



**Western Nebraska**  
Community College

# Student Handbook

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# Western Nebraska Community College

## Student Handbook

The *WNCC 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, campus and community resources, and 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.

Western Nebraska Community College (WNCC) 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.

# WNCC Mission, Vision, and Philosophy

## Mission Statement

Western Nebraska Community College assures learning opportunities for all – **enriching** lives, **invigorating** communities, and **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*

## Institutional Statement of Values

The Board, faculty, and staff of the College commit to acting according to the following values, which are essential to maintaining the integrity and vitality of the College community. All citizens of the College community shall be treated with care and respect. The College is an environment where people are treated fairly and given equal opportunities.

**Lifelong Learning** – At WNCC, student learning is our primary focus. This is accomplished through excellence in teaching for our students and ongoing professional development of our employees. We strive to help all our stakeholders, both inside and outside the organization, continuously expand learning to improve their success.

**Student and Community Service** – We consider our students and community stakeholders as our constituents and responding to their diverse need is what we strive to accomplish. Student success and positive contribution to our communities are at the forefront of every WNCC activity.

**Honesty, Integrity, and Transparency** – We believe that academic and personal honesty are essential elements in WNCC’s learning environment and that employees and students must always speak and act truthfully and with integrity. Information is accessible and decision-making is open and participative.

**Collaboration and Communication** – Recognizing that we do not stand-alone and that our actions impact others, we resolve to actively listen, engage in conversation, build consensus, resolve conflict, and disseminate information in a timely fashion. We believe teamwork and participation leads to engaged employees and better decisions.

**Innovation and Continuous Improvement** – WNCC understands the importance of embracing change to stay current and relevant. Exploring Creative strategies and solutions and utilizing new technologies, practices, and procedures is encouraged for our employees as this better prepared our students for their success in pursuing their academic and career pathways.

**Respect for All People and Perspectives** – WNCC deeply cares about all its stakeholders and believes that showing kindness, understanding, and a respect for the diversity of others are fundamental elements of our culture. Differences are accepted and appreciated, and everyone plays an important role in the College.

*~Adopted by the WNCC Board of Governors 2017*

## 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.

## 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.

# Academic Policies and Processes

## 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. Each course offered at WNCN has an established attendance policy that can be found in the course syllabus each semester.

Students who stop attending class should not assume they have been administratively withdrawn and should follow the institution's formal withdrawal process for courses or from the College.

## Absence for Emergencies

If a student must miss class due to an unforeseen circumstance (accident, bereavement, serious illness, etc.), the student should contact their instructor or instructors prior to the absence to discuss or arrange to make up missing work. Instructors may ask for documentation that validates the absence; instructors are expected to make reasonable arrangements for the completion of missing work.

If an emergency forces a student to be absent from class for an extended period of time, students should contact the Office of Student Life at **308.635.6050** for assistance.

## Absence for Sanctioned School Activities

Students participating in sanctioned school activities will not be penalized for missing class if the student and instructor have met prior to the absence and have arranged to complete all missing work. Students are responsible for discussing the absence and missing assignments with the instructor, along with a plan for completion, before the scheduled activity date. Instructors are expected to make reasonable arrangements for the completion of the missing work for these students. Students who know they will be repeatedly absent due to school activities should speak with their advisor on alternative course selections that may fit in better with the activity schedule.

## Disabilities and Accommodations

If a student believes it may not be possible to abide by the absence policy because of issues related to a disability, the student must contact the Counseling Director (Disability Services Officer) before the academic semester begins or as soon as the need arises to

discuss the matter of a possible accommodation. Determination of eligibility for a disability-related class absence is made on a case-by-case basis.

### **Absence for Military Duty**

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

### **Absence for Religious Observation**

A student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.

### **Medical Withdrawal**

WNCC recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a medical withdrawal, which permits students to take a break from college life and their studies so that they may receive treatment and later return to school with an enhanced opportunity to achieve their academic goals. It is imperative students considering a medical withdrawal meet with Financial Aid before finalizing a full drop.

### **Academic Advising**

WNCC strives to help students achieve their academic goals, and personal academic advising is an important part of this process. Career and 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 to meet the requirements for graduation. This academic plan can be modified each semester based upon course offerings and student progress.

All new first-year students will meet with a professional advisor in the Career Planning & Advising Center who will help plan the students' first semester of classes at WNCC.

Each student is also assigned a faculty advisor who has special training and experience in the student's academic field of interest. Faculty advisors will help students plan their class schedules after the first semester and provide their advisees with ongoing information and assistance in meeting educational goals. The 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. Questions concerning work in a specific course

should be discussed with the course instructor. The student's faculty advisor can answer general questions on scheduling and planning the academic program at any time and particularly during registration advising sessions. 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.

Together, professional and faculty advisors serve as the students' partners during their time at WNCC. These advisors can also assist students who are considering changing their programs or who need information regarding transfer to other colleges.

## 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 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. Acts of academic dishonesty include, but are 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**

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

#### **Extended Academic Probation**

If a student on academic probation 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. 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

A student is placed on academic suspension if they have been on academic probation for one 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

After being academically suspended and to seek re-enrollment at WNCC, the student must submit a petition to the Registrar ([registrar@wncc.edu](mailto:registrar@wncc.edu)), who convenes the Academic Appeals Committee, to be considered for reinstatement. The petition must be received in the Registrar's Office 14 days prior to the start of the academic semester.

If a student is reinstated, they will be placed on extended academic probation and required to meet the conditions indicated above. If a student is denied reinstatement, they may appeal the decision to the Chief Academic Officer.

If a student fails to raise both their semester and cumulative GPA above a 2.0 after being reinstated, the student will once again be suspended from the College. A student who drops all classes or withdraws completely from the College in the first semester back after reinstatement also will be resuspended from the College.

*(Financial aid and athletic eligibility rules are not equivalent to the above rules of scholastic eligibility.)*

## Adding, Dropping, and Withdrawing from Class

### Adding a Class

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. Tuition and fees are assessed on all courses added.

### Dropping a Class

Students may also drop a course during the first five (5) class days of a semester or during the first three (3) day of an eight-week session with no penalty (the course will not appear on the student's transcript) during that same period. Classes dropped during this time period are refunded at 100%.

### Withdrawing from a Class

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.

If a student withdraws from an individual course, they will receive a grade of “W” which is reflected on the student’s permanent academic transcript. This grade can be given only during the semester in which the student officially withdraws; it cannot be given retroactively. A posted grade of “W” cannot be changed to another grade later.

Students who fail to withdraw officially receive a grade of “F.” Withdrawal from individual classes after the official withdrawal period is not permitted unless a student withdraws from the College or the student completes the “Appeal for W Grade after Last Day to Drop” form available in the Registrar’s Office.

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 wish to withdraw from a class during the withdrawal period procedure through the Registrar’s Office. Students who cease to attend a course and fail to withdraw officially through the process made available through the Registrar’s Office remain registered for the course and will receive a grade regardless of intent.

### **Online Courses**

To drop an online course, students should download the online drop form from the WNCC portal, complete and sign it. The student is responsible for communicating to their instructor(s) with a request to withdraw. The instructor then responds to the student with a grade calculated at the time of withdrawal and the last date of attendance. The student should copy the instructor’s response and email to their request along with the drop form to **registrar@wncc.edu**. Completed forms can also be faxed to **308.635.6732** or mailed to the WNCC Registrar’s Office, 1601 East 27th Street, Scottsbluff, NE 69361. The drop is processed according to the date when the student first contacted the instructor.

### **Summer and Eight-Week Classes**

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

## **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. After the first semester, 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**.

## Grade Appeals

Students may appeal the **final grade** in a course in accordance with the stipulations outlined below. **The student must initiate such an appeal no later than three (3) weeks after the day final grades are posted.**

A student who questions their final course grade must adhere to the following steps in the order presented:

**Step 1:** Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student may then go to Step 2.

**Step 2:** Visit with the appropriate division chair to discuss the issue. If the concern remains unresolved, the student may continue to Step 3.

**Step 3:** Elect to file a written grade appeal to the Dean of Instruction for referral to the Peer Review Committee.

A formal grade appeal may not be filed until Steps 1 and 2 above have been completed.

A formal grade appeal may be filed if:

- There is a dispute over the numerical calculation of the grade, or
- The grade assigned appears arbitrary and not indicative of the student's performance.

Students who question an instructor's personal treatment of the student may discuss the matter with the Chief Student Services Officer as described in the *Student Handbook*.

## GPA Computation

Grade point averages (GPA) are computed on all credits taken at WNCC excluding those courses awarded through nontraditional credit or taken on a Pass/No Pass basis.

## Student Classification

A full-time student is defined as one taking 12 or more credits per semester.

## Withdrawal from the College

There are times when personal issues may force a student to withdraw from the College completely. Students should be fully aware of the consequences of withdrawal from the College.

- A student will receive a grade of "W" on all courses in which they are enrolled at the time of withdrawal. Grades of "W" have the potential of impacting grade point calculation when courses are repeated.

- A student remains responsible for any tuition and fees, room and board, and other charges left unpaid. The student's academic transcript will not be released until all financial obligations to the College are paid.
- If a student is receiving financial aid, they must speak with the financial aid office to discuss the ramifications of withdrawal on current and future financial aid opportunities.
- If a student is facing disciplinary action, withdrawal from the College does not negate the action.

## How to Withdraw from 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 respective Dean of Instruction or their designee must approve the withdrawal.
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.

# Campus Resources

## Academic Testing & Tutoring Center

The Academic Testing & Tutoring Center is located in the Main Campus Building on the Scottsbluff Campus. The center's hours are 8 a.m. – 8 p.m., Monday through Thursday and 8 a.m. – 4 p.m. Friday. Appointments are strongly encouraged.

The center provides a wide range of placement testing, including Accuplacer and CLEP, entrance exams for the WNCC nursing program, certification testing, as well as national testing for ACT, SAT, the Test of Adult Basic Education, and WorkKeys. Staff also proctor exams for other institutions, including Chadron State College and UNL. In addition, the Professional Testing Center located in the Harms Building administers a variety of professional certification exams.

## Tutoring

The Tutoring Center offers WNCC students 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**.

## Math Center

The Math Center is available for students who need 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.

## 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.

## Blackboard Learn & Collaborate

Blackboard Learn is a web-based course management system designed to allow students and faculty to participate in classes delivered online or to share online materials and activities to complement face-to-face teaching and learning. Blackboard Learn enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes and lectures, and more. Blackboard Collaborate is a webinar system that

allows students to connect real-time to a class from home. Students will utilize Blackboard Learn & Collaborate throughout their enrollment at WNCC.

## Buddy's Books and Bistro

Buddy's Books and Bistro is operated by WNCC on the Scottsbluff campus and is your source for textbooks and general merchandise, such as art supplies, school supplies, novelties, greeting cards, and College apparel, which is also available online.

New and used books are sold at the beginning of each semester and can be delivered to the Alliance and Scottsbluff campuses.

Books may also be purchased online at [wncc.edu/student-life/bookstore](http://wncc.edu/student-life/bookstore). If the text is to be used again, books are purchased at the end of each semester for resale.

## 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.

## Academic Advising

Academic advisors 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. Professional advisors are located in the Career Pathways & Advising Center.

Faculty advisors also assist 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.

Students are invited to contact the Career Pathways & Advising at **308.635.6000** for any questions related to academic advising, career planning, and strategies for student success.

## Childcare

The Western Nebraska Child Development Center (WNCDC) is a joint venture of the Community Action Partnership of Western Nebraska (CAPWN) and WNCC and serves 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. 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. WNCC 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 WNCDC at **308-635-3231**.

## Communication

### Email

Email is the most common communication method at WNCC. Students should monitor their WNCC email account often and carefully to ensure that no critical alerts, announcements, reminders, or opportunities are missed.

### 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 of 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.

In the event of a class being canceled due to an unforeseen instructor absence, students will be notified through their WNCC email accounts, as well as through course emails in Blackboard.

## 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. Printing cost five cents a page. Students can add funds to print by contacting the Business Office at **308.635.6020** or visit **[cougarcard.wncc.edu](http://cougarcard.wncc.edu)**.

## Cougar Cupboard Food Pantry

To address issues of food insecurity issues for some WNCC students, the College community, in collaboration with community partners, established a student food pantry on the Scottsbluff campus. WNCC understands a student's ability to perform and succeed academically 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**.

## 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 DSS Office is to resolve 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)

Complete information about resources and processes for disability support can be found at **[www.wncc.edu/student-life/student-services/disability-services](http://www.wncc.edu/student-life/student-services/disability-services)**

## 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. For more information, please see **[www.wncc.edu/student-life/student-services/diversity-inclusion](http://www.wncc.edu/student-life/student-services/diversity-inclusion)**

## Housing and Dining Services (On-campus)

WNCC provides on campus housing designed not only to provide a safe and secure living environment for students, but to also help students become engaged in campus life, which is built on the foundation of academic activities and programs which positively contribute 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). There is no on campus housing available in Alliance, but the Chamber of Commerce has information regarding available rooms and apartments.

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.

## Immunization Policy

With the continued growth of WNCC, there is an increasing population of domestic and international students residing in campus housing. The College believes it is in the best interest of students, faculty, and staff to adopt a proactive stance concerning student immunizations.

The following recommendations are based on Centers for Disease Control ([cdc.gov](http://cdc.gov)) and the American College Health Association ([acha.org](http://acha.org)) guidelines:

WNCC **REQUIRES** proof of childhood immunizations for students applying to reside in on-campus housing, including:

- Polio series
- DPT series plus appropriate boosters
- Two MMRs or proof of titer
- Hepatitis B titer demonstrating proof of immunity
- Meningococcal tetravalent injection

**For all international students, a TB test is also required.**

Students may also want to consider the following optional vaccinations:

- Varicella (Chicken pox)
- Flu and Pneumonia
- Human Papillomavirus (HPV)
- Covid-19

## Student Health Statement

Each residence life student is requested to submit a self-reported medical history at the time of initial enrollment. It is further requested that the student update their medical history each semester if there is a change in any health-related condition.

## Dining Services

All students living in Pioneer Hall and Conestoga Hall are required to participate in a 19- or 14-meal plan program. Meal plans include two components to ensure flexible and fulfilling options: all-you-care-to-eat meals and Cougar Dollars. Cougar Dollars may be used to purchase a meal for visiting family or friends in the Bishop Dining Hall. Additional funds may be added to Cougar Dollars at any time. Meal options are also available for students living off-campus.

## International Student Support Services

The richness of our student body at WNCC is in 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 are supportive and embraces the cultural diversity of our students.

If you are an international student, the Assistant Registrar located on the Scottsbluff campus serves as the International Student Services Specialist and is available to assist you with questions you have. Please contact **308.635.6104**.

## 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).

## eHelp

eHelp assists students, staff, and faculty with access and basic technical problems using the WNCC portal, WNCC e-mail, and Blackboard. eHelp assistance is available by phone, chat, text, or through an ever-expanding online knowledge base on the eHelp website.

Please contact eHelp by phone at **308.635.6071**, by email at [ehelp@wncc.edu](mailto:ehelp@wncc.edu), or by text at **308.225.5015**.

## 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.

## Military & Veteran's Services

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

### 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 themselves of specified course alterations or modifications by requesting a Military Leave of Absence (MLOA) through their 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 **Board Policy 500.0715.14** can be found on the WNCC web site or can be obtained from the Office of the Registrar or the Office of Student Life.

### 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 must 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).

### Single Parents Program (SPiN)

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, please contact **308.635.6153** to request 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 College meal plans; printing services; and 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.

## Traffic/Parking Regulations

There is no fee or registration required for students to park on campus. However, students at all campuses should park only in designated parking spaces on their respective campus.

Regardless of which location you are taking classes, red curb areas are designated as “no parking,” and blue curb areas are reserved for “Handicapped Parking Only” and a special sticker or license plate is required. The police will ticket all violators of red and blue curb parking regulations, as well as parking in crosswalk areas.

In the event of an accident at a campus location, those persons involved should notify the appropriate police/sheriff’s department and the Office of Student Life in Scottsbluff and student services in Alliance and Sidney.

## TRIO Programs

TRIO programs are federally funded under Title IV of the Higher Education Act of 1965. These programs offer educational opportunities 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 (VUB)** program 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

## Engagement

Many of the most beneficial experiences and lasting impressions in college are those acquired outside of the classroom through co-curricular activities. Student activities and programs at WNCC are varied to appeal to the interests and meet the needs of all students. Some student organizations are primarily social, while others are academic, professional, recreational, or service oriented. Opportunities exist to develop students' leadership skills, and programs such as intramural sports give students the opportunity to enjoy familiar sports with new friends. There are opportunities to meet any student interest!

### Cougar Athletics



All students are invited to join in the excitement of Cougar athletics! Our men and women's athletics team are some of the best in the region, and there is little to compare to the excitement in Cougar Palace when the community is cheering its hometown teams to victory!

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 boasts intercollegiate sports for women in volleyball, basketball, softball, and soccer. Men's sports include basketball, baseball, and soccer. WNCC is also proud to offer eSports as a club sport that is open for men and women to compete in collectively.

WNCC gear can be purchased at the WNCC Bookstore or online at [wncc.edu/student-life/bookstore](http://wncc.edu/student-life/bookstore). For schedules and additional information about our teams, go to [wnccathletics.com/landing/index](http://wnccathletics.com/landing/index)

**Go COUGARS!**

### Cougar Council (Student Government)

Cougar Council is the official voice of students at WNCC. A part of College's shared governance structure, Officers and representatives are elected annually by the student body to serve as the direct liaisons between the College and the students. The members of Cougar Council are elected each spring by general ballot, and the recommendations of Cougar Council are brought forward to the Student Services Council,

For more information, contact the Office of Student Life at **308.635.6050**.

### 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 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

A list of current student organizations is located at [wncc.edu/student-life/get-involved/index](http://wncc.edu/student-life/get-involved/index). For more information, contact the Office of Student Life at **308.635.6050** in Scottsbluff, **308.763.2002** in Alliance, and **308.254.7441** in Sidney.

# Health & Wellbeing

## 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-owned or controlled 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).

## Counseling Services

Wellness is a lifestyle that maximizes human potential. It involves striving for growth—socially, physically, emotionally, intellectually, spiritually, and in a career—and having a positive state of mind. WNCC Counseling Services strives to help students achieve their highest potential. The College's licensed counselor provides short-term counseling services to all students upon request and at no additional charge.

Personal counseling is available at all three locations by appointment to discuss concerns about school, relationships, parents, gender issues, substance use and abuse, divorce, or other personal issues. Experienced, professional staff assist in a variety of personal development areas, including stress management, acquaintance rape education, wellness education, and improved self-image.

To schedule an appointment, call **308.635.6050**. If you or someone you know is in need of support, please reach out for assistance.

## Health Services

The College does not provide on campus pharmacy, hospitalization, or surgical services. While the College does not have a health center on campus, the physical and mental wellbeing of students is a priority for WNCC. The College has strong working

relationships with many community resources to assist students with ongoing physical or mental needs. **In an emergency, students are directed to call 911.**

## Panhandle Resources

**Community Action Partnership of Western Nebraska (CAPWN)** is a federally qualified health center located at 975 Crescent Drive, Gering, NE 69341. It offers clinical health services, including medical, dental, behavioral health, reproductive health, and immunizations; community health services, including WIC, Commodity Supplemental Food Program, and a child development center; and supportive health services.

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.

### Additional Resources:

Addition Counseling and Consultation Services, Inc. (ACCS, INC.,)	308.633.1390
Alcoholics Anonymous	877.266.3632
Box Butte General Hospital	308.762.6660
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

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

## Insurance

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.

## 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 all College locations by all persons. This includes all buildings, vehicles, grounds, sidewalks, patios and parking lots, and other outdoor areas owned and/or operated by Western Nebraska Community College.

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.

# 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.

Students may access their student account information 24 hours a day, seven days a week by logging into the **MYWNCC** portal under self-service. Payments can be made online by credit card.

## Payment Plans

The Business Office offers payment plan options to help students pay for their educational costs. Please see [wncc.edu/admissions-aid/tuition-fees/index](http://wncc.edu/admissions-aid/tuition-fees/index) for more information about the cost of attendance. It is expected that students who take advantage of a payment plan will follow up on all payment arrangements and ensure that the funds are applied to the costs of education.

## Non-Payment

All financial obligations must be in good standing (satisfactory) before the student is allowed to register for additional semesters. In the event a student has a past due account, they may be in jeopardy of being withdrawn from current classes and having 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

WNCC 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 specific needs of 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)

## Types of Financial Assistance

### 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.

### **Federal Work Study**

Federal Work Study is an employment program funded by the U.S. Department of Education and WNCC. Jobs pay at least minimum wage and generally average 10 hours per week. Not only does the Work Study program give students valuable work experience and a source of income, it also does not affect financial aid eligibility for the next year.

### **Grants**

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

### **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, the State of Nebraska, civic and community organizations, and other sources supporting higher education. Scholarship information can be found at [www.wncc.edu/admissions-aid/financial-aid/scholarships](http://www.wncc.edu/admissions-aid/financial-aid/scholarships)

### **Free Application for Federal Student Aid (FAFSA)**

All federal financial aid and some scholarships require students to complete the Free Application for Federal Student Aid or the FAFSA. The form must be completed each year, but it is free and can be completed entirely online.

The FAFSA is available each year by **October 1**. Help is available to complete the form. Please contact the AIM Educational Opportunity Center at **308.633.0104** or the EducationQuest Foundation at **308.708.7199** to schedule an appointment.

### **Satisfactory Academic Progress (SAP)**

All students must make progress toward their educational goals to continue to receive federal financial aid. Details of SAP can be found at [www.wncc.edu/admissions-aid/financial-aid/policies](http://www.wncc.edu/admissions-aid/financial-aid/policies)

# Student Rights and Responsibilities

## Campus Security Act

In compliance with federal regulations, WNCC annually compiles reports that indicate the institution's current security program and crime statistics.

The Campus Security Act of 1994 (34 CFR Part 668) requires the College to report campus crime statistics for the following categories: murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter.

The campus crime statistics reports are available from Student Services or online at **[wncc.edu/about-wncc/consumer-information](http://wncc.edu/about-wncc/consumer-information)** or through the Office of Postsecondary Education at **[ope.ed.gov/campussafety](http://ope.ed.gov/campussafety)**.

## 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 of each year 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://wncc.edu))** or through the Office of Postsecondary Education at **[ope.ed.gov/campussafety/#/](http://ope.ed.gov/campussafety/#/)**.

## Consumer Information and Federal Student Right to Know Act

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, requires all accredited colleges and universities to disclose such information to current and prospective students, employees, and members of the public. This includes specific information about student financial aid, campus security, student outcomes, and student rights and responsibilities.

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 **[wncc.edu/about-wncc/consumer-information](http://wncc.edu/about-wncc/consumer-information)**.

## Copyright Information

WNCC is committed to the education of its students and endeavors to make students aware of the policies that govern the use of printed and online materials. In general, copyright infringement occurs when a person makes a copy of any copyrighted work,

such as music, video, software, cartoons, photographs, stories, or novels, without permission (i.e., a license) from the copyright owner and without falling within the specific exceptions provided for under the copyright laws. Employees and students are prohibited from using WNCC's network to access, download, upload, or otherwise share copyrighted materials without permission, making a fair use, or falling under another exception under copyright law.

## Equal Access Policy

WNCC seeks to make all programs, services, including electronic, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WNCC provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the College. For assistance or further information, students with disabilities should contact the Counseling Director at **308.635.6090**. Additional information is available in the *Transition Guide for Students with Disabilities* on the WNCC web site at **[wncc.edu/student-life/student-services/disability-services](http://wncc.edu/student-life/student-services/disability-services)**.

## Family Educational Rights and Privacy Act (FERPA)

It is the policy of WNCC to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by the Higher Education Amendments of 1998 (34 CFR Part 99). FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

The law provides three fundamental rights to students who attend post-secondary institutions:

- Right to inspect and review education records.
- Right to request amendment of education records.
- Right to limit disclosure of "personally identifiable information" contained in education records.

Additionally, students have the right to file a complaint with the U.S. Department of Education:

**Family Policy and Compliance Office**  
**U.S. Department of Education**  
4000 Maryland Avenue, SW  
Washington, DC 20202-4605

In compliance with FERPA, the following items are considered directory information and are available upon request:

- Student's name

- Address
- Telephone listing
- Email address
- Date and place of birth
- Major field of study
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Grade level
- Dates of attendance
- Degrees, honors, and awards
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

In the event a student does not want the directory information released, he/she must submit, in writing, the specific information to be withheld to the Office of the Registrar. This must be done each semester that the exclusion is to apply.

The FERPA revisions of 1998 permit schools to notify parents of students who are under the age of 21 if such student is found responsible for violating institutional policies regarding alcohol and other drugs.

### **Authorization for Release of Information**

Students who wish to provide confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals may make this authorization online through their WNCC portal. Alternatively, students may complete a form in the Registrar's Office or through the main office in Alliance or Sidney to make this authorization.

Questions related to FERPA may contact the Office of the Registrar at **308.635.6012**.

### **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 can be found at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](http://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:

Kathy Ault  
Chief Human Resources Officer  
WNCC  
1601 East 27th Street  
Scottsbluff, NE 69361-1815  
**308.635.6105**

Or concerns can be directed to:

Director, Office of Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO, 64106-2106

## 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.

## Student Complaint Process

WNCC strives to provide the highest quality of service and the best student experience possible. Students are encouraged to report any complaints or observed violations of state, federal, and local laws with appropriate staff members. If a student is unsure of how to direct an issue, they should contact the Office of Student Life:

Phone: **308.635.6050**

Web: **[wncc.edu/about-wncc/consumer-information/subpages-nonav-consumer-info/student-complaint-process](http://wncc.edu/about-wncc/consumer-information/subpages-nonav-consumer-info/student-complaint-process)**

### *Filing a Complaint with the State of Nebraska*

If a student wishes to file a complaint with the State of Nebraska regarding a potential institutional violation of state law, they are encouraged to contact the Nebraska Coordinating Commission for Postsecondary Education:

Phone: **402.471.2847**

Web: **[ccpe.nebraska.gov/student-complaint-form](http://ccpe.nebraska.gov/student-complaint-form)**

### *Filing a Complaint with the Higher Learning Commission*

If a student wishes to file a complaint with the Higher Learning Commission, they are encouraged to contact the office:

Phone: **1.800.621.7440**

Web: **[hlcommission.org/Student-Resources/complaints.html](http://hlcommission.org/Student-Resources/complaints.html)**

## Title IX Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational institution that receives federal funding. WNCC strictly prohibits any form of sexual harassment, which includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking. 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. College policy also prohibits retaliation against a person for reporting sexual harassment or participating in the investigation or resolution of such a complaint.

Help and support are available for any student who experiences any form of sexual harassment. Questions or concerns about a student's rights or the resources available or to file a Title IX complaint, should contact the College's Title IX Coordinator:

Kathy Ault  
Chief Human Resources Officer  
WNCC  
1601 East 27th Street  
Scottsbluff, NE 69361  
**308.635.6105**

If a student wishes to speak to someone confidentially, they should contact the Counseling Director at the WNCC Counseling Center on the Scottsbluff campus or by calling **308.635.6090**. Appointments are available at all WNCC locations.

For more information, please see the Student Code of Conduct section of this handbook.

## Voter Registration

Western Nebraska Community College encourages all students to exercise their right to vote. Visit [sos.nebraska.gov/elections/voter-forms](https://sos.nebraska.gov/elections/voter-forms) to download a voter registration form.

## Weapons Policy

The illegal possession, use, or sale of firearms, ammunition, major or minor explosives, or any lethal weapon is forbidden and subject to college discipline as well as criminal sanctions. The College prohibits permit holders who are authorized to carry a concealed handgun from carrying a concealed handgun into or upon the property of Western Community College Area, which operates WNCC.

# Student Code of Conduct

## Purpose

The purpose of the Student Code of Conduct, to be referred to as the Code of Conduct, 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 WNCN are expected to familiarize themselves with the policies and regulations that make up the Code of Conduct. The policy and procedure establishing the Code of Conduct and as it is presented in the *Student Handbook* 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 Procedure**.

## 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 Dean of Students, 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 Dean of Students 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 College's 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 Code of Conduct violation.

**Complainant:** Any person or group who submits a charge alleging that a student violated the 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, either full-time or adjunct. For purposes of interpretation and administration of this Code of Conduct, the term "instructor" and "faculty member" will have the same meaning.

**Hearing Officer:** Dean of Students or designee who conducts a disciplinary meeting or conduct board hearing.

**Investigator:** Person or persons authorized by the College to investigate an allegation of a 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 Code of Conduct.

**Respondent:** A student or student organization alleged to have committed a violation of the 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 Code of Conduct, 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 a Dean of Instruction or designee, Dean of Students or designee, Assistant Dean of Students or designee, and a student representative from Cougar Council. The Dean of Students 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.

**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.

## Authority and Jurisdiction

### 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.

### Authority of the Dean of Students

The responsibility of administration of the discipline system delegated by the President of WNCC has been given to the Dean of Students. In turn, this officer may delegate authority to other groups or individuals for handling violations of the Code of Conduct. All Code of Conduct activities shall be monitored by the Dean of Students to ensure consistency and equity.

All disciplinary sanctions, imposed institution-wide, will be reported to the Dean of Students 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 an administrator, faculty or staff member, or student at WNCC. 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.

### **Authority of the Conduct Hearing Officer**

A conduct hearing officer:

- a) determines that the conduct in a particular matter distinctly and clearly implicates the College's interests;
- b) prepares a written explanation of the interests and how the conduct implicates them; and
- c) provides the written explanation to the student or student organization.

### **Jurisdiction**

The Code of Conduct applies to all students and student organizations 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 College-owned or controlled facilities and property and at all College-sponsored activities, occurring on or off campus, as well as off-campus situations described below.

The term "on-campus" includes all College-owned or controlled property and facilities at all locations, including all adjacent streets and sidewalks; any College-affiliated programs, events, or activities, including those occurring 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 Code of Conduct will not be applied as a matter of course to off-campus conduct simply because the conduct also violates federal, state, or local law. The Code of Conduct applies to conduct that occurs off-campus in the following situations:

- a) The conduct occurs in or on the grounds of a College-approved housing unit.
- b) The conduct occurs at events or during travel authorized, funded, or sponsored by the College.
- c) The conduct occurs at events or during travel funded or sponsored by a student organization.
- d) The conduct poses a risk to the health and safety of individuals, and the application of the Code of Conduct 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.
- e) 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.

- f) The conduct was intentional and caused, or attempted to cause, physical injury to a college employee, another student, or guest or visitor to the College.
- g) The conduct could, or was intended to, cause harm on-campus.

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, standards, and conduct regulations at WNCC 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 of Conduct, followed by a list of specific types of conduct. These rules, standards, 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 are 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 Code of Conduct. The terms "student" includes all persons enrolled at the College, either as a resident student or an online 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 Code of Conduct, 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.
- 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 of Conduct 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 WNCC also 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 the Code of Conduct. This means that cases shall be determined on the basis of whether it is more likely than not that, the accused violated the Student Code of Conduct. "More likely than not" means that after assessing the quality of the evidence, the adjudicator will only find the accused 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.

## 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.

## 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 of Conduct 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 Code of Conduct proceeding
- i) Failure to comply with the sanction(s) imposed under the Code of Conduct.
- j) Influencing or attempting to influence another person to commit an abuse of the Code of Conduct.

## **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 Code of Conduct procedure.

Students seeking to participate in this alternative must meet with the Dean of Students, 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 Code of Conduct charges set aside provided the student commits no additional major violations of the Code of Conduct within a 12-month period.

## **Violations of the Code of Conduct**

### **Aiding or Abetting**

Aiding and abetting is defined as 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 or 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**

Assault is defined as intentionally and unjustifiably pushing, striking, or causing reasonable apprehension of such harm to any person.

## **Bullying**

Bullying is defined as 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, Computer Networks, or Technology Misuse**

### *Computer Identification and Access*

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.

### *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.

### *Theft or Other Abuse of Computer Facilities and Resources*

Theft or other abuse of computer facilities and resources is defined as but is 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.
- 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 **Board Policy 809** (Acceptable Use) will result in disciplinary action.

### **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 entering 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.

### **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 **Board Policy BP-720** (Equal Opportunity Employer/Non-Discrimination).

### **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.

## **Identification, Misuse or Failure to Produce**

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

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.

## **Keys, Misuse or Unauthorized Possession**

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.

### **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.

### **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.

### **Safety Equipment Misuse**

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

### **Sexual Exploitation of Adults**

The 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. This 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.
- e) Intentionally or recklessly exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals.

### **Sexual Exploitation of Minors**

The sexual exploitation of minors is defined as 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.
- 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 Policy 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 Code of Conduct 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 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 Policy 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 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 Conduct**

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

### **Student Organization Use of 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.

### **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.

**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 or 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**

This is defined as the disregard or 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 Operation Protocols with the guidance of local, state, and federal health professionals. The Safe Operations 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's 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 WNCC, but violations are 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.

## Sanctions

A student admitted, enrolled, or registered at WNCC 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.
- 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 or 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 Dean of Students 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, Dean of Students, 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 Code of Conduct.

In determining whether to suspend a student temporarily, the College President, Dean of Students, 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 Dean of Students or designee to contest the implementation or continued implementation of the measures.

If the student is temporarily suspended, the Dean of Students, or designee must provide the student with a Notice of Temporary Suspension. The notice must be sent 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 of Conduct is insufficient;
- b) state that the student has a right to a meeting with the Dean of Students, 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 Dean of Students 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 of Conduct 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 Dean of Students or their designee by e-mail or certified mail or may be hand-delivered to the Office of Student Life.

The Dean of Student or their designee must make a decision on the request as soon as reasonably practicable. Before making a decision, the Dean of Students 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 of Conduct 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 Dean of Students 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 Dean of Students 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 of Conduct.

## 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 Code of Conduct cases shall be monitored by the Dean of Students to ensure fairness and consistency. The Dean of Students or designee has the authority to determine the appropriateness of a referral, issue any notice referenced in the Code of Conduct, 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 Dean of Students 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 Complainant 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 Dean of Students 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 Dean of Students or the Office of Student Life. Any alleged violation should be reported as soon as possible after the violation occurs. Upon violation of any of the provisions of the 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 Dean of Students as to the action taken and the reason(s) therefore. Upon submission of the alleged

violation to the Dean of Students 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 Dean of Students, Assistant Dean of Students, or designee will review the information available and determine next steps.

Complaints alleging violation of the 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 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 Dean of Students 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 Code of Conduct and a sanction will be imposed.
4. The Dean of Students or Hearing Officer will deem the student responsible for 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 Dean of Students 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 Dean of Students 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.
  - g) 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 Code of Conduct and appropriate sanctions may be imposed.
  - c) The Student Conduct Board will deem the student responsible for 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 of Conduct and other applicable policies alleged to have been violated; links to the Code of Conduct 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 Dean of Students 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**

To find a student or organization has violated the 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 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 Code of Conduct, or a student officer of a recognized student organization will be expected to be present at the hearing before the Dean of Students 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 are always 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 Dean of Students/Hearing Officer or Student Conduct Board may request an appeal. Any such request must be made in writing to the Chief Student Services Officer 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 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 Chief Student Services Officer 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 Dean of Students 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 Chief Student Affairs Officer 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 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 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 Dean of Students or designee prior to the beginning of the administrative process. The interim suspension may be imposed in cases where:

- a) 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.
- b) 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 Dean of Students 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 (PP-720)**. 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, 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, Ryan Burgner**, Athletic Director, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361 **308.635.6798** or ***brugnerr@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***
- **Title IX Deputy Coordinator, Luke Stobel**, Student Success Executive Director, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361, **308.635.6132** or ***stobell2@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: **[www.wncc.edu/about-wncc/consumer-information/title-ix-compliance](http://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 of Conduct shall be referred to the Dean of Students or designee for final determination.

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

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