http://my.wsc.edu)
- Disability Services Complaints: Office of Disability Services or Office of Human Resources

Please reference the complaint process flowchart on pg. 36 for more information.

### Academic Appeals Process

Student appeals that are not directly related to academic matters may be submitted under the institutional grievance procedure or the judicial appeals process.

The following academic appeals process shall

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apply for any student who elects to appeal an academic decision or penalty including final course grade, grade penalty, and exclusion from class. Under the State articulation and transfer policy, the academic appeal policy may also be used by a student to appeal the College's judgment on the application of credits transferred from another institution to Washington State Community College degree program.

Personnel who participated in the initial decision will not participate in review stages except to provide information when requested. At all levels of review, the rights and sensitivities of a student will be given consideration; however, equal recognition will be given to the need for individual faculty/staff members to contribute to a student's learning and development using a variety of techniques and approaches.

## 1. Level I

In an effort to resolve the problem, the student must first consult with the faculty or staff member who was responsible for the academic decision or penalty.

## 2. Level II

In the event the instructor or staff member is absent from campus or no longer an employee of the College, or after consultation with the faculty/staff member the issue is not resolved, the student may file the formal appeal of an academic decision or penalty

form with the appropriate academic dean. This form will be supplied by the dean involved in the process. (For this appeal process, the appropriate academic dean is defined as the one who is responsible for the academic programs or courses involved in the appeal.) This appeal must be in writing and filed within ten (10) working days from the last day of final exam period. (For the purposes of this policy, "working days" shall be defined as any days from Monday through Friday that the College is open.) After consultation with the student and the instructor or staff member(s) who participated in the original decision, the dean must give a written answer to the student within ten (10) working days.

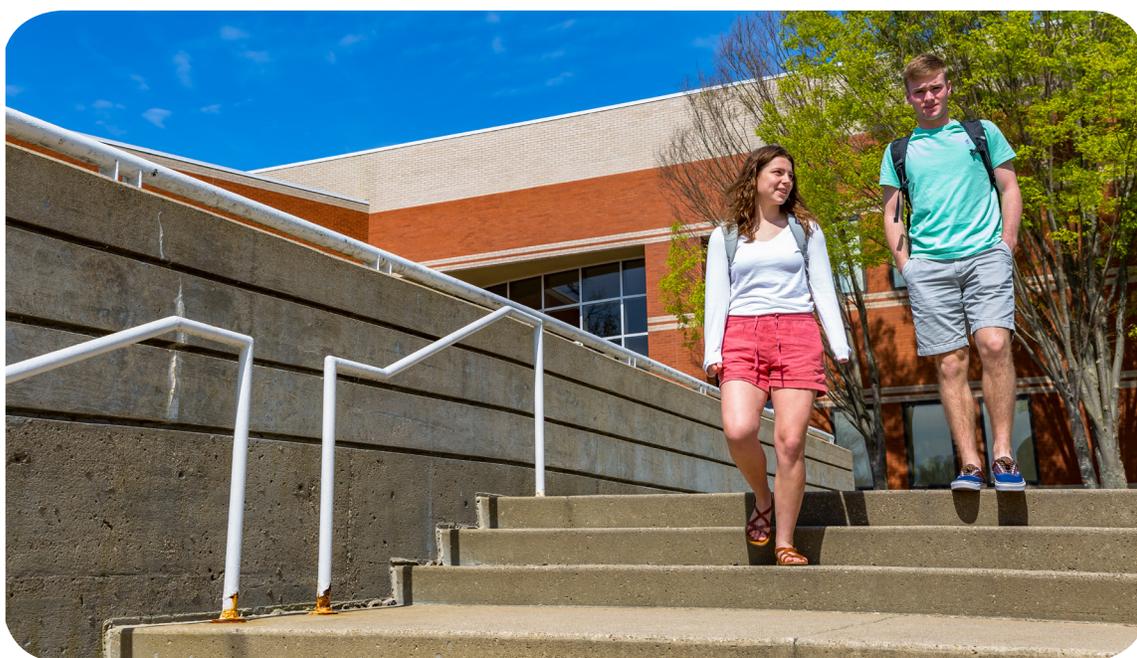
If the appropriate academic dean was a participant in the original decision under appeal, the second level of the appeal process will be administered by a non-participant academic dean.

## 3. Level III

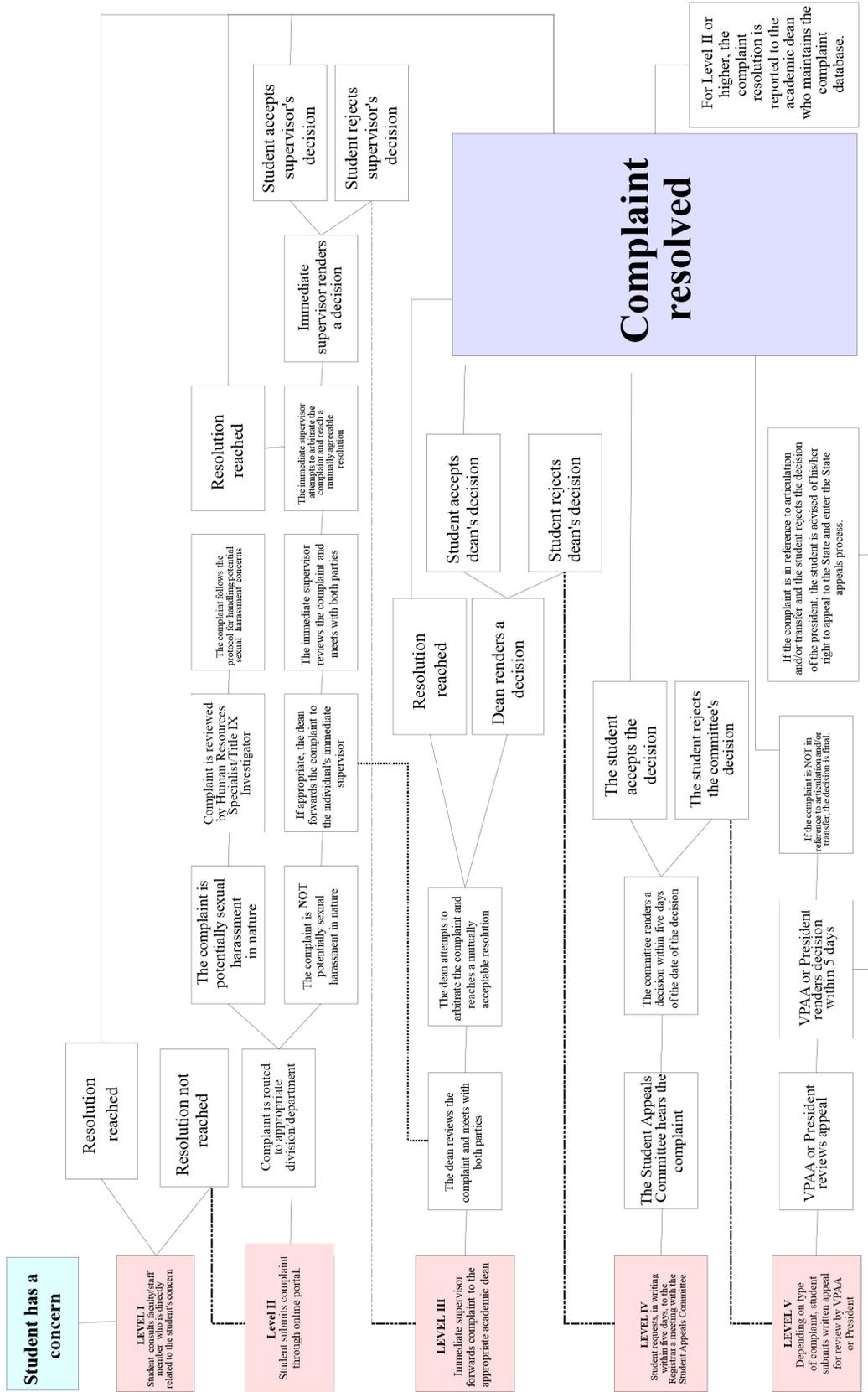
If the appeal is not resolved by the appropriate academic dean to the satisfaction of the student, the student may then request in writing a meeting with the student appeals committee. The request must be submitted to the registrar within five working days of the dean's decision.

The Student Appeals Committee shall hear the appeal submitted by the student. In the appeal, the student may present evidence or information on his

~ Continued on page. 37



## Complaint Resolution Procedure



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or her behalf and may be accompanied by his or her academic advisor or chosen faculty/staff member (or if under age of 18, may be accompanied by a legal guardian.) The advisor or guardian may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless he or she is given specific permission to do so by the committee. The chairperson of the committee must supply a written answer to the student within five working days of the date the decision is rendered. The Student Appeals Committee shall keep a written summary of the proceedings. The written summary and any other materials pertinent to the review shall then be forwarded by the committee to the Vice President for Academic Affairs.

If any member of the student appeals committee was a participant in the original decision under appeal, he/she shall not participate in the deliberations or decision of the committee.

#### 4. Level IV

If the student is not satisfied with the disposition of the appeal by the student appeals committee, he or she may appeal in writing the decision of the committee to the president of the College or his or her designee. This appeal must be filed within five working days after the receipt of written notice of the decision of the committee.

5. The decision of the president of the College or his or her designee must be rendered within five working days and is final. In the case of an articulation and transfer appeal, the student also informed of the right to a State appeal process and the address to which appeals may be sent.

6. The appeal may be withdrawn by the student at any point in these proceedings.

## **Children on Campus**

The College seeks to provide a high quality workplace and learning environment. It is the policy of the College that children not be present in classrooms or work spaces in lieu of other childcare arrangements. Even for short periodic visits, children should not be left unattended or allowed areas where dangerous equipment is operated and/or chemicals are stored or used. This does not prevent children from attending classes or participating in activities specifically scheduled for their benefit.

The Evergreen Child Development Center, operated by Memorial Health System, provides a high quality,

comprehensive early childhood learning environment for children. Students, employees and community members may make application for childcare on a space available basis.

## **Civil Rights Compliance**

The Director of Human Resources serves as the Title IX (gender) coordinator. The Disabilities Coordinator serves as the Section 504 (disability) coordinator for WSCC. The Human Resources Office handles all student grievances with regard to Title IX; and the Office of Disability Services handles all student grievances with regard to Section 504 regulations. Both processes incorporate appropriate due process standards and provide for prompt resolution of complaints filed on the basis of gender and/or disability.

## **Student Code of Conduct Policy**

### **Preamble**

Washington State Community College (WSCC, College, or college) has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, WSCC students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of WSCC, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic, Behavioral, and Safety Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations of violations of students' civil rights, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the College's EEO officer for disposition.

### **Overview of Conduct Expectations**

The student conduct process at WSCC is not intended to punish students. Rather, it exists to protect the interests of the College community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with the expectations of the WSCC community. When a student is unable to conform his/her behavior

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to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in the WSCC community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.

Students continue to be subject to city, state, and federal laws while at WSCC, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, WSCC may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

No student will be found in violation of WSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In WSCC's sole discretion, sanctions will be proportionate to the severity of the violation(s).

## Jurisdiction

The following explains, among other things, when this Student Code of Conduct applies.

1. The Student Code of Conduct at WSCC will apply to conduct that occurs on WSCC premises or WSCC property, at any location of WSCC sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by WSCC. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial interest to WSCC. Including, but not limited to, activities such as college teams traveling to events off campus; Student Senate and recognized clubs/organizations; any student or college sponsored group engaging in an event or activity off campus; off campus internships, community service, and study abroad. A substantial WSCC interest is defined to include:
  - a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
  - b. Any situation where the student presents a danger or threat to the health or safety of him/herself or others.
  - c. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
  - d. Any situation that is detrimental to the educational interests of WSCC.
2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of WSCC are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by WSCC are exempt from this Student Code of Conduct, student members of such organizations may be held accountable for their behavior under this Student Code of Conduct. When considering allegations involving collective responsibility, WSCC may make individual findings with respect to the involvement of each student.
5. WSCC will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
6. WSCC reserves the right to initiate an allegation

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and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

7. Behavior conducted online such as harassment delivered by e-mail can subject students to WSCC conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. WSCC does not seek out this information, but may take action if and when such information is brought to the attention of WSCC officials.
8. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Chief Enrollment and Student Success Officer or designee for final determination.

## Prohibited Behaviors

The following behaviors, conduct, and/or omissions are considered prohibited.

### A. Academic

1. Acts of dishonesty, including but not limited to, the following:
  - (a) Cheating or other forms of academic dishonesty.
  - (b) Furnishing false information to a college official or faculty member.
  - (c) Forgery, alteration, or misuse of any college document, record, or instrument of identification.
  - (d) Tampering with the election of any college recognized student organization. Using open textbooks, notes, electronic devices, or other assistance during an examination, except those that have been authorized by the instructor.
2. Acts of plagiarism, including but not limited to, the following:
  - (a) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.
  - (b) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
  - (c) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
3. Violating course rules as contained in the course syllabus, department policy or procedures as

contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.

### B. Behavioral

1. Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, and workforce training programs. Students must follow the program specific handbook which details expectations in these settings. Examples of inappropriate behavior includes, but is not limited to, the following:
  - (a) Jeopardizing the safety and/or welfare of self and/or others, including clients, patients, customers, and co-workers.
  - (b) Failing to abide by policies and procedures of the training site, including privacy and confidentiality.
  - (c) Sexual or other harassment as defined by the Student Code of Conduct.
  - (d) Behaving unethically.
  - (e) Acting illegally or otherwise violating the law.
2. Knowingly presenting a worthless check or forging a money order in payment to WSCC or to a member of WSCC community acting in an official capacity, or failure to make satisfactory arrangement for the settling of a debit or account with WSCC.
3. Lewd or Obscene Conduct:
  - (a) Public urination.
  - (b) Sexual acts performed in public or on college premises.
  - (c) Taking pictures of another person in a gym, locker room, or rest room without that person's consent.
  - (d) Disrobing or Streaking.
  - (e) Possession or distribution of any obscene materials.
4. Violations of positions of trust or authority within the community.
5. Misuse or unauthorized use of WSCC or organizational names, representations and/or images, or other intellectual property.
6. Taking of and/or damage to property or services of others on WSCC premises, including but not limited to:

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- (a) Knowingly possessing stolen property.
  - (b) Damaging items rented, leased, or placed on college premises at the request of WSCC.
  - (c) Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
  - (d) Taking, attempting to take, or keeping items belonging to the WSCC library or items placed in the WSCC library for display.
7. Abuse, interference, or failure to comply in or with WSCC processes, including violation of any WSCC policy, rule, or regulation published in hard copy or available electronically on the WSCC website.
8. Abuse of the college Student Code of Conduct system, including but not limited to:
- (a) Failure to attend meetings scheduled for Student Code of Conduct administration purposes.
  - (b) Falsification, distortion, or misrepresentation of information.
  - (c) Failure to provide, destroying, or hiding information during an investigation of an alleged policy violation.
  - (d) Attempting to discourage an individual's proper participation in, or use of, the college Student Code of Conduct system.
  - (e) Harassment (verbal or physical) and/or intimidation of a member of a college conduct body prior to, during, and/or after a college conduct proceeding.
  - (f) Failure to comply with the sanction(s) imposed after being found in violation of the Student Code of Conduct.
  - (g) Influencing or attempting to influence another person to commit an abuse of the college Student Code of Conduct system.
9. Damage to or littering on WSCC premises and/or properties owned or leased by WSCC, including, but not limited to:
- (a) Driving motor vehicles on lawn or premises without permission.
  - (b) Failure to maintain an organization's facilities and/or surrounding property.
  - (c) Vandalism - the causing of intentional damage to the property of another or WSCC.
10. Disruption or obstruction of teaching, research, administration, or other WSCC activities or services, including its public service functions on or off campus, or of other authorized non-WSCC activities when the conduct occurs on WSCC premises, including, but not limited to:
- (a) Disruptive classroom behavior.
  - (b) Obstruction of the free flow of pedestrian or vehicular traffic on WSCC premises or at WSCC sponsored or supervised functions.
  - (c) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of WSCC and/or infringes on the rights of other members of WSCC community.
  - (d) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
11. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
12. Inappropriate use of college computing or network resources including misuse of WSCC computing facilities, systems, equipment, network, passwords, accounts or information. Students who connect their personal devices (laptop computers, tablets, smart phones, etc.) to the college network will be held responsible for any violation of this Student Code of Conduct that originates from that device. Examples include but are not limited to:
- (a) Use of computing facilities to send harassing or abusive messages.
  - (b) Use of computing facilities to create, view, disseminate, receive, download or possess pornographic, obscene, copyrighted or other illegal files, documents or images.
  - (c) Use of computing facilities for any commercial use or for personal financial gain.
  - (d) Use of computing facilities to interfere with the work of other community members.
  - (e) Unauthorized access to a file or personal or group account.
  - (f) Use of computing facilities to interfere with normal operation of WSCC computer systems.
  - (g) Anonymous or forged network news articles or E-mail messages.
  - (h) Disk usage over the allotted limit without prior

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- approval.
  - (i) Unauthorized transfer of a file.
  - (j) Use of another individual's identification and password or sharing of your own identification and/or password.
  - (k) Making copies of copyrighted computer software when no written authority to copy the software has been granted.
13. WSCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.
- C. Safety
1. Allegation, arrest, or charge of a violation of federal, state, or local law.
  2. Except as provided in 11.520 of the WSCC policy and procedure manual, the use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), explosives, other weapons (including, but not limited to BB/pellet guns, cross bows, slingshots, and sharp edged instruments, such as hatchets) while on college owned or controlled property, or at college sponsored or supervised activities, except by college and other persons specifically authorized by the college.
  3. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
  4. Unauthorized Entry or Use of WSCC Property, including but not limited to:
    - (a) Unauthorized or attempted unauthorized entry into any building, office, construction site, or other WSCC premises or property.
    - (b) Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes.
  5. Having animals on campus except as may be required for a class, or for use of as a guide or support dog.
  6. Leaving minor children unattended while on campus.
  7. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).
  8. Harassment - verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.
  9. Discriminatory harassment, including speech, actions or conduct, which have the intent or effect of depriving a member of the community of educational or employment access, enjoyment, benefits or opportunities. Merely offensive or annoying behavior may feel like harassment, but to rise to the level of a Student Code of Conduct violation, harassment must cause a deprivation of the civil rights of a member of a protected class. Protected classes include sex, race, color, religion, age, national origin, ancestry, disability, military status, sexual orientation, pregnancy status, or as defined by Ohio or applicable federal law.
  10. Hazing – behavior that endangers the mental, physical, or emotional health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is also a violation of this Student Code of Conduct.
  11. Stalking - repetitive, menacing pursuit, following, harassment or interference with the peace and/or safety of a member of the community, or his/her immediate family.
  12. Sexual Misconduct:
    - (a) Sexual Harassment – Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.
    - (b) Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any body part or object by any person upon any person without effective consent.
    - (c) Non-Consensual Sexual Intercourse – Any

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- sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without effective consent.
- (d) Sexual Exploitation – taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity, engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
13. Intentionally or recklessly causing a fire which causes or could cause damage to WSCC or personal property, or which causes or could cause injury to any member of the community.
14. Failure to follow fire safety procedures:
- (a) Failure to exit a building when the fire alarm sounds.
  - (b) Misusing, damaging or tampering with fire safety equipment.
  - (c) Intentionally or recklessly obstructing a fire exit in any WSCC building.
15. Failure to comply with the directions of WSCC officials, including campus security, acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
16. Use, possession, or distribution of an alcoholic beverage or alcoholic beverages.
17. Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
18. Abuse or misuse of prescriptions or over-the-counter medications.
1. The term “WSCC” or “College” or “college” may be used interchangeably and means Washington State Community College.
  2. The term “student”, for the express purposes of the Student Code of Conduct, includes: all persons taking courses at or through WSCC, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with WSCC, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the college but have not yet been notified of acceptance.
  3. For purposes of this policy, the term “faculty member” means any person hired by WSCC to conduct classroom or teaching activities, or who is otherwise considered by WSCC to be a member of its faculty.
  4. The term “WSCC official” includes any person employed by WSCC, performing assigned administrative, academic or professional responsibilities.
  5. The terms “member of WSCC community” or “WSCC community” or “community” may be used interchangeably and include any person (or persons collectively) who is a student, faculty member, administrator, staff member, and any other person employed by WSCC. A person’s status in a particular situation will be determined by the Chief Enrollment and Student Success Officer or designee.
  6. The term “WSCC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by WSCC including adjacent streets and sidewalks.
  7. The term “WSCC property” includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by WSCC.
  8. The term “student organization” means any number of persons who have complied with the formal requirements for WSCC registration.
  9. The term “hearing board” means the Student Conduct Committee.
  10. The term “conduct officer” or “hearing officer” means a WSCC official authorized on an ongoing or case-by-case basis by the Chief Enrollment and Student Success Officer or designee to make determinations including but not limited

## Revision

The Student Code of Conduct shall be reviewed periodically under the direction of the Vice President of Enrollment and Student Success Officer or designee.

## Definitions

The following definitions apply to this Student Code of Conduct.

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to, the hearing procedures, whether a student's behavior violates the Student Code of Conduct, the conduct's impact upon the WSCC community, recommendations for responsibility by the student, and recommendations for sanctions.

11. The term "will" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The term "policy" means the written regulations of WSCC found in, but not limited to, the student handbook, college catalog, and the enacted college policies and procedures.
14. The term "preponderance of evidence" means information that would lead a reasonable person to conclude that it is more likely than not that a student's behavior occurred and/or violated the Student Code of Conduct.
15. For purposes of this Student Code of Conduct, the term "adviser" refers to the individual who assists a student or student organization with hearing preparation and process. An adviser may be any member of the WSCC community.
16. The term "interim action" means temporary exclusion from WSCC premises and/or WSCC events and/or other sponsored activities imposed by the Chief Enrollment and Student Success Officer or designee.
17. The term "effective consent" as applicable to sexual misconduct means words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.

## Glossary of College Terms

**Accreditation:** an endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications

**Associate's degree:** a two-year degree from a community college

**Audit:** to attend a class without receiving credit for the class

**Bachelor's degree:** a four-year degree from a college, university, or professional school

**Course numbers:** numbers assigned to specific classes

**Credit hour:** credit given for attending one lecture hour of class each week for 15 weeks (semester) equivalent. Most college classes are three credit hours, meaning their total meeting time for a week is three hours.

**Degree plan or audit sheet:** a specific list of required courses and electives to be completed for a degree

**Doctoral degree:** the most advanced degree that can be earned

**Fees:** course-related costs to attend college

**Full time:** twelve or more credit hours per semester/semester for undergraduate students

**GPA:** grade point average; the average of your class grades, generally based on a 4.0 scale

**Grants:** financial assistance that does not require repayment

**Loans:** financial assistance that must be repaid

**Major:** a student's concentrated field of study

**Master's degree:** a graduate degree that usually requires two or more years of study beyond a bachelor's degree

**Non-resident:** any resident who lives out of state or does not meet specific state residency requirements

**Online courses:** classes held on the Internet instead of in a traditional classroom

**Prerequisite:** a course that must be taken prior to enrollment in another course

**Private college/university:** a non-state assisted college or university that relies on private funding, tuition, and fees

**Public college/university:** a state assisted college or university

**Registration:** enrollment in classes

**Rolling admissions:** policy in which a school sends out acceptance letters to students as they are accepted

**Scholarships:** financial assistance based on merit; do not require repayment

**Tuition:** costs for courses, not including certain fees

**Work-study program:** a federal financial aid program that allows students to work on campus

*\*Source: University of North Texas*

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## Discrimination/Harassment Grievance Procedure

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Any person believing that they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the College. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy (hereinafter referred to "Policy Violations"). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

### College Complaints and Reporting

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator ("EO"). The EO staff members are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the EO is:

Title IX Coordinator  
Washington State Community College  
Office of Human Resources  
Main Building Room A101  
Marietta, OH 45750  
740-568-1899

Complaints and reports should be made as soon as possible after an incident. The EO coordinates and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaints or report:

- Leave a private voice message for the EO;

- Send a private e-mail to one of the EO staff;
- Mail a letter to the EO office;
- Visit one of the EO staff (it is best to make an appointment first to ensure availability);
- Report to another trusted College official (e.g., Professor, Coach, Advisor) who will provide information as required under the policy to the EO.

If there is a complaint about the EO or any staff member that is part of the EO Office, or if the EO or EO staff has a complaint, that complaint should be filed with the President of the College. The President will appoint another trained individual to take the place of the EO for purposes of the complaint.

## Student Disability Discrimination Grievance Procedures

Washington State Community College is committed to the ideal that all students should be free from discrimination, whether intentional or unintentional, throughout their educational pursuit at the college. If, at any time, students feel that they have been subject to discriminatory actions or denied entitled rights on the basis of disability (issues related to policies and procedure regarding physical accessibility, academic adjustments, disability harassment, retaliation, exclusion because of disability, or any other discriminatory action), resolution can be sought by filing a written grievance with the Coordinator of Student Disability Services located in the Office of Student Disability Services (OSDS) in the Center for Student Success on the first floor of the Arts and Sciences building. The Coordinator will promptly investigate the situation and determine action within ten (10) working days. Resolution of the issue may be reached at this level.

Grievance issues not resolved with the OSDS, or if the complaint is against the OSDS, students may file a written statement regarding the nature of the complaint to the Director of Human Resources located on the first floor of the main WSCC building in the administrative office area. The Director of Human Resource serves as the Section 504 /ADA coordinator for civil rights compliance at Washington State Community College. Section 504 /ADA regulations incorporate appropriate due process standards (the right to present witness, the right

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to representation). The Human Resource Director will make every effort to provide prompt resolution to complaints filed on the basis of disability. All grievances will be promptly and impartially investigated and evaluated and students will be informed of the findings and resolution decision within thirty (30) working days of receipt. If resolution has not been reached at this level, students may file a grievance with the Office of Civil Rights, or the Ohio Civil Rights Commission.

Student grievances will be confidentially filed and maintained in either the OSDS or the Human Resource Office. The grievance will be discussed only on a need to know basis with the involved parties. The student complainant's name will be kept confidential to the degree possible given the nature of the complaint. Retaliation against a student who files a complaint of discrimination or persons who participate in related proceedings is prohibited by law.

Students may seek resolution at any time during this process by filing a complaint with the U.S. Department of Education, Office of Civil Rights, at 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114

If discrimination has occurred, be assured that Washington State Community College will take the appropriate corrective action for resolution.

## Judicial Appeals Process

The following Judicial Appeal Process shall apply for any student who elects to appeal a decision made under the College Conduct Policy. Personnel who participated in the initial decision will not participate in the decisions of the Judicial Board.

1. Any person who wants to appeal a decision under the College Conduct Policy may do so by requesting in writing a meeting with the Student Appeals Committee. The request must be submitted to the Vice President for Academic Affairs within five working days of the original decision. (For the purposes of this policy, "working days" shall be defined as any days from Monday through Friday that the College is open.)
2. A meeting of the Student Appeals Committee will be scheduled by the chairperson within ten (10) working days of receipt of the student's appeal and notify the student of the time and place of the meeting. In the appeal, the student

may present evidence or information on his or her behalf and may be accompanied by a faculty/staff member of his or her choice. The faculty/staff member may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so by the chairperson. The chairperson of the Student Appeals Committee must supply a written answer to the student within five working days of the date the appeal is heard. The Student Appeals Committee shall keep a written summary of the proceedings. The written summary and any other materials pertinent to the review shall then be forwarded by the chairperson of the Student Appeals Committee to the Vice President for Academic Affairs.

3. If the student is not satisfied with the disposition of the appeal by the Student Appeals Committee, he or she may appeal in writing the decision of the Student Appeals Committee to the president of the College or designee. The appeal must be filed within five working days after the receipt of written notice of the decision of the Student Appeals Committee.
4. The decision of the president of the College or designee must be rendered within five working days and is final.
5. The appeal may be withdrawn by the student at any point in the appeal process.

The Student Appeals Committee shall consider judicial appeals as well as matters of academic concern, including but not limited to, student probation, student dismissal, and academic requirements.

The committee will be composed of two co-chairs, two faculty representatives from each academic division, one representative from Student Services, the Vice President of Enrollment and Student Success and the College Registrar. Two student representatives will be appointed to the committee for judicial appeals. A quorum consists of four committee members, including no fewer than two faculty members. The members of the Student Appeals Committee are appointed by the President.

## Smoking on Campus

Smoking is permitted in parking lots and designated outdoor spaces only. Smoking is not permitted inside campus buildings, on the pedestrian

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bridge or in any building entrance way. Outside designated smoking areas have been provided. The use of any type of other tobacco product on campus is prohibited.

## **Field Trips**

The College recognizes that field trips are necessary and very beneficial in certain courses to enhance the learning situation. All field trips should be tentatively scheduled at the beginning of each semester and prior approval should be obtained from the appropriate academic dean. In all cases, all day faculty must be notified in writing at least five working days in advance of the day of the activity.

Safety should be emphasized at all times during field trips to and from facilities and while touring the facility. Proper instructions should be given to the group prior to departure. A letter of appreciation should be sent to the host organization following the trip. A "release form" releasing WSCC, its agents and employees from all claims and liabilities must be signed by all participants prior to departure.

## **Food on Campus**

Food and beverages are not permitted in any classrooms, laboratories, or hallways throughout the campus, with the exception of water in a capped, clear container. Water is also prohibited in labs and computer areas.

## **Graduation Rate**

Posted January 2014

The Washington State Community College graduation rate for first-time, full-time, degree seeking students is 31 percent.

This information is provided in compliance with the provisions of Title I, Section 103, of Pub. L. 101-542 as amended by Pub. L. 102-26. Washington State Community College is required to publish the graduation rates of a defined group of students. The rate is calculated using students who are attending college for the first time during the fall term, are enrolled full-time, and are enrolled in a degree program. Graduation rate is based on 150 percent of the time of completion for degree programs, which is three years for an associates degree. Graduation rate is the percentage of students in the original fall term, first time/full time degree seeking cohort who graduate within the 150 percent time frame.

The rate reported on this page is based on the percentage of students who were in the original fall 2012 first time/full time degree seeking cohort and graduated by spring term 2015. Graduation rates are required to be published no later than July 1 of each year.

This notice is to be made readily available to each current student and to each prospective student enrolling or entering into any financial obligation with the College.

## **Parking**

Specific areas have been provided for student parking. Student automobiles parked in visitor parking, no parking areas or handicapped areas will be ticketed. Vehicles are prohibited from parking along campus roadways. Vehicles parked in non-designated areas will be removed from campus by towing. Specific details on the recovery of a towed vehicle are posted on information boards or can be obtained from the security office. There is a substantial towing and recovery fee. Students who appropriately display their handicapped parking permit may park in any handicapped parking space on campus. Handicapped parking spaces are available in both the upper and lower parking lots. Student parking, other than handicapped, is permitted only in the upper lot. Parking in the lower lot will result in a fine. Grades and transcripts are not issued to students with unpaid balances, including parking fines. In addition, registration for a subsequent term is not permitted until all fines are paid.

## **Re-Admission to the College**

Dismissed students should consult the Student Services Office for information concerning readmission to the college.

## **Students' Right to Know**

FERPA: The Family Educational Rights and Privacy Act of 1974 (Public Law 98-380)

### **Introduction**

Washington State Community College is committed to maintaining the confidentiality of student records and abides by Public Law 98-380, The Family Educational Rights and Privacy Act of 1974, as amended.

The law insures the confidentiality of student

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records, permits students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of "directory information" without specific permission from the student.

## Definitions

For the purposes of this policy, WSCC has used the following definitions of terms:

**Student** - any person who attends or has attended Washington State Community College.

**Education records** - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by WSCC or an agent of the College which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those personnel providing the treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

## Annual Notification

Student will be notified of their FERPA rights annually in the College's student communication vehicle.

## Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian.

Students should submit to the records custodian or an appropriate College staff person a written request which identifies precisely as possible the record or

records he or she wishes to inspect.

The records custodian or appropriate College staff person will make arrangements as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

## Limitation on Right of Access

Washington State Community College reserves the right to refuse a student to inspect the following records:

1. The financial statements of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend WSCC.
4. Those records which are excluded from the FERPA definition of education records.

## Refusal to Provide Copies

Washington State Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA when the student:

1. Has an unpaid financial obligation to the College.
2. Has an unresolved disciplinary action.
3. Requests an education record that is an exam or set of standardized test questions.

## Locations/Custodians of Education Records

The following is a list of the locations and custodians of records that the College maintains:

- Business Office: VP of Finance
- Records Office: Registrar
- Student Services: VP of Enrollment and Student

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## Success

- Nursing Offices: Director of Practical Nursing and Director of Associate Degree Nursing
- Advisor Records: Deans' Offices, Faculty Offices
- Human Resources Office: Executive Director of Human Resources

## Fees for Copies of Records

The fee for copies will be 25 cents per page.

## Disclosure of Education Records

Washington State Community College will disclose information from a student's education record only with the written consent of the student, except the records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
  - A person elected to the Board of Trustees.
  - A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
  - A student serving on an official committee, such as disciplinary or grievance, or who is assisting another school official in performing his or her tasks.
2. A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

- Maintaining the safety and security of the campus.
3. To officials of another school, upon request, in which a student seeks or intends to enroll.
  4. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  5. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  6. To state and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
  7. To organizations conducting certain studies for or on behalf of the College.
  8. To accrediting organizations to carry out their functions.
  9. To parents of an eligible student who is claimed as a dependent for income tax purposes.
  10. To comply with a judicial order or a lawfully issued subpoena.
  11. To appropriate parties in a health or safety emergency.
  12. To individuals requesting directory information so designated by the College.
  13. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## Record of Requests for Disclosure

Washington State Community College will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.