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Washington State Community College embraces human diversity and is committed to equal employment opportunities, affirmative action, and eliminating discrimination. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited. Equal access to employment opportunities, admission, educational programs, and all other university activities is extended to all persons. We reserve the right to revise, update, or suspend this handbook's content at our sole discretion at any time.

2023-2024 STUDENT HANDBOOK

MISSION

Washington State Community College responds to the education and workforce needs of our community by providing dynamic and affordable degree and certificate programs in an atmosphere that promotes student success.

VISION

Our vision is to inspire individual excellence and success.

WE VALUE

In creating an environment of trust and respect for faculty, staff, and students, the WSCC community strives to live by a set of values to be practiced each day and in each encounter.

Respect - To acknowledge the humanity of all individuals through compassionate action.

Ethics - To demonstrate honesty, integrity, responsibility, and accountability.

Inspiration - To provide an atmosphere that encourages our campus community to develop, grow, and succeed as lifelong learners.

Inclusion - To provide an atmosphere that fosters respect and acknowledges, explores, and embraces the diversity and uniqueness of all regional and global cultures.

Success - To enable all students, faculty, and staff to be successful academically, personally, and professionally.

Excellence - To reach our maximum potential as a community college through continuous improvement, institutional growth, excellence in teaching, and community engagement.

Teamwork - To foster a culture of collaboration within the campus community that supports our mission, our students, our employees, and the surrounding area.

Stewardship - To be responsible stewards of college resources: human, fiscal, natural, physical, and virtual.

SENIOR ADMINISTRATION

Vicky Wood, Ph.D.
President

Sarah Parker, Ed.D.
Vice President of Academic Affairs

Angela Lang, MA
Chief Financial Officer

Gary Barber, M.Ed.
Vice President of Organizational Effectiveness

David Hermann, MA
Vice President of Student Affairs

DEANS

Heather Kincaid, Ph.D.
Dean of Health & Sciences

Kathy Temple-Miller, M.S.
Dean of Student Success

Jona Rinard, Ed.D.
Dean of Transfer & Public Services

Daniel Leffingwell, M.Ed.
Dean of Engineering & Business

BOARD OF TRUSTEES

David E. Vandenberg - *Chair*

Tyler Wilcox - *Vice Chair*

Jodey L. Altier

Bernie Anderson

Randall T. Barengo

Cinda Erickson

LeeAnn Johnson

Susan L. Vessels

New Student Checklist

- ☐ **Schedule an admissions appointment**
- ☐ **Apply for admission**
Apply online at wscc.edu/apply/ or mail a paper application to the Admissions Office.
- ☐ **Send official transcripts (Recommended not required)**
Official high school transcripts showing a graduation date or official GED scores are recommended. Although official high school transcripts are not required for acceptance to WSCC, they are still required for scholarships and selective admission programs. Official college transcripts submitted to the Records Office will be evaluated to determine which credits will transfer to Washington State.
- ☐ **Fill out the FAFSA**
Complete the form at <https://studentaid.gov/>.
- ☐ **Access MyWSCC**
Register with MyWSCC by clicking the "New user" link.
- ☐ **Complete the placement assessment process (if applicable)**
WSCC uses multiple measures of assessment, including recent high school transcripts, assessment tests and ACT/SAT scores.
- ☐ **Meet with your advisor and register for classes**
Work with your advisor to choose the best classes for you.
- ☐ **Pay fees or assure financial aid is complete**
If payment is not made, or financial aid in place, your schedule may be de-activated.
- ☐ **Register & Attend New Student Orientation**
Orientation is a requirement for all incoming degree-seeking students at WSCC. You'll receive your student ID card at orientation. Your success is our top priority!
- ☐ **Buy your books**
All books and supplies are available at the Bookstore.

REGISTRATION

FALL SEMESTER 2023 - 16 WEEK TERM

Fall semester classes begin	August 14	Monday
Last day to register for 16-week courses	August 14	Monday
1st Attendance Reporting due by 8am	August 29	Tuesday
<i>Labor Day - Campus closed</i>	<i>September 4</i>	<i>Monday</i>
Mid-term exams for 16-week courses	October 2-6	Monday - Friday
<i>Fall Break - no classes</i>	October 9-10	Monday - Tuesday
Mid-term grades due for 16-week courses	October 10	Tuesday
2nd Attendance Reporting due by 8am	October 26	Thursday
Spring Advisement/Registration begins	October 30	Monday
<i>Veteran's Day observed - Campus closed</i>	<i>November 10</i>	<i>Friday</i>
Last day to withdraw	November 21	Tuesday
<i>Thanksgiving Break - Campus closed</i>	<i>November 23-24</i>	<i>Thursday - Friday</i>
Final exam period	Nov. 29 - Dec. 5	Wednesday - Tuesday
Fall semester ends	December 5	Tuesday
Final grades due by 8am	December 7	Thursday

FALL SEMESTER - FIRST 8-WEEK TERM

Fall semester First 8-Weeks begin	August 14	Monday
Last day to register	August 14	Monday
Attendance Reporting due by 8 am	August 29	Tuesday
<i>Labor Day - Campus closed</i>	<i>September 4</i>	<i>Monday</i>
Mid-term grades due	September 12	Tuesday
Last day to withdraw	September 22	Friday
First 8-Weeks ends	October 6	Friday
Final grades due by 8am	October 10	Tuesday

FALL SEMESTER - SECOND 8-WEEK TERM

Fall semester Second 8-Weeks begin	October 11	Wednesday
Last day to register	October 11	Wednesday
Attendance Reporting due by 8 am	October 26	Thursday
Mid-term grades due	November 7	Tuesday
<i>Veteran's Day observed - Campus closed</i>	<i>November 10</i>	<i>Friday</i>
Last day to withdraw	November 21	Tuesday
<i>Thanksgiving Break - Campus closed</i>	<i>November 23-24</i>	<i>Thursday - Friday</i>
Second 8-Weeks ends	December 5	Tuesday
Final grades due by 8am	December 7	Thursday

REGISTRATION

SPRING SEMESTER 2024

Spring semester classes begin	January 8	Monday
Last day to register	January 8	Monday
<i>Martin Luther King Day - Campus closed</i>	<i>January 15</i>	<i>Monday</i>
1st Attendance Reporting due by 8 am	January 23	Tuesday
<i>President's Day Observed - Campus closed</i>	<i>February 16</i>	<i>Friday</i>
Mid-term exams	Feb. 26 - Mar. 1	Monday - Friday
Spring Break - no classes	March 4-8	Monday - Friday
Mid-term grades due	March 12	Tuesday
2nd Attendance Reporting due by 8 am	March 26	Tuesday
Summer/Fall Advisement/Registration begins	April 1	Monday
Last day to withdraw	April 19	Friday
Final exam period	April 29-May 3	Monday - Friday
Spring semester ends	May 3	Friday
Final grades due by 8 am	May 7	Tuesday
College Commencement Ceremony	May 11	Saturday

SPRING SEMESTER - FIRST 8-WEEK TERM

Spring semester First 8-Weeks begin	January 8	Monday
Last day to register	January 8	Monday
<i>Martin Luther King Day - Campus closed</i>	<i>January 15</i>	<i>Monday</i>
Attendance Reporting due by 8 am	January 23	Tuesday
Mid-term grades due by 8 am	February 6	Tuesday
<i>President's Day Observed - Campus closed</i>	<i>February 16</i>	<i>Friday</i>
Last day to withdraw	February 19	Monday
First 8-Weeks ends	March 1	Friday
Final grades due by 8 am	March 12	Tuesday

SPRING SEMESTER - SECOND 8-WEEK TERM

Spring semester Second 8-Weeks begin	March 11	Monday
Last day to register	March 11	Monday
Attendance Reporting due by 8 am	March 26	Tuesday
Mid-term grades due by 8 am	April 9	Tuesday
Last day to withdraw	April 19	Friday
Second 8-Weeks ends	May 3	Friday
Final grades due by 8 am	May 7	Tuesday

2023-2024 STUDENT HANDBOOK

Washington State Community College (WSCC) is committed to enriching the lives of students, families and the community through education, workforce development, cultural enrichment, and community service. The campus, located just minutes from downtown Marietta, is known for its attractive architecture and stunning grounds nestled within 155 acres of rolling, wooded hills. The campus offers three academic buildings, a library, and a child development center. In order to accommodate students' schedules and learning styles, classes are taught in a variety of formats: face-to-face, online, blended, day, and evening.

Whether you choose an associate degree program or a certificate, coursework at Washington State Community College can lead directly to employment or transfer to a bachelor's degree program. "We are a student success-centered college focused on preparing you for your future," said WSCC President Dr. Vicky Wood. "We take pride in our low faculty to student ratio and our family of accomplished educators who are passionate about your success."

Students can pursue careers in health sciences in the fields of Nursing, Health Information Management Technology, Medical Laboratory Technology, Radiologic Technology, Respiratory Therapy, Medical Billing & Coding and Massage Therapy.

Those interested in industrial and engineering technologies can choose among Automotive/Diesel Technology, Advanced Manufacturing & Integration Technology, Industrial Technology, Chemical Operator, Process Technician, and Electrical Engineering Technology.

A wide range of business technology programs are available for those who wish to pursue careers in accounting, business management, and cybersecurity. Clinical experiences, internships and co-ops are often an additional component of the well-rounded education students receive at WSCC.

For those who want to serve and protect their

community, WSCC offers several career pathways in public service including Social Service Technology, Criminal Justice Technology, Peace Officer Basic Academy (POBA), and Private Security Academy. The POBA program offers three credentialing options including academy only, 1-year college certificate, and 2-year associate's degree in Criminal Justice.

In addition to these hands-on programs, WSCC also prepares students for transfer through a variety of transfer programs concentrating in areas such as liberal arts and general sciences. Washington State's strong partnerships with four-year colleges in the area enable students to start the transfer discussion early and have a seamless transition. WSCC also prepares students for transfer through early college credit options including College Credit Plus offered at the high school, as well as online or on the Washington State campus. These early college options enable students to earn both high school and college credit as high school students.

WSCC's Workforce Development program was created by working collaboratively with business and industry to build customized training solutions to meet specific workforce needs. Our team is committed to providing high-value, high-quality training programs that facilitate the growth and development of the employees and businesses in our community.

WSCC offers customized apprenticeship programs, funded by a Department of Labor grant through a partnership with the ApprenticeOhio program, which include:

- Up to \$1,750 available for tuition
- Up to \$750 available to cover associated fees and/or supplies
- Employers can choose 1 or more employees to participate in a program

Our campus is alive with exploration, discovery and knowledge. Enroll today and experience how our student-centered learning environment can lead you to academic success.



STATEMENT OF NON-DISCRIMINATION

Washington State Community College embraces human diversity and is committed to equal employment opportunities, affirmative action, and eliminating discrimination. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited. Equal access to employment opportunities, admission, educational programs, and all other university activities is extended to all persons.

APPLY & ADMISSIONS

ADMISSION PROCEDURE

The following steps apply to all students for regular admission to an associate degree program (special programs may have slightly different procedures):

- 1. Complete and submit an application for admission.** The application can be completed online at wscc.edu or may be completed on a printed form available from the Admissions Office and returned to the Admissions Office.

The following classifications best describe the applicant's college plans:

DEGREE SEEKING: a student who is pursuing an degree or certificate on a full- or part-time basis.

UNDECLARED: a student who is attending classes on a full- or part-time basis and who has not decided on a major field of study or who does not intend to seek a degree. Non-degree seeking students do not qualify for financial aid.

FULL-TIME: a student who is enrolled for 12 or more credit hours during a semester.

PART-TIME: a student who is enrolled for 11 or fewer credit hours during a semester.

TRANSIENT: a student who is currently enrolled at another college or university and wishes to earn credits for transfer to that institution.

TRANSFER: a current or previous student at another institution of higher education who wishes to transfer credit to Washington State Community College.

- 2. Submit official transcripts/official GED scores.** Official high school transcripts or an official

GED score report are strongly encouraged for all students. Although official high school transcripts are not required for acceptance to WSCC, they are still required for scholarships and selective admission programs. Official college transcripts will need to be sent to the WSCC Records Office for evaluation.

Upon completion and submission of the application for admission, a formal letter of acceptance will be sent to the student.

Validity of High School Completion Policy

Washington State has a process to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Students must have a valid high school diploma or GED certificate to be eligible for Title IV federal student aid. WSCC will verify the validity of applicant's high school diploma following the outlined procedure described below:

- Students will report on the application for admission to the college, the high school they graduated from. The Admissions Office will verify that the reported high school has an eligible six digit CEEB code from ACT.
- If a student reported a high school that does not have a CEEB code, the Admissions Office will request an official copy of the student's high school transcript for review.
- If the student reported a GED certificate, a copy of the GED certificate will be requested by the Admissions Office.
- The college will research any high school or GED certificate that is suspect to make a determination of its validity. Research may included contacting the state department and federal government to determine validity of school.

- 3. Complete your FAFSA.** The Free Application for Federal Student Aid can be filled out online at <https://studentaid.gov/>. Without this form your financial aid cannot be processed.

- 4. Contact the Center for Student Success to schedule an appointment for on-campus advising and assessment.**

Assessments are administered to aid the student in class selection for communication skills and mathematics. These tests are for advising purposes and are not requirements for admission to the College. Admission to selected programs within the College, however, may be based on assessment scores. In some cases, high school transcripts or ACT/SAT scores can be used as assessments.

Academic placement tests for some other subjects also are administered by faculty. These tests are given to assure that the student begins at a level commensurate with his or her current level of knowledge and skill.

WSCC IS OPEN ENROLLMENT

Washington State Community College is an open enrollment institution. Open enrollment means that general admission to the college is open to all high school graduates, persons who have successfully completed the G.E.D. exam or persons beyond compulsory school age who can benefit from the programs offered by the college.*

Prospective students who wish to visit the college or who have questions about offered programs and services should contact Admissions at 740.568.1900 (admissions@wscc.edu) to schedule an appointment.

**Admission to the college does not ensure admittance to a particular course or program. Some health programs have additional selective admissions policies and entrance criteria which are described separately in the academic catalog. In addition, some students may be requested to enroll in special course to eliminate deficiencies in academic preparation.*

APPLY & ADMISSIONS

WHEN DO I APPLY?

Although the College follows an open admissions policy, which means you can apply to the College at any time throughout the year, certain academic programs are limited in enrollment and have specific deadlines. Therefore, prospective students are encouraged to review all admission requirements and apply early for acceptance.

It is especially important for students who need financial assistance to apply early and complete all financial aid forms.

SPECIAL ADMISSIONS PROGRAMS

In order to be admitted to the college under a special admissions program, if ineligible for the Early Enrollment Program or College Credit Plus program, the student must have attained the age of 16 or older at the time of matriculation to the College.

Recognizing that some individuals may benefit from the college experience without meeting the criteria for general or special admissions, the admissions committee will review requests for exceptions. Anyone who wishes to be considered under this policy should contact the Dean of Student Success.

EARLY COLLEGE ADMISSIONS

The Early College programs at WSCC are designed to allow Ohio and West Virginia students to earn college credit and explore careers before graduating from high school. There are three programs: College Credit Plus (CCP), the Early Enrollment Program (EEP), and Bridge to College.

College Credit Plus

The Ohio Revised Code 3365 governs CCP.

In order to comply with the College Credit Plus (CCP) programs as enacted by the Ohio general assembly, the college will follow these procedures:

- A. The CCP process must be initiated at the high school level. High school counselors are responsible for notifying and advising students and parents of the advantages and disadvantages of participation in the program prior to the student applying for admission to the college. Students must submit written intent to participate to the high school by April 1, prior to their starting term.
- B. All students who wish to participate in this program (1) are encouraged to attend an initial CCP planning session in the spring prior to enrolling at Washington State Community College and (2) are required to attend a CCP orientation session at the start of fall semester. If the student begins participation in summer or spring semesters, orientation will take place at the beginning of those terms. This session will provide an opportunity to learn more about the college and resources available on campus. Parents are encouraged to attend these sessions.
- C. All students will be required to demonstrate college-readiness in the subject areas they intend to study through CCP. Placement assessment will be determined by the CCP academic advisor and will include Accuplacer scores, ACT, assessment may also include high school transcript evaluation. The

VISIT WASHINGTON STATE COMMUNITY COLLEGE

A visit to WSCC is the perfect way to acquaint yourself with what the campus has to offer.

Experience the comfortable atmosphere, the friendly staff and the opportunity for a quality education.

The admissions staff will work with you to schedule a visit to campus. If there are specific programs you'd like to learn more about, tours can be arranged of labs, classrooms and study areas.

You can meet faculty members and have your questions answered on everything from financial aid to student life.

Call the Admissions Office at 740.568.1900 to schedule your visit or learn more at wscc.edu/visit-us

DIRECTIONS TO CAMPUS

A map and detailed directions to the Washington State Community College campus can be found online at:

www.wscc.edu/about/campus-map/

APPLY & ADMISSIONS

results of this placement assessment will be used in advising the students during registration. No student enrolled under CCP will be permitted to take developmental education courses. In addition, all course prerequisites must be met.

- D. All students will be assigned an advisor in the Student OneStop. The advisor will serve as the academic advisor for these students and act as a liaison with both high school and college personnel to assist the student in being a successful participant in this program.
- E. Students enrolled in the program will be subject to the same policies and procedures, including academic standards, as are regular college students.

Early Enrollment Program (EEP)

The Early Enrollment Program at Washington State Community College is designed to assist high school students who are Ohio residents in career exploration, college prerequisite or general education courses by allowing them to complete college classes while still in high school. Students interested in this option should contact the Student OneStop to be advised of application requirements. The following conditions must be observed:

- A. Any student participating in EEP may do so if they are not currently enrolled in any dual enrollment or College Credit Plus. The only exception is for students who have met or exceeded the 30 credit hour limit per year.
- B. Rising sophomore students may enroll in one course per semester, with approval of the Student OneStop Advising Office. Rising junior and senior students may enroll in two courses per semester beginning the summer after sophomore year.
- C. A senior may enroll in one class the summer following high school graduation if the student has completed a minimum of nine (9) Washington State Community College transcribed semester credits. EEP cannot be combined with Federal Pell Grant if the Pell Grant covers the cost of the tuition and fees.
- D. High school students may register for an EEP class no earlier than 10 business days prior to the start of each term. Students paying tuition will be given priority in the event that there are students wait-listed for the class. EEP students will be required to purchase their own books and pay any applicable fees, including lab and security and technology fees. Students may enroll in courses offered during the day, evening or online upon space availability.

- E. Participants must meet Ohio residency requirements.
- F. Students planning to enroll in English or math courses, as well as courses that require completion of an English or Math pre-requisite course, must take a placement test or submit current official ACT scores.
- G. A student may enroll in any course offered at Washington State Community College except courses taught through a third party contract. The list of these ineligible courses is held by the VP of Institutional Advancement

Bridge to College

The Bridge to College Program is an early college option offered exclusively for West Virginia high school students.

- A. Students must be a resident of West Virginia and a sophomore, junior, or senior in high school.
- B. Students must meet the placement standards for the course(s) they want to take.
- C. Sophomores are permitted to take 1 class per semester; juniors and seniors can take up to two courses per semester.
- D. Students are responsible for paying for textbooks/ materials and fees as well as a discounted tuition rate.

ENROLLMENT ALTERNATIVES

Alumni Audit Privileges

In order to encourage life-long learning and staying up-to-date in their field, all tuition and fees, except laboratory fees, will be waived for WSCC graduates who desire to audit any class they have successfully completed while attending in pursuit of a degree. Students paying tuition will be given priority in the event there are too many people registered for a class. Textbooks and all other supplies or materials required for the class shall be purchased by the alumnus. No additional credit or grades for transcript purposes will be accumulated by the graduate while attending classes under this provision.

International Students

Washington State Community College is not authorized to issue student visas and accept international students on a full-time basis. If an international student who is issued a student visa from another college is in good standing and has the permission of the college, he or she may be permitted to enroll at WSCC on a part-time basis.

APPLY & ADMISSIONS

Senior Citizens Fee Waiver

Students (age 60 and over) who are Ohio residents will have tuition waived if they elect to audit credit courses. All other charges, including but not limited to books, lab/course fees, and safety/security fees, will be assessed. Students are responsible for paying these additional charges by the published payment deadline for the semester. If no payment is made, the course registration will be cleared.

Enrollment for senior citizens who wish to audit will be on a space-available basis and opens 10 days prior to the first day of each term. Financial aid is not available for senior citizen waiver registrations as courses are taken for audit only.

Senior citizens who wish to earn credit for their courses will pay tuition and fees and may enroll any time during the registration period. Senior citizens cannot enroll in courses granting academic credit and audit courses during the same term.

Transfer Applicants

Students who wish to transfer credits earned at another institution of higher education to a degree program at WSCC should submit official transcripts for evaluation.

A prospective student must complete an application for admission before their transcript can be evaluated.

Transfer credit is posted to the academic record after the student has matriculated. Grades of at least D quality must be earned in any course to permit acceptance of credit, except as noted under the Ohio Articulation and Transfer Policy. Washington State Community College subscribes to the Ohio Articulation and Transfer Policy as it applies to courses transferred from other Ohio state colleges and universities and certain private colleges which participate in the policy.

Students on academic probation from other colleges or universities will be admitted to WSCC on probation and may be subject to course-load limitations.

Transient Students

Students who are currently enrolled at another college or university and wish to earn credits to transfer to that institution may enroll at WSCC as transient students.

WSCC students who wish to apply credit earned at another college toward a degree at WSCC must obtain approval from their advisors and from the appropriate academic dean prior to registering at another college as a transient student.

TRANSFER PROCEDURE

Transfer of Credit

Students may transfer credit from other colleges to WSCC upon receipt of an official transcript by the College Records Office.

College credit can only be transferred to WSCC from an institution accredited by a recognized regional accrediting commission.

The grade for transfer credit must be a D or better, or equivalent except as noted under the Ohio Articulation and Transfer Policy.

In order to be applied toward graduation requirements, the credit transferred to WSCC must be applicable to the program of study being taken at WSCC.

WSCC subscribes to the Ohio Articulation and Transfer Policy as it applies to courses transferred from other Ohio state colleges and universities and certain private colleges which participate in the policy. In general, courses will be transferred into the College regardless of how long ago they were taken. However, in some subject areas which have undergone rapid technological changes in recent years, the faculty reserves the right to require students to pass a proficiency examination or to repeat the course. Students should work closely with their faculty advisors on matters of course transfer.

- Students eligible for Veterans Educational Benefits cannot receive benefits for any course for which they previously received credit.
- The content of courses transferred must be equivalent to the current WSCC course content.
- Credit for a course which is applicable to graduation will not be granted in an amount in excess of the current course credit offered by WSCC.

Transfer Credit from Another Institution

To begin the process of transferring credit from other institutions, you must first complete an application for admission to WSCC. There is no charge to apply, and you can complete an application for admission in person or online at wscc.edu/apply.

A. Contact each college and/or university that you

APPLY & ADMISSIONS

attended to request an official transcript. An official copy must be sent directly from the sending institution. ATC transcripts from Ohio colleges/universities are also acceptable. Request the official transcript be mailed to:

Records Office
Washington State Community College
710 Colegate Dr.
Marietta, OH 45750

- B. Courses are evaluated on a course by course basis based on the catalog description from the term the course(s) were taken.
- C. Transfer credit will be accepted for successfully completed college-level courses from institutions of higher education which are accredited by the Higher Learning Commission, or other regional accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA).
- D. Please allow 4-6 weeks for the transfer process to be completed. You will receive an email informing you of the courses transferred.

Foreign Transcripts

Foreign transcripts will be reviewed and considered for transfer of credit under the following conditions:

- A. An official transcript from the sending institution in the native language must be received and bear the seal of the registrar.
- B. The student is responsible for any and all fees involved in translating and documenting the foreign transcript and for the subsequent evaluation of WSCC credit.
- C. Transcribing and evaluation of the transcript may take up to 4-6 weeks. Students should be aware of deadlines for entrance into specific programs at WSCC. Students possessing foreign transcripts may wish to explore other alternatives for receiving credit, such as: CLEP (College Level Examination Program); AP (Advanced Placement); or proficiency testing.

CREDIT ALTERNATIVES

College Level Examination Program

Washington State Community College participates in the nationally recognized College Level Examination Program (CLEP), offered by the College Entrance Examination Board, a testing program which permits students to earn college credits by demonstrating

knowledge equal to a particular college-level course. For specific alignments and scores visit www.ohiohighered.org/transfer/clep.

Proficiency Testing

The faculty of the College offer proficiency credit by examination for some courses. Through testing, students may demonstrate proficiency in a course and receive appropriate credit. Specific information about proficiency credit can be obtained through the academic divisions of the College.

There are a number of procedures that should be followed when seeking proficiency credit.

- 1. The student must show evidence of successful completion of all prerequisites to the course for which the proficiency examination is being requested.
- 2. Proficiency examinations are conducted during the first five days of any academic term. An "Application for Proficiency," the proficiency fee according to the schedule of fees, and the examination must be completed and results submitted to the records office by the end of the fifth day in the academic term.
- 3. A proficiency examination can be administered only by departmental faculty specifically responsible for the course subject area requested for proficiency.
- 4. Failed proficiency exams may not be repeated.
- 5. A student may not request a proficiency examination for any course in which they have received an F or from which he or she has withdrawn.
- 6. A student who has taken a lower numbered course in a sequential series of courses will not be permitted to take a proficiency examination in a higher numbered course in that same series of courses.
- 7. A student who has received credit for a higher numbered course in a sequential series of courses will not be permitted to take a proficiency examination in a lower numbered course in that same series.

To apply for proficiency examination, the following procedures need to be followed.

- 1. Request proficiency examination from the academic department.

APPLY & ADMISSIONS

2. Obtain the Application for Proficiency form from the Records Office, fill out the form, and pay all fees.
3. Present the completed form to the academic department and arrange for a testing date. A score of 85 percent or more is required for successful proficiency.

Successful proficiency will result in transcript credit for the course, and the course will apply toward degree requirements. The Records Office will notify the student of the results. Students earning proficiency credit should be aware that credits earned by means of proficiency are seldom transferable to any other institution.

Assessment of Credit for Life/Work Experience

Students can receive credit for prior relevant college-level learning acquired either through formal schooling or some types of occupational experience. Each student works with an advisor to define his or her program of study, giving careful consideration to high school background, test results, interests, talents, attitudes, and goals.

Credit may be granted for satisfactory performance on examinations; and appropriate work experience. The student contacts the Center for Student Success office, then meets with an advisor to determine if the life experience evaluation is appropriate to his or her educational program.

The student must submit a portfolio which consists of all documentation he or she considers relevant.

Required are:

1. A cover letter stating the number of credits requested, the areas in which the credit is being requested, and names, titles, addresses and phone numbers of persons to be consulted regarding each experience;
2. A detailed description of each experience for which credit is requested;
3. A letter from on-site supervisors or employers confirming the nature, duration and quality of the work; and
4. Students may need to be interviewed for more information.

As documentation, the applicant may be asked to:

1. Complete written and/or performance tests; up to 40 credit hours may be from outside sources such

as National Auto Mechanics Tests, which can be utilized to demonstrate an appropriate level of ability or knowledge.

2. Complete in-house tests such as placement and/or proficiency examinations prepared by faculty members at WSCC.

In summary, the primary assessment techniques for life experience credit are documents, reports and testimony from external sources along with faculty evaluation at WSCC.

The committee will decide how many credits will be awarded and in what particular areas the credit will be granted. The student will be notified of the committee's decision as soon as possible; however, the credit is not actually awarded until the student has successfully completed a minimum of 12 semester hours at WSCC.

The cost to the student includes any tests from outside sources and review of the portfolio material by the appropriate faculty and dean.

The transfer of Life Experience Credit to another college is determined by the receiving institution. Each college has a policy which determines the transfer of credits.

Ohio Resident Status

Ohio student residency for state subsidy and tuition surcharge purposes is defined as follows:

A. Intent and authority

1. It is the intent of the Ohio Department of Higher Education in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state supported education.
2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Department of Higher Education by section 3333.31 of the Revised Code.

B. Definitions

For purposes of this rule:

1. A "resident of Ohio for all other legal purposes" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state welfare benefits, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not,

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within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient.
3. An "institution of higher education" as used in this rule shall mean any university, community college, technical institute or college, general and technical college, medical college or private medical or dental college which receives a direct subsidy from the state of Ohio.
4. For the purpose of determining residency for tuition surcharge purposes at Ohio's state assisted colleges and universities, "domicile" is a person's permanent place of abode; there must exist a demonstrated intent to live permanently in Ohio, and a legal ability under federal and state law to reside permanently in the state. For the purpose of this policy, only one domicile may be maintained at a given time.
5. "Dependent" shall mean a student who was claimed by at least one parent or guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year.
6. "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.
7. "Community Service Position" shall mean a position volunteering or working for:
 - VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or
 - An elected or appointed public official for a period of time not exceeding 24 consecutive months.

C. Residency for subsidy and tuition surcharge purposes.

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A dependent student, at least one of whose parents or legal guardian has been a resident of the state

of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:
 - A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.
 - A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement of residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at the residence.

D. Additional criteria which may be considered in determining residency for the purpose may include but are not limited to the following:

1. Criteria evidencing residency:
 - If a person is subject to tax liability under section 5747.02 of the Revised Code;
 - If a person qualifies to vote in Ohio;
 - If a person is eligible to receive state welfare benefits;

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- If a person has an Ohio's driver's license and/or motor vehicle registration.
2. Criteria evidencing lack of residency
 - If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of the welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of the state or nation);
 - If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits (see paragraph D2a of this rule).
 3. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

E. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
6. A person who was considered a resident under this rule at the time the person started a community service position and defined under this rule, and his or her spouse and dependents, shall be considered a resident of Ohio while in service and upon completion of service in the community service position.
7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and re-establishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, will be considered residents of Ohio while the person is in Ohio National Guard service.
9. A person who returns to the state of Ohio and was a graduate of an Ohio high school shall be considered a resident of Ohio for these purposes.

F. Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph C1 of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian revokes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph C1 or C2 of this rule.

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3. For students who qualify for residency status under paragraph C3 of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by person or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, documentation regarding the sources of a student's actual financial support.
5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
6. Any institution of higher education charged with reporting student enrollment to the Ohio Learning Commission for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

REGISTRATION A - Z

Auditing Classes

The Audit (R) mark is recorded on the permanent record for course-work which, at the student's own option, he or she takes without credit. Courses taken on this basis are not included in the computation of the cumulative point average and are not applicable to graduation requirements.

Cancelled Courses

All courses are subject to a minimum enrollment. The

College reserves the right to cancel classes which do not have the minimum number of enrolled students.

Change of Address

It is the responsibility of the student to keep his or her current address and phone number on file in the Records Office. This information is required for mailing correspondence and other official documents. Address changes may be made online using Student Planning, or by completing the change of name/address form from the Records Office. If you are changing state residency, further documentation will be required.

Change of Major

All students requesting a major change must complete a change of major form from the Records Office.

Change of Name

All students requesting a name change must complete a change of name/address form. The Records Office will not process name changes received via registration, drop/add forms, etc.

HOW TO REGISTER

IN PERSON: You may register in person in the Student OneStop on campus with the Records Office.

Complete a registration form and give it to an assistant at the service window. You can pay your fees at the the same service window with the Business Office, immediately after registering.

First-time students must register at the College campus. Returning students can register in person on campus or on the Web through MyWSCC/ Student Planning.

- MyWSCC/Student Planning: Each student is issued an ID and password to be used in accessing the MyWSCC web portal.
- Go to the MyWSCC page: my.wsc.edu
- Sign-in to MyWSCC and click the Student Planning link on the left-hand menu.
- Choose "Register" and follow instructions.

You also can pay your fees over Student Planning by selecting "Make a Payment".

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In addition to the change of name form, students must supply a copy of the legal document verifying the change (i.e., marriage certificate, divorce decree, etc.), which will be attached to the change of name form and filed in the student's file.

Change of Schedule

Students wishing to change their schedules after classes begin are permitted to do so via the Records Office or Student Planning. Please refer to each term's individual deadline and fee/refund schedule.

Class Standing

First-year Student: A student with 29 or fewer credit hours (including credits transferred from other colleges & universities)

Second-year Student: A student with 30-59 credit hours (including credits transferred from other colleges & universities)

Third-year Student: A student with 60-89 credit hours (including credits transferred from other colleges & universities)

Fourth-year Student: A student with 90 or more credit hours (including credits transferred from other colleges & universities)

Continuing Education Units (CEUs)

In addition to credit and non-credit courses, there are courses of occupational nature which qualify students for Continuing Education Units. The purpose of the CEU is to give the student a permanent, quantified record of courses taken to upgrade occupational knowledge and skills. One CEU is awarded for each 10 hours of directed study. This nationally-accepted system for documenting instruction has resulted from response to policies adopted by a number of professions requiring regular continuing education.

WSCC offers or is prepared to develop programs that meet CEU requirements where appropriate.

Course and Credit Hour Limitations

The course load of a student may not exceed 21 semester hours of course work in a regular semester unless the student's prescribed curriculum requires more than 21 semester hours and the student's cumulative grade point average for previous high school or college work, whichever is appropriate, is a B (3.00) or higher.

No student is permitted to carry more than 21 hours in any semester without written permission of the

appropriate academic dean.

E-Learning (EL)

An option to traditional on-campus courses, e-learning uses a variety of technologies. One of the most common forms of e-learning uses the Internet for online classes. Because these classes require few or no campus meetings and the "classroom" is open whenever and wherever there is a computer, they provide a great deal of scheduling flexibility to students. Students interact with the instructor and other students in the class through internet communication. The same registration rules apply to EL courses as to other courses.

Non-Credit Courses

The College offers a variety of non-credit courses, workshops and seminars designed to meet the informational, recreational or vocational needs of area residents. The non-credit approach to learning makes it possible for students to continue to learn in an informal, non-competitive environment where an interest in learning is the primary consideration. Admission requirements or entrance examinations are not required for enrollment in the informal non-credit courses offered by the college. Students enrolled in non-credit courses are awarded an S for "satisfactory" completion or a U for "unsatisfactory" completion of the course. A certificate of achievement may be issued by the appropriate academic division.

Refunds will be given for non-credit classes if the student cancels registration at least three days prior to the first meeting of a class. Refunds will not be given for non-credit classes after the class begins.

Prerequisites

Each student is responsible for the completion of prerequisites for specific courses. Enrollment in a course will not be permitted unless the prerequisites have been met successfully. In some circumstances waivers can be signed to make up for prerequisite classes.

Transcript Information

Students who wish to have a transcript of their work at WSCC sent to another institution or to a prospective employer must submit a request to the Records Office, or order the transcript(s) via Student Planning or at **wsc.edu/about/offices/records/**. There is a \$9 fee per transcript.

Students should allow three working days for processing an official transcript.

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Workload: Academics and a Job

Students who are working in addition to their academic pursuits should balance their working hours with their academic work load. Beginning students should not register for more than 15 credit hours if their previous academic record indicates unpreparedness. Those who work more than 20 hours per week should reduce their class load in accordance with their work load.

Withdrawing from a Course

A student may withdraw from a course or withdraw from the College during the first week of any semester by completing the drop/add form which may be obtained from the Records Office or changes may be made online using Student Planning.

A grade of "W" is entered on the student's transcript after the first week of classes.

The deadline for withdrawing from a course with the grade of "W" will be announced by the Records Office each semester.

The procedure to withdraw from a course after the first week is:

1. Obtain a drop/add form from the Records Office and complete it.
2. Complete withdrawal process online using MyWSCC/Student Planning.

Withdrawing from the College

Any student who wishes to withdraw from the College should follow the same procedure as outlined for withdrawing from a course. In case of emergency, the withdrawal will be executed in absentia upon receipt of written notification to the Records Office.

PAYMENT DUE DATES & DEACTIVATION

Applicable fees are to be paid each semester at the Business Office by the dates designated in the course schedule. Failure to pay fees by the due date will result in having the student's course schedule deactivated unless financial aid or payment arrangements have been made to cover the costs. Deactivation of a schedule can result in loss of a seat in the class.

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, Washington State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional

facilities, or the requirement that recipients of Chapter 31 or Chapter 33 of the G.I. Bill® borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Refund of Tuition and Fees

Students who wish to withdraw from a course must complete the academic withdrawal procedure to qualify for a refund.

The following regulations apply to refunds:

1. Full refunds will be given to students who enroll in classes that are canceled by the College. Refund of fees will be automatic. Students are not required to complete the academic withdrawal procedure for canceled courses.
2. Refunds are given based on the date that the records office receives the withdrawal form.
 - During the first (1st) through the fourteenth (14th) calendar days of a 16 week term and the first 7 days of an 8 week term - 100 percent.
3. Students withdrawing after the fifteenth calendar day of any term may complete a Request for Exception to Refund Policy form to seek a refund. Refund exceptions are made for: (1) incapacitating personal injury or illness; (2) death of an immediate family member (mother, father, sister, brother, child, spouse); (3) error made by Washington State Community College; or (4) natural disasters (fire, flood, etc.).
4. Specific federal and/or state requirements take precedence over the above refund procedures when applicable. Detailed information about federal refund policies is outlined in the College's Student Financial Aid Consumer Guide, or is available from the Financial Aid Office.

Fee Descriptions

DIPLOMA COVER FEE is charged when a student requests a new diploma cover.

DIPLOMA REPRINT FEE is charged when a student requests a reprint of their diploma.

LABORATORY/COURSE FEES are required by certain courses to cover the cost of consumable materials and equipment maintenance. These are payable at the time of registration.

PAYMENT AND FEES

PAYMENT PLAN FEE is charged when a student sets up a payment plan and is payable at the time the payment plan is set up.

LATE PAYMENT FEE is charged for late payments made to a student's account.

CAMPUS ACCESS AND SAFETY FEE is charged based on the number of credit hours the student has registered for and is payable at the time of registration.

PRACTICUM/CLINICAL FEES are charged for each clinical course or practicum taken and is payable at the time of registration.

PROFICIENCY EXAMINATION FEE is charged for each examination taken.

RETURNED CHECK FEE is charged if a student writes a check that is returned by the bank.

STUDENT ID REPLACEMENT FEE is charged when a student requests a replacement ID. The first one is issued at no charge.

TRANSCRIPT FEE is charged to issue an official copy of transcript. Requests should be made with payment to the records office. Unofficial copies may be obtained free online through Student Planning.

How to Pay Fees

You can pay fees in person, via Student Planning or by mail. You can check on how much you owe in fees by logging into Student Planning or by stopping by Student OneStop during regular business hours.

IN PERSON: Pay at the Student OneStop service window in the Student OneStop Building. Cash, check and major credit cards (Visa, Mastercard, American Express, and Discover) are accepted. Regular office hours are 8 a.m. to 6 p.m. Monday through Thursdays and 8 am. to 5 p.m. on Fridays, except during summer when the office closes at noon on Fridays.

Student Planning: Each student is issued an ID and password to be used in accessing Student Planning. Go to the college website, wscc.edu, and click on MyWSCC.

- Log in to the MyWSCC portal.
- Click on Students, found on the right side of page.
- Choose "Make A Payment" and follow instructions

For assistance, contact the business office at 740.568.1905

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The cost of attending WSCC, or any other college, involves more than just the cost of tuition—fees, books, room, board, personal expenses and transportation are included in a total college budget. Even though most WSCC students are commuters living at home and driving back and forth to classes, these other expenses continue throughout your college career.

Financial aid packages are made on the basis of an established budget that takes these expenses into consideration. Depending on student eligibility, a student may be packaged with aid up to the student budget amount. Student budgets are based upon the dependency and residency status of the applicant. You can obtain a copy of the current cost of attendance budget from the Office of Financial Aid or on our website wscc.edu/current/financial-aid/

There are several programs providing financial aid for students. The types and amounts of aid assigned will, for the most part, depend upon the extent of the family's and/or the student's resources. The Free Application for Federal Student Aid (FAFSA) helps determine financial need. Based on need and availability of funds, students are awarded aid.

Students are encouraged to apply for financial aid as early as possible after October 1 of each year. In compliance with public law 93-380 as amended (Family Educational and Privacy Act of 1974), all information received in connection with application for financial aid is held in the strictest confidence.

Students and parents needing assistance in the financial aid process should call the Financial Aid Office at 740.568.1908.

Steps for Financial Aid

Step #1: Complete the FAFSA

In applying for any type of financial aid for college, the first step is to complete the FAFSA (Free Application for Federal Student Aid).

The FAFSA form must be completed online, by going to studentaid.gov/fafsa. When you file your FAFSA, designate Washington State Community College by using our school code to receive your information. The school code for Washington State Community College is "010453." There is no fee for submitting this form.

Step #2: Apply to the College

By February, every applicant to the college who has

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completed the FAFSA and is eligible for financial aid will receive a financial aid package from WSCC. During all other times of the year, financial aid packages are made as soon as the appropriate forms are received and processed by the Financial Aid Office.

All students are encouraged to apply for institutional scholarships and Foundation scholarships. For scholarship information, please visit wscc.edu/current/financial-aid/scholarships/.

Step #3: Accept your Financial Aid Packages

If you receive a financial aid package, it may consist of more than one resource. Resources include federal and institutional aid. Some aid may be in the form of grants or scholarships (which do not have to be repaid) and some may be available as student loans that must be repaid upon leaving school. The Office of Financial Aid can help you if you have questions about any of the types of aid available.

If you are awarded a Pell Grant, it will automatically be applied to your account. For student loans, a student must log into Student Planning and click on Financial Aid to view and accept loans. In addition to accepting, first time loan borrowers at WSCC must go to studentloans.gov and complete the Master Promissory Note and Entrance Counseling. All three steps must be completed before a student's loans can be accepted.

Step #4 Complete Required Forms for Specific Aid Resources

To be awarded some forms of aid, you may be required to complete additional forms, provide requested documentation, or meet additional criteria. Roughly one-third of all students are selected by the Department of Education for verification. The Office of Financial Aid will notify students by mail and email if selected for verification. Scholarships often have requirements besides financial need; for example, you may be required to be entering a specific program of study or carry a minimum amount of credit hours. Again, if you have questions, the Financial Aid Office is here to help you.

Step #5 Application and Disbursement of Aid

Once a student has registered, the cost of the student's tuition and fees will be placed on the student's account. As long as the student has accepted enough aid to cover the balance, no payment will be needed. If the student does not have enough aid, he or she will need to make a payment by the payment deadline

each semester. The actual aid the student has been awarded is not applied to the student's account until the disbursement date. The disbursement date is the day Washington State applies scholarships and requests federal aid from the Department of Education. Please visit wscc.edu/current/financial-aid/important-dates/ to see the exact disbursement dates for each term. Washington State splits loan disbursements into two payments each term (excluding summer) based on the published disbursement schedule. Pell grants are disbursed once on the first disbursement date. If a disbursement of aid leaves a student with a credit balance on his or her account, a refund will be issued within 14 days.

Financial Aid Sources

There are many forms of financial aid available for students at WSCC, such as:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant
- Scholarships
- Federal work study programs
- Student loans
- Other outside programs

Details on all these sources along with FAQ's can be found on the WSCC financial aid Web site at: wscc.edu/current/financial-aid/

Satisfactory Academic Progress Standards

Federal regulations require that Washington State Community College establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. These standards are designed to ensure that students are making progress toward completion of their program of study. The Washington State Community College policy applies to the following financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work Study Program
- Federal Stafford Loan Program (subsidized and unsubsidized)
- Federal Parent PLUS Loan Program
- Ohio College Opportunity Grant (OCOG)

The review of the student's Satisfactory Academic Progress is based on the entire academic record,

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including course work taken under the College Credit Plus (CCP), Dual Enrollment, Post Secondary Enrollment Option (PSEO), the Early Enrollment Program (EEP), all transfer credits and developmental coursework. The federal government requires institutions to monitor the academic progress of non-recipients, also. Be aware that your academic progress during any term in which you do not receive financial aid will be a factor in determining your eligibility for aid in subsequent terms. Students applying for financial aid must be making satisfactory academic progress as outlined in this policy prior to the initial awarding or certification of financial aid. In addition, all transfer credit hours being accepted by Washington State Community College are included in this evaluation for the purposes of calculating the maximum time frame and completion rates. Students who have attended other institutions of higher education must submit official copies of their transcripts to the Washington State Community College Records Office for evaluation. Official copies are required to review transcripts; unofficial copies will not be accepted. Satisfactory Academic Progress will be monitored after each term once grades are posted. Being eligible to enroll in classes does not mean the student is maintaining Satisfactory Academic Progress for financial aid.

Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

- Cumulative grade point average
- Completion of attempted credit hours
- Maximum time frame (MTF) for completion of degree or certificate

It is the responsibility of the student to understand and adhere to these standards to receive and continue receiving federal student aid at Washington State Community College.

1. Cumulative Grade Point Average Requirement

Cumulative grade point average is based on the total completed credit hours at Washington State Community College at the time of evaluation. In order to be considered to have maintained Satisfactory Academic Progress, a student must meet the minimum cumulative GPA requirement of 2.0 GPA .

2. Completion of Attempted Credit Hours

Students must complete a minimum of 67% of their attempted credit hours. The completion ratio will be monitored by dividing the total number of credit hours successfully completed by the total number of credit hours attempted. Hours attempted include hours for

which there are grades of A, B, C, D, F, S, I, K, L, T, N, W, U, NG or “forgiven” hours. This review is based on the entire enrollment history of the student at Washington State Community College and transfer credits from other institutions. If the student has passed at least 67% of the cumulative attempted credit hours, progress is satisfactory. If the student has passed less than 67% of the cumulative attempted credit hours, progress is unsatisfactory. Completion rates will not be rounded (i.e.: 66.6% does not meet the 67% completion ratio).

Successful completion of course work is defined as a letter grade/notation of A, B, C, D, K, L, T, N, S and are considered satisfactory completion of a course for financial aid purposes. Unsuccessful completion of course work is defined as a letter grade /notation of F, I, P, W, U, NG and are NOT considered satisfactory completion of a course for financial aid purposes. Courses that receive a WE for an excused withdrawal will not be included in the numerator or denominator for completion rate calculations.

It is the student’s responsibility to notify the Office of Financial Aid when an Incomplete Course (I, NG, or P) has been completed successfully for reevaluation purposes.

3. Maximum Time Frame (MTF) Measurement Requirements

Students must complete their academic program within 150% of the published length, expressed as credit hours, needed to graduate. All classes attempted at Washington State Community College and transferred in from another institution are included in the MTF calculation, as well as military credits, proficiency credits, and credits “forgiven” by the Fresh Start Program. NOTE: Classes taken that are not on the published audit sheet of your academic major will be counted in SAP. It is very important that the student follow the program audit sheet. Taking additional classes not on the official program audit sheet will cause you to reach MTF faster and is unlikely to be appealable. If your SAP review makes it clear that you cannot mathematically finish your program

IMPORTANT REMINDER!

You are encouraged to apply for financial aid as early as possible after October 1 of each year. Campus-based aid is subject to the availability of funds and other aid programs, such as SEOG, have priority consideration deadlines for application. Students and parents needing assistance in the financial aid process should call the Financial Aid Office at 740.568.1908.

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within your MTF, you will become ineligible for federal financial aid at the time of that review.

Financial Aid Cancellation

A student who has failed to meet one or both of the standards for GPA and completion will be placed on financial aid warning. The student will be required to meet with an academic advisor. Students who exceed MTF will have their aid eligibility terminated. A written notice will be e-mailed to the student detailing the cancellation status and explaining the steps necessary to have financial aid reinstated or to appeal the decision.

Reinstatement of Eligibility

Once a student has been placed on financial aid warning or terminated status, the student can re-establish eligibility in one of two ways:

1. For warning period, students will have one semester to correct their GPA and/or completion deficiency.
2. Students that have a documentable extenuating circumstance (i.e. illness/injury of student, death of a close relative) may appeal their financial aid cancellation status. If the appeal is approved, a student will be placed on probation status until meeting all minimum SAP standards. An individual academic plan will be developed for the student and will be monitored each term to determine continued eligibility until the student meets the required SAP standards. Failure to follow the academic plan will result in cancellation status until the student meets all SAP requirements. During probation status, a student must successfully complete all course work attempted. Grades of D, W, or F while on probation will result in the termination of aid. Failure to successfully complete all course work attempted while on probation status will result in cancellation of all federal financial aid.

Appeals Process

- STEP ONE: Complete the Satisfactory Academic Progress Appeal form and submit it to the Office of Financial Aid along with documentation of the reasons for failing to comply with the SAP standards. The completed paperwork must be received by the deadline listed on the appeal form for the term in which the student wants the aid reinstated. Forms received after the deadline will not be processed until the following term.
- STEP TWO: The Satisfactory Academic Progress Committee will review your appeal and render a decision.

www.wscs.edu

- STEP THREE: The written decision of the Committee will be sent by the Office of Financial Aid to the student by e-mail within ten business days of the committee meeting. The decision of the Satisfactory Academic Progress Appeals Committee is FINAL.

The deadline to file an appeal is the third Friday of the semester in which the student wants to have aid reinstated. The committee will meet and review all completed appeal packets on Fridays.

Summer 2023	June 16, 2023
Fall Semester 2023	Sept. 1, 2023
Spring Semester 2024	Jan. 26, 2024

Students starting in 2nd 8-weeks will have the deadline of 3rd Friday of that 8-week session. As of December 7, 2020, WSCC will no longer limit the number of SAP appeals a student may submit or have approved. The SAP committee will read all appeals and use professional judgement on approving or denying appeals.

Additional Institutional SAP Policies:

- Program Changes: If a student changes their program during their enrollment at WSCC, the Office of Financial Aid will calculate the MTF according to the new major. Any courses previously taken at WSCC or transferred into WSCC will be included in the new calculation of MTF. Per Federal Regulation, a student cannot change their major to avoid the maximum time frame standard once the MTF has been reached. All credits attempted at WSCC and those transferred in from another institution must be included in the total number of credits attempted at WSCC when determining the denominator portion of the credit hour completion ratio. The cumulative GPA will include all course taken at WSCC - no exclusions.
- All developmental course work is counted towards SAP.
- All credits attempted at WSCC and those transferred in from another institution must be included in the total number of credits attempted at WSCC when determining the denominator portion of the credit hour completion ratio. The cumulative GPA will include ALL courses taken at WSCC - no exclusions. Seeking a second degree may cause the student to go directly into cancellation status.

Change of Enrollment Status Within a Term

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There are consequences for students who change their enrollment or withdraw from all classes at WSCC. It is highly recommended that the student contact the Office of Financial Aid before withdrawing from or dropping hours. It is the student's responsibility to seek out this information and understand how dropping hours or completely withdrawing from classes will affect his or her financial aid. A student's financial aid is awarded based on full time enrollment (12 or more credit hours). A student's financial aid will be determined based on the student's enrollment status as of the census dates of the semester. The Census Dates are defined under the Pell Recalculation policy. If a student adds or drops classes anytime up to these dates, financial aid will be adjusted according to the schedule below. ***Federal Pell Grant eligibility requirements and amounts are determined by Congress and the U.S. Department of Education and are subject to change.

Enrollment Status Schedule

12+ credit hours or more = Full Time Enrollment

9-11 credit hours = $\frac{3}{4}$ Time Enrollment

6-8 credit hours = $\frac{1}{2}$ Time Enrollment

1-5 credit hours = Less than $\frac{1}{2}$ Time Enrollment

Pell Recalculation Policy

The Office of Financial Aid will adjust Pell amounts each semester based on the faculty attendance reporting until the census date of each semester. The census date is the 15th day of each semester. Students will receive notice by email and mail if they have been reported not attending and that their aid may be effected. The student must contact their professor if they believe there was an error in attendance reporting. The professor must then contact the Office of Financial Aid if a correction needs made. Financial aid will not be adjusted after the census date of each semester unless the student performs a full withdraw. In the case of a full withdraw, the Return of Title IV policy would be used to determine aid amounts.

**Effective August 1, 2018, WSCC will no longer be recalculating Pell Grant after the census date of each semester. Student loans will still be adjusted based on enrollment at each disbursement, but Pell will be considered locked in on the 15th day of each semester unless a student completes a full withdraw. In the case of a full withdraw Return of Title IV Policies are followed.*

Return of Federal Title IV Funds

The Student Financial Aid Return of Title IV Funds requirements apply when a student receiving federal financial aid withdraws, drops out, or otherwise fails to complete the period of enrollment for which he or she received financial aid. The term "Title IV Funds"

refers to the following federal financial aid programs: unsubsidized and subsidized federal loans, PLUS Loans, and Pell Grants. These requirements DO NOT APPLY to a student who: withdraws before the first day of classes, reduces his or her course load but is still registered in at least one class, never attends any of their classes as documented by the class instructor.

Federal Calculation of Withdrawal Date

WSCC is required to determine when the student withdrew. The withdrawal date is: The date the student began the institution's withdrawal process by completing a withdrawal form and submitting it to the Records Office; an unofficial withdrawal (the last known attendance at a documented academically related activity); or the midpoint of the enrollment period for a student who leaves without notifying the institution and no last date of attendance is determined.

NOTE: Failing all courses may constitute an unofficial withdrawal if the institution cannot document the student attended past the 60% point of the term.

Federal Return of Title IV Funds Calculation

A student earns aid based solely on the length of time he or she attended. If the student withdraws or stops attending classes before the 60% point of the term, a portion of the total federal aid the student was eligible to receive may need to be repaid immediately. Title IV aid and all other aid is viewed as 100% earned after the 60% point of the term. Unearned Title IV funds, other than Federal Work Study, must be returned. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned.

The institutional responsibilities in regard to the return of Title IV funds are as follows: Provide each student with the information given in this policy, which is sent to every student, in writing, with their award letter. Identify students who are affected by this policy and complete the Return of Title IV Funds calculation for those students. Return any Title IV funds that are due to the Title IV programs in the following order within 45 of determining the student withdrew: unsubsidized Stafford Loan, subsidized Stafford Loan, PLUS Loan and Pell Grant.

The student's responsibilities in regard to the return of Title IV funds are as follows: Return to the Title IV program any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation and in the order as followed by the Institution stated above. A copy of the worksheet used for this calculation

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can be requested from the Office of Financial Aid. If earned aid exceeds disbursed aid, additional funds may be disbursed (Late Disbursement). Additional disbursements are precluded if the amount of earned aid is less than the total Title IV aid that was disbursed prior to the institution's determination that the student withdrew.

An enrollment percentage will be determined by the number of days in the term (including weekends) divided by the number of days enrolled (including weekends). However, scheduled breaks of 5 days or longer would be excluded in this calculation. The Title IV Refund formula assumes that funds are the first resource applied to institutional charges. Institutional charges consist of the amounts that have been assessed to the student's account prior to the student's withdraw, not a reduced amount that might result from the institutional refund policy. The responsibility to repay unearned aid is shared by institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of: The total amount of unearned aid; or Institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

The student will also be billed for any amount due to WSCC resulting from the return of Title IV Funds that were used to cover institutional charges. Students will receive notification of the Return of Title IV Funds Calculation and the amounts that are owed by certified U.S. mail. The student will have 45 days to set up a satisfactory re-payment option with the institution's Business Office and the US Department of Education, which ever applies, for the student's share of the unearned aid attributed to a grant after reduction.

After 45 days have lapsed, the account will be turned over to collections to the Ohio Attorney General's Office for an overpayment of Title IV funds. Students who owe an overpayment for Title IV funds are **INELIGIBLE** for further disbursements of Title IV federal financial aid programs.

FINDING SUCCESS AT WSCC

Academic Advising

The student advising system is designed to assist each student on an individual basis. Students will be assigned an academic advisor. All high school students register through Student OneStop.

Academic advisors help you to:

- Understand WSCC's degree requirements
- Understand transfer requirements
- Become aware of and interpret academic policies as they relate to your situation
- Develop educational goals as they relate to careers
- Develop short and long-term academic plans
- Develop course schedule that consider your academic background, course prerequisites, and educational goals
- Identify appropriate resource personnel to assist you with study skills, career counseling, and resolving complaints
- Learn about transfer opportunities at area colleges

Articulation Agreements

The intent of the Associate of Arts and Associate of Science degrees is to provide transfer to four-year institutions at the junior level for bachelor's degree completion. To assist students in transfer, articulation agreements continue to be developed with nearby public and private colleges and universities. The articulation agreements clearly indicate which courses offered by WSCC will be accepted by the receiving institution.

Students completing an Associate of Arts or Associate of Science degree will be granted admission at a publicly supported college or university in Ohio. Selective majors at the colleges may require specific coursework and grade point average prior to admission to the major. Consult the admissions representative at the college you plan to transfer to for additional details.

An increasing number of transfer articulations and online degree completion options are available to students who have completed the Associate of Applied Business and Associate of Applied Science degrees. These degree options often require that students take additional general education courses to "bridge" between the applied degrees and the baccalaureate pathway, but they represent an excellent path for attaining a bachelor's degree. For more information visit wsc.edu/current/transfer/

Bookstore

The College Bookstore, run by Barnes & Noble College, is your one stop shop for everything from textbooks, school supplies, to school spirit.

You may also visit the bookstore's website at: wastatecc.bncollege.com

WORKING SMART

A Student ID is required to charge to a student account during a select period which can be found on your registration paperwork.

Regular hours are:

- Monday-Thursday 8 a.m. - 4 p.m.
- Friday, Saturday & Sunday closed

(Hours may vary during the first week of the semester and during periods when classes are not in session).

For information on buy backs, returns and textbook rental, visit wastatecc.bncollege.com or email bookstore@wscc.edu.

Career Planning

Students, or potential students, interested in exploring career fields and setting career goals should contact the Center for Student Success to schedule an appointment for career advising and assistance with interviewing techniques, resume development and job search strategies.

Students are also encouraged to utilize OhioMeansJobs.com as a free resource to help in career development. Individuals can set up an account, develop their resume, complete career assessments and more.

Child Development Center

The Evergreen Child Development Center, operated by Memorial Health System, serves students, employees and the community with quality child development services. The Center is licensed to serve 64 children, ages six weeks through age five years. The building includes four classrooms, an event room for indoor play, fenced lighted outdoor play areas, kitchen and staff offices.

- The Center is licensed by the State of Ohio.
- The Center is accredited by the National Association for the Education of Young Children.
- The Center is a Step Up to Quality Five Star rated program.

**CONSTANT UP-TO-DATE INFORMATION
CAN BE FOUND ON THE WSCC WEB SITE:
WSCC.EDU**

- The 7,500 square foot building opened in 2003.
- The Center's hours are 6:30 a.m. to 6:00 p.m. Monday through Friday.
- For more information about the Center's services, call 740.885.5671.

Computer Labs

There are two regularly scheduled computer labs available on campus, located in the Library and in the Center for Student Success located in the library building. The library is open M-TH 7:30 a.m. - 7:00 p.m., F 7:30 a.m. - 4 p.m. Personnel at the Center for Student Success can help with basic technology issues and questions with MyWSCC, Microsoft Office, and online coursework. In addition, computer labs with special software are available throughout the school year at limited times. Information about lab openings is posted around campus, or you can contact the Business Wing at extension 1801 to find out the schedules.

Credit Alternatives

See page 8.

Independent Study

Courses are offered by independent study when there is no other feasible method whereby a student can register for the course within the regular college calendar. See the appropriate academic dean or department chair for approval of independent study courses and the rules governing them.

Extra Support

Some students may be offered the opportunity to complete an extra Mathematics course to refresh their skills prior to completing the required course for graduation. Math Essentials (Math 0106) does not provide credit toward graduation, but it can be a positive first step for many students.

Additionally, the college also offers writing and Math lab times with faculty and tutors to support students throughout their journey. Regardless of your past experiences, WSCC is here to offer support just in time to help you overcome even the most difficult courses.

Experiential Learning

In order to reinforce classroom learning, WSCC offers the following experiential learning opportunities for students:

- Practicum. Basic principles acquired in the classroom

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are put into practice through direct experience in approved community agencies. The practicum experience is coordinated by a faculty member and includes enrollment in an on-campus seminar.

- **Clinicals and Directed Practice.** A realistic environment for student learning is provided in the Health Science programs when students apply principles and practice skills learned in the classroom to actual medical settings.
- **Internship.** The internship program integrates work experience with academic instruction and is accomplished on a regular schedule of work and instruction. The work experience must apply to the student's major program in order for credit to be awarded. The internship program is open to students in all major programs except those fields which already incorporate experiential learning experiences into the program.
- **Service-Learning.** Service-Learning integrates classroom instruction with community service for a non-profit agency. Classes taught using the service learning method provide students with the opportunity to apply what they are learning in the classroom to real life situations and foster civic responsibility.

Facilities

The Washington State Community College campus, which opened with one "Main Building" in 1991, has grown to include seven structures: the Main Building, Arts & Sciences Center, Carson K. Miller Library, Student OneStop, Evergreen Child Development Center, the John Graecen AgriLab, and a maintenance building.

The College is situated on approximately 155 acres of wooded land. In 2013 the College created a Master Plan for campus growth, with a vision for upgrades to facilities, enhancement of indoor and outdoor learning and recreation spaces as well as improvements to the campus entrances and parking lots. These improvements will be pursued as funds become available.

- **Arts and Sciences Center:** Classrooms in this building include physics and chemistry labs, art, music and dance labs, education and transfer programs and other arts & sciences classes. Offices of faculty in the Arts & Sciences academic division are located here. Harvey Graham Auditorium (288 seats), site of many community and campus events, is on the second floor of this building. The Outreach

programs - Upward Bound and Educational Talent Search is on the first floor. The building opened in 1996; 44,000 square feet.

- **Carson K. Miller Library:** Carson K. Miller Library houses over 25,000 volumes which include reference materials and media as well as a state of the art 25 station computer lab.

The Ohio Library and Information Network, OhioLINK, is a consortium of 120 Ohio college and university libraries and the State Library of Ohio, that work together to provide Ohio students, faculty and researchers with the information they need for teaching and research. Serving more than 600,000 students, faculty, and staff at 93 institutions, OhioLINK's membership includes 16 public university libraries, 51 independent college libraries, 23 two-year college libraries, 16 regional campus libraries, 8 law school libraries and 5 medical school libraries and the State Library of Ohio. Our students and faculty have the ability to electronically request items from the OhioLINK central catalog. It also provides a delivery service among member institutions to speed the exchange of library items.

Together, OhioLINK and its member libraries provide access to:

- Over 50 million books and other library materials
- More than 100 electronic research databases
- Over 20 million electronic journal articles
- Over 100,000 e-books
- Nearly 85,000 images, videos and sounds
- Over 50,000 theses and dissertations from Ohio students

The Library also houses the Bookstore and the Center for Student Success, offering tutoring and other student success programs.

The library is named in honor of Carson K. Miller, president emeritus, who served as president of the College from 1985-2002.

- **Center for Business & Technology:** The CB&T Building is home to our Student OneStop and one classroom. The Student OneStop includes the offices of Financial Aid, Business, Records, College Credit Plus, Admissions, and School Certifying Official for Veterans and their

dependents. The building contains 7,500 square feet and opened in 2003.

- **Evergreen Child Development Center:** The Child Development Center, operated by Memorial Health System, serves students, employees and the community with quality child development services. The building includes four classrooms for infants through children five years of age, an event room for indoor play, fenced lighted outdoor play areas, kitchen and staff offices. Up to 64 children can be accommodated at the Center, which is licensed by the State of Ohio. The 7,500 square foot building opened in 2003.
- **Main Building:** Business, Health, Engineering and Industrial Technologies academic offices, and classrooms are in this building, as are administrative offices, including the President's Office. The Commons (or cafeteria) and the Community Room (60 seats)—two spaces often used for events—are in the Main Building. There are 10 computer labs and several academic labs in this building. The building contains 108,000 square feet and opened in 1991.

Center for Student Success

Located in the Carson K. Miller Library, the Center for Student Success provides students with access to resources to help them succeed while they are at college.

The Center for Student Success provides:

- Staff advisors who provide one-on-one assistance to students
- Tutoring services and academic assistance
- Student disability services
- Make-up testing, proctoring, and Pearson VUE certification testing
- Career resources
- Transfer resources
- Equipment loans (TI-83 and TI-84 graphing calculators)

Center for Student Success hours for Fall and Spring Semester are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday (Summer hours will vary).

You can contact the Center for Student Success at 740.568.1913 or email css@wscc.edu.

Tutoring Services

The tutoring program offers individual, group, and online tutoring in a variety of courses. To ensure quality academic assistance for students, program tutors are recruited, trained, and supervised by the academic coordinator. Individuals hired by the program must meet minimum academic standards, currently a 2.75 cumulative grade point average, and an A or B in the course(s) she or he will tutor. As well as academically distinguished students, the program hires instructors, WSCC graduates, students from other institutions, and people from the community with expertise.

Students having difficulty in courses are encouraged to stop by the Library for information about tutoring, including online tutoring and other academic support services as early in the semester as possible.

For more information about the tutoring program, math or writing labs, visit the web site at:

wscc.edu/current/student-support/tutoring/

Disability & Accessibility Services

The Office of Student Disabilities Services, located in the Center for Student Success, ensures that students with disabilities receive equal access to all educational programs, opportunities, and activities on campus by providing academic adjustments, physical accommodations, or adaptive technology when needed.

For more information, contact Barbi Cheadle at 740.885.5666 or bcheadle@wscc.edu

Student ID

Each student is issued a student ID, which is required when accessing campus buildings and several services at the College, including library services. There is no charge for the FIRST student ID card, but replacement cards are subject to a \$10 replacement fee. Student IDs are available at the Library.

CAS - Course Applicability System

The Course Applicability System (CAS) provides the ability to view course equivalencies, academic program courses offered and degree audit reporting on the Web. It takes Ohio higher education institutions to a new level of student services.

Students contemplating transfer may input a list of courses they've taken, then submit their list to any institution in the CAS network for applicability toward that institution's academic programs. CAS provides information on courses, course equivalencies and

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program requirements at a CAS institution to anyone with Web access.

Students, faculty, and the interested public can easily retrieve information on the CAS Web site transferology.com.

TAGS - Transfer Assurance Guides

TAGs (Transfer Assurance Guides) are groups of foundational courses that represent a commonly accepted pathway to the bachelor's degree. Courses or course sequences identified as being a part of the TAG may be offered at any public higher education institution in Ohio.

TAGs include the Ohio Transfer Module – both required general education and elective courses, as well as additional hours in pre-major and major courses. Courses in a TAG are guaranteed to transfer and apply directly to the major. In its totality, the TAGs become a guaranteed pathway to a baccalaureate and a very powerful advising tool. The TAGs are developed, approved, and monitored by Ohio's public institutions for higher education.

An updated list of TAG courses can be found at wscc.edu/current/transfer/.

CAMPUS LIFE

There are many ways that students can get involved on the WSCC campus. BUCKTOBERFEST, awareness days, and blood drives are just a few examples of on-campus activities. Several programs and campus organizations provide opportunities for community service projects and other activities for students.

Additionally, students may choose to participate in a student organization, Student Senate, or the Student Ambassador program.

Student Organizations

- Criminal Justice Club
- Music Club
- Phi Theta Kappa
- Respiratory Therapy Club
- Student Senate
- WSCC Veterans Club

Student Senate

The purpose of Student Senate is to provide representation and responsible leadership in student life and activities.

Student Senate assists the College in developing and implementing non-academic activities for students and is the central body through which all student organizations are coordinated.

Student Senate is made up of officers elected by the student body as well as club representatives. Student Senate meets monthly.

Student Ambassadors

Student Ambassadors are students selected to represent WSCC, both on and off campus. They serve as College employees and act as liaisons between the College and community.

Becoming a Student Ambassador will allow you to develop your leadership skills, become more involved, and build your resume. As an Ambassador you will assist the Student OneStop with daily functions, help with new student orientations and campus events, and provide campus tours to prospective families and students.

To become a Student Ambassador, a student must maintain a 2.75 or above GPA, be able to work a flexible schedule, demonstrate leadership qualities, strong communication skills and responsible decision-making. There is an application process, including submission of references and an interview. For more information, contact the Student OneStop.

Campus Events Calendar

Campus events are posted on the College calendar which may be found at wscc.edu/event/. Select events are listed on the WSCC homepage, however, you may view all campus events by clicking on "View all Event Calendars". The events and news can be sorted by interest by using the drop-down box of topics. You may also export the College calendar of events to your personal calendar on your phone so that you are always up to date on what is happening at WSCC.

GETTING RESULTS

GRADING SYSTEM

The quality of course work at WSCC is indicated by means of letter grades. Each letter grade, in turn, carries "credit points" which are used in computing the student's grade point average.

- A = Superior: 4.00 credit points
- B = Good: 3.00 credit points
- C = Average: 2.00 credit points
- D = Below average: 1.00 credit points
- F = Failure: 0.00 credit points
- I = Incomplete: given if a student, for reasons beyond his or her control, is unable to complete the work of any course by the end of the semester; not computed in average.

The student must complete the requirements of each course for which he or she receives an incomplete grade within six weeks after the beginning of the following semester in which the incomplete grade was received. In the absence of a grade at the expiration of the six week period, the Records Office will convert the incomplete to failure on the student's permanent record card, and the F will be computed in determining the cumulative point average.

Any student receiving an "I" (incomplete grade) is ineligible for the Dean's List or President's List.

- K = Transfer: Credit by transfer. Not computed in grade point average
- L = Course credit: Life experience
- N = Course credit: Advanced Placement
- NG = No grade reported
- R = Audit: recorded on the student's permanent record for course work which, at his or her own option, is taken without credit. Courses taken on this basis are not included in the computation of the cumulative grade point average and are not applicable to graduation requirements. A student who chooses to audit a course at registration may change to credit status only during the first two weeks of classes. A student who declares a credit status for a course at registration may change to audit status only during the first two weeks of classes. Regular tuition and fees are paid for auditing a class. Students auditing are not required to take exams; however, they are expected to comply with attendance requirements.

- S = Satisfactory Completion of Course: granted for performance equivalent to the grade of C or better. Credit is awarded but no grade is assigned. Not computed in grade point average.
- U = Unsatisfactory Completion of Course: granted for performance equivalent to less than a C and no grade is assigned. Not computed in grade point average.
- W = Withdrawal: Not computed in average.
- WE = Withdrawal Emergency. Not computed in average.
- X = Course credit: Credit by examination. Not computed in average.

Grade Reports

Grade reports are available to students at the end of the semester online through Student Planning.

Grade Point Average

A student's grade point average (GPA) is obtained at the conclusion of each semester by dividing the total number of quality points earned by the number of credit hours attempted, as in the following example:

Credit Hrs. Attempted	Grades Received	Quality Points
3	A	12.00
5	B	15.00
3	B	9.00
2	C	4.00
Total 13		40.00

$$40.00/13 = 3.08 \text{ GPA}$$

Cumulative Grade Point Average

A student's cumulative grade point average is obtained by dividing the total number of quality points earned by the total number of credit hours attempted up to that time.

EFFECTS ON GRADES

Academic Holds

Washington State Community College reserves the right to withhold transcripts and deny registration to students with outstanding library material, outstanding tuition, fee or other fines in the amount of \$5 or

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greater. Holds will be removed upon settlement of the outstanding account.

Class Attendance

Regular and punctual attendance at all classes is required of each student.

The student is responsible for all work missed when absent and should make the necessary arrangements with the instructor to complete that work.

Should a student be absent beyond the instructor's minimum attendance requirement, irrespective of the reason for absences, the instructor can recommend to the appropriate academic dean that the student be dismissed from the course.

Three tardy marks or leaving class before class is dismissed may be counted as an absence. A student is considered tardy if he or she is not present when the instructor calls the roll, or takes attendance.

Individuals who are required to attend National Guard, Reserve Training, or jury duty while classes are in session must submit a copy of the orders or the summons to the appropriate academic dean prior to departure in order to have the absences excused.

Change of Grade

All grade changes initiated by faculty must be approved by the appropriate academic dean. The review process must be completed during the first six weeks of the semester following the semester in which the grade was initially issued. All grades issued by WSCC faculty will stand permanently after being posted to the transcript for one semester if they have not been previously challenged by the student during this six week time period.

Change of Major

A change of major does not affect the student's academic standing or cumulative grade point average. If a student is on probation, he or she will remain on probation until the minimum cumulative grade point average is achieved.

Repeated Courses

A student may repeat a course. Only the most recent grade (A, B, C, D, or F) will count for credit or in the student's cumulative average.

Students enrolled in selective health programs must abide by their respective program policies regarding the repeating of technical courses.

To take a course more than twice (excluding withdrawals), a student must secure the recommendation of his or her advisor and the approval of the department chair or dean responsible for the course.

1. Some courses will be counted in the cumulative GPA each time they are taken; the original grade is not replaced. Such courses are designated in the course descriptions as "May be repeated."
2. Students receiving financial aid or veterans benefits should check with the Financial Aid Office before repeating a course for which credit has been earned. Students planning to transfer to another college or university should be aware of that institution's policies on repeated courses.

ACADEMIC AWARDS

President's and Dean's List

A full-time student carrying a minimum of 12 credit hours (excluding any courses below the 1000 level) who attains a GPA of 4.0 for a semester's work will be recognized by having his or her name placed on the President's List.

A student who attains a GPA of 3.5 to 3.99 will be placed on the Dean's List.

No student is eligible for these lists who has a grade of incomplete (I). A student who is not eligible for these awards at the end of the semester cannot become eligible again for these awards at a later date.

GRADUATION & HONORS

Degree Graduation Process

Students are required to meet with their advisors regularly to be certain they are taking the proper courses and meeting all requirements for a degree.

Graduation and transcript fees are paid based on the current fee schedule.

One-Year Certificate Graduation Process

Students are required to meet with their advisors regularly to be certain they are taking the proper courses and meeting all requirements for a one-year certificate.

Students will be contacted via their WSCC email in the term in which they are eligible to complete his/her requirements.

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The one-year certificate is awarded during regular graduation ceremonies.

Graduation and transcript fees are paid based on the current fee schedule.

Certificate of Completion

A candidate for a certificate of completion must have satisfactorily completed all courses required for the certificate with a "C" or better. At least 75% of the courses must be taken at the college. The student must have paid any required fees according to the current fee schedule. A person receiving a certificate of completion will not be recognized at graduation.

Academic Honors

Degree or one-year certificate candidates who earn academic distinctions will be graduated with the following honors:

- Summa Cum Laude - 3.900 to 4.000 GPA
- Magna Cum Laude - 3.750 to 3.899 GPA
- Cum Laude - 3.500 to 3.749 GPA

ACADEMIC PROBATION

A student will be placed on academic probation if his or her semester grade point average or cumulative grade average (GPA) falls below a 2.0. A student placed on academic probation will be notified at the end of each semester and is required to schedule an appointment with a Success Coach in the Center for Student Success to establish an intervention plan.

The student will be removed from academic probation once his or her semester GPA and cumulative GPA are at or above a 2.0. The student can continue to take courses while on academic probation.

Academic Dismissal

The student will be dismissed if a cumulative GPA of 2.0 is not achieved after three consecutive semesters on academic probation.

After one semester of academic dismissal, the student may reapply to the college. A student who is readmitted to the college after academic dismissal will be placed on academic probation. The student must also reapply and be readmitted into specific programs, such as those in the health sciences division.

A student who receives a notification of academic dismissal may submit an appeal through an Academic Appeals Policy.

A student who has been dismissed two times for academic deficiency shall not be readmitted to Washington State Community College for a three-year period.

Academic Forgiveness

A student may petition the Appeals Committee to have his or her previous GPA for one semester ignored. The following applies to this Academic Forgiveness Policy:

- A student cannot request to have some grades forgiven and some not.
- All courses and grades remain on the student's record and are considered part of the student's legal transcript.
- A student may not use a course that has been forgiven as a substitute for another course.
- A student may not take a proficiency examination in a course that has been forgiven.
- A student may use this policy only once.
- Any course work taken prior to the date of an awarded certificate or degree is not eligible for the Academic Forgiveness Policy.
- Federal financial aid policy does not permit credits forgiven through this policy to be excluded in satisfactory academic progress calculations.

"Fresh Start"

A student readmitted to WSCC after an absence of three or more years may petition the Academic Appeals Committee to have his or her previous GPA ignored. All the work previously taken is ignored in computing the student's GPA from the time of readmission. The following applied to this Fresh Start procedure:

- A student must make a completely new start. A student cannot request to have some grades forgiven and not others
- All courses and grades remain on the student's record and are considered part of the student's legal transcript.
- A student may not use a course that has been forgiven as a substitute for another course.
- A student may not take a proficiency examination in a course that has been forgiven.
- Probations will be ignored, as though the student had not been on probation.

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- F. A student may use this policy only once.
- G. Any course work taken prior to the date of an awarded certificate or degree is not eligible for the Fresh Start Policy.
- H. Federal financial aid policy does not permit credits forgiven through this policy to be excluded in satisfactory academic progress calculations.

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 going to "Contact Info" at the bottom of the webpage and then selecting "Submit Complaint." 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 35.) 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 "Contact Info" at the bottom of the webpage.

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**
- Non-Academic Complaints: Student OneStop or the complaint form at **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**
- Disability Services Complaints: Office of Disability Services or Office of Human Resources

Please reference the complaint process flowchart on pg. 35 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.

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The following academic appeals process shall 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. The initial contact must occur within five (5) working days of grade posting/academic 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. Level II

In the event the instructor or staff member is absent from campus or no longer in the employ 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, must outline the extenuating circumstances (medical, military, or emergency) or the institutional error that was made, and include any documentation relevant to Appeal. The Appeal must be filed within ten working days from the date of the academic decision or penalty. 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 working days.

The dean's decision is final unless the student making the appeal provides additional, relevant documentation or evidence.

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 due to additional, relevant documentation or evidence not previously reviewed, 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 must present evidence or information on his or her behalf and may be accompanied by his or her academic advisor or chosen faculty/staff member or representative of his/her choice (or if under age of 18, may be accompanied by a legal guardian.) The advisor, representative, 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 written recommendation and any other materials pertinent to the review shall then be forwarded by the committee to the Chief Academic Officer for approval. The Chair of the committee must supply a written answer to the student within five working days of the date the recommendation is approved. The Appeals Committee shall keep a written summary of the proceedings. 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. The approved recommendation of the Student Appeals Committee is final and cannot be appealed.

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.

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 is also informed of the right to a State appeal process and the address to which appeals may be sent.

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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 Human Resources Specialist 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 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.

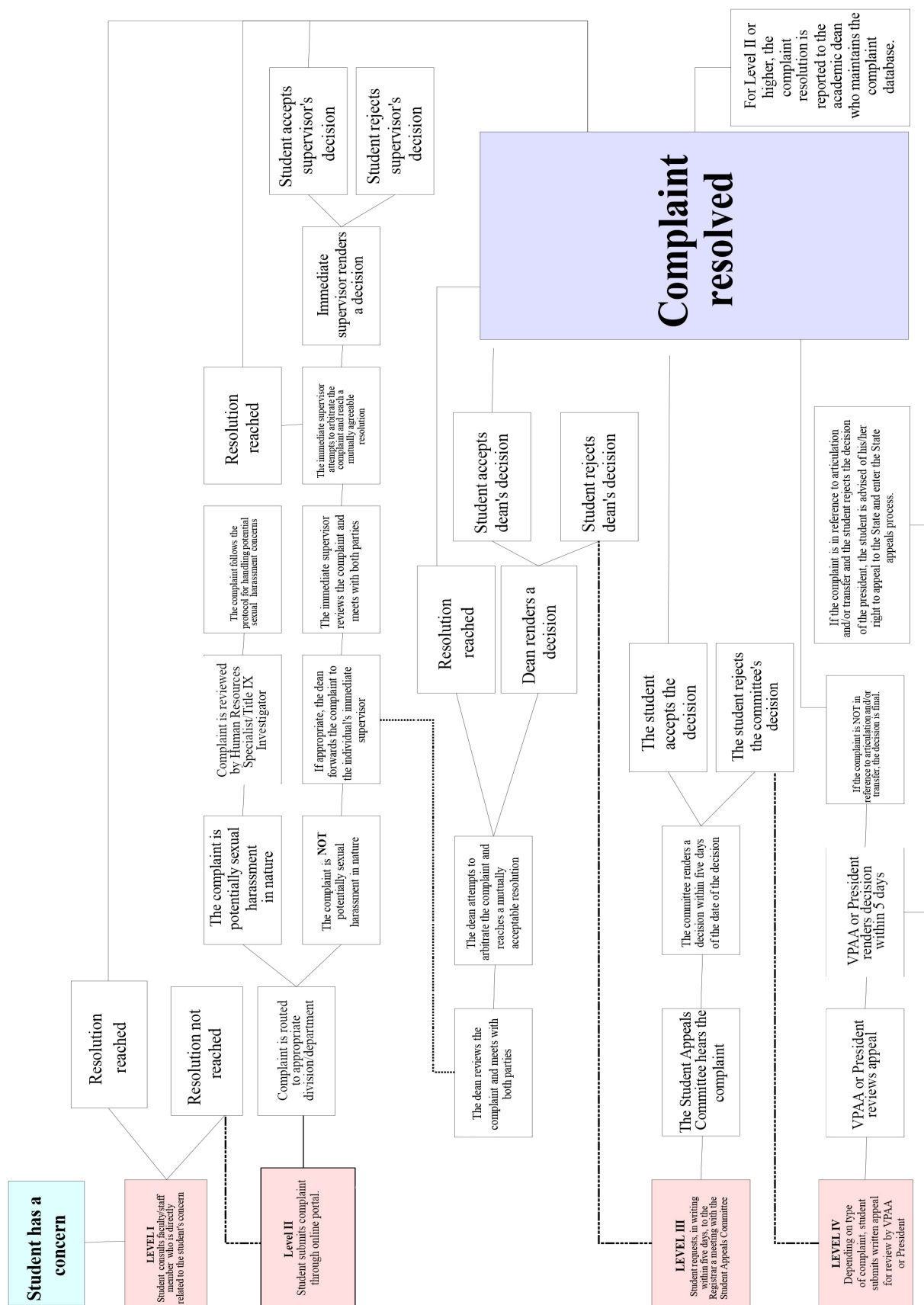
No student will be found in violation of WSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In WSCC's sole discretion, sanctions will be proportionate to the severity of the violation(s).

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

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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.



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6. WSCC reserves the right to initiate an allegation 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.

Academic Misconduct

1. The College upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. The College establishes and follows a process for defining and addressing academic misconduct when it occurs.
2. Any person committing an act of plagiarism, cheating, impersonation, unauthorized collaboration, and other forms of academic misconduct is subject to the fullest measure of consequences, up to and including assignment failure, course failure, and/or dismissal.
 - a. In the case of a first offense of academic misconduct, the student(s) will receive the grade of "F" (zero points) for the assignment.
 - b. In the case of a second offense of academic misconduct, the student(s) will be removed from class and will receive the grade of "F" for the class.
 - c. In the case of the third offense of academic misconduct, the student(s) will be removed from the class, receive a grade of "F" for the class, and will be recommended for Academic Dismissal.
3. Failing grades due to academic misconduct are not eligible for forgiveness under the Academic Forgiveness Policy (10.340) nor will they be removed from the cumulative GPA calculation by repeating the course.
4. Accredited programs with more rigorous academic

standards will supersede College policy.

5. Students may use the grievance procedure to appeal a charge of academic misconduct.

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

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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:
 - 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

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- 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 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:

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- 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 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.

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- 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.

Revision

The Student Code of Conduct shall be reviewed periodically under the direction of the Vice President of Institutional Advancement or designee.

Definitions

The following definitions apply to this Student Code of Conduct.

- 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 Vice President of Institutional Advancement 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 Vice President of Institutional Advancement or designee to make determinations including but not limited 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 "advisor" refers to the individual who assists a student or student organization with hearing preparation and process. An advisor may be any member of the WSCC community.
- 16. The term "interim action" means temporary exclusion from WSCC premises and/or WSCC events and/

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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.

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, 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
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 the Carson K. Miller Library 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 Student Success Coach, located in the Center for Student Success - Library building. The Student Success Coach 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 to representation). The Human Resource Specialist 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

KNOW THE RULES

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 OneStop, the Vice President of Institutional Advancement or designee 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.

Smoke Free Campus

In order to promote the health of our students, faculty, staff, and visitors, the College campus is designated as a smoke- and tobacco-free environment. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., cloves bidis, kreteks), electronic cigarettes/vaping, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less, smokeless, chew, snuff) and nasal tobacco (e.g. snus). Faculty, staff, and students violating this policy are subject to disciplinary action. For more information, please visit <https://www.wscc.edu/about/policies-compliance/>

Field Trips

The College recognizes that field trips are necessary and

KNOW THE RULES

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

The Washington State Community College graduation rate for first-time, full-time, degree seeking students is 25 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 2019 first time/full time degree seeking cohort and graduated by spring term 2020. 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 OneStop for information concerning readmission to the college.

Regulations Governing Use of Outdoor Areas

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers, and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the college and of persons present on College Property.

For our full policy please visit our Compliance page, <https://www.wsccl.edu/about/policies-compliance/> where you can also find our Facilities Use Produce.

STUDENTS' RIGHT TO KNOW

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

Introduction

KNOW THE RULES

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 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 OneStop: VP of Institutional Advancement
- Nursing Offices: Director of Nursing
- Advisor Records: Deans' Offices, Faculty Offices
- Human Resources Office: Human Resources Specialist

Fees for Copies of Records

KNOW THE RULES

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.

Directory Information

Washington State Community College designates the following items as directory information and may disclose any of these items without prior written consent, unless notified in writing to the contrary:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Enrollment status (e.g. full-time or part-time)
- Participation in officially recognized activities
- Dates of attendance

KNOW THE RULES

- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade level

While the College considers the above categories' information as public information, it is current practice of the records office to release only the following:

1. Graduation lists, academic honor lists (including the President's and Dean's list)
2. Names and addresses of recipients of academic scholarships and prizes
3. Names and addresses of participants in officially recognized activities
4. Degrees earned
5. The student has the right to instruct the College not to publish directory information without a signed release from the student.
6. The College does not release "mailing lists" to commercial solicitors.

RECIPROCITY FOR WEST VIRGINIA RESIDENTS

Washington State Community College and West Virginia University - Parkersburg (WVU-P) have an agreement that permits some West Virginia residents to pay the Ohio resident tuition fee, instead of the out-of-state charge.

UPDATING RECORDS

Change of Name, Address, Major

See page 12.

Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of WSCC to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. Washington State Community College may comply with the request or it may decide not to comply.

If it decides not to comply, the College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, WSCC will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Washington State Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If WSCC decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If Washington State Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If Washington State Community College discloses the contested portion of the record, it must also disclose the statement.

More information and all records forms can be found online at: wscc.edu/about/offices/records/

CAMPUS SAFETY

Annual Crime Report

WSCC's campus has low crime rates and continues to make every effort to keep the campus safe for students, employees, and the community. The information in this section is provided as part of our commitment to safety

STAYING SAFE

on campus and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

To review Campus Crime Statistics, visit <https://www.wsccl.edu/wp-content/uploads/2021/09/2021-Clery-Report2020-year.pdf>

College faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Red emergency phones may be found in key locations throughout the campus, in addition to phones in each classroom, to call for protection or help.

In terms of serious crime for which reporting is required, the campus has been crime-free for the past year.

Under this law colleges are required to keep records of on-campus crimes reported to campus security officials or local law enforcement agencies. The College is required to publish and distribute to all employees and currently enrolled students an annual report presenting these statistics and other information indicated below. Certain information also must be made available to prospective students and employees.

Sex Offender Information Links

- Washington County Sheriff's Office
- Ohio Attorney General's eSORN,
- West Virginia State Police

Emergencies

The College will have in place procedures for reacting to emergency situations which may occur on the campus. These procedures will be placed in the emergency procedures handbook and distributed electronically to the receptionists and administrative assistants throughout the campus.

Evacuation plans and routes will be posted in each classroom of the College for fire or other disasters which create the need for evacuation.

Classroom phones and red emergency phones may be found throughout the campus to call for protection or help. In the case of an emergency, dial 911.

All employees receive training on safety and emergency procedures during their new employee orientation and ongoing refresher training.

Reporting Emergencies

In the event a crime is committed on campus, students and employees are advised of the following information:

Criminal actions or other emergencies on campus are to be reported to the VP of Finance & Administration (designated as the chief campus security officer). The VP of Organizational Effectiveness is responsible for responding to all reports of criminal activity. This office is located in the administrative area of the Main Building. The on-campus extension is 1104.

Call campus security at extension 1193 or dial 911.

Local law enforcement agencies will be notified in the event of any unlawful activity. Campus security personnel have authority in the area of traffic control, but their authority does not extend to the enforcement of criminal laws. Campus security can be contacted at extension 1193.

Students and employees are encouraged to promptly report all criminal activities that might be observed on campus.

Policies on the Use, Possession and Sale of Alcoholic Beverages and Illegal Drugs

Policies adopted by the Washington State Community College Board of Trustees expressly forbids the use, possession, or sale of alcoholic beverages on campus by any individuals, whether they be employees, students, or visitors. Likewise, the College does not condone or permit the use or sale of any illegal drugs on campus. The relevant policies listed are available, in full, in the WSCC Policies and Procedures Manual, a copy of which is available in the library.

11.300 Compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (students)

4.985 Compliance with Federal Drug-Free Workplace Act of 1988 (employees)

4.986 Compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (employees)

Under the law, the College is required to report on the availability of any special programs and services for students or employees.

Campus Sexual Assault and Rape Awareness programs/Counseling Opportunities

STAYING SAFE

Washington State Community College is a commuter campus. Students travel to the campus for classes, but they live in the community. Student support services offices on campus maintain liaisons with many community social service agencies, including ones that provide the services listed below. Due to the transient nature of the student body, and the availability or services in the community, the College does not directly provide these services. However, any student may contact the Student OneStop or Title IX Coordinator and a staff member will make contact with the appropriate community social services agency.

Procedures to Follow When a Sex Offense Occurs

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
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:

- Go to MyWSCC and click on "Reports/Complaints";
- 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.

Disciplinary Action Procedures

In accordance with College policy, any student accused of committing a sexual offense on campus will be reported to the Marietta City Police. In addition to the proceedings in the criminal justice system, the student will be subject to discipline according to the Conduct Policy as stated in Section 11.100 of the Washington State Community College Policies and Procedures Manual.

Notification to Students that the Institution Will Make Changes in a Victim's Academic and Living Situations, if Reasonably Possible

The College does not provide any campus housing; therefore, this part of the federal law does not apply. Any requests for changes in the victim's academic situation will be accommodated on an individual basis to meet the student's needs. Requests should be directed to the office of the Vice President for Academic Affairs.

Programs informing the Campus About Alcohol and Drug Abuse Education, Crime Prevention and Campus Security Policies

The College informs all students and employees concerning drug abuse through annual mailings in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 (students and employees), and the Drug-Free Workplace Act of 1988 (employees). The Board of Trustees has approved the Campus Security Policy; it is available to all students and employees. Periodically, campus safety workshops are held for employees and students.

Campus Closure

If there are campus closures or delays, the following procedure is followed:

- Announcement on the college's homepage: wscc.edu.
- Posting on the Washington State Community College Facebook page – Washington State Community College - Marietta, OH
- E-mails will be sent to each student's college e-mail address.
- Phone call will be sent to all students, staff and faculty (Note: You should verify that your phone number on file is correct).
- College Credit Plus students taking classes on

COMMUNICATION

campus at WSCC should follow WSCC closures NOT high school closures. If WSCC is open, students should report to CCP class.

- Always use your own discretion before traveling and advise your instructors if you are unable to make it for a particular reason.

When the campus is on a 2-hour delay, all classes starting before 10 am are canceled*. Classes meeting at 10 am or after will meet at their normal times. The campus, and its offices, will open at 9:30 am in the event of a 2-hour delay.

The cancellation of evening classes will be announced by 3:30 p.m.

**Certain programs of study may notify students in advance of other procedures to follow.*

COMMUNICATION

Campus Posting

The campus includes area where notices and announcements are posted. A student bulletin board is located in the Main Building near the Commons area. Event announcements are also posted near the entry of every building on campus, on the school website and on the school's Facebook page.

Office Hours

Hours for departmental offices and faculty offices are available by contacting the individual faculty member via phone or e-mail.

Mobile Device

WSCC sends texts and pre-recorded messages to student's mobile devices. These messages relay important information regarding College happenings.

MYWSCC

MyWSCC is the name of our single sign-on web portal. It allows students to access various services, including Canvas, WebMail, and Student Planning, with one username and password. You can get to MyWSCC directly at my.wsc.edu.

WebMail

Upon acceptance to the College, each student is given an e-mail account through the College's WebMail system. The e-mail address and the password for the account are sent to the accepted student's home address using USPS.

Official communication from the College is often sent via this e-mail address and students are expected to check the messages regularly.

Student Planning

We are committed to maintaining the security and confidentiality of student records. You can feel confident that your personal student information found on Student Planning is secure as it requires you to use an ID and password for access. Information available on Student Planning includes: Grades, Transcripts, Financial Aid, 1098-T Tax Forms, Class Schedule, Class Registration, Program Evaluation, Account Payments and more.

COLLAGE

The Collage is an informational newsletter that runs once a month. It is posted around campus. Students, faculty, and staff may submit content by e-mail at: collage@wsc.edu.

APPENDIX A: EXTRAS

DEPARTMENTAL CONTACT

Admissions	admissions@wscc.edu.....	568.1900
Advising	css@wscc.edu.....	740.568.1913 ext. 2502
Bookstore	bookstore@ecampus.com.....	859.209.6958
Business Office	businessoffice@wscc.edu.....	568.1905
Collage	marketing@wscc.edu	568.1909
Educational Talent Search	talentsearch@wscc.edu	568.1924
Financial Aid	finaid@wscc.edu	568.1908
Foundation	foundation@wscc.edu	568.1940
Human Resources.....	hr@wscc.edu	568.1899
Library Services	library@wscc.edu.....	568.1914
Marketing	marketing@wscc.edu	568.1909
Records Office.....	recordsoffice@wscc.edu	568.1904
Student OneStop.....	onestop@wscc.edu.....	740.568.1900
Transcripts.....	recordsoffice@wscc.edu	568.1904
Transfer.....	admissions@wscc.edu.....	568.1904
Tutoring	css@wscc.edu	568.1913

FACULTY/STAFF DIRECTORY

The faculty/staff directory can be found under RESOURCES located in the menu on the left of your MyWSCC log-in page.

SOCIAL MEDIA

WSCC has an active presence on various social media sites, including Facebook, Instagram, Twitter, and Snapchat. These sites are used as a way to share information - from fun to informative.

Our social media handles are:

- Facebook - WSCCMarietta
- Instagram - WSCC_Marietta
- Twitter - WSCC_Marietta
- Snapchat - Washstatecc

FACTS

ADMISSIONS: Washington State Community College follows an open admissions policy; health sciences programs have limited enrollments and additional admissions criteria.

CALENDAR: Two semesters, and a summer term.

CLASS SCHEDULE: Classes are offered during the day and the evening. Online courses are also offered.

DEGREES: Associate degrees in arts, science, applied science, applied business, technical studies, and individualized study; technical and occupation certificates.

ENROLLMENT: Approximately 1,898 students

FACULTY: 44 Full-time; 131 Part-time

FINANCIAL AID: Over 70 percent of students at WSCC are eligible for some type of financial aid.

APPENDIX A: EXTRAS

GRADUATION RATE: The graduation rate for first-time students completing an associate degree in three years is 25%.

HISTORY: The College was founded in 1971 as Washington Technical Institute with its one building campus located on St. Rt. 676 in Marietta. In 1972 the name became Washington Technical College as part of a reorganization of Ohio's higher education system. In 1991, the College was re-chartered as Washington State Community College and at the same time relocated to its current campus at 710 Colegate Drive in Marietta.

LOCATION: The college is located in Marietta, Ohio in southeastern Ohio along the Ohio River. The campus includes about 155 acres of rolling woodland within the city limits.

PROGRAMS OF STUDY: More than 30 programs of study offered.

STATUS: State-assisted, two-year comprehensive community college. Accredited by the North Central Association of College and Schools, the Higher Learning Commission (NCA).

STUDENT PROFILE: Information about our students: 79% are 24 and under; 20% are 25 and above.

- Credit hour load for full-time students is 12, while part-time students average between 6 and 8 credit hours per semester.
- Ohio residents make up 84 percent of our student population and 15 percent are from West Virginia. Females account for 65 percent of the student population; 34 percent are male students.

TRANSFERRING CREDITS: Articulation agreements exist with several colleges. Find more information about our transfer program at: wscc.edu/current/transfer/

SERVICE AREA: The designated service area of the College includes Washington and Morgan Counties, but a significant number of students from across southeastern Ohio and nearby counties in West Virginia also are enrolled.

ACCREDITATION

Washington State Community College is accredited through the Higher Learning Commission. For more information: wscc.edu/about/accreditation/

COLLEGE ACCESS

Educational Talent Search

Educational Talent Search is a college access TRIO program 100% funded by a federal grant through the U.S. Department of Education. The program assists eligible students to complete high school and enter postsecondary education programs.

Free services include: group and individual college advising, assistance identifying and securing financial aid, assistance completing college applications, exposure to colleges and career opportunities, and educational/cultural trips.

Participants meet with advisors at their schools, attend special programs and are eligible to take part in educational and cultural field trips. The program serves 740 students in grades six through twelve in 15 schools in Meigs, Morgan, Noble and Washington Counties.

Upward Bound

The Upward Bound College Prep Academy is a 100% federally-funded TRIO program designed to provide 65 area high school students the opportunity to enhance their academic skills in preparation for post secondary education at a two- or four-year institution.

Upward Bound students experience college life, explore careers, and receive academic enrichment and tutoring. In addition, students visit college campuses and participate in a variety of cultural and recreational events.

Upward Bound consists of an academic year and a summer component. During an academic year, students receive tutoring, attend Saturday sessions at WSCC, and participate in mentoring, field trips, community service, plus cultural and recreational opportunities. The six-week summer component involves a residential college experience, with participants staying on a college campus. During the same time, they take academic and enrichment classes at WSCC and have the opportunity for evening cultural and recreational activities.

COLLEGE TECH PREP

College Tech Prep is a nationally recognized program of study that partners community colleges with area high schools to prepare students for high skill, high demand technical careers in a competitive global environment. The College Tech Prep curriculum emphasizes science, technology, engineering and math (STEM) careers with rigorous and relevant core academic skills that will lead to post-secondary

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associate or bachelor's degree or program certification and possible employment in a high skill, high tech career.

College Tech Prep high school programs of study offer college equivalent courses to qualified students who are interested in challenging technical careers. The programs of study link four years of high school courses with at least two years of college courses to prepare students for the challenges of a highly competitive and highly skilled workforce.

The students who successfully complete a specific College Tech Prep high school program of study may earn valuable college credits while in high school and qualify for a College Tech Prep scholarship to help them enjoy a productive and successful college experience by obtaining an associate and/or a bachelor's degree.

In our area, the Southeast Regional College Tech Prep Center works with the Washington County Career Center, Marietta High School, Meigs High School, Morgan High School and their associate schools to prepare students for college tech prep associate degree programs at Washington State Community College.

Current College Tech Prep Associate Programs:

- Automotive Technology - Automotive Service
- Business Management Tech.
- Electrical Engineering
- Health & Wellness
- Industrial Technology
- Advanced Manufacturing & Integration Technology

For information contact the College Access office or local high school guidance counselors.

FOUNDATION

Founded in 2003, it is the Washington State Community College Foundation's mission to shape the future and promote the continuous development of students, faculty, staff, and alumni by providing philanthropic assistance to support the College's mission and objectives, and by positively impacting the communities we serve.

To fulfill that mission, the Foundation and its Board of Directors, volunteers, donors, alumni, and friends, work diligently to align our efforts with the College's strategic priorities.

Funds raised by the Foundation support many needs across the campus, including a robust scholarship program that provides critical financial support for tuition, books and fees; a Student Emergency Fund that provides immediate financial support for unexpected challenges like transportation, food, and housing needs; important departmental support for faculty training, state-of-the-art equipment, and cutting edge initiatives; among other initiatives.

The Washington State Community College Foundation is a 501 (C) (3) non-for-profit charitable corporation administered by a Board of Directors composed of community leaders and institutional representatives. Gifts made to the Foundation are tax-deductible to the extent allowed by the law and are used exclusively to support the College's mission, its programs, and its students.

You can show your passion for WSCC by:

- Establishing a scholarship or departmental fund
- Naming a physical property on campus
- Investing in capital improvements
- Investing in innovative approaches to teaching and learning
- Leaving a legacy through a deferred gift

To learn more about the WSCC Foundation, visit us online at: **www.wscc.edu/foundation** or by calling 740.568.1940.

Gifts to the WSCC Foundation may be made by:

MAIL:

Washington State Community College Foundation
710 Colegate Drive
Marietta, OH 45750
foundation@wscc.edu
740.568.1940

ONLINE:

www.wscc.edu/foundation

ALUMNI

Washington State Community College is "alma mater" to more than 10,000 graduates and countless other alumni who have attended classes on campus.

Through their talents, passion and gifts, our alumni and friends play a vital role in the continued success of the College and its students. That's why the Foundation and

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the College continue to work diligently to establish a robust Alumni Engagement Program.

Through communications and alumni engagement programming, the College and the Foundation offer exciting opportunities for our alumni to stay connected with WSCC, with each other, and with their department faculty and staff.

Additionally, the Washington State Community College Foundation annually honors outstanding WSCC graduates through the Distinguished Alumni Awards. Through these awards, alumni are recognized either for their notable contributions of service to the community or for their professional achievements.

Alumni can stay in touch with us by updating their current contact information at:

www.wscc.edu/community/alumni/

Nominate an alumni for the Distinguished Alumni Award at: **www.wscc.edu/community/alumni/**

WORKFORCE DEVELOPMENT

At Washington State Community College, Workforce Development has partnered with various local employers and public service organizations to identify individual, group and organizational areas in the community that need improvement. The primary goal is

to improve quality, productivity, and competitive ability through quality instruction, individualized attention, and consultative services.

Each program is designed to fit the need to the specific organizations which may be corporate settings, one-on-one instruction, hands-on applications, local or distance learning classroom environments, online training, or customized formats. Workforce Development not only has services (Technical Training and Certificates, Human Capital Development and Assessment Services, and Business and Industry Training) to help you move forward, but also the right personnel to assist you every step of the way.

Services offered through Workforce Development include:

- Technology Training and Certificates
- Human Capital Development and Assessment Services
- Business and Industry Training

wscc.edu/academics/workforce-development/