



**Western Nebraska**  
Community College

# Student Handbook

2021-2022

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## Mission Statement

Western Nebraska Community College assures learning opportunities for all – enriching lives, invigorating communities, creating futures. – Adopted by the WNCC Board of Governors 2017

## Vision

“To positively impact the education and well-being of every student, employer and community member in the Nebraska Panhandle region.” Adopted by the WNCC Board of Governors 2017

## Non-Discrimination Statement

WNCC does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation, in its policies, practices, and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid as expressly prescribed by institutional policy, state, and federal laws, regulations and executive orders.

No college student, employee, volunteer or visitor shall engage in discrimination, harassment, or retaliation toward a college student, employee, volunteer or visitor. Persons violating this policy will face strict discipline up to and including suspension, expulsion, termination, or be subject to legal proceedings.

Any person believing that he or she has been subject to prohibited harassment, discrimination or retaliation as set forth in this policy has the right to and should file a complaint utilizing the applicable President’s Procedure. Copies of WNCC Presidential Procedures can be obtained from the Student Services Office or are available on the College’s website on the Board Policies and Presidential Procedures page: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies>

Inquiries concerning the application of these policies, laws, and/or regulations to the College may be directed to the College’s compliance officer for the Civil Rights Act(s), Title IX of the Education Amendments of 1972, Americans with Disabilities Act(s), and Section 504 of the Rehabilitation Act of 1973; Chief Human Resources Officer, WNCC, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE 69361-1815, 308.635.6105, or to the Director, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO, 64106-2106.

## Accreditation Information

The Higher Learning Commission (HLC) accredits Western Nebraska Community College. Inquiries regarding WNCC accreditation may be directed to the HLC by letter at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, or by phone at 312.263.0456.

## Student Handbook

The 2021-2022 Student Handbook serves as a compass for students, faculty, staff and visitors to navigate campus life at WNCC. This document provides expectations of our students and each community member at the College; opportunities for engagement in activities, events and

programming; but most importantly, the student handbook shares the importance of community and the student's rights within this educational community.

## Disclaimer

Western Nebraska Community College students are responsible for knowing the content and information contained within this document. The College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](http://www.wncc.edu/about-wncc/leadership/board-of-governors/policies) for the updated versions of all policies and procedures.

## Principles of Community

**Purposeful** – “A place where faculty and students share academic goals and strengthen teaching and learning on campus.”

**Open** – “A place where free speech is protected, and civility powerfully affirmed.”

**Just** – “A place where the sacredness of each person is honored and where diversity is aggressively pursued.”

**Disciplined** – “A place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.”

**Caring** – “A place where the well-being of each member is sensitively supported and where service to others is encouraged.”

**Celebrative** – “A place where the heritage of the institution is remembered and where rituals affirming tradition and change are shared.”

**Reference:** Campus Life: In Search of Community. The Carnegie Foundation for the Advancement of Teaching; Ernest L. Boyer(forward); Princeton, New Jersey; 1990.

## Diversity and Inclusion

You are welcome here. No matter your background or beliefs, we all have an important story to tell. And we can all grow and learn from each other. We all have the responsibility of fostering a welcoming and inclusive culture at WNCC. The Multicultural and Inclusion Office is just one piece of that overall institutional effort. For more information, please see the College's website:

<https://www.wncc.edu/student-life/student-services/diversity-inclusion>



## Paying for College

### Business Office

Students registered for classes at WNCC are expected to have tuition and fees paid in full before or by the first day of classes unless other arrangements have been made through the Business Office. All financial obligations must be in good standing (satisfactory) before the student is allowed to register for additional semesters. Students are able to enter into a payment plan option through Nelnet® to help pay for educational expenses. Students may access their student account information 24 hours a day, by logging into MyWNCC portal under self-service. Payments can be made online by credit card.

### Non-Payment

In the event a student has a past due account, they may be in jeopardy of being withdrawn from current classes and a hold placed on their account to prevent future enrollment, living in College Housing, obtaining a transcript, receiving a disbursement, or graduating. If a student is experiencing difficulties paying tuition, fees, or other expenses please contact the WNCC Business Office at 308.635.6020 for assistance.

## Financial Aid

Western Nebraska Community College participates in a wide variety of federal, state, private, and institutional programs designed to assist families with college related expenses when their own resources are insufficient. Financial aid packages are structured to meet the particular needs to each recipient and may vary according to financial resources available and the student's enrollment level. New applications are required for each academic year of enrollment for most types of aid. If you have questions or concerns reference [www.wncc.edu/admissions-aid/financial-aid](http://www.wncc.edu/admissions-aid/financial-aid) .

### Satisfactory Academic Progress (SAP)

All students must make progress toward their educational goals to continue to receive federal financial aid: <https://www.wncc.edu/admissions-aid/financial-aid/policies>

### Scholarships

Scholarships do not have to be repaid. Criteria may include academic performance, special talents, activity participation, financial need, community service, and other factors. Funds are provided by the WNCC Foundation, the Western Nebraska Education Endowment Association, civic and community organizations, and other sources supporting higher education.

### Grants

Grants generally do not have to be repaid. Awards are need based with funds provided by federal and state governments and WNCC.

### Employment

WNCC provides part-time jobs that pay at least minimum wage and provide flexible hours. Some involve community service activities. WNCC also funds other part-time student employment that is not need based and is not offered as part of the financial aid package. Half-time enrollment, which is defined as at least six credit is required for both.

## Campus Resources

### Academic Advising

Academic advisors can assist students in identifying appropriate programs of study. They will also help students draft an academic plan outlining the courses needing to be completed in order to meet the requirements for graduation. This academic plan can be modified each semester based upon course offerings and student progress.

Faculty advisors can also be of assistance to students in their efforts to achieve satisfactory academic progress and connect with other support resources on and off campus. The faculty advisor's approval is required for all courses a student wants to take each semester. This approval is requested and granted through the Student Planning tool in the WNCC Portal.

## Academic Testing & Tutoring Center

The Academic Testing & Tutoring Center is located in the Main Campus Building located on the Scottsbluff Campus. The center's hours are 8 a.m. – 8 p.m., Monday through Thursday and 8 a.m., and 8 a.m. – 4 p.m. Friday. Appointments are strongly encouraged. Tutoring Services is one-way students at WNCC have to receive one-on-one or small group tutoring services, which encourages their potential as independent learners. For additional information contact the Academic Testing & Tutoring Coordinator 308.635.6072.

## Bookstore

Buddy's Books & Bistro is your place for textbooks, gear, or supplies. General merchandise is also sold in the bookstore and online at [www.wncc.edu/student-life/bookstore](http://www.wncc.edu/student-life/bookstore) .

## Career Pathways & Advising Center

The Career Pathway and Advising Center empowers students to make decisions, develop a plan and achieve academic and career goals as part of a life-long process. Services students can access through Career Pathways & Advising Center include:

- Academic navigation and career exploration.
- Career screening assessment and interpretation of results.
- Career development services, for students and alumni.
- Job application, resume, cover letter, and interview assistance.
- Occupational salary, outlook, availability and training information.
- Connections with employers, internships and job shadowing opportunities.

Inquiries should be directed to team members in Career Pathways & Advising at 308.635.6000.

## Childcare

The Western Nebraska Child Development Center (WNCDC), a joint venture of Community Action Partnership of Western Nebraska (CAPWN) and WNCC, opened on the Scottsbluff Campus in August 1993, to provide childcare for WNCC students.

The WNCDC is licensed by the State of Nebraska to care for children between the ages of six weeks and five years old. In August 2000, the center became accredited through the National Association for the

Education of Young Children to ensure a quality environment for children. Head Start Centers are also located at the center.

A nutritious breakfast, lunch, and an afternoon snack are served to children who are at the center during those times. Students are asked to seek reimbursement through the Nebraska Department of Health and Human Services (HHS) to help with the cost of childcare. Students who do not qualify for HHS assistance may seek financial assistance through the Office of Student Life. For current information on center hours, cost and availability, contact \*WNCC at 308-635-3231.

\*The WNCC is a partner of the Community Action Partnership of Western Nebraska (CAPWN).

## Class Registration

Degree seeking students, are encouraged to register for courses as close to the opening day of registration as possible. Registration is completed online through Student Planning available via Classlink on MyWNCC. First semester students will work with a professional advisor to learn how to utilize student planning and how the registration process works. Students are required to meet with the faculty advisors at least once every semester to check in before courses are approved for the next term.

To change an intended program of study and/or the student's faculty advisor, please contact Career Pathways & Advising at [pathways@wncc.edu](mailto:pathways@wncc.edu) or 308.635.6000.

## Communication

Cancellation of Classes/Campus Closures/Emergency Notification

WNCC has implemented a First Response system which can communicate urgent messages utilizing multiple methods of communication (automated voice communication, email and text message). To enable this system, you must inform the College your preference of communication. To update your notification information log into your MyWNCC portal and click on self-service. In self-service, click on the user link, which will bring up the emergency preference updates.

## Computer Labs/Print Stations

Enrolled students with a student ID can utilize the computer labs at any of the WNCC sites. PaperCut is the printing solution utilized by the College for student printing. To print cost five cents a page. Students can add funds to the print by contacting the Business Office at 308.635.6020i or visit [cougarcard.wncc.edu](http://cougarcard.wncc.edu).

## Consumer Information

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, requires all accredited colleges and universities to disclose certain information to current and prospective students, employees, and members of the general public.

The College provides this information on its website at the following in order to provide easy access to that required information: <https://www.wncc.edu/about-wncc/consumer-information/index>. In addition, the policies for Western Nebraska Community College as set by the Board of Governors, as well as corresponding procedures, may be found on our [Board of Governors Policies page](#).

## Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law protecting the privacy of student educational records. For more information about federal guidance and WNCC policies:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and

<https://www.wncc.edu/about-wncc/consumer-information/subpages-nonav-consumer-info/ferpa-information>

## Cougar Cupboard Food Pantry

To address issues of food insecurity at Western Nebraska Community College, the Campus community in collaboration with community partners developed a student food pantry. WNCC understands a student's ability to perform academically or from a co-curricular approach is directly connected to having sufficient nutrition. Students can utilize the Cougar Cupboard or emergency assistance at any campus site by contacting the Office of Student Life at 308.635.6050.

## College Housing (On-campus)

Western Nebraska Community College provides College housing designed to help students become engaged in campus life, which is built on the foundation of academic activities and programs and positively contributes to student success. Students can choose to live in the following residential environments: Conestoga Hall (Scottsbluff); Horizon Hall (Scottsbluff); Pioneer Tower (Scottsbluff); Unit A (Sidney) or Unit B (Sidney).

More than just a place to sleep, the residence life program at WNCC is an exciting community where students from around the world come together with a common focus (education), and learn, grow and develop.

## International Student Support Services

The richness of our student body at WNCC is the diversity of the students enrolled at the college. WNCC has students from approximately thirty (30) countries enrolled. International student enrollment represents approximately ten (10) percent of the student body. The campus community and the community at large is supportive and embraces the cultural diversity of our students.

## Library Resource Center

The WNCC library is located in the main building on the Scottsbluff campus with a branch location at the Sidney site. The Alliance Public Library welcomes students and patrons. To reserve materials, inquire at the WNCC Alliance front desk. For assistance email [library@wncc.edu](mailto:library@wncc.edu).

## Math Center

The Math Center is available for students who need extra assistance in mathematics. Students may receive help from tutors or use computer programs to provide help in specific areas. The center is geared particularly to students in lower-level courses, but help is available for all classes, including calculus. The Math Center is open for assistance during the daytime and evening and is located in the main building on the Scottsbluff Campus.

## Military Affairs/Veterans Center

The Military & Veterans Affairs Office provides academic, career, and financial assistance to qualified veterans at no cost, as well as organized social and cultural activities. Our goal is to ensure academic success, whether that means graduation or transferring to a four-year institution – through persistence and ease of access to services. The Military & Veterans Affairs Office is the certification site for Veterans Administration educational benefits including:

- Montgomery G.I. Bill (Chapter 30)
- Vocational Rehabilitation (Chapter 31)
- Post 9/11 G.I. Bill (Chapter 33)
- Dependents Benefits (Chapter 35)
- Veterans Opportunity to Work (VOW)
- Hire Heroes Act 2011 (VRAP)
- National Guard and Reservist (1606 and 1607)
- MyCAA Program (active-duty military spouses)

All military connected students and family members are encouraged to visit the office. Please contact [www.wncc.edu/student-life/student-services/military-veterans-services](http://www.wncc.edu/student-life/student-services/military-veterans-services) or contact by phone 308.635.6042 for more information.

## New Student Orientation

New Student Orientation is held prior to the beginning of each semester for all new and transfer students. The program contains information for students and parents on college and federal compliance requirements and therefore has to be completed by new and transfer students (no exceptions). NSO is designed to help students understand how to navigate Western Nebraska Community College and the community at large. Students will receive information regarding NSO from the Office of Student Life. For more information, please contact [orientation@wncc.edu](mailto:orientation@wncc.edu).

## Panhandle Resources\*

If you or someone you know is experiencing difficulties, know that you are not alone. Help can be a phone call away.

Addition Counseling and Consultation Services, Inc. (ACCS, INC.,)	308.633.1390
Alcoholics Anonymous	877.266.3632
Box Butte General Hospital	308.762.6660
Community Action Partnership of Western Nebraska (CAPWN)	308.635.3089
Cirrus House	308.635.1488
CrossRoads Resources, LLC	308.7472054
Educational Service Unit 13 Psychological and Behavioral Health	308.635.3696
Evals by Eck	308.762.2723
Healthy Choices Counseling	308.632.8236
Hot Springs VA Medical Center	605.745.2000
Human Services Inc.	308.762.7177
Independence Rising	308.633.7025
Karuna Counseling	308.249.7853
Mental Health Alliance	866.228.2636

Midwestern Behavioral Health Services	308.641.8409
Nebraska Family Helpline	888.866.8660
Nebraska Gambling Hotline	800.552.4700
Northeast Panhandle Substance Abuse Center	308.282.1101
Options in Psychology LLC	308.632.8547
Panhandle Partnership	308.633.3818
Psychiatry & Behavioral Health	308.635.3888
Region 1 Behavioral Health Authority	308.635.3173
Regional West Medical Center	308.630.1268
Western Community Health Resources	308.747.2054
Wyo-Braska Area of Narcotics Anonymous	866.466.3673

\* For information purposes only. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval.

## Single Parents Program

The Single Parent Network (SPiN) consists of monthly networking, educational, and group meetings on the Scottsbluff Campus to help students deal with personal, academic, or career concerns. All students who are parents are welcome to attend these meetings. However, qualified members of SPiN may also be eligible to receive nominal financial assistance and access to free educational materials. For more information contact 308.635.6153 to receive an application.

## Student ID Cards

Students enrolled in classes at WNCC are required to have a student identification card at the beginning of each semester. A student ID is required for accessing the College meal plans, printing, admittance to College activities such as athletic events, fine arts, or other programming opportunities. In Scottsbluff, the College has a partnership with the Road Runner Bus which provides free shuttle rides with a valid student ID and sticker. The student ID in Sidney also allows access to the Cheyenne County Community Center.

In the event of an emergency, students will be asked to show their student IDs with no exception.

## Disability Student Services

All students have the right to the same educational opportunities. The Disability Support Services (DSS) Office at WNCC provides a variety of accommodations to provide access for individuals with disabilities. The mission of the Disability Services Office is to problem solve issues relative to disability access, provide equal access for individuals with disabilities, facilitate the development of reasonable accommodations for students, provide services and accommodations to qualified students, and serve in an advisory capacity to faculty and staff.

Through the Disability Services Office, eligible students have access to:

- Auxiliary aids and services (note takers, scribes, interpreters, and electronic textbooks)
- Modifications (extended test times, distraction-free environments, variety of delivery methods)
- Assistive technology (electronic devices, physical modifications of environment)

# Compensatory Abilities Procedures

## A) Procedure for Requesting, Reviewing and implementing Accommodations

### Step one: Self-identify, Request Form, Meeting and Documentation

#### I) Admittance at the College

- a) Individual requesting accommodations for academic purposes must be enrolled at Western Nebraska Community College.

#### II) Student chooses to self-identify

- a) Disclose as soon as possible to the Disability Services Officer (“DSO”), and/or delegate, the student’s claim of disability and request for accommodations. While one is free to disclose their condition and request to instructors or staff, and while instructors and staff shall refer such requests to the DSO, a student must provide timely notice to the DSO. Notice that does not permit the College a meaningful opportunity to review and implement an accommodation is not timely.

#### III) Complete Request and Confidentiality forms

- a) Complete the Request for Accommodations and Confidentiality form with Disability Services at least ten (10) days before the beginning of the academic semester or as soon as the need arises and make an appointment to meet the DSO to discuss the disability and possible accommodations. Appointments can be arranged at all WNCC sites.

#### IV) Meeting and Documentation

At the meeting with the DSO, provide current and valid documentation of the disability. Documentation submitted to the DSO must specify the nature of the disability and that the student’s disability substantially limits one or more major life activities. This documentation should reflect limitations that are currently impacting the student as determined by an appropriate professional who is qualified to evaluate the functional impact of the disability and provide recommendations for accommodations to equalize the student’s educational opportunities. The student is allowed to have an advisor of their choice present for any necessary meetings during this process.

Examples of current and valid documentation include, but are not limited to:

- Neuropsychological evaluations;
- Psychoeducational evaluations;
- Medical evaluations;
- Physiological assessments; or
- Audiograms.

The DSO may waive documentation requirements for a student whose disability is readily apparent or obvious (e.g., paralysis, total blindness, profound hearing impairment).

## **Step Two: College Review of the Request**

The DSO will review the disability documentation, the student's prior disability-related services and other pertinent information. The DSO may also consult confidential with the person(s) assessing the student's disability and those College officials who the DSO deems necessary to the appropriate decision. At the discretion of the DSO, an accommodation may be put in place on a temporary basis for a student who is awaiting documentation.

### **1) Approval of the Student's Request**

If the DSO finds the student eligible for accommodation, the DSO will discuss with the student the accommodations appropriate and reasonable under the circumstances. If the student and the DSO agree to the provision of certain accommodations, the DSO will provide an Accommodation Plan to the student. The student must approve, revise or reject the Plan and return it to the DSO. If the student wishes to revise or reject the Plan, the student must make an appointment and meet with the DSO.

The student, the Dean of Instruction ("DOI"), the Instructional Technology Coordinator ("ITC") and the affected faculty members are informed in writing of recommended accommodations for the student. The (DOI's name, address, email address, and phone number; and the ITC's name, address, email address, and phone number shall be included in all actual, appropriate publications). The student must also meet with the affected instructor(s) to coordinate implementing the recommended accommodations. When requested by the student, the DSO or other advisor may assist in this effort. The student must arrange to renew or update the terms of the Plan at the beginning of each semester.

### **2) Disapproval of the Student's Request**

If the DSO finds the student ineligible for accommodation, or if a requested accommodation or academic adjustment is denied by the DSO for any reason, the DSO will so notify the student in writing. Further, accommodations or academic adjustments, in general, must not fundamentally alter the essential nature of a course, program or activity, and may not result in a direct threat to health or safety, and cannot impose an undue financial or administrative burden upon the College.

If the requested accommodation or academic adjustment is denied by the DSO for any reason, the student may then appeal the DSO's decision pursuant to the Appeal Procedure in Section C. In the event the student's request is disapproved the student is encouraged to meet with the DOS to assure there has not been an administrative oversight.

### **3) Role of Faculty, Instructors, and Administrators**

Faculty, instructors, and administrators are situated to play an important role in this process. They shall refer to the DSO students who disclose a condition that may be disabling and shall forward to the DSO any request(s) for an accommodation. Such persons may be asked to participate in identifying and assessing possible accommodations. Such persons shall keep confidential all such information regarding the student and shall implement the accommodation(s) deemed reasonable by the College. Faculty, instructors, and administrators with concerns or questions regarding a disability or its accommodation



should bring these concerns or questions to the attention to the DSO and the DOI as soon as possible.

If good faith efforts fail to find a solution to the concern(s) and it is believed the accommodation/adjustment will fundamentally alter or subvert academic standards/course methodology, the concerned party may avail themselves of the Resolution and Appeal Process in Section B below.

## **B) Student Appeal Procedure**

The following appeal procedure must be used by a student for complaints regarding claims of disability and requests for accommodation.

### **1. Contents of an Appeal**

- a. An appeal must be in writing; contain the name, address, and telephone number of the student; and should include the following items: The accommodations that are being appealed:
- b. The reason for the appeal: and
- c. Any additional documentation that supports the appeal.

Alternative means of appeal, such as personal interview or recordings, are available upon request if required by disability.

### **2. Filing the Appeal**

The student or, if necessary, because of disability, a designee must submit the grievance to the DOS, and/or designee within five (5) school days of receiving the accommodations plan, or as soon as is reasonable after the student comes to believe they are not being properly served by the accommodation. The DOS' name, address, email address, and phone number shall be included in all actual, appropriate publications.

### **3. Dean's Decision**

After consideration the appeal, the Dean will respond to the DSO and in a format accessible to the student (such as Large print or other recording options) within five (5) school days. The response will explain the position of the College and, where practical, offer options for substantive resolution.

### **4. Student Appeal to Equal Access Review Panel**

If a student does not agree with the Dean's recommendations, the student may appeal to the Equal Access Review Panel ("EARP") by submitting a written appeal to the Institutional Compliance Officer who will order formation of the EARP.

### **5. Contents of an Appeal**

The contents of the Appeal to EARP are the same as the appeal procedure set forth in Section C (1) above.

### **6. Membership of the EARP Team**

The EARP will be comprised of the following members:

- Chaired by the Institutional Compliance Officer, and/or designee. (The institutional Compliance Officer's name, position title, address, email shall be included in all actual, appropriate publications).
- Chief Student Affairs Officer (CSAO), and/or designee;
- Chief Academic Officer (CAO), and/or designee;
- The supervisor of the instructional area in which the course is offered, or the supervisor of the staff member who is affected by the question, policy or procedure, and/or designee.

At the discretion of the Chair, EARP members may consider written information from, consultancy with or participation by the College's Disability Services Officer, the College attorney, and other legal medical or neurological expert. Any experts or officials whom the Chair believes can help the panel make an effective, fair determination may also participate as ex-officio members.

### **III. Location and Timing of EARP Hearing**

The proceedings of the EARP may take place at any College site, the location and time to be determined by the Chair. The EARP team must meet the first time within five (5) school days of the Compliance Officer having received written notice of appeal from the student and must make reasonable progress in reviewing materials, accepting testimony and deliberating to conclusion.

All efforts must be made to avoid the student having to miss other classes in order to appear at a meeting or hold conferences with College officials relevant to the appeal, regardless of the student's "home" campus or the class location.

### **IV. Student Evidence and Testimony**

A student has the right to present both oral and written testimony and to produce expert witness who may speak to the specific condition or the designated accommodation. The EARP Chair has the discretion to allow or disallow a witness proposed by the student.

### **V. Decision of Equal Access Review Panel**

A final determination is based upon a simple majority vote by the committee members to determine the outcome of the student appeal. If an appeal is upheld, the EARP may agree to the student's request for changes in whole or in part.

If the panel endorses a change to the accommodation determined by the DSO the EARP Chair will issue an order of change which is endorsed by the panel. The panel's recommendations for change take effect as soon as the changed is signed or as soon as is reasonably possible in the event the change requires items to be purchased or other procedures which cannot be accomplished immediately.

The decision reached by the EARP is the final institutional appeal afforded the student.

5. **Record Retention**

The College will retain all appeals and responses in the above Procedures for at least three (3) years pursuant to the Records and Management and Retention policies articulated in Board Policy 701.

C. **Faculty/Instructor Resolution/Appeal Process**

**Step One: Meet with Dean of Instruction**

Faculty or instructors who may have a concern regarding an accommodation plan for a student or who need assistance or clarification should first communicate to the Disability Support Services Office to assure there an error or oversight with an accommodation has not occurred. After meeting with the DSO, if the situation has not been resolved a meeting with the DOI and/or designee should be scheduled. The grounds for objections to implementing an accommodation shall be limited in scope to substantive issues concerning the learning process. The instructor(s) must demonstrate that the expectations for the student learning or achievement cannot be met through a reasonable alternative method.

**Step Two: Review by the DOS**

If a concern still exists after discussion with the DOI, the faculty member/Instructor contacts the DOS, and/or designee, who will consider the material presented, consult with the DSO and the DOI and offer to the concerned party a recommendation to follow or deny the accommodation within five (5) school days of receiving notice (unless a valid reason cause further delay).

**Step Three: Appeal to Equal Access Review Panel**

Faculty/Instructors who do not agree that the accommodation should be upheld may appeal in writing to the Institutional Compliance Officer who will convene the EARP for the purpose of considering the appeal. The EARP will follow these guidelines:

- The EARP will consist of the same members as a student appeal panel with the Compliance Officer retaining the right to make other discretionary appointments or external appointments (ex-officio capacity only). The DSO will participate in an advisory capacity.
- The findings of the EARP will either uphold the DOS' decision or may result in a change order. The EARP ruling is the final appeal for a faculty member or instructor. The determination from the EARP will be retained in the Office of Student Life in pursuant to established community college policy under the Records and Management and Retention policies articulated in Board Policy 701.

D. **Distribution of Procedure**

This Policy and Procedure will be communicated to the campus community on an annual basis. Notice of the College's non-discrimination statement and contact information for the Equal Opportunity/Institutional Compliance Officer shall be posted on the College's website and in conspicuous locations throughout the campus.

## Student Leave of Absence for Military Duty

A student responding to a lawful deployment order through a branch of the United States armed forces may avail himself or herself of specified course alterations or modifications by requesting a Military Leave of Absence (MLOA) through his/her instructor. Military leave policy relates to students who are registered for classes at WNCC, whether by face-to-face or distance learning instructional delivery.

The purpose of the MLOA is to ensure equality of opportunity for success to students who are called to military service. Students are still expected to fulfill the learning requirements of a course, but they should not be penalized for circumstances beyond their control. A copy of the full Policy and Procedures can be obtained from the Office of the Registrar or the Office of Student Life.

## TRIO Programs at WNCC

TRIO programs are federally funded under Title IV of the Higher Education Act of 1965. TRIO Programs are educational opportunity programs that help students overcome class, social, and cultural barriers to postsecondary education. The programs are designed to assist qualified college students, high school students, and military veterans.

**TRIO Student Support Services** (Y.E.S. – Your Educational Success) helps qualified college students persist toward completion of a certificate, diploma, or associates degree, and encourages transfer and four-year college graduation.

### Eligibility Requirements:

- Income eligibility and/or first generation (neither parent has a four-year degree);
- Citizenship or legal residence in the United States;
- Need for academic support;
- Disability as defined by Section 504 of the ADA

**TRIO Veterans Upward Bound** Program that provides certification for VA educational benefits for which VUB participants qualify. Veterans Upward Bound is an approved site for VA work study.

### Eligibility Requirements:

- Income eligibility and/or first generation (neither parent has a four-year degree);
- 181 days of active service;
- Medical or anything other than dishonorable discharge;
- Citizenship or legal residence in the United States;
- Need for academic support.

## Writing Lab

The Writing Center provides help for students in all phases of writing whether for an English class or in preparation of a paper for another course. Students taking Developmental Writing and Basic Writing are required to spend time each week in the center. Other students are welcome to seek assistance as needed. The Writing Center is open for both daytime and evening assistance during the fall and spring semesters and for daytime assistance during the summer semester. The Writing Center is located in the main building in Scottsbluff and in the library in Sidney.

## Student Engagement

### Athletics

WNCC offers intercollegiate sports for women in volleyball, basketball, softball, and soccer. Men's sports include basketball, baseball, and soccer. The College is a member of the National Junior College Athletic Association, Region IX, which consists of colleges from Nebraska, Wyoming, Montana, and Colorado. WNCC is proud to offer eSports- as a club sport that is open for men and women to compete in collectively. For additional information see [Western Nebraska College \(wncathletics.com\)](http://wncathletics.com)

## Cougar Council (Student Government) Student Organizations

Student organizations at WNCC may vary from year-to-year in accordance with changes in student interests and needs. Some organizations are primarily social, while others are academic, professional, recreational, or service-oriented. All formal student organizations are required to have a constitution that conforms to the educational objectives and administrative regulations of the College. Cougar Council (Student Government) serves as the chartering body for new organizations.

To become officially recognized by the College, new organizations must submit their constitution to Cougar Council for approval. Any funds collected through the student organizations must be deposited and dispensed through the WNCC Business Office. All students can take advantage of the organizations that meet their own needs and interests

## Lost and Found

Students are responsible for their personal property while on WNCC premises. The College is not responsible for personal items that are lost or stolen. The lost and found is located in the main office in Alliance, at Information Services in Scottsbluff, and at the reception desk in Sidney

## Traffic/Parking Regulations

Students at all campuses should park only in designated parking spaces. Red curb areas are designated as "No Parking" and blue curb areas are designated as "Handicapped Parking Only," where a special sticker or license plate is required. The police will ticket all violators of red and blue curb parking and crosswalk areas. In the event of an accident at the College, those persons involved should notify the appropriate police/sheriff's department and Student Services.

## Sex Offender Registration Act

Western Nebraska Community College is committed to creating a community free from violence and fear. To assist in this effort, the following information is being made available to the campus community. Nebraska State Statute, §29-4002 declares that sex offenders present a high risk to commit repeat offenses and the efforts of law enforcement agencies to protect communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses, and who live in their jurisdiction. Because of that, the Legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act.

The State of Nebraska maintains a list of registered sex offenders. This information may be accessed at the Nebraska Sex Offender Registry website at <https://sor.nebraska.gov/>. At this web site, you will be given the opportunity to search by name, region or location. This information is to be used to provide public notice and information about a registrant so a community can develop and construct a plan to prepare themselves and their families. Sex offenders have “always” been in our communities. The notification process is intended to remove their ability to act secretly.

Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and may result in arrest and prosecution.

## Federal Student Right to Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. The graduation completion rate information and reports are available online at [www.wncc.edu/about-wncc/consumer-information/index](http://www.wncc.edu/about-wncc/consumer-information/index)

## Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require institutions of higher education to publish an annual report by October 1 containing three years of campus crime statistics.

The campus crime statistics reports are available from the Office of Student Life or Student Services or online at [Campus Safety \(wncc.edu\)](http://Campus Safety (wncc.edu)) or through the Office of Postsecondary Education at <https://ope.ed.gov/campussafety/#/>.

## Health & Wellness

### Alcohol and Controlled Substance Abuse

WNCC policy prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees on College property or as a part of any College activities. A complete copy of WNCC’s drug and alcohol policies are available electronically for students at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](http://www.wncc.edu/about-wncc/leadership/board-of-governors/policies) . **Any student or employee of the College who violates this policy is subject to disciplinary action.** State and federal laws and any applicable city ordinances pertaining to the possession and use of alcoholic beverages and illicit drugs shall also be enforced. Additionally, WNCC publishes information pursuant to the Drug-Free School and Community Act (DFSCA), including a Biennial Report, outlining the College’s efforts under the Act. The DFSCA materials address Standards of Conduct; Legal Prohibitions and Sanctions; Health Risks of Drug and Alcohol Use; Disciplinary Actions; and Drug and Alcohol Services. These materials are accessible online on the College’s Website under Consumer Information and Safety at the following: [www.wncc.edu/about-wncc/consumer-information/index](http://www.wncc.edu/about-wncc/consumer-information/index).

## Health Services

The College does not provide medicine, hospitalization, or surgical services. It is the responsibility of students to provide their own health and accident insurance, as well as insurance on personal items in student housing if so desired. The college does not carry such insurance.

While the College does not have a health center on campus, here are some resources you may find helpful if you find yourself in need of mental, emotional or physical care. **If you have an emergency, call 911.**

- WNCC Counseling Services. WNCC has a licensed counselor on staff. Counseling services are free to WNCC students. To schedule an appointment, call 308.635.6050.
- Community Action Partnership of Western Nebraska (CAPWN) is a federally qualified health center located at 975 Crescent Drive, Gering, NE 69341. For individuals who have no insurance, CAPWN has services available on a sliding discount basis according to family size and income. You may contact CAPWN's Health Center by calling 308.632.2540 or toll free at 1.888.448.9665.

## Tobacco, Smoke, and Vape-Free College

WNCC's Tobacco, Smoke, and Vape-Free College Policy prohibits the use, sale, advertising, and sampling of all tobacco products on College campuses by all persons on property at Alliance, Sidney and Scottsbluff. This includes all buildings, vehicles, grounds, sidewalks, patios and parking lots, and other outdoor areas owned and/or operated by Western Nebraska Community College.

Areas of the campus which were previously designated as tobacco use areas shall now be 100% tobacco, smoke, and vape-free. Products used for cessation of tobacco use approved by the U.S. Drug and Food Administration, including alternative nicotine products, such as nicotine patches or medication, shall be allowed on College property as long as the product does not produce smoke or vapor emissions. Compliance with this policy shall be the responsibility of all employees, students, and visitors.

## Academic Information

### Academic Integrity & Misconduct

Academic integrity forms a fundamental bond of trust between colleagues, peers, instructors, and students, and it underlies all genuine learning. At WNCC, there is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged "borrowing" of proprietary materials, copying answers or papers, using crib sheets or unauthorized help during exams, altering tests, or passing off someone else's work as one's own. A student can be accused on an academic integrity policy violation by an instructor, staff member or another student(s).

A breach of ethics or act of dishonesty can result in:

- Failure of graded material (including but not limited to, an assignment, paper, project, quiz or an exam within a course;
- Failure of an entire course
- Suspension or expulsion from the College

Any form of academic dishonesty represents a grave breach of personal integrity and of the rules governing WNCC's community of learners. Academic dishonesty includes, but is not limited to:

- **Cheating:** Misrepresenting one's own knowledge or abilities through the use of unauthorized materials, devices or assistance from others (or assisting others in their attempts to cheat);
- **Collusion:** Two or more persons coordinating their efforts to misrepresent one's individual efforts towards a course or assignment;
- **Fabrication:** Deliberately inventing or falsifying information or making false statements to avoid submitting an assignment or exam by the scheduled due date;
- **Plagiarism:** Using someone's words, ideas, or data without providing appropriate acknowledgement.

#### Student Rights

1. Review the written evidence in support of the allegations;
2. Ask any questions;
3. Offer an explanation as to what occurred;
4. Present any material that would cast doubt on the accuracy of the allegation;
5. Receive a determination of the validity of the allegation without reference to any past record of misconduct.

#### Student Responsibilities

1. Provide truthful information regarding the allegation;
2. If appropriate, admit the violation and accept the decision of the instructor and corresponding sanctions;
3. Deny the allegation or if appropriate, deny the allegation and file an appeal.

## Academic Probation & Suspension

Western Nebraska Community College is committed to the academic success to its students. To this end, students are expected to make sufficient academic progress to achieve their educational goals. A student's grade point average is used to evaluate this progress.

Students are considered to be making satisfactory progress and to be in good academic standing if they have a cumulative GPA of 2.0 or higher. This progress is evaluated at the end of each academic term (fall, spring, and summer), at which time the Registrar will notify the student in writing that they failed to maintain good academic standing.

The College reserves the right to limit the course load of any student experience academic difficulty and to recommend changes in the curriculum assigned.

## Academic Probation/Extended Academic Probation

A student will be placed on academic probation when the student's cumulative GPA falls below a 2.0. In order to continue enrollment, the student will be required to meet with their academic advisor and develop a course of action to move forward academically.

If a student earns a semester GPA of 2.0 or better but still has a cumulative GPA below a 2.0. the student will be placed on extended academic probation. In order to continue enrollment, the student will be required to meet with their academic advisor and develop a course of action to move forward academically.



A student is removed from academic probation or extended academic probation when both the cumulative and semester GPAs are above a 2.0

## Academic Suspension

Students are placed on academic suspension if a student has been placed on academic probation for on semester and both the semester and cumulative GPAs remain below a 2.0 in the semester following the student's placement on academic probation. A student who has been academically suspended from the College will not be allowed to register for classes at any site or via any modality for at least one academic semester not including the summer term, immediately following suspension. The statuses of academic probation, extended academic probation, or academic suspension are not appealable.

## Academic Reinstatement

If a student has been academically suspended in order to seek re-enrollment at WNCC, the student must complete the following to receive consideration for reinstatement:

1. Complete and submit an Academic Reinstatement Petition to the Registrar ([registrar.wncc.edu](http://registrar.wncc.edu));
2. Assure the Academic Reinstatement Petition has the Academic advisor's statement.

The Academic Reinstatement Committee will review submissions prior to 14 days to the start of the academic semester. A student who is reinstated will be required to meet the conditions/stipulations of reinstatement. This can include but not limited to the following:

- Completing the Growth Mindset Program;
- Mandatory Attendance;
- Required tutoring or utilization of the Math Lab or Writing Center;
- Limitation of credit hours attempted within a semester;
- Mandatory scheduled meeting with faculty advisor or Student Success Director or designee;

In the event a student fails to adhere to the Reinstatement agreement or fails to raise their semester or cumulative GPA above 2.0 after being reinstated the student will once again be suspended from the College.

## Absence from Class Policy

Attendance and participation are necessary and required components to successfully completing a course. Successful students attend class regularly, come to each class prepared, and engage in class activities. A student's success in a course is measured by the acquisition and mastery of information that can only be obtained through classroom lectures, labs, discussions, and other activities.

Persistent tardiness or absences from class will have an impact on a student's ability to be successful. It is an expectation that if a student will be absent from class the student will communicate directly to the instructor(s) and work with them to make up the absence if possible. All courses offered at WNCC has an established attendance policy that can be found in the course syllabus each semester.

If a student knows they will be absent from classes and need assistance, please contact the Office of Student Life at 308.635.6050.

## Dropping/Withdrawing

Students may add a class during the first five (5) class days of a semester or during the first three (3) day of an eight-week session. They may also drop a course with no penalty (the course will not appear on the student's transcript) during that same period. Tuition and fees are assessed on all courses added, drops and refunded at 100%.

## Withdrawing Period

The official withdrawal period begins after the first five (5) class days of each regular semester and ends when 60% of the term has expired as outlined in the official WNCC calendar. The official withdrawal period for eight-week courses begins after the first three (3) class days. Students who wish to withdraw from a class during the withdrawal period procedure through the Registrar's Office. Students withdrawing from a course will receive a grade of "W" on their transcript.

Students may or may not receive a refund when withdrawing from a course, depending on the percent of time expended. Federal financial aid is recalculated during this time and refunds may be owed. Students should be sure to contact Financial Aid Office to understand the ramifications.

Students who cease to attend a course and fail to withdraw officially from it remain registered for the course and will receive a grade regardless of intent.

To drop an online course, download the online drop form from the WNCC portal, complete it, and sign it. The student is responsible for communicating to their instructor(s) with a request to drop. The instructor then responds to the student with a drop grade and the last date of attendance. The student should copy the instructor's response and email to their request along with the drop form. Completed forms should be submitted to [registrar@wncc.edu](mailto:registrar@wncc.edu). Completed forms can also be faxed to 308.635.6732 or mail to the WNCC Registrar's Office, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE 69361.

The official withdrawal period begins after the first three (3) days of the semester and ends when 60% of the class is expended.

## Withdrawal from the College

During the official withdrawal period (until 60% of the course time is completed):

1. Complete the WNCC Drop-Add Form available in the Registrar's Office or by downloading from the student's portal. Each instructor needs to sign the form and provide a last date of attendance. In an emergency, staff from the Registrar's Office can assist in contacting instructors.
2. Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
3. Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Veterans Affairs Office.

After the official withdrawal period (beyond the last official date to withdraw):

1. Complete the "Request for Total Withdrawal after the Last Day to Drop" form available in the Registrar's Office. The total drop must be for extenuating circumstances only.

2. The Chief Student Services Officer and the Dean of Instruction or their designee must approve the drop.
3. Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the implications. A complete withdrawal, whether official or unofficial may result in a repayment obligation and/or loss of future eligibility.
4. Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Affairs Office.

## Student Code of Conduct

### Purpose

The purpose of this Code is to ensure a safe and educationally productive environment for students, employees, and community. Behaviors (conduct) that adversely affects a student's membership in the academic community shall result in appropriate disciplinary action.

All students at WNCC are expected to familiarize themselves with the policies and regulations that make up the code of conduct. The Student Code of Conduct at WNCC supersedes all program handbooks, policy manuals, etc., regarding student behaviors and expectations. Student conduct regardless of affiliation, association, or participation is subject to the disciplinary action.

All allegations of sexual harassment, including the offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking are investigated and addressed following the procedures set forth in the College's "Sexual Harassment Grievance and Investigation Procedures."

## Statement of Authority

### Authority of the President

The President of Western Nebraska Community College is empowered to establish, publish, and disseminate policies and procedures establishing the rules and regulations concerning student conduct, the means and expectations for enforcement, and penalties for any violations thereof.

The responsibility of administration of the discipline system delegated by the President of WNCC has been given to the Executive Dean of Student Services, from this point will be referred to as the "Dean of Student Services (DOS). In turn, this officer may delegate authority to other groups or individuals for handling violations of the Student Code of Conduct. All Student Code activities shall be monitored by the DOS to ensure consistency and equity.

All disciplinary sanctions-imposed institution-wide will be reported to the DOS for record-keeping purposes. The College attempts to handle discipline matters at the lowest possible level by recognizing a variety of hearing officers. Each hearing officer is a WNCC official who is an administrator, faculty/staff member, or student. Hearing officers adjudicate cases when violations are alleged. The hearing officer is authorized to exercise active control over the proceedings to order to elicit relevant information, to avoid needless consumption of time and to prevent harassment or intimidation of witnesses.

## Jurisdiction and Standard of Proof

The Student Code of Conduct at Western Nebraska Community College applies to all students and student organizations as defined by this document and the Western Community College Area Board of

Governors. A student is therefore subject to two sources of authority: civil-criminal authority and Western Nebraska Community College's authority.

The College will have jurisdiction over misconduct that occurs on the College campus and/or premises, at college sponsored activities (on or off campus), with the use of College property, and in the situations set out below, to conduct that occurs off-campus:

The term "on-campus" includes all College premises, including all Western Nebraska Community College locations; physical campuses, including all adjacent streets and sidewalks, and any College affiliated programs; events or activities, including those located in other states or countries; and the use of any College electronic systems. The term "off-campus" means any location that is not on-campus.

The Student Code of Conduct should not be applied as a matter of course to off-campus conduct simply because the conduct also violates federal, state, or local law. The Student Code of Conduct applies to conduct that occurs off-campus in the following situations:

- a. The Code states that it applies to conduct that occurs off-campus.
- b. The conduct occurs in or on the grounds of a college-approved housing unit.
- c. The conduct occurs at events or during travel authorized, funded or sponsored by the College.
- d. The conduct occurs at events or during travel funded or sponsored by a student organization.
- e. The conduct poses a risk to the health and safety of individuals and application of the Code is reasonable and necessary to educate the student about the risks of the conduct or to help the student avoid engaging in the conduct in the future.
- f. The conduct poses a serious risk to the health or safety of individuals and is of the type that the student could easily engage in on-campus.
- g. The conduct was intentional and caused, or attempted to cause, physical injury to a college employee or another student.
- h. The conduct could, or was intended to, cause harm on-campus.
- i. A conduct hearing officer:
  - (1) determines that the conduct in a particular matter distinctly and clearly implicates the College's interests;
  - (2) prepares a written explanation of the interests and how the conduct implicates them; and
  - (3) provides the written explanation to the student or student organization.

The Office of Student Life may initiate disciplinary action and impose sanctions against a student or a student organization for the violation of any ethical rule, standard or conduct regulation that is within the College's jurisdiction as set forth herein.

Ethical rules, standard and conduct regulations at WNCN are set forth in writing in order to give students general notice of prohibited conduct. They contain a general category of conduct that violates the Code, followed by a list of specific types of conduct. These rules, standard and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. In other words, the list set forth herein should be read as saying that the types of conduct in the list are examples of conduct that is covered by a general category rather than an exclusive list.

A student when charged with an allegation of a violation has the right to notice of the violation and an opportunity to be heard. For infractions where suspension, dismissal, or expulsion may be imposed, a student will have additional rights as set forth in the subsequent sections.

All students are subject to the Student Code of Conduct. The terms "student" includes all persons enrolled at the College, either as a resident student or an on-line student, whether full-time or part-time. The term "student" also includes (a) A person who withdraws from enrollment at the College after allegedly violating the Student Code, but before the charge is adjudicated; (b) A person once enrolled as a student, not officially enrolled for a particular term in which an offense is committed, but who has a continuing relationship the College; (c) A person living in any College residence hall, although not enrolled at the College; and (d) A person participating as a learner in a program or activity sponsored by the College, even if such program is conducted away from College premises, in any location, including other states and countries. Students who are accused of committing a violation of the Code while they are enrolled at the College may still be held responsible for the violation even if they later withdraw from the College prior to a resolution of the alleged violation. The ethical rules, standards and conduct regulations at WNCN apply to recognized student organizations. A recognized student organization is responsible for a member's conduct from the time the student is admitted to membership until the earlier of the student's permanent termination from membership or is awarded a certificate or degree.

## Standard of Proof

The College utilizes a standard of a preponderance of the evidence for the adjudication of alleged violations of Student Code of Conduct. This means that cases shall be determined on the basis of whether it is more likely than not that, the Respondent violated the Student Code of Conduct. "More likely than not" means that after assessing the quality of the evidence, the adjudicator will only find a Respondent responsible for the alleged policy violations if the evidence leaves them reasonably convinced that a finding of responsibility is justified. That is, the adjudication (determination) must find that there is sufficient evidence that is relevant, probable, and persuasive to convince the adjudicator that the Respondent committed the alleged policy violations, and that the evidence supporting a finding of responsibility outweighs any evidence that the Respondent is not responsible for the alleged misconduct.

## Definitions

**Advisor:** An individual who accompanies a respondent, complainant, or victim to a hearing for the limited purpose of providing support and guidance. It is important to know an advisor may not directly

address the student conduct administrator, Student Conduct Board, question witnesses, or otherwise participate in a student conduct hearing.

**Alleged Victim:** Any person alleged to have experienced physical injury, harassment, or other forms of misconduct, or the theft of or damage to personal property; or to have been the object of direct threats of such actions; committed by a student or student organization.

**Appellate Officer:** This term refers to the College administrator who has been designated to hear appeals of students receiving a discipline decision from the DOS/Hearing Officer or Student Conduct Board.

**Business Day:** Timeframe in which the College is open to conduct normal business. This does not include weekends, holidays, or inclement weather days when the College is closed.

**Chairperson of the College Student Conduct Board:** It is the duty of the DOS or designee, to preside as Chairperson of all the meetings of the Student Conduct Hearing Board. The Chairperson shall function as the Hearing Officer and shall answer any questions concerning the interpretation of the non-academic Misconduct Policy that one deems advisable, applicable, and practical during the course of the hearing.

The Chairperson shall have the authority to remove any person from the hearing who is disruptive. The Chairperson shall reserve the right to suspend and reconvene a hearing for any compelling reason as deemed appropriate. The Chairperson shall have the right to seek advice and assistance from College legal counsel and adopt any special procedures as needed, provided these procedures are consistent with the Non-academic Misconduct Policy and provided that these special procedures are fully explained to all persons immediately concerned in the hearing.

**College:** The terms “College” and “WNCC” shall mean Western Nebraska Community College.

**College campus / premises / property:** These terms include all land, buildings, facilities, and other property in the possession of or owned, used, or affiliated with the College (e.g., Residence Halls, College vehicles, or off-campus facilities including adjacent streets and sidewalks).

**College Official:** The term “college official” includes any person employed by the College or performing assigned administrative or professional responsibilities.

**Complaint:** An allegation of a Student Code of Conduct violation.

**Complainant:** Any person or group who submits a charge alleging that a student violated the Student Code of Conduct.

**Faculty:** Faculty refers to any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty. For purposes of interpretation and administration of this Code, the term “instructor” and “faculty member” will have the same meaning.

**Hearing Officer:** DOS or designee who conducts disciplinary meeting or conduct board hearing.

**Investigator:** Person or persons authorized by the College to conduct an investigation into an allegation of Student Code of Conduct violation.

**Party:** This term can be utilized for the Complainant or Respondent.

**Reporting Person:** A person who files a complaint alleging a violation of the Student Code of Conduct.

**Respondent:** A student or student organization alleged to have committed a violation of the Student Code of Conduct.

**Student:** The terms “student” includes all persons enrolled at the College, either as a resident student or an on-line student, whether full-time or part-time. The term “student” also includes (a) A person who withdraws from enrollment at the College after allegedly violating the Student Code, but before the charge is adjudicated; (b) A person once enrolled as student, not officially enrolled for a particular term in which an offense is committed, but who has a continuing relationship the College; (c) A person living in any College residence hall, although not enrolled at the College; and (d) A person participating as a learner in a program or activity sponsored by the College, even if such program is conducted away from College premises, in any location, including other states and countries.

**Student Conduct Hearing Board:** The terms “Conduct Board,” “Hearing Board,” “Hearing Panel,” or “Student Conduct Hearing Board” refer to that body of College employees which presides over hearings conducted as part of Student Discipline Procedures. Membership shall be composed of Dean of Instruction (Teaching and Learning and Workforce Training) or designee, DOS, or designee, and Assistant DOS, or designee, a student representative from Cougar Council. The DOS or designee shall serve as the Chairperson or presiding Hearing Officer.

**Student Organization:** This term means any recognized student organization where any number of persons have complied with the formal requirement for recognition by the College.

## Pending Civil or Criminal Action

The College must act promptly to address any issue of misconduct. Therefore, discipline proceedings and actions are not subject to challenge or postponement on the grounds that civil action or criminal charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court.

## Sanctions

A student admitted, enrolled, or registered at Western Nebraska Community College accepts the responsibility to uphold all College rules and regulations. Failure to meet this obligation will justify appropriate disciplinary sanctions as set forth below. Failure to satisfactorily complete a disciplinary sanction may result in more severe sanctions. The following sanctions or any combination thereof may be imposed upon any student determined to have violated any conduct regulation.

Sanctions are imposed immediately upon a determination of responsibility and may be retroactive to the date of the report. Graduation, extracurricular participation, study abroad, etc. do not in and of themselves constitute an exigent circumstance and students may not be able to participate in those activities during their appeal.

The College may withhold a degree or transcript until conduct proceedings (including appeals) have ended. The College should confer the degree or release the transcript after all investigations and proceedings have ended unless the response to the violation affects the student’s eligibility for the

degree (for example, the student is expelled or must complete an education program prior to receiving the degree).

## Written Reprimand

An official written statement to the student stating that conduct regulations have been violated. This statement will remain on file for six (6) years from the date of reprimand.

## Loss of Privileges

Denial of specified privileges for a designated period of time.

## Warning

A formal, written notice that the student is violating, or has violated, one or more College rules and regulations and that a continuance of the misconduct may lead to additional disciplinary action.

## Restitution

An order may be issued requiring a student to make restitution when the student has engaged in conduct that includes, but is not limited to, physical harm to any person resulting in injury, damage to or destruction of College property or property of any person, the theft or misappropriation of property, or fraudulent behavior.

Restitution may be in the form of financial payment, appropriate service to the College, relocation of the student within College housing, required attendance of the student to the appropriate educational programs based on the circumstances of the case, or other special activities designated by the hearing officer.

## Restriction of Privileges

The restriction of college privileges for a specified period of time. These restrictions may include, but are not limited to, the following:

- a) Denial of the privilege to live in College housing;
- b) Denial of the privilege to represent the College to anyone outside the College at any official function or in intercollegiate athletics or any forms of intercollegiate competition or representation;
- c) Denial of residence hall visitation;
- d) Denial of the use of College vehicles; or
- e) Restriction of room and/or roommate choice in room assignment within College housing.

## No Contact

An order of “no contact” with any individuals who are Complainants, victims, or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact; contact with second or third parties; or allowing others to make any contacts on the Respondent’s behalf. This can also be issued as an interim sanction prior to the completion of the disciplinary process.



## Disciplinary Probation

A specified period of review and adjustment during which a student is under an official warning that one's violation was very serious. While on disciplinary probation, a student will be considered to be "not in good standing" with the College and may face specific restrictions on one's behavior and/or College privileges. Students involved in similar or additional disciplinary incidents while on probation may be recommended for immediate suspension or dismissal.

## Eviction

Eviction from College housing without a refund if the student is currently residing in College-owned housing.

## Dismissal/College Expulsion

The dismissal of a student from the College without the ability to apply for re-enrollment. A student who has been dismissed is deemed "not eligible to return" to the College. Permanent separation of the student from WNCC without the possibility of re-admission.

## Discretionary Sanctions

As needed to maintain a healthy and safe educational and work environment for students, visitors, faculty, and staff at WNCC, discretionary sanctions may include a letter of apology, restitution, no contact, counseling referral, community service, paper, behavioral agreement, alcohol and other drugs class, substance abuse assessment, random drug testing, create a program presentation, or creation of a sign/flyer.

## On-campus Housing Relocation

Moving a student from one room to another and/or from one campus residence hall to another.

## On-Campus Housing Expulsion

Permanent removal of a student from any and all on-campus housing options. The student so removed may not re-enter the residence halls, under any conditions, even as a visitor.

## Interim Measures (Supportive Measures)

The Office of Student Life may impose interim measures upon notification of alleged student misconduct. These interim measures do not replace the student conduct process. Interim measures may be imposed effectively immediately, without prior notice, when in the judgment of the Office of Student Life, the seriousness of alleged behavior threatens the safety and well-being of members of the College community, threatens College property, or has the potential to disrupt or interfere with normal College operations.

The student or organization will be informed in writing of the terms of the interim measures and the reason for the interim measures. Interim measures are reviewed if new information becomes available and will be adjusted accordingly. If the student or organization wishes to appeal the appropriateness of any interim measures imposed, they may submit in writing to the DOS or designee the reasons why the interim measures are not appropriate. Thereafter there will be a review of the information, and the

student or organization will be notified in writing of the decision of whether or not any interim measure will be removed or adjusted.

Interim measures include, but are not limited to, an interim no contact order, interim trespass order, interim residential relocation, or interim restriction of organizational activity.

The College President, DOS, or their designee, may also temporarily suspend a student if there is credible information that the student's conduct or presence on campus presents a clear threat to the physical safety of individuals, or is so disruptive that temporary suspension is necessary to preserve the rights of other students to pursue an education. A student may be temporarily suspended for the reasons stated in this paragraph even though the student's conduct may not violate the Student Code of Conduct.

In determining whether to suspend a student temporarily, the College President, DOS, or their designee should consider whether measures other than suspension would be adequate to address the threat to physical safety or the right of individuals to pursue an education. Those measures include, but are not limited to:

- a. requiring the student to leave College Housing or to move to a different room or residence hall;
- b. preventing the student from attending class;
- c. limiting the areas on campus in which the student may be present; and
- d. prohibiting the student from having contact with one or more specified individuals.

If one more of these measures would be adequate, then said measures should be implemented instead of suspending the student temporarily. A student may request at any time to meet with the DOS, or designee to contest the implementation or continued implementation of the measures.

If the student is temporarily suspended, the DOS, or designee must provide the student with a Notice of Temporary Suspension. The notice must be student to the student's e-mail address of record and must:

- a. state the factual basis for the student's temporary suspension and explain why the student's conduct or presence on campus presents a clear threat, significant risk, or is so disruptive that temporary suspension is necessary; merely reciting the language of the Code is insufficient;
- b. state that the student has a right to a meeting with the DOS, or designee within three (3) business days after the temporary suspension becomes effective to present information to show that the requirements for a temporary suspension have not been satisfied and that the temporary suspension should therefore be lifted;
- c. state the time, date, and place of the meeting with the DOS or designee and state that the student may be accompanied by an advisor of their choosing, including an attorney, but that the student is responsible for any fees that the advisor may charge;
- d. state that after the expiration of the three (3) day period, a student may seek to have the temporary suspension lifted by making a Request for Reinstatement; and
- e. include a copy of the Section of the Code setting out Temporary Suspensions.

After the expiration of the three (3) day period, a student who has been temporarily suspended may seek reinstatement by making a Request for Reinstatement (“the Request”) on the ground that:

- a. the requirements for a temporary suspension were not met when the student was temporarily suspended and are not currently met, or
- b. circumstances have changed such that the requirements for a temporary suspension are no longer met.

The Request must be in writing, state the reasons for request, and include the evidence that supports the Request. The Request must be sent to the DOS, or their designee by e-mail or certified mail or may be hand-delivered to the Office of Student Life.

The DOS or their designee must make a decision on the Request as soon as reasonably practicable. Before making a decision, the DOS, or their designee has the discretion to seek additional information or assistance, or to schedule a meeting with the student and their advisor.

If the temporary suspension was based on alleged conduct that constitutes a violation of the Code and formal proceedings have not been instituted against a student who has been temporarily suspended, proceedings must be instituted within five (5) business days of the effective date of the temporary suspension. The conduct process must be resolved within twenty (20) business days of the effective date of the temporary suspension. The DOS, or their designee may extend the time limit for the hearing for up to an additional fifteen (15) business days if the parties agree to an extension or if either party establishes that extraordinary circumstances exist that warrant an extension. The DOS, or their designee may extend the time limit for the hearing for a longer period if the student consents.

The fact that a student was temporarily suspended should not be taken into account by the Hearing Officer or Conduct Board in determining whether the student violated the Code.

## Witness

A person called to meet with an investigator or is called upon to testify before the hearing board. Witnesses may include a reporting person, a complainant, alleged victims, a respondent, or other person that a Chairperson determines to be helpful to the investigation or adjudication process.

## Ethical Standards

### Conduct Regulations

Students and student organizations are expected to adhere to all established regulations. WNCC is committed to maintaining a high standard of ethical integrity. A student will be assessed and evaluated based on the actions of the individual not on their status, or role or other identifiers. Character is developed through experience and integrity is cultivated through adversity. At WNCC, we feel students are a product of their collective experiences and must claim responsibility for their own conduct.

The regulations established are not designed to define prohibited conduct in absolute terms and therefore should be interpreted broadly. Moreover, the College cannot foresee each and every circumstance that may arise. A student or student organization may be subject to disciplinary action for conduct not specifically delineated in the Code when such conduct is deemed detrimental or disruptive

to the mission, purposes, or goals of the College. Attempting, abetting, or being an accessory to any act prohibited by these conduct regulations shall be considered the same as a completed violation.

Any student found to have committed or have attempted to commit the following misconduct is subject to disciplinary sanctions as outlined below.

## Abuse of the Student Conduct System

No student shall abuse the College disciplinary or student conduct system, including but not limited to:

- a) Filing a malicious or frivolous complaint;
- b) Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the student conduct system;
- c) Falsification, distortion, or misrepresentation of information before a Student Conduct Board;
- d) Disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
- e) The institution of a student conduct code proceeding in bad faith;
- f) Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
- g) Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding;
- h) Harassment (verbal or physical) and/or intimidation of a witness or member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding;
- i) Failure to comply with the sanction(s) imposed under the Student Code of Conduct; or
- j) Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code.

## Aiding or Abetting

Helping, procuring, or encouraging another person to engage in non-academic misconduct.

## Arson and Fire Hazard

No student shall start a fire or create a fire hazard on College owned/operated property. Willful damage to property by fire shall be prosecuted as arson when appropriate. No student shall turn in a false fire alarm or bomb threat or misuse fire safety equipment or fail to report a fire or other extremely dangerous condition when known or recognized on WNCC property.

## Assault

Intentionally and unjustifiably pushing, striking, or causing reasonable apprehension of such harm to any person.

## Bullying

Engaging in repeated and/or severe, aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.

## Computer Misuse

No student shall use another individual's identification or password; create access into the computing network in such a way that will bypass the College security systems; attempt unauthorized access or use of College computing resources or data; gain unauthorized entry into a file to copy, use, read, change the contents, or for any other purpose; conduct an unauthorized transfer of a file; violate software licenses or copyrights while using College equipment; or use computing services in any way which may violate College policy or federal, state, or local laws.

## Damage to Property

No student shall take any action which willfully or accidentally damages, or has the potential to damage, public or private property.

## Disorderly Conduct

No student shall engage in conduct that is disorderly or indecent, including public urination; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the College community.

A person commits disorderly conduct if one:

- a) Engages in fighting, assault, and battery;
- b) Makes unreasonable noise and continues to do so after being asked to stop; or
- c) Disrupts a lawful assembly of persons.

## Disruption of Ethical Standards Process

No student shall willfully show disrespect or provide false and/or misleading information to any College official, Hearing Officer, or member of the Conduct Hearing Board.

No student shall disrupt the College student conduct process.

## Drugs and Alcohol

WNCC policy prohibits the use, possession, or sale of alcoholic beverages on College property (except as expressly approved by the Board of Governors) or public intoxication. Equally, WNCC prohibits the consumption, possession, or sale of controlled substances and/or the presence of persons under the influence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored off-campus functions.

- a) No student shall unlawfully manufacture, use, possess, distribute, or dispense alcohol or any controlled substance or illegal drug or misuse any legal substance for the purpose of intoxication.
- b) No student under the legal age shall possess, sell, purchase, or consume alcoholic liquor, beer, or wine.
- c) No student of legal age shall purchase for or sell or provide to a person under legal age any alcoholic liquor, beer, or wine.

- d) No student shall alter or be in possession of an altered driver's license or other form of identification for the purposes of acquiring alcohol or for the purposes of gaining entry into any place where alcohol is being served.
- e) No student shall misuse or abuse legal drugs or narcotics.
- f) No student shall be in possession of a device(s) (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

## College Amnesty/Diversion Policy

Students calling 911 (or similar police/emergency medical services) to assist another person experiencing adverse drug reactions or acute alcohol poisoning or other serious alcohol/drug-related injury are eligible to participate in an alternative to the normal Student Code procedure.

Students seeking to participate in this alternative must meet with the DOS, or designee to discuss openly and honestly the circumstances surrounding the incident and the decision to call 911/seek emergency medical services. Students who qualify for and complete alternative requirements will have their Student Code charges set aside provided the student commits no additional major violations of the Student Code within a 12-month period.

## Failure to Comply with Official Request

No student shall fail to comply with any reasonable and lawful request (verbal, written, or other) of the College officials including, but not limited to, College Resource Officers (police), first responders (fire and paramedic personnel), Residence Life staff, College maintenance staff, security officers, and other College administrators acting in an official capacity of their duties.

## Fire Alarms and Safety Equipment

No student shall make, or cause to be made, a false fire alarm or emergency report of any kind. No student shall tamper with, alter, damage, disable, or misuse fire safety equipment.

## False Information, Forgery and Fraud

No student shall misrepresent oneself in, or with regards to, any transaction with the College, whether oral, written, or by other means. No student shall furnish false information to any College official, faculty member, or office. No student shall forge, alter, or misuse any College document, record, or instrument of identification.

## Gambling

Nebraska state statute deems gambling for money or other items of value for chance to be illegal.

## Harassment

No student shall engage in discrimination, harassment, or retaliation as defined in the College's Equal Opportunity Employer/Non-Discrimination Policy (BP-720).

## Harm to Person

No student shall cause physical harm or threaten to cause physical harm to another person, nor shall any student take any action which creates a danger to any person's health, safety, or personal well-being.

## Hazing

No student shall engage in hazing. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, the express or implied consent of the victim will not be a defense. Apathy or the failure to act (acquiescence) in the presence of hazing are not neutral acts they are violations of this rule.

## Keys

No student shall use or possess any College key, key card, or key fob (hereinafter "key") without proper authorization.

1. No student is allowed under any condition to have a College key duplicated.
2. A student who has been issued a key by the College agrees to utilize the issued key appropriately and will take all necessary precautions to assure the College issued key is safeguarded.

In the event the College issued key is unaccounted for and/or missing, the student will immediately notify the College or the department to which the key was issued to inform them of a missing key.

The College retains the right to assess the student the cost to replace a key or to rekey the College facility to which the key provided access (sub-master key).

## Mental or Bodily Harm to Others

Conduct that includes but is not limited to the following:

- a) Intentionally inflicting mental or bodily harm upon any person;
- b) Attempting to inflict mental or bodily harm upon another person;
- c) Taking reckless, but not accidental, action from which mental or bodily harm could result to another person;
- d) Causing a person to believe that the offender may cause mental or bodily harm;
- e) Non-academic assault; or
- f) Coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person; hazing, defined as an act which endangers the mental or physical health, or the safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

## Misuse of Identification

Transferring, lending, borrowing, misrepresenting, or altering College identification is strictly prohibited at Western Nebraska Community College.

## Misuse of Safety Equipment

Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment.

## Misuse or Abuse of Computers or Computer Networks

Tampering with or misuse, alteration, or abuse of any computer, computer system, service, program, data, network, cable television network, or communication network including telephone or computer lines and wireless networks. Conduct covered by this offense includes, but is not limited to:

- a) unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
- b) unauthorized transfer of a file; or
- c) use of another.

## Obstruction/Disruption of College Activity

Obstruction or disruption of any College activity, including, but not limited to, academic, administrative, athletic, business, or social activities at the College.

## Physical abuse, verbal abuse, threats, and other related conduct

No student shall engage in physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or unreasonably endangers the mental or physical health, safety, or reputation of any person or oneself, including any such conduct achieved through means of social media or any other means of electronic communication.

## Posting

No student or student organization shall post flyers, posters, banners, or any other material without prior approval from the Office of Student Life or Student Services.

## Retaliation

No student shall retaliate against members of the College community who make reports regarding potential violations of law or violation of College policy. Retaliation is any conduct causing any interference, coercion, restraint, or reprisal against a person making a complaint or against a person assisting in any way in the investigation and resolution of the complaint.

## Sexual Exploitation of Adults

Occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit or advantage anyone other than the one being exploited. Occurs when a person, for any purpose, knowingly engages in or condones acts or behaviors including, but not limited to:

- a. Allowing other individuals to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., FaceTime, Snapchat, Skype, or live streaming of images) without consent of all participants;



- b. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person’s intimate parts [including genitalia, groin, breasts, or buttocks] in a place where that person would have a reasonable expectation of privacy);
- c. Non-consensual digital, video, or audio recording of nudity or sexual activity;
- d. Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; or
- e. Intentionally or recklessly exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals.

## Sexual Exploitation of Minors

When a person, for any purpose, knowingly engages in or condones acts or behaviors including but not limited to:

- a. Causes, induces, entices, coerces, or permits a minor to engage in, or be used for, the making of child pornography;
- b. Causes, induces, entices, or coerces a minor to engage in, or be used for, any explicit sexual conduct;
- c. Manufactures, generates, creates, receives, distributes, reproduces, delivers, or possesses with the intent to deliver, including through digital or electronic means, whether or not by computer, any child pornography; or
- d. Possesses child pornography.

## Sexual Harassment

Sexual harassment, as defined in College policies and procedures, is an umbrella category that includes the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. All allegations of sexual harassment, including sexual assault, stalking, dating violence, and domestic violence are investigated and addressed following the procedures set forth in the College’s “Sexual Harassment Grievance and Investigation Procedures” adopted pursuant to the Board of Governor’s Policy Number BP-721 (Sexual Harassment Policy [Regulatory Policy Standards]) or as said procedure may hereafter be amended by the College. At all times, it is within the College’s discretion to determine which policies apply and whether action will be taken under multiple policies. Some prohibited conduct may result in separate investigations and potential separate and additional sanctions under multiple College policies. For example, WNCC students are subject to the College’s Student Code of Conduct Policy and Procedure and, depending on the nature of the Prohibited Conduct at issue, the College may proceed with procedures under both the Sexual Harassment Policy and the Student Code of Conduct separately or concurrently.

## Skateboards/Bicycles/Motorcycles/Rollerblades

No student shall utilize skateboards, bicycles, rollerblades, or any motor or other propelled vehicle or otherwise undertake any act in unauthorized spaces or in a manner that threatens physical safety; damages College or personal property; or disrupts classes, activities, or the “normal” flow of pedestrian or vehicular traffic.

## Smoking (Tobacco, Smoke, and Vape-Free)

The College prohibits tobacco use and the purchase of tobacco on all property owned or operated by the College. The College's Tobacco, Smoke, and Vape-Free College policy is found in the Board of Governor's Policy Manual at Number BP-311.

## Stealing

No student shall steal or attempt to steal public or private property.

No student shall be in possession of stolen property.

No student shall steal or attempt to steal the intellectual property of any person or the College.

No student shall knowingly give assistance or information to aid in the action of theft.

## Student ID Card

No student shall refuse to present their College identification to a College official upon request. WNCC Student ID cards are nontransferable, and students may not lend their ID cards or use the ID cards of other students for any reason.

## Student Housing

No student shall violate any College housing / residence life policy or regulation; any such violations will be subject to the disciplinary action.

## Student Organization Alcohol

No College funds, including those raised by a student organization, may be used either directly or indirectly for the procurement of alcoholic beverages or other drugs.

No student organization shall sell alcoholic beverages or other drugs.

No student organization may utilize alcoholic beverages or other drugs as contest prizes.

No student organization shall enter into an agreement with any establishment regarding the sale of or distribution of alcoholic beverages or other drugs.

## Student Organization Conduct

No student organization shall act in a manner that does not promote responsible citizenship or uphold the spirit and expectations of Western Nebraska Community College.

All student organizations must develop and assure new members are on-boarded to what the student organization's mission, purpose, academic expectations, bylaws, non-discrimination policy (College), and utilization of funds entails.

## Theft/Vandalism

Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

## Theft or Possession of Stolen Property or Service

Conduct that includes, but is not limited to, taking without consent the property or service of the College, another person, business, or organization; or possessing property that can reasonably be determined to have been stolen from the College, another person, business, or organization.

## Theft or Other abuse of Computer Facilities and Resources

Theft or other abuse of computer facilities and resources, including, but not limited to:

- a) Unauthorized entry into a file, to use, read, or change the contents of for any other purpose.
- b) Unauthorized transfer of a file;
- c) Use of another individual's identification and/or password;
- d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official;
- e) Use of computing facilities and resources to send obscene or abusive messages;
- f) Use of computing facilities and resources to interfere with normal operation of the College computing system; or
- g) Use of computing facilities and resources in violation of copyright laws.

This includes, but is not limited to, the computer resources of students, faculty, staff, or visitors. Any violation of the College Computer Use Policy will result in disciplinary action.

## Threat, Physical Harm or Abuse

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the health or safety of any person.

## Trespass/Unauthorized Entry

No student shall gain access to any College facility in a forcible or unauthorized manner.

No student shall occupy a College facility that has not been reserved through the appropriate College office.

## Vandalism

No student shall engage in willful or malicious destruction or defacement of College owned/operated property. This includes, but is not limited to, physical destruction using paint or sidewalk chalk, or damage created by skateboards or rollerblades.

## Violation of any College Policy, Rule or Regulation

Violation of any College policy, rule, or regulation published in hard copy or electronically on the College website.

\*In March 2020, the campus community enacted new safety protocols as a result of a national state of emergency responding to COVID-19. The College developed Safe Operating Protocols with the guidance of local, state and federal health professionals. The Safe Operating Protocols serves as the guidance and expectations for Western Nebraska Community College. Students who fail to abide or to adhere to the stated protocols will be subject to WNCC Student Code of Conduct.

## Violation of Federal, State or local Law

No student shall engage in conduct that is sufficient to constitute a violation of federal, state, or local law that causes, or could cause, harm to the campus community to the extent the College's interests are distinctly and clearly involved.

## Weapons, Firearms and Explosive Materials

No student shall unlawfully possess or use firearms, explosive devices, or weapons of any kind.

The following weapons are prohibited on all properties owned, rented or leased by Western Nebraska Community College but not limited to the following items:

- a) Guns (ghost guns, shot gun, etc.,)
- b) BB guns
- c) air pistols
- d) rifles
- e) knives with at least a 2½ inch blade
- f) martial art devices
- g) bows and arrows (crossbow, etc.)

No student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person.

The College prohibits permit holders who are authorized to carry a concealed handgun pursuant to Nebraska law from carrying a concealed handgun into or upon the property of Western Nebraska Community College.

## Student Discipline Procedures

Western Nebraska Community College embraces the duty to develop policies and procedures which cultivate an environment that is conducive to learning and promote a sense of community. The College reserves the right to convene hearing boards and/or to waive or extend any deadline or take any other action provided such action does not unduly prejudice the affected students.

## Administration of Cases

All Student Code activities shall be monitored by the DOS in the Office of Student Life to ensure fairness and consistency. The DOS or designee has the authority to determine the appropriateness of a referral, issue any notice referenced in this Code, accept a student's admission(s) to a violation(s), impose sanction(s), and hear cases involving alleged violations of the general student regulations, as well as alleged violations by student organizations.

Students who have been suspended from the College must petition for re-admission through the DOS or designee. Re-admission may be granted with conditions or restrictions and a period of disciplinary probation may be imposed at the time of return.

## Rights and Responsibilities of Compliant and Respondent

The Complainant and the Respondent will be listened to and treated with respect and shall be granted the opportunity to participate in any hearing regarding the alleged conduct. The Complainant and the Respondent have the right to be informed of the discipline process prior to any disciplinary action involving the incident. Except in cases of specified interim measures and/or temporary suspension ordered by the DOS as provided herein, suspension, expulsion, or other disciplinary sanction for misconduct may not be imposed without a disciplinary proceeding in accordance with these rules.

In investigating alleged violations of conduct regulations, College hearing officials, and members of administrative hearing boards shall respect the right of the Respondent to remain silent.

Pending action on alleged violations of conduct regulations or pending final disposition of any appeal, the status of a student shall not be altered, nor shall the right to be present on the campus to attend classes be suspended, except when an interim suspension or other interim measure has been imposed.

In cases of alleged violations of conduct regulations, the Respondent is required to meet with a College official and/or the Student Conduct Hearing Board to facilitate the resolution of the case. Failure to meet with a College official will result in an additional charge of Failure to Comply and may result in forfeiture of certain procedural rights.

Prior cases of discipline cannot be used against a student in determining whether the action is a violation of a conduct regulation; however, prior discipline can be used in determining the sanction if found in violation of a conduct regulation.

## Access to Information

To the extent permitted by law, the Respondent and the Victim in cases alleging sexual harassment, including sexual assault, stalking, dating, and domestic violence, or other cases where violence is alleged, shall be informed in writing of the outcome of the disciplinary hearing and any appeal.

## Right to and Role of the Advisor

The Complainant and the Respondent may have the assistance of an advisor. A party may, at their own expense, choose an external advisor, who may be an attorney. Either party may also choose any other willing person to serve as an advisor. Any such advisor or legal counsel may advise the student or student organization but may not directly participate in the hearing. The advisor shall provide guidance throughout the conduct process, including through any investigation, adjudication, or appeal.

In no instance can any advisor be a potential witness or additional Complainant or Respondent. Advisors have the right to communicate orally or in written form with the student they are advising during all meetings or proceedings associated with the conduct process. The questioning of parties and all other witnesses during administrative hearings is subject to the control and discretion of the Chairperson of the Hearing Board or designee.

In cases involving Sexual Harassment (Title IX), a Party may select an advisor from a list maintained by the College; these individuals are trained in Title IX procedures and conduct select cross-examination as set forth in the College's "Sexual Harassment Grievance and Investigation Procedure."

## Waiver of Rights

Accused students may voluntarily waive any right to a disciplinary conference or hearing under this policy. A waiver of a student's right to a hearing on the factual allegations does not prohibit the student from proceeding under this policy as to a conference or hearing on the appropriate sanction.

## Procedures for Non-Academic Misconduct Complaints

WNCC strictly prohibits all acts of non-academic misconduct. When students are accused of having engaged in non-academic misconduct, the College may, depending on the facts alleged, issue interim safety measures and/or other accommodations prior to the resolution of the complaint as set forth herein.

WNCC will investigate reported allegations of non-academic misconduct and may take appropriate remedial action even if the person allegedly subject to misconduct or the Complainant does not wish to pursue a formal complaint. Non-academic misconduct by or against a student may be investigated by the College whether it is alleged to have been committed on campus or off campus.

All alleged violations of non-academic rules and regulations contained herein will be referred to the DOS' Office. Any alleged violation should be reported as soon as possible after the violation occurs. Upon violation of any of the provisions of the Student Code of Conduct during class or other WNCC activity, WNCC faculty and staff may remove the student from the class or other WNCC activity for the remainder of that class/activity period and shall promptly notify the DOS as to the action taken and the reason(s) therefore. Upon submission of the alleged violation to the DOS or the Office of Student Life, the following procedures will apply.

## Reports/Complaints

The student conduct process begins when the College receives a report or written account of an alleged incident. The DOS, Assistant DOS, or designee will review the information available and determine next steps.

Complaints alleging violation of the Student Code of Conduct must be filed with the Office of Student Life. A complaint may be filed by any person, to be designated the "reporting person." A reporting person may or may not be an alleged victim.

In cases alleging a violation of a student housing regulation or occurring in the residence halls, the initial incident report shall be submitted to a Residential Life staff member.

## Review and Procedural Overview

If it is determined following review that misconduct did not occur, no action will be taken. If, however, it appears that the student may have engaged in prohibited conduct as identified in the Student Code of Conduct, the subsequent process will depend on potential sanction that may be imposed for the alleged conduct.

### **For behavior for which a sanction other than suspension, dismissal, or expulsion may be imposed:**

After referral to the DOS or designated Hearing Officer, an investigation by the Hearing Officer will provide:

1. Oral or written notice of the charges against the student; and
2. An opportunity for the student to admit or deny the allegations in conference with the Dean or Hearing Officer. If the student denies the allegations, the student is entitled to an explanation of the evidence against the student and will be given a full and fair opportunity to be heard.

As a result of the investigation and conference with the student, any of the following actions may be taken:

1. The matter may be continued for further investigation;
2. The charges may be dismissed as unfounded or for lack of evidence;
3. The student may admit responsibility for violating the Student Code of Conduct and a sanction will be imposed; or
4. The DOS or Hearing Officer will deem the student responsible for Student Code of Conduct violations, based on a preponderance of the evidence, and an appropriate sanction will be imposed.

**For behavior for which suspension, dismissal, or expulsion may be imposed:** After referral to the DOS and after any investigation by the Dean or designated Hearing Officer, the Hearing Officer will establish a Student Conduct Board Hearing date to occur as soon as practicable, or within ten (10) days of any interim suspension, and will provide:

1. Written notice of the charges against the student.
2. Written notice of the date, time, and place of Student Conduct Board hearing.
3. An opportunity for the student to personally participate in the Student Conduct Board hearing and to admit or deny the charges against the student. If the student admits the charges, discipline will be imposed. If the student denies the charges, the student will be entitled to:
  - a. An explanation of the evidence against the student.
  - b. The right to question witnesses in a manner determined by the DOS or the Student Conduct Board.
  - c. The right to examine, in advance of the hearing, documentation submitted relating to the charges.
  - d. The right to present a defense at the hearing.
  - e. The student may call their own witnesses and present relevant information or documentation.
  - f. The student may have legal counsel, or another advisor, present at the hearing solely to advise, but such counsel or advisor may not directly participate in the hearing.

A recording of the hearing shall be made. The recording is WNCC property.

4. As a result of the investigation and hearing, one of the following actions may be taken:
  - a. The charges may be dismissed as unfounded;
  - b. The student may admit responsibility for violating the Student Code of Conduct and appropriate sanctions may be imposed; or
  - c. The Student Conduct Board will deem the student responsible for Student Code of Conduct violations based upon a preponderance of the evidence and appropriate sanctions may be imposed.

5. The student will be notified of the discipline imposed, either orally following the hearing or sent in writing within five (5) working days of the hearing.

## Informal Resolution

At any stage in the investigative process, if deemed appropriate, an informal resolution process may be initiated, and an informal resolution agreed upon. Informal resolution will only be initiated after all parties have been provided a notice of investigation, been provided a description of the informal resolution procedures, advised of their right to decline informal resolution and pursue formal resolution through the investigation and adjudication process, and voluntarily agreed to participate in informal resolution. The parties must be informed that they can withdraw from the informal resolution process at any time at which point the formal investigation and adjudication process will resume.

## Notice of Hearing and Charges

Written notice of the hearing and the charges alleged against the Respondent will be sent to the parties by the Office of Student Life. The notice will include the following: the date, time, and location of the hearing; a description of the alleged misconduct; the date, time, and location of the alleged misconduct; the specific sections of the Code and other applicable policies alleged to have been violated; links to the Code and any other policies alleged to have been violated; and a description of the possible sanctions if a student is ultimately found responsible for the alleged policy violations; and a notice of non-retaliation.

## Withdrawals/Completion of Semester with Pending Disciplinary Action

Should a Respondent be academically dismissed or otherwise withdraw from WNCC before pending disciplinary charges have been resolved, the DOS Office may proceed with disciplinary action in accordance with the procedures herein; a disciplinary hold may be placed on the student's records, including future registration and/or the granting of a degree, until the case is resolved.

A student who has a disciplinary charge pending at the end of an academic semester/term may have a disciplinary hold placed on their records, including the posting of grades and the granting of a degree, until the disciplinary charge has been resolved and/or sanctions completed.

## Hearing Procedures

### Confidentiality

All Hearing Board meetings are closed to the public. Only Hearing Board members, the parties, their advisors, witnesses, and authorized College personnel may be present. To the extent permitted by law, all statements, information, or comments given during hearings shall be held in strict confidence by those in attendance before, during, and after deliberations.

## Standard of Proof

In order to find a student or organization has violated the Student Code of Conduct, the standard of proof required is preponderance of the evidence. The information must demonstrate that it is more likely than not that the violation occurred.



## Evidentiary Rules

Those charged with engaging in violations of the Student Code of Conduct will have the opportunity to receive a fair hearing. The formal rules of process, procedure, and evidence used by the criminal justice system do not apply to the student conduct process.

## Recording

The Chairperson or designee presiding over the Hearing Board has the authority and will serve as the manager for recording the proceedings and, if a matter is appealed, will obtain a transcript.

## Sequestration of Witnesses

The parties and their advisors have the right to be present throughout the hearing. Normally, subject to the discretion of the Chairperson or designee, other witnesses will be allowed in the hearing room only during the time they are being questioned.

## Participation by the Parties

The student accused of violations of the Student Code of Conduct, or a student officer of a recognized student organization will be expected to be present at the hearing before the DOS or designee or the Conduct Board. Upon their appearance, the student or student organization accused of misconduct is under no obligation to admit the truth of the alleged misconduct or to make any other statement at the hearing relevant to the alleged misconduct, and that refusal to testify or make a statement will not be considered an indication of responsibility.

If the student or student officer of the student organization fail to appear at the time and place designated for the hearing, the Hearing Officer / Conduct Board shall proceed with the hearing if satisfied that the student or student organization received the written notice established by these procedures. The Hearing Officer / Conduct Board will then proceed in the absence of the student or organization and render a decision based upon the information presented at the hearing.

In addition, at the discretion of the Chairperson, they may direct that the questioning of the Complainant or Respondent take place remotely by means of available technology provided the party might be seen by the Hearing Board and the other party throughout the testimony.

If live video of a party's testimony is not reasonably practicable, the Chairperson has the discretion to permit audio testimony.

## Participation by Witnesses

The Conduct Board, the Complainant, and the Respondent may arrange for witnesses to present pertinent information to the Conduct Board. Witnesses will provide information to and answer questions from the Conduct Board. Questions may be suggested by the Complainant or the Respondent to be answered by each other or by other witnesses. This will be conducted by the Conduct Board with such questions directed to the Chairperson, rather than to the witness directly.

If for good cause a witness is unable to be present at the hearing, the Chairperson may allow testimony and questioning via available technology, provided the witness may be seen by the Hearing Board and

the parties throughout their testimony. If live video of a witness's testimony is not reasonably practicable, the Chairperson has the discretion to permit audio testimony.

## Accommodations

The College is committed to providing necessary accommodations to ensure a fair and safe process for participants. Accommodations will take into consideration disabilities, personal safety, and language differences.

## Questioning of Witnesses

Members of the Conduct Hearing Board may directly question the parties and all other witnesses. The parties are only entitled to directly question their own witnesses. All other questions must first be submitted to the Chairperson.

The Chairperson or designee has discretion to ask, rephrase, or reject a proposed question, and any proposed follow-up questions. Questions of parties and all other witnesses is at all times subject to the control and discretion of the Chairperson/Hearing Officer or designee.

## Adjudication

### Assessment of Evidence Presented

The Student Conduct Hearing Board should evaluate the relative quality of the evidence without regard to who provided it. Any evidence the Hearing Board determines to be of high quality should be given more weight than evidence it determines to be low quality. Quality may or may not be identical with quantity, and sheer quantity alone should not be the basis of a finding of responsibility. In assessing any testimony and written statements, the Hearing Board members must evaluate the credibility of witnesses, taking into account their ability or inability to question any witness.

### Determination of Responsibility, Sanctions and Rationale

If, after assessing the evidence and applying the standard of proof, the Student Conduct Hearing Board determines that no policy violation occurred or that the Respondent was not responsible for the conduct constituting the policy violation, the Hearing Board must issue a determination of non-responsibility.

If, after assessing the evidence and applying the standard of proof, the Hearing Board determines that a policy violation occurred and the Respondent was responsible for the conduct constituting the policy violation, the Hearing Board must issue a determination of responsibility. The Hearing Board will determine the appropriate sanction.

An appropriate sanction should be decided on an individualized basis, taking into account the facts and circumstances including any mitigating or aggravating factors, the nature and seriousness of the offense, the Respondent's prior disciplinary history, and the effect on the victim or the College community. The determination of an appropriate sanction is made by a majority vote of the board members.

## Appeals Process

### Non-Academic Discipline Appeal Process

Students receiving a discipline decision from the DOS/Hearing Officer or Student Conduct Board may request an appeal. Any such request must be made in writing to the Vice President of Student Services within three (3) working days after notification of the decision.

### Contents of the Appeal Request

The student appeal must contain the following information:

- a. The name of the individual/organization requesting the appeal;
- b. The disciplinary action being appealed;
- c. The date the disciplinary action took place; and
- d. The grounds for the requested appeal.

An appeal can be made only on the following grounds and must state which ground is being alleged.

- a. A procedural or prejudicial error so substantial that the student did not receive a fair hearing. The specific errors alleged must be stated. Minor deviations from the designated procedures will not be a basis for supporting an appeal unless there is an adverse effect on the outcome of the hearing.
- b. The information presented in the case, if believed by the decision maker(s), was insufficient to establish that a violation of the Student Code of Conduct occurred.
- c. Significant information or evidence has become available that was not available previously at the original administrative hearing. The reason why the information was not offered during the original hearing must be stated.
- d. The sanction imposed is excessive or inappropriate. The reason for believing this must be stated.

### Decision on Appeal

Upon review of the appeal, the Vice President of Student Services, or designee, may take any of the following actions:

1. Deny the appeal request.
2. Grant the appeal request and refer the matter to the DOS for reopening of the hearing/conference to allow reconsideration of the original decision and/or the sanctions imposed. In the event of such referral, the Vice President of Student Services (or designee) will provide a written rationale for the referral, in accordance with one or more of the grounds for appeal detailed above.

Except as required to explain the basis of new information, an appeal shall be limited to review of the official recording and transcripts of the hearing and supporting documents. Any review of the sanction(s) in a non-academic discipline process may not result in more severe sanction(s) for the accused student/ organization. On review, the sanction may remain as originally determined or may be reduced.

## Student Conduct Records

### Confidentiality of Disciplinary Process Records

Under federal law protecting the privacy of student records, all documents prepared by the College in connection with a student's misconduct complaint, investigation, adjudication, and appeal are confidential and may not legally be disclosed to persons not involved in the process. Federal law allows certain limited exceptions.

### Disclosure to an Alleged Victim

To the extent permitted by law, the College reserves the right to disclose the final results of the student disciplinary proceedings involving a crime of violence or a non-forcible sex offense to the alleged victim and to the alleged victim and to others the College deems to be appropriate of that information.

### Transcript Notation of Disciplinary Action

In the case of suspension or dismissal, notification is sent to several College departments. In the case of suspension or dismissal, a notation is placed on the student's official transcript describing the suspension period or dismissal.

The Student Code of Conduct is intended to be educational rather than punitive in nature. College discretion will permit only a suspension of two semesters or more or dismissal to be considered a permanent part of the student's record after graduation or leaving WNCC for other reasons.

When responding to requests from other institutions for disciplinary records, WNCC either will only comment if a student is currently on disciplinary probation or received at any time more than one semester of disciplinary probation, suspension, or dismissal.

## Conduct of Student Organizations

This policy sets forth the rules governing the conduct of student organizations and sets forth the sanctions that may be imposed on student organizations for violations of College rules and regulations.

The organization must ensure that members acting individually or as a group reflect the WNCC core values. An organization's leader(s) bears a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organizations mission. Student organizations are not afforded the same rights and responsibilities as individual students.

Isolated violations of individuals should not be chargeable to the student organizations, but evidence of organizational misconduct exists when:

- a. Members of the organization are acting together in violating a conduct regulation;
- b. A violation of a conduct regulation arises out of an organization-sponsored, financed, or endorsed event;
- c. An organization's leader(s) has knowledge of the potential for a violation of conduct regulations before it occurs and fails to take corrective action;
- d. A violation of a conduct regulation occurred on the premises owned, leased, or operated by the organization;

- e. A pattern of individual violations of conduct regulations is found to have existed without proper and appropriate organizational control, remedy, or sanction; and
- f. The organization, or members of the organization, provides the impetus for a violation of conduct regulations.

Cases involving student organizations are not considered confidential under the Family Educational Rights and Privacy Act (FERPA), therefore, the College does not protect the confidentiality of the disciplinary records regarding the conduct of student organizations.

## Sanctions for Student Organizations

All sanctions may be imposed individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions of their guests, whether on campus or at any organizational event. Failure to satisfactorily complete a disciplinary sanction may result in more severe sanctions.

### Reprimand

An official statement to the student organization explaining that they have violated the College regulation and any further misconduct could result in additional disciplinary action.

### Restitution

When an organization has damaged or destroyed College or personally owned property, the organization may be required to make restitution or receive additional educational sanctions.

### Restriction of Privileges

Restrictions may be placed upon a student organization which limit the organization's access to certain College privileges for a specified period of time. These limitations may include, but are not limited to, the following:

- a. Prohibition from participating in College events;
- b. Denial to maintain a space or have access to College-owned property;
- c. Denial to receive or retain College funds;
- d. Denial to participate in intramural activities;
- e. Denial to sponsor, co-sponsor, and/or participate in any social event or activity;
- f. Denial to sponsor any speaker or guest on campus; or
- g. Denial to use College vehicles.

### Disciplinary Probation

A specified period of review, observation and/or restrictions during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of College rules, regulations, or policies could result in more severe sanctions, including suspension or dismissal of recognition during the probationary period, if a student organization is deemed "not in good standing" with the College and may be subject to specific limitation upon its behavior or College privileges.

## Loss of Status as a Recognized Student Organization

The loss may be permanent or for a specified period of time. An interim suspension may be imposed by the DOS or designee prior to the beginning of the administrative process. The interim suspension may be imposed in cases where:

1. The alleged action of the student organization may pose a threat to the well-being of the College or any of its members, or to preserve College property.
2. The student organization poses a threat of disruption or interference with the normal operations of the College.

During any interim suspension, the organization shall be required to discontinue all organizational activities and will be denied access to all College activities and privileges.

A student organization shall be notified in writing of an interim suspension, its restrictions and the reasons for it, and shall also be notified of the time, date, and place of the subsequent meeting with the DOS or designee at which the organization may contest the grounds for the interim suspension. Conditions may be imposed on the organization for regaining its status at the end of any specified period set by the College, including the condition that the members comply with the Code of Conduct during the specified period.

## Title IX and Response to Allegations to Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational institution that receives federal funding. Western Nebraska Community College is committed to providing an environment free from discrimination on the basis of sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination. The College strictly prohibits any form of sexual harassment, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation (also referred to herein collectively as Prohibited Conduct).

All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the College's Sexual Harassment Grievance and Investigation Procedure. Consistent with state and federal laws, this policy prohibits retaliation against a person for reporting discrimination and sexual harassment or participating in the investigation or adjudication of such a complaint.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Kathy Ault, Title IX Coordinator  
Human Resources  
1601 E. 27th Street  
Scottsbluff, NE 69361  
Phone: 308.635.6350  
Fax: 308.635.6161  
aultk@wncc.edu

In addition, Institutional Officers listed below are designated as Title IX Deputy Coordinators and may be contacted for assistance:

- **Title IX Deputy Coordinator, Norman Coley, Jr.**, Executive Dean of Student Services, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361, 308.635.6123 or coleyn@wncc.edu
- **Title IX Deputy Coordinator, Ryan Burgner**, Athletic Director, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361 308.635.6798 or brugnerr@wncc.edu
- **Title IX Deputy Coordinator, Paula Abbott**, Alliance & Sidney Centers Executive Director, WNCC 371 College Drive, Sidney, Nebraska 69162 308.254.7404 or abbottp@wncc.edu
- **Title IX Deputy Coordinator, Lisa Gion**, HR Generalist (Recruitment), Title IX Deputy Coordinator, WNCC 1601 East 27th Street, Scottsbluff, Nebraska 69361 | 308.635.6105 or gionl0@wncc.edu

College policy prohibits retaliation against any person making a complaint of sexual harassment or against any person cooperating in the investigation.

## Procedures for Sexual Misconduct Complaints

All allegations of sexual harassment, including sexual assault, stalking, dating violence, and domestic violence are investigated and addressed following the procedures set forth in the College's "Sexual Harassment Grievance and Investigation Procedures." These procedures and other Title IX resources are available on the College's website at the following: <https://www.wncc.edu/about-wncc/consumer-information/title-ix-compliance>

A paper copy of the College's "Sexual Harassment Grievance and Investigation Procedures" are also available upon request from the College's Title IX Coordinator:

Kathy Ault, Title IX Coordinator  
Human Resources  
1601 E. 27th Street  
Scottsbluff, NE 69361  
Phone: 308.635.6350  
Fax: 308.635.6161  
aultk@wncc.edu

## Interpretation, Amendments and/or Revisions

Any question of interpretation or application of the Student Code shall be referred to the Executive Dean of Students DOS or designee for final determination.

Recommendations for changes related to the non-academic discipline process will be referred to the DOS or designee. The DOS reviews the Code of Conduct as needed and recommends changes to the College President.

The College Code of Conduct may be amended at any time in the discretion of Western Nebraska Community College. Changes made to the Code will be published to the College community.