

STUDENT HANDBOOK 2019 – 2020



Western Nebraska
Community College



Western Nebraska
Community College



Clark N. Williams
Multicultural
Learning Center

Conestoga Hall

Pioneer
Hall

Applied
Technology

Main
Building

Cougar
Palace

D
Pod

A
Pod

C
Pod

B
Pod

The Pit

MAIN
ENTRANCE

17th Avenue

E. 27th Street

John N.
Harms
Center

SWBC

College Park

Bus Stops - FREE to
Students with WNCC I.D.

SWBC

Administrative Services	Educational Services
Admissions	Financial Aid
Advising (See Career Pathways)	Human Resources
Business Office/Cashier	Info Office
Career Pathways & Advising	International Student Services
Counseling	President's Office
Dean of Students Office/	Registrar
Student Life	Student Conduct
Disability Services	Student Engagement

WILLIAMS BUILDING

Athletics
Multicultural & Inclusion
Cougar Cupboard Food Pantry

MAIN BUILDING

A-D Classroom Pods
ACCUPLACER® Testing
Adult Education/GED
Buddy's Books & Bistro
Instrumental Music
Library
Military & Veteran's Affairs
Supplemental Instruction
Single Parent Network
Testing and Tutoring
Theatre Arts Department
TRIO SSS
TRIO VUB
Vocal Music

APPLIED TECHNOLOGY

Applied Agriculture
Automotive & Auto Body Technology
Welding

JOHN N. HARMS CENTER

Alumni Relations
CollegeNOW!
Health Occupations
Lifelong Learning
Public Relations & Marketing
Workforce Development
WNCC Foundation

Table of Contents

Welcome to Western Nebraska Community College!	2
Western Nebraska Community College Student Handbook	2
Non-Discrimination Statement	2
Mission, Vision, Values, Core Themes, Focus Areas	2
Academic Information	3
Academic Classes, Schedules, and Advising.	5
Academic Support, Resources and Procedures	5
Blackboard Learn & Collaborate.....	6
Registration	6
General Information	7
Student Services Information	14
Costs	15
Dining Services	16
Disability Services	17
Financial Aid	18
Military & Veterans Affairs Office.....	18
Personal Counseling	18
Residence Life	18
Single Parent/Displaced Homemaker Services	19
Student Life	19
Organizations & Activities	19
Transfer Advising	22
TRIO Programs	22
Student's Right to Know and Campus Security Act	23
Student Complaint Process	23
Student Code of Conduct Policy & Procedures	26
Academic Misconduct.....	27
Academic Integrity Policy	27
Non-Academic Misconduct.....	29
Sexual Misconduct Policy.....	33
Sexual Misconduct Procedures	35
Discrimination, Harassment, and Retaliation Prohibited 201.0100.12	39
Risks Pertaining to Illegal File Sharing.....	41
Student Information Usage	42
Financial Resources	43

Disclaimer

Western Nebraska Community College students are responsible for knowing the information, policies and procedures outlined in this document. Western Nebraska Community 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 for the updated versions of all policies and procedures.

Welcome to Western Nebraska Community College!

Welcome to Western Nebraska Community College! Along with Interim President Dr. John Harms, and the WNCC faculty and staff at Alliance, Scottsbluff, and Sidney, I would also like to welcome you and thank you for choosing to become a Cougar. Your decision to attend WNCC is a turning point in your life journey, one that offers endless possibilities. We are dedicated to helping you make the most of your time with us, to achieve your goals, and reach your fullest potential. This Student Handbook is designed to assist you with your personal, professional, and academic success during your time at WNCC. Specifically, the Student Handbook provides you with general College information; an overview of College resources that are available to you; important College policies for both inside and outside the classroom, including important Financial Aid policies; information on how to connect with other students through student activities, campus events, clubs, and organizations; and your responsibilities as a student.

As you begin your educational journey and academic career at WNCC, we encourage you to take full advantage of the opportunities around you. Becoming familiar with the Student Handbook is one step that you can take to help ensure your success.

Again, welcome to Western Nebraska Community College and hope you join us in believing “*From Diplomas to Degrees, It’s For Me*” because we are here for you!

Nina Grant, Vice President of Student Services

Western Nebraska Community College Student Handbook

The Western Nebraska Community College Student Handbook, along with the WNCC Catalog provides important information for students about the opportunities and services offered by WNCC as well as the procedures and regulations to be followed. The Handbook provides details about campus services and procedures, advisement, and student organizations. It also contains student rights and responsibilities, grievance procedures, and campus regulations. The Catalog describes academic programs, course descriptions, procedures, degree requirements, and special programs. Because students are responsible for the information in the Catalog and the Handbook, they should familiarize themselves with both publications. Students are responsible for the proper completion of their academic program, familiarity with all requirements, maintaining the grade average required, knowing their academic standing, and meeting all other requirements. Academic Advisors are available to all students, but final responsibility remains with the student. The WNCC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

Non-Discrimination Statement

Western Nebraska Community College 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. 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, Human Resources Executive Director, 1601 East 27th Street, Scottsbluff, NE 69361-1815; aultk@wncc.edu; 308.635.6350 or to the Director, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106-2106.

Mission, Vision, Values, Core Themes, Focus Areas

Mission

*WNCC assures learning opportunities for all – **enriching lives, invigorating communities, creating futures.***

Vision

To positively impact the education and well-being of every student, employer, and community member in the Nebraska Panhandle region.

Values

- Lifelong Learning
- Student and Community Service
- Honesty, Integrity, and Transparency
- Collaboration and Communication
- Innovation and Continuous Improvement
- Respect for All People and Perspectives

Core Themes

- Student Access and Success
- Academic Excellence and Workforce Readiness
- Economic and Community Development

Focus Areas

- Engaged Teaching and Active Learning
- Student Recruitment, Retention and Completion
- Diversity, Equity and Inclusion
- Seamless Academic and Career Pathways
- Community and Employer Responsiveness
- Operational Efficiency and Effectiveness

Academic Information

Academic Honors

The Dean's List is issued at the end of each regular semester and contains the names of all students who have completed all regularly scheduled classes of at least 12 credits of college-level courses (numbered 1000 or higher) and other degree-required courses (courses required for the AAS, AFA, ADN, AS, and AA degrees) with a 3.4 to 3.99 grade point average. A President's List is issued at the end of each regular semester, and contains the names of all students who have completed all regularly scheduled classes of at least 12 credits of college-level courses (numbered 1000 or higher) and other degree-required courses (courses required for the AAS, AFA, ADN, AS, and AA degrees) with a 4.0 grade point average.

Academic Probation & Suspension

The purpose of academic probation is to warn students of their unsatisfactory academic progress. A student is placed on academic probation when progress towards educational objectives is considered inadequate based upon calculation of the grade point average (GPA). Students are considered to be making satisfactory progress if they have a WNCC GPA of 2.0 or higher.

The College reserves the right to limit the course load of any students experiencing scholastic difficulty and to recommend changes in the curriculum assigned.

At the end of each semester, those students whose academic progress is judged to be unsatisfactory are placed on probation and it is required that they seek advising from one of the Student Services advisors at the campus they are attending.

Students are placed on academic suspension after they are on probation for one semester and satisfactory academic progress has not been made. A student who is suspended is not allowed to register for at least one semester immediately following his/her suspension. The student may petition the Registrar, who chairs the Academic Appeal Committee, for special consideration by completing the Academic Reinstatement Appeal form, which can be found on the student portal.

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

Academic Progress for Financial Aid

In order to receive federal financial aid, a student must be making [satisfactory academic progress \(SAP\)](#) toward completion of an eligible diploma, certificate, or degree. Academic progress is reviewed at the time awards are made, and again at the end of each fall, spring and summer semester. The WNCC financial aid requirements outlined below are designed to comply with federal regulations.

REQUIREMENTS

Cumulative GPA: A student must maintain a cumulative GPA of at least 2.0.

Pace: The student must progress through his/her educational program at a pace of 70 percent or higher. Pace is calculated by dividing the cumulative number of successfully completed credit hours by the cumulative number of attempted credit hours. Attempted credits include any course taken for credit, with the exception of courses dropped during the "free drop period" (the first week of classes during fall and spring semesters; the first three days for summer sessions and quarter classes) and those taken for audit. Accepted transfer credits count as both accepted and completed in the pace calculation.

Rate of Program Completion (Maximum Time Frame): Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on total credit hours attempted at WNCC (plus any transfer credits) and the student's degree objective. These limits apply regardless of whether or not the student has changed majors or received federal funding. The student's eligibility will end when the student has attempted 150 percent of the credits required for his/her specific program of study or if the satisfactory academic progress review determines the student cannot mathematically complete his/her program within the maximum time frame. For example, if a program requires 64 credits, the student may attempt no more than 96 credit hours before completing the degree or losing financial aid eligibility. This status may be appealed.

Official transcripts from all previous institutions attended must be submitted to the WNCC Registrar prior to disbursement of federal aid to determine credits for the maximum time frame calculation.

CONSEQUENCES

Warning: A student is placed on financial aid warning if he/she:

Fails to maintain a cumulative GPA of at least 2.0, and/or

Fails to meet the 70 percent pace requirement

The student may still receive federal financial aid while on warning status. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student meets the 70 percent pace requirement and has a cumulative GPA of 2.0 or higher at the end of the warning semester, the student is restored to satisfactory status. If, however, the student again fails to meet one or both of these requirements, the student is placed on financial aid suspension.

No federal financial aid is disbursed for the semester following a warning semester until the Financial Aid Office reviews final grades for the warning semester.

NOTE: This may or may not impact a student's eligibility for scholarships. Students should check the information they received at the time the scholarship was awarded for specific eligibility criteria. Scholarships are not renewed if students fail to meet the necessary scholarship criteria.

Suspension Following Warning: A student is placed on financial aid suspension if he/she fails to meet the academic progress requirements at the end of a warning semester.

REGAINING ELIGIBILITY AFTER SUSPENSION

A student whose financial aid eligibility was suspended has two options for regaining his/her eligibility:

A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and once again meeting all the necessary academic progress requirements outlined above. This may take one or more semesters, depending on how long it takes the student to be in compliance with this policy. Financial resources other than federal financial aid, including loans, must be used to pay for educational expenses during these terms.

If circumstances beyond the student's control prevented him/her from making the progress required, the student may file an appeal for reconsideration. An appeal must be in writing, and must include supporting documentation of the extenuating circumstances and an Academic Plan developed with the student's academic advisor. Appeal forms are available from the Financial Aid Office or online at www.wncc.edu/admissions-aid/financial-aid/application-materials-deadlines. Appeals should be submitted as soon as possible following notification of suspension, but no later than midterm of the semester for which the student is requesting aid. A student whose appeal is approved by the Appeal Committee is placed on financial aid probation status for the subsequent semester of enrollment. Denied appeals may be re-appealed by the student to the Financial Aid Director. The student will continue to maintain federal financial aid eligibility by meeting all satisfactory academic progress requirements outlined above or by meeting the terms outlined in the student's Financial Aid Satisfactory Academic Progress agreement and the Academic Plan submitted with the student's appeal. A student who does not meet the terms of the agreement or Academic Plan loses federal financial aid eligibility.

OTHER INFORMATION

Credits successfully completed: For this policy, successful completion is defined as earning a grade of D- or higher, or a grade of P. Grades of AU, I, F, NP, W, are not considered successful completion under this policy.

There is a limit of appeals allowed; further appeals are accepted at the discretion of the Appeal Committee and only if the criteria established in the Academic Plan and the Financial Aid Satisfactory Academic Progress or MAX Continuation of Funding agreement conditions are met.

Incompletes: A student who is placed on warning or suspension solely because of "Incomplete" credits may request that the Financial Aid Office review his/her status once the course has been completed and a passing grade issued. This review will not take place until the revised grade has been changed in the WNCC computer system.

Remedial Work: Students may receive financial aid for a maximum of 30 credits of remedial courses. All remedial courses, including English as a Second Language courses, are included in students' GPA, pace, and maximum time frame calculations.

Repeats: All repeated courses are included in the student's cumulative attempted credit hours. A repeated course counts only once toward completed credits. Federal financial aid may not cover repeated courses.

Academic Amnesty: Please note that Academic Amnesty does not affect a student's financial aid Satisfactory Academic Progress status. Students who apply for and receive Academic Amnesty to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA are not automatically returned to satisfactory standing. Federal aid program regulations make no provisions for the concept of academic amnesty or academic renewal. Therefore, a school must always include all attempted courses in evaluating a student's Satisfactory Academic Progress.

WNCC Financial Aid Office

1601 E. 27th Street Scottsbluff, NE 69361

p 308.635.6011

f 308.635.6732

financialaid@wncc.edu

Academic Classes, Schedules, and Advising

Adding Classes & Schedule Changes

All new students are served by the Career Pathways and Advising Center to set up their first semester schedule and get their portal set up. WNCC utilizes a faculty advising model, where students meet with a faculty member within their program before their second semester to finish their long-range planning to fulfill their degree requirements. During the fall, spring, summer terms, and 8-week classes, students who are already registered prior to the start of the term may add a course no later than the second class meeting. Students may change course sections and add courses by completing the appropriate form in the Student Services Office prior to the second meeting of the class.

Change of Advisor or Program of Study

Any student who desires a change of advisor or program of study should notify their advisor or the Career Pathways and Advising Center in Scottsbluff, or the Student Services Coordinator Offices in Alliance and Sidney.

Degrees & Formal Awards

WNCC offers two-year programs leading to one of five associate degrees: Associate of Arts, Associate of Science, Associate of Applied Science, Associate Degree Nursing, and Associate of Occupational Studies. One-semester certificate and two or three semester diploma options are available in selected fields.

Dropping Courses

Through Student Planning in the portal, students can drop courses at any time before the semester starts, through the first week of classes. Then after that, a drop form will need to be completed. Students may drop a course without penalty up to five (5) days after the initial meeting of the class during the fall and spring terms by completing the appropriate drop form in the Student Services Office. For summer term and 8-week classes, students may drop a course without penalty up to three (3) days after the initial meeting of the class.

After the "No Penalty Drop Period" ends, students may only drop a course after obtaining the signature and the "Last Date of Attendance" from the instructor on the appropriate form and then returning the form to the Student Services Office. The student may or may not receive a refund, depending on the percent of time expended (see "Refund Policy"). Students should refer to the WNCC website for instructions on dropping an online course. The instructor will issue a grade of "W" for the drop.

See the "Registration" on page six of this handbook for more information.

Academic Support, Resources and Procedures

Learning Resource Center/Library

The WNCC Library is located on the main campus in Scottsbluff with a branch location at Sidney. The Alliance Public Library shelves WNCC materials and welcomes students at that site.

Librarians are available to assist students with research needs and using the library's resources. Support is also available by email, chat, SMS text messaging, and phone including assistance with research, citations and using the library's resources.

The WNCC library offers a large selection of electronic and print resources that support the curriculum, student learning, and our online learners. Off-campus access is available to current students, faculty, and staff. The libraries are also open to the public. A free charging station for charging cell phones, tablets and other electronic devices is available for use at the Scottsbluff campus library.

Library materials can be searched and accessed through the library web page at libguides.wncc.edu/library. The library also offers magazines, newspapers, audio books and DVD's, as well as laptop and tablet computers, that are available for student, faculty, and staff check out. Interlibrary loan is available to students, faculty, and staff for items not found in the library collection. The libraries in Scottsbluff and Sidney have computer labs that offer a range of software as well as printing. Quiet study is encouraged throughout the libraries.

library@wncc.edu p: 308.635.6068

SMS/Text Message: 308.225.5015 libguides.wncc.edu

Academic Testing and Tutoring Center

The Academic Testing & Tutoring Center (AT&TC) provides Accuplacer testing, make-up testing services and classroom proctoring for WNCC faculty, as well as proctoring tests for other educational institutions. Tutorial services, certified through the College Reading and Learning Association (CRLA), are provided in the AT&TC for a variety of subjects. The AT&TC also offers College Level Examination Program (CLEP) testing to allow students to receive college credit by demonstrating subject mastery through an exam. The AT&TC offers certain independent study courses as an alternative to traditional college course enrollment by allowing students to enter credit courses at times other than the beginning of the three college terms. Electives to enhance study in an Associate Degree program, as well as academic foundation courses to prepare students for college-level classes, are available.

p: 308.635.6070

The Math Center

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

The Writing Center

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.

Online Learning & Services

The Online Learning and Services office at WNCC provides support to faculty members and students who use the Blackboard Learn system. The library eHelp Center, the computing lab staff, and the Online Learning Office can assist users with learning to use the tools. Students should always consult with their instructors if they are having difficulty with using Blackboard.

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). Blackboard Learn enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, online lectures, and more. Blackboard Collaborate is a webinar system that allows students to connect real-time to a class from home. The degree to which Blackboard Learn is used in a course varies. Some instructors may supplement an on-campus class by putting their syllabus and hand-outs on their course sites—we call this a web-enhanced class. Another way the system is used is for blended classes. A blended class requires some on-campus attendance and some fully online participation. For example, a MWF blended class might require students to come to the classroom on M/W, but be held online in the Blackboard system on Fridays. In contrast, a course conducted entirely through the system, with no (or very few) on-campus sessions, is a fully online course.

Students enrolled in online courses need to sign into Blackboard on the very first day of class, as it serves as the virtual classroom. For web-enhanced and blended classes, the instructor will let the students know when, why, and how often to sign into Blackboard. Classes that carry a Blackboard component are indicated on students' schedules with a "BB" in the first column.

Textbooks can be purchased online from the Cougar Bookstore at bookstore.wncc.edu. Library databases can be accessed at libguides.wncc.edu/library. Tuition and fees can be paid and payment plans can be arranged through the WNCC Business Office.

Registration

For degree seeking students, registration must be done through Student Planner. It is important for new students to initially work with their assigned professional advising staff in the Career Pathways and Advising Center to learn how Student Planner and Registration works. An initial academic plan geared toward a student's specific program of study is built in Student Planner. During the first term, a student meets with their faculty advisor to develop a full long-term academic plan in Student Planner. Once the faculty advisor approves the long term plan, a student can then register for classes in subsequent terms. Registration begins on the registration day specified in the College calendar and the calendar in this planner and continues to the business day before the start of the term for new students. Returning students may register online up to the day before the start of the term. Students must be registered prior to the start date of each term. Students not registered are encouraged and allowed to register for the next term. So be sure to register early!

Why? Research has shown that students who register late for classes tend not to do as well academically as those who register on time. That's because the first day of class is one of the most important days. If you miss it, you may have a difficult time catching up.

There are other benefits to registering early:

- You'll give yourself the best chance of getting the class you want.

- If you register in person, you'll have shorter lines.

- You'll have more time to pay your tuition.

- Academic advisors will have more time to help you.

- You'll cut down on stress by getting your classes lined up.

Non-Degree seeking students may register online by going to the Admissions link on the WNCC website.

Student Full-Time Classification

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

Supplemental Instruction

Supplemental Instruction (SI) is an academic support program that targets historically demanding courses. SI is a non-remedial approach to learning enrichment that increases student performance and retention by offering regularly scheduled, out-of-class review sessions to all students enrolled in a targeted course. SI study sessions are informal seminars in which students review notes, discuss readings, develop organizational tools, and prepare for examinations. SI is made possible through the TRIO (Y.E.S.) Student Support Services Program, funded by the U.S. Department of Education, as well as through support by the College.

Transcripts

Transcripts of students' academic records are available only upon written request by the student. No transcript is released until all financial obligations to the College are satisfied. Official transcripts are ordered through a third party service called Parchment (www.parchment.com). Unofficial transcript requests should be directed to the Office of the Registrar or Student Services Office.

Transfer of Credits to Other Institutions

WNCC makes every effort to assist students wishing to transfer to other colleges and universities. Most four-year colleges will accept up to 66 credits of freshman and sophomore level credit earned at a community college. The generally accepted requirements for transfer to another institution include a minimum of "C" grades in coursework and a program taken at WNCC that corresponds with the program at the institution to which the student is transferring. The student works with a faculty advisor and transfer advisor to plan a course of study, which will enable the student to meet the requirements of the four-year institution. Most four-year institutions recommend that the student complete general educational requirements and lower division courses at the community college level. Transfer advising assistance is available in the Career Pathways & Advising center.

Withdrawal from a Class

See "DROPPING COURSES."

Withdrawal from College

Students who find it necessary to withdraw totally (withdrawing from all classes) from the College may do so by completing the following steps: During the official withdrawal period (until two weeks after midterm or 60 percent of the course time is completed):

Fill out the WNCC Drop/Add Form available in the Student Services Office. Charges for courses will continue to accrue in accordance with the published WNCC refund policy until the completed withdrawal form is received in the Student Services Office.

Students receiving financial aid must speak with a financial aid advisor 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. After the official withdrawal period (beyond the last official date to withdraw). Complete the Request for Total Withdrawal After Last Day to Drop form available in the Student Services Office.

Fill out the WNCC Drop/Add Form available in the Student Services Office. The total drop must be for extenuating circumstances only. It cannot be used simply to avoid a series of failing grades been issued.

The drop must be approved by the Dean of Students and the Dean of Instruction or their designees. If approved, the status of the classes is listed as a "W." The instructors are notified that a total drop has been issued.

Student Accounts

Tuition and fees are payable before the first day of class unless other arrangements are made. All financial obligations must be settled before the student is allowed to register for additional semesters. The Business Office offers payment plan options like Nelnet® to help you to pay for your education over time. For those that do take advantage of a payment plan, it is expected for them to follow up on all payment arrangements and to make sure that the funds are applied. Students may access their student account information 24 hours a day, seven days a week by logging into the student portal under self-service. Payments can be made online by credit card.

When students have past due accounts, they may be in jeopardy of being withdrawn from current or future classes for non-payment and/or a hold may be placed on their account to prevent future enrollment, living in college housing, obtaining a transcript, or graduation. Students will receive warning notices informing them that they must pay their debts by a certain date or be withdrawn from all classes. If they do not pay by that date, the College may withdraw them from all classes. Students will be notified via their WNCC email if any actions are taken regarding registration or holds due to outstanding bills. Students must confirm the status of their registration and keep attending class, unless they are notified otherwise. This notification will come from the Registrar to the student's WNCC email. Questions regarding the status of registration, and to verify if an administrative withdrawal for non-payment has occurred, can be directed to the office of the Registrar at 308-635-6012. When a student is withdrawn for non-payment, the account is still due and may be sent to collections. Students are responsible for all fees necessary for the collection of any amount not paid when due, and are not relinquished from their financial responsibility and obligations for their bills.

If there are issues with paying your student account, you must first contact the Business Office at 308-635-6020. Other offices of potential support are the Financial Aid office at 308-635-6011, and the office of the Dean of Students at 308-635-6050.

General Information

Attendance

Attendance and participation are necessary and required components to successfully complete a course. Successful students attend class regularly, come to each class prepared, and engage in class activities. Classes at WNCC are set up in a format in which students are not only participating in lectures and discussions, but they are also experiencing a variety of activities throughout the semester that help them master the material. It is vital for students' success that they have the ability to experience these different learning tools for maximum benefit from the course. Students who are repeatedly tardy or absent from class miss vital components necessary for their success. Students should review their respective instructor's attendance policy found in the class syllabus.

Attendance in Online Classes

"Academic attendance" for online courses includes submitting an academic assignment, taking an exam, engaging in an interactive tutorial or computer-assisted instruction, participating in an online discussion about academic matters, and initiating contact with a faculty member to ask a question about the academic subject studied in the class. This does not include activities where students may be present, but not academically engaged, such as logging in without active participation. When students are not engaged, they may be dropped from the class.

Cancellation of Classes/Campus Closures/Emergency Notifications

Updates and bulletins are posted on the College website at wncc.edu, social media, and the local media.

WNCC has also implemented a First Response system through which we can communicate urgent messages via text message, automated voice communication and e-mail. To enable this system you must inform the College of your notification preferences. To update your notification information, log on to your WNCC portal and click "Update My Biographical Information" link.

Consumer Information

WNCC provides information regarding financial assistance, your educational record, campus security, graduation rates, electronic file sharing, and WNCC in general online at www.wncc.edu/about-wncc/consumer-information/index. The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, requires colleges and universities to disclose such information, including specific information about WNCC and student financial aid, and make it readily available to all enrolled and prospective students.

Drug and Alcohol Policy

WNCC policy prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees on College property or as a part of any College activities. A complete copy of WNCC's drug and alcohol policies are available electronically for students at www.wncc.edu/about-wncc/leadership/board-of-governors/policies. 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) 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 at www.wncc.edu/about-wncc/consumer-information/index.

Campus Safety

The following reports can be found online at wncc.edu/about-wncc/campus-safety: Clery Report, Biennial Report, and the Drug-Free Schools and Communities Act brochure

Email Accounts

All official WNCC correspondence will be sent to your WNCC email account. This includes: billing notifications, financial aid correspondence, graduation, and documents. **To activate your account, go to wncc.edu and click "MyWNCC" in the top right corner to get started.** Click "I am new to WNCC" and follow the steps provided to retrieve your User ID and temporary password.

Don't close this window. Make a note of your User ID. This is your permanent WNCC User ID. Retrieve your temporary password from your personal email account. Copying and pasting the temporary password works the best. Go back to the original window. Click on the "Log In" button on the top right, and using your USER ID and temporary password, log into your MyWNCC account. Follow prompts to change your temporary password to a new password. Use the link provided on the left to access your WNCC Portal using your User ID and new password. Access your WNCC email by clicking the "WNCC Email" icon. You're in! Your WNCC email address is UserID@wncc.edu. This email address will be available to you while you're an active WNCC student.

Facility Use

The use of athletic facilities, such as the gym, weight room, and playing fields must comply with posted policies. Priority is always given to scheduled classes, intercollegiate athletics, and intramural sports. Students or organizations wishing to schedule the use of facilities should consult the Administrative Services Office at Alliance, Scottsbluff, or Sidney.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (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.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the registrar shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the college in an administrative, supervisory,

academic, research, or support staff position; a person serving on the board of governors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney or auditor. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

Directory Information

The law provides that “Directory Information” may be released without the consent of the student. WNCC designates the following student information as Directory Information: The student’s name, address, telephone numbers, e-mail addresses, photographic images, date and place of birth, major field of study, full or part-time status, class (e.g. graduate, sophomore, freshman), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Disclosure

FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

To other school officials, including teachers, within the college whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a) (10))

Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary

violation and the student is under the age of 21. (§99.31(a)(15))

Requests

Questions about these policies and procedures related to FERPA may be directed to the Office of the Registrar at 308-635-6012.

Health

The College does not provide medicine, hospitalization, or surgical services. The College, likewise, assumes no responsibility for students who are injured when taking part in intramural sports, physical activity courses, class activities, or student activities. Every student excused from a physical education activity for reasons of health must submit a letter from his/her physician.

Identification Cards

The Student Services Office in Alliance and Sidney, and Office of Student Life and Engagement in Scottsbluff issue Student ID Cards at the beginning of the semester. Student ID cards are required for meal plan usage (no exception), and admittance to College sponsored activities such as athletic events, dances, etc. Charges for activities are set individually but often the Student ID provides no-charge admission or reduced rates. Student IDs in Sidney will provide access to the Cheyenne County Community Center. In Scottsbluff, the Road Runner Bus is free with a valid Student ID.

Insurance

It is the responsibility of each student to provide his/her 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. Although the College does not endorse any particular company, the College attempts to provide enrollment information about student health insurance each semester. Application forms and a statement of coverage and costs are available in the Student Services Office.

Personal Property

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.

Safety/Emergencies Fire Safety

State law requires that when the fire alarm sounds, all persons on the premises MUST evacuate the building by the nearest exit and proceed to the designated assembly point. Evacuees must remain a minimum of 300 feet from the building and off any access roads. When the fire alarm sounds, all persons must immediately exit the building via the closest exit and proceed to the assembly location as instructed.

The College views unauthorized use and tampering with the fire equipment (extinguishers and alarms) as a serious offense. Therefore, the College will impose severe sanctions against violators, who are also subject to criminal penalties.

Tornado/Severe Thunderstorm Plan

In the event of a tornado and/or severe thunderstorm watch and/or warning, the College is notified by a weather alert radio and monitors update information. A weather watch means that conditions are right to produce severe weather. A weather warning means that precautionary action should be taken immediately. In the event of a watch, an announcement is made that there is a potential condition. People are not encouraged to leave the buildings. In the event of a warning, College administration and staff are available to provide direction in case of a tornado. Our safest areas are available for those seeking shelter. Please assist people needing help to the recommended locations.

Scottsbluff Tornado Plan

On the Scottsbluff Campus, during a severe thunderstorm or tornado warning, students and staff should proceed to one of the designated shelter areas.

Scottsbluff Campus

Building/Zone	Evacuation Assembly Areas	Tornado Shelter Areas
Conestoga Hall	Southwest lawn of building	Main level hallway, bathroom, kitchen, laundry
Pioneer Hall Tower	Williams Building bus stop	Lowest level bathrooms
Pioneer Activity Center Pioneer Addition Bishop Dining Hall	Williams Building bus stop	Laundry room
Williams Building	Lawn of north building	Interior bathrooms & offices
Applied Tech Building	Lawn between main and ATB	Bathroom
Child Care Center	To north of building	Hallways, bathrooms

John N. Harms Center & ESU 13

Building/Zone	Evacuation Assembly Areas	Tornado Shelter Areas
Main Level	Northeast parking lot lawn	Move to tornado shelter in lower level
Lower Level	Southeast parking lot lawn	Move to tornado shelter in lower level
ESU	Southeast parking lot lawn	Move to tornado shelter in lower level

Main Building - Scottsbluff Campus

Building/Zone	Evacuation Assembly Areas	Tornado Shelter Areas
A, B (and interior offices), C (and labs), & D Pods (and office areas) Testing Center Online Learning	Lawn between main and ATB or front grassy area	Lower level gym corridor, classrooms, & locker rooms
East Lower Gym Level (Adult Education, IT)	Lawn between main and ATB or front grassy area	Stay in your area
East Upper Gym Level (Business Division offices)	Lawn between main and ATB or front grassy area	Lower level gym corridor, classrooms, & locker rooms
West Upper Gym Level (Faculty offices and Writing Center)	Lawn of north building	Lower level gym corridor, classrooms, & locker rooms
SWBC	Exit to north parking lot	Move to lower level tornado shelter

ALLIANCE & SIDNEY CAMPUS TORNADO PLAN

Staff and students at the Alliance and Sidney Campuses are notified by the city alert system. During a severe thunderstorm or tornado warning, students and staff at the Alliance and Sidney Campuses should proceed to the following designated shelters:

ALLIANCE CAMPUS

Building/Zone	Evacuation Assembly Areas	Tornado Shelter Areas
Alliance Campus (classrooms & offices)	Exit to lawn	Move to tornado shelter in lower level (Room 11 & 7)
Powerline Facilities (pole lab & shop)	Exit to west parking lot - stay clear of emergency vehicles	Move to bathrooms

SIDNEY CAMPUS

Building/Zone	Evacuation Assembly Areas	Tornado Shelter Areas
Sidney Campus (classrooms, office, residence hall)	Exit to west lawn of campus	Move to tornado shelter in main office hallway
Aviation (main facility and hangar)	Exit building to designated area	Move to tornado shelter are in bathrooms

Should one seek shelter outside of our facilities, seek shelter on the lowest level and nearest the center of the building in small rooms (i.e., bathrooms, closets) away from glass and open areas. If a tornado is imminent and a storm shelter is not available, one could take shelter in a roadside ditch.

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.

Violence Against Women / Campus SaVE Act

The Violence Against Women Act (VAWA) was signed into legislation in 1994 and the Jeanne Clery Act was amended in 2013 by Congress to include reporting requirements on domestic violence, dating violence and stalking at institutions of higher learning. Each State has its own statutory requirements for dating violence, domestic violence and stalking. See the WNCC Sexual Misconduct Policy and Procedures.

Sexual Harassment

WNCC students have the right to be free from sexual harassment by other students, instructors, and other College employees. Sexual harassment is a form of sex discrimination. Both males and females can be victimized. It is illegal and is not condoned by WNCC and its employees. Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. For additional information on Title IX, please see the College's Title IX page at: www.wncc.edu/about-wncc/consumer-information/title-ix-compliance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. WNCC is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty, and staff in addressing issues involving sex discrimination, including sexual violence. (See also the WNCC Discrimination, Harassment, and Retaliation Complaint Operating Procedures in the Board Policy Manual at www.wncc.edu/about-wncc/leadership/board-of-governors/policies and the Student Code of Conduct under Section VI. Sexual Misconduct Policy and Procedures.)

The Office of Human Resources is WNCC's designated Title IX coordinating office. The Title IX Coordinator for WNCC is:

Kathy Ault, Human Resources Executive Director

1601 East 27th Street Scottsbluff, NE 69361

p 308.635.6350

aultk@wncc.edu

Tobacco-,Smoke-, and Vape-Free College

It is the primary goal of the College to promote a safe and healthy environment for students, faculty, staff and visitors on property owned and operated by the College. WNCC's Tobacco-,Smoke-, and Vape-Free College Policy prohibits the use, sale, advertising, and sampling of all tobacco products on College campuses by all persons on property at Alliance, Sidney and Scottsbluff. This includes all buildings, vehicles, grounds, sidewalks, patios and parking lots, and other outdoor areas owned and/or operated by Western Nebraska Community College. Areas of the campus which were previously designated as tobacco use areas shall now be 100% tobacco-, smoke-, and vape-free.

Products used for cessation of tobacco use approved by the U.S. Drug and Food Administration, including alternative nicotine products, such as nicotine patches or medication, shall be allowed on College property as long as the product does not produce smoke or vapor emissions. Compliance with this [policy](#) shall be the responsibility of all employees, students, and visitors.

Solicitation & Fundraising

Unauthorized soliciting by or to students is prohibited. Any attempt to sell or contact to sell to any student, employee, or guest of the College, while on campus premises, shall be considered unauthorized without express permission from the Dean of Students. No commercial commodities may be sold on campus by any individual or group, except through regularly approved distribution channels. Any funds collected through the student organizations must be deposited and dispensed through the WNCC Business Office.

The name of the College shall not be used by students or student groups for commercial or promotional purposes without approval of the Dean of Students.

Student Leave of Absence for Military Duty

A student responding to a lawful deployment order through a branch of the United States armed forces may avail himself or herself of specified course alterations or modifications by requesting a Military Leave of Absence (MLOA) through his/her instructor. Military leave policy relates to students who are registered for classes at WNCC, whether by face-to-face or distance learning instructional delivery. The purpose of the MLOA is to ensure equality of opportunity for success to students who are called to military service. Students are still expected to fulfill the learning requirements of a course, but they should not be penalized for circumstances beyond their control. A copy of the full Policy and Procedures can be obtained from the Student Services Office.

Student Services Information

Student Services

Student Services offers a broad array of co-curricular programs and experiences to provide students with opportunities for academic enrichment, personal growth, and development. Student Services includes: Admissions, Athletics, Career Pathways and Advising (Career Services and Academic Advising), Childcare Assistance, Cougar Bookstore, Counseling, Dean of Students, Disability Services, Financial Aid, Food Services (Catering and Bishop Dining Hall), Intercollegiate Athletics, International Student Services, Intramurals, Judicial/Conduct Issues, Orientation, Placement Testing (Accuplacer), Registration and Records, Residence Life, Student Engagement (Student Activities, Student Organizations, Campus Events, Alcohol and Drug Prevention Education), Student Life, Multicultural Programs and Outreach, TRIO Student Support Services, New Student and Transfer Advising, and TRIO Veterans Upward Bound/ Military Veterans Affairs.

BUDDY'S BOOKS AND BISTRO

WNCC operates Buddy's Books and Bistro in Scottsbluff. New and used books are sold at the beginning of each term. Books may also be purchased online at bookstore.wncc.edu. If the text is to be used again, books may be bought back at the end of each semester for resale. General merchandise (such as art supplies, school supplies, novelties, and college clothing) is also sold in the bookstore and online. There are also grab n' go snacks, quick breakfast and lunch items, and drinks available. Cougar dollars can be used at the Cougar Bookstore to purchase grab n' go items.

Career Pathways and Advising Center

The Career Pathways and Advising Center is located in Scottsbluff and serves all campuses. Students from Alliance and Sidney can contact the center for appointments via phone, Skype or in-person. The staff members of the Career Pathways and Advising Center are committed to providing academic advising and career resources that promote knowledge of self, career exploration, and job search skills. The center empowers students to make decisions, develop a plan, and achieve academic and career goals as part of a life-long process. Access to a variety of services is available including:

Career Exploration and Academic Navigation Services to choose a program of study and develop a full academic plan.

Career Development Services -- for students and alumni

Career screening assessments and interpretation of results, to help clients discover their own unique strengths, interests, values, and aptitudes

Job application, résumé, cover letter, and interview assistance

Occupational salary, outlook, availability, and training information

Online posting of job opportunities

Services to CollegeNow (dual credit) students

Connections with Employers, Internships and Job Shadowing opportunities

Resources are available, such as computer programs, books, videos, etc., to help students research careers, job market information, and employability skills.

In Alliance, Career Assistance resources are located in the administrative area. In Sidney, Career Assistance resources are located in the library. Please see Student Services for more information.

Child Development Center

The Western Nebraska Child Development Center (WNCDC), a joint venture of Community Actions Partnerships of Western Nebraska and WNCC, opened on the Scottsbluff Campus in August 1993 to provide child care for WNCC credit students. It is licensed by the State of Nebraska to care for children between the ages of six weeks and five years old. In August 2000, the center became accredited through the National Association for the Education of Young Children to ensure a quality environment for children.

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

Costs

The following tuition and fees are estimated costs at the time of publication. Please visit our [Tuition and Fees webpage](#) for current cost of attendance figures. The College reserves the right to change the schedule of tuition, fees, and refunds without notice. Tuition and fees are payable on or before the first day of class unless other arrangements are made with the Financial Aid Office or Business Office. All financial obligations must be settled before the student is allowed to register for additional semesters. Students who take classes for audit are also charged tuition and fees.

Cost of Attendance 2019 – 2020

RESIDENT STATUS	TUITION	FEES
Nebraska Resident (per credit hour)	\$104.00	\$17.50
Border State Resident (per credit hour)	\$105.00	\$17.50
Non-Resident (per credit hour)	\$105.00	\$17.50
High School Partnership * *This tuition and fee discount is only available for current high school students in WNCC's Nebraska service area, which includes: Banner County, Box Butte County, the western half of Cherry County, Cheyenne County, Dawes County, Garden County, Grant County, Kimball County, Morrill County, Scotts Bluff County, Sheridan County, and Sioux County.	\$52.00	\$8.75

2018 – 2019 Annual cost of tuition and fees is based on 15 credit hours per semester/30 total credit hours annually. Additional course fees may be required.

Room & Board Fees

COSTS PER YEAR

HOUSING DEPOSIT & ACTIVITY FEES (\$150 refundable) <i>*Students must sign a contract for a full academic year (9 months).</i>	\$180
PIONEER HALL – SCOTTSBLUFF CAMPUS	
Double/14-Meal Plan	\$6,289
Double/19-Meal Plan	\$6,640
PIONEER HALL ADDITION	
Double/14-Meal Plan	\$6,924
Double/19-Meal Plan	\$7,266

CONESTOGA HALL – SCOTTSBLUFF CAMPUS**COSTS PER YEAR**

Single/14-Meal Plan (<i>limited number available</i>)	\$8,052
Single/19-Meal Plan (<i>limited number available</i>)	\$8,394
Super Single/14-Meal Plan (<i>limited number available</i>)	\$8,530
Super Single/19-Meal Plan (<i>limited number available</i>)	\$8,872
Double/14-Meal Plan	\$7,424
Double/19-Meal Plan	\$7,766

Room & Board Fees**RESIDENCE HALL – SIDNEY CAMPUS**

Double (<i>no meal plan available</i>)	\$3,172
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COMMUTER MEAL PLANS (SCOTTSBLUFF CAMPUS ONLY)

10-Meal Plan (per week – non-residents only)	\$2,966
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REFUND POLICY — TUITION

Time Elapsed	Percent Refunded
0 - 6.25%	100%
6.25% - 12.50%	50%
12.50% - 25%	25%
More than 25%	None

To be eligible for a refund, students must complete and submit a signed copy of the WNCC Drop/Add Form.

When called to active duty, a service member is withdrawn from coursework with no academic or financial penalty.

Dining Services

Diversity is one of the great things about the college experience and it's something we offer with your meal plan. Whether you are living on campus or commuting, WNCC Dining Services offers a great meal plan.

In Scottsbluff, all students living in Pioneer Hall and Conestoga Hall are required to participate in a 19- or 14-meal plan program. Our meal plans include two components to ensure you have flexible and fulfilling options: all-you-care-to-eat meals and Cougar Dollars. Cougar Dollars may be used for all menu items in the Buddy's Books and Bistro Grab-N-Go or 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.

Residential students have two options:

19-Meal Plan — 19 meals each week in Bishop Dining Hall and \$100 in Cougar Dollars each semester

14-Meal Plan — 14 meals each week in Bishop Dining Hall and \$75 in Cougar Dollars each semester

Non-resident students have four options:

10-Meal Plan — 10 meals each week in Bishop Dining Hall and \$50 in Cougar Dollars each semester

Pre-paid declining balance of denomination of your choice with a 10% bonus (no Cougar Dollars are offered with this plan)

Cash

14-Meal or 19-Meal Plan with Cougar Dollars

14 or 19 Meal Plan with according Cougar Dollars and cash are accepted in both Bishop Dining Hall and Buddy's Books and Bistro.

All meal plans purchased for use in WNCC Dining Services at the Scottsbluff Campus are non-transferable. WNCC Dining Services meal plans are non-refundable and expire on the last day of the current semester or on the last day of enrollment or employment, as applicable.

Food Service Expectations:

Guests are welcome during any meal, but they must pay for their meal. Sharing a meal from a student with a meal plan is not allowed.

No containers are to be brought into the dining hall with the exception of water bottles to be re-filled with water.

Students must wear footwear and clothing appropriate for public common area attire.

At the conclusion of each meal, residents need to take dishes to the designated drop area.

Special diets or requests must be referred to the Director of Food Services.

Arrangements for sack meals or hot meals may be made if employment or education obligations interfere with meal times. These arrangements must be made ahead of time with the Director of Food Services. Please bring a class or work schedule for conflict verification.

ID Cards are required each meal for meal plan usage.

To-Go-Boxes must be taken out of dining hall for consumption.

Residence Life staff and Dining Hall staff reserve the right to deny admittance to the dining hall due to behavior issues. In such an instance, a boxed dinner will be provided to you.

Procedures and Guidelines for Meal Plan Accommodation

WNCC Dining Services serves the needs of our resident students through a commitment to provide a well-balanced meal plan offering a variety of food options to students at each meal. By making wise choices at each meal students are able to maintain a well-balanced and healthy diet. A Campus Meal Plan is required of all students who live in the residence halls on the Scottsbluff campus. Students may choose either a 14 or a 19 meal plan with their housing contract. Students participating in a 14 meal plan may change their plan at any time during the semester. Due to the rate decrease, students holding a 19 meal plan may only change their plans during the first week of each semester.

The College, in unique circumstances, may exempt a student from the required meal plan for documented medical conditions. Please note that the meal plan exemption request will only be considered for those who demonstrate that a College's Meal Plan cannot in any way satisfy their dietary needs and provide appropriate supporting documentation as set forth below. In order for the request to be considered all required documentation must be submitted. Incomplete requests will NOT be considered. Important things to keep in mind:

- Exemptions are only granted when the Dining Services program is not able to meet the dietary needs of the student as defined via medical documentation.
- Exemptions for reason, such as I don't eat all of my meals, vegetarian diet, work/class/practice schedule, access to a kitchen, or personal preferences will not be considered.
- You have an obligation to pay for your meal plan until your exemption request is approved.
- Meal plan exemption request may be submitted to the Disability Services Officer (DSO) to develop and implement an alternative plan to address the dietary needs of the student in consultation with Dining Services and the student.
- Approximately 1 to 2 weeks will be needed to review the request.
- Outcome of exemption request will be provided via email to your WNCC email address.

Application process for exemption of meal plan (all documentation must be submitted to the DSO. Please see Student Services for all below forms):

Part I: Complete Request Form for Meal Plan Accommodation

Part II: Complete Confidentiality of Information Form

Part III: Medical Documentation from licensed physician

1. A letter on letterhead from a medical doctor is required stating what your medical condition is and why such medical condition prevents you from fulfilling your dietary needs through a Campus Meal Plan.
2. Describe/list tests performed that substantiate the diagnosis including the date taken.
3. In the event of food intolerance/allergies, the doctor must state specifically which food(s) you cannot consume. Provide a diet from your doctor / dietician that you are to follow for your medical condition which provides a sample menu for three (3) days of meals/snacks, foods to avoid, and foods you can eat.

Review Process:

1. These completed forms along with all required documentation (in sufficient detail) must be received prior to the request being reviewed. Documentation can be emailed to stephens@wncc.edu or faxed to 308-635-6732, Attention: Disability Services Officer OR provided in person or mailed to: Disability Services Officer, c/o Disability Services Office, 1601 East 27th Street, Scottsbluff, NE 69361.
2. Review of completed request takes approximately 1-2 weeks.
3. If the request is approved, the meal plan charge is prorated from the date the decision was rendered. All charges up to that date are valid and will be assessed on the student's account.

Disability Services

The [Disability Services Office](#) at WNCC works to ensure students who experience disability have an equal opportunity to participate in educational and co-curricular offerings. We do this by facilitating the accommodation process through an individualized student-centered approach and promoting best practices through collaboration and engagement within the community. The Disabilities Services Office is available to problem solve issues relative to disability access, provide equal access for individuals with disabilities, facilitate the development of

reasonable accommodations for students, provide services and accommodations to qualified students with disabilities, and serve in an advisory and supportive capacity to faculty and staff. The Disability Services Office is available to assist eligible students with:

- Auxiliary Aids and Services (note takers, scribes, electronic textbooks, readers, interpreters, alternate media)
- Modifications (extended test time, distraction-free environments, formats, delivery methods)
- Assistive Technology (Electronic devices, Physical modifications of an environment)

The primary and initial contact point for information about accommodations or anything relating to disabilities services is the Disability Services Office. Norm Stephenson serves as the College's Disability Services Officer (DSO). He can be contacted at 308-635-6090 or stephens@wncc.edu or at his office, located in SWBC on the Scottsbluff Campus. Students at either the Alliance or Sidney Campus can arrange appointments at the campus with the Student Service Coordinators, since the DSO travels routinely to these campuses. Online learners are encouraged to reach him by phone or email where he can then set up a meeting by phone, Skype™ or Blackboard Collaborate. Online learners are encouraged to reach him by phone or email.

The most important factor in securing complete information, arranging for appropriate and useful accommodations, and for ensuring a smooth transition to integrating necessary accommodations into your college career is to establish and maintain contact with the DSO early and often!

Students requesting accommodations should complete the Request for Accommodations and Confidentiality forms with Disability Services at least ten (10) days before the beginning of the academic semester or as soon as the need arises and make an appointment to meet with the DSO to discuss the disability and possible accommodations. Appointments can be made at all WNCC campuses. The complete process for requesting accommodations and/or academic adjustments can be found in WNCC's Compensatory Abilities Procedure. The procedure may be obtained at the Disability Services Office or in the WNCC Board of Governors Revised Manual of Policies, Appendix E-2-17, Compensatory Abilities Procedures, which is available [online](#).

Faculty Directory

Students can find full-time and adjunct faculty phone numbers and email addresses [online](#).

Financial Aid

Financial aid is available to qualified students who are accepted for admission and enrolled in courses leading toward a diploma, certificate, or degree. Assistance is available from federal and state governments, outside agencies, and WNCC, and may take the form of scholarships, grants, and work study and/or low-interest loans. Contact the Financial Aid Office for more information about aid programs, application procedures, eligibility criteria and application deadlines, or [visit our website](#).

Military & Veterans Affairs Office

WNCC welcomes the opportunity to assist active-duty military personnel and their families, members of the National Guard, reservists, and veterans and their families in achieving their academic goals. The Military & Veterans Affairs Office at WNCC is the certification site for Veterans Administration educational benefits including Montgomery GI Bill, (Chapter 30), Vocational Rehabilitation, (Chapter 31), Post 9/11 GI Bill, (Chapter 33), dependents benefits, (Chapter 35), National Guard and Reservists, (1606 and 1607). Support services include assistance with education benefits applications, college curriculum information, and academic advising in line with education benefits. Information is also available concerning county Veterans Service Officers, VA Hospitals, and adjustment and veterans' health professionals. The office supports the Student Veterans Organization and works in conjunction with WNCC TRIO Veterans Upward Bound Program. The Military & Veterans Affairs Office serves as a resource center and welcomes all military connected students and families.

Personal Counseling

Personal counseling is available to students, by appointment, to discuss concerns about school, relationships, parents, gender issues, substance use and abuse, divorce, or other personal issues. An experienced professional counselor offers assistance in a variety of personal development areas, such as stress management, acquaintance rape education, wellness education and improved self-image. The Counseling Director may refer students to appropriate community agencies, which can offer additional assistance, treatment programs, or long-term counseling. Personality and interest inventories are available to facilitate personal growth and understanding. Confidential counseling sessions are scheduled with the licensed professional counselor with no extended waiting period for appointments. It is often beneficial for persons dealing with similar issues to help each other, resulting in the formation of a support group. Support groups are formed at WNCC based upon demand. Students should inform a counselor of ideas or concerns if they wish to join or form a support group.

Residence Life

SCOTTSBLUFF CAMPUS

[Campus housing](#) is available for WNCC students at Pioneer Hall and Conestoga Hall. Pioneer Hall provides accommodations for 160 students (96 in the Pioneer Tower and 64 in the newly built addition) and Conestoga Hall accommodates 148 students.

Each room in Pioneer Hall is equipped with access to high-speed Internet and cable television. The Pioneer Tower building has community bathrooms and lounges on each of the three floors. The New Addition is suite-style (Double rooms) with a shared bath between two rooms. Both of the floors has a lounge with views of the Scottsbluff Monument. Computers are located in the lounge areas of both buildings. Adjacent to and in the same building is an activities area, named Pioneer Hall Activity Center equipped with televisions, ping-pong and pool tables. Coin-operated laundry is located in the Activity Center.

SIDNEY CAMPUS

The Sidney Campus has two new buildings that provide co-ed accommodations for up to 24 students. Each double occupancy room is equipped with access to high-speed Internet and cable television. Each building's 12 residents share a washer and dryer, a full-sized kitchen and a common room with a TV. The Sidney halls have easy access to the main campus building where classes are held, the library with computers, and a student lounge with snacks and games. Applications for residency and a copy of policies are available in the main office at the Sidney Campus.

Single Parent/Displaced Homemaker Services

Single parents and displaced homemakers are invited to join SPiN for monthly networking/educational/support group meetings in the Williams Building on the Scottsbluff Campus. Qualified students may also receive nominal financial assistance and educational materials. All students who are parents are welcome to attend the monthly meetings. Interested students should contact a Student Services Advisor at any of the three campuses for more information and an application.

Student Life

Student Life encourages, supports, and complements student learning by providing quality services and programs that enrich students' academic, social, cultural, ethical, and intellectual growth. The Dean of Students Office/Student Life serves as a comprehensive resource for personal growth and life skills development of students. Programs and resources within this area include, the Dean of Students Office, Residence Life, Student Engagement, Multicultural & Inclusion/Outreach, Counseling, Disability Services, Academic Advising for incoming students, Transfer Advising, New Student Orientation, Student Organizations, Leadership Development, and Student Conduct, Student Complaints, and general student concerns. Whether you are looking for ways to become involved on campus or have a personal concern and need assistance, the staff in Dean of Students/Student Life is available to assist you.

Organizations & Activities

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. Student Government: Cougar Council, Student Senate, and Student Council are the chartering bodies for new organizations. To become officially recognized by the College, new organizations must submit their constitution to the student governing body of the appropriate campus, the Student Services Council, and the College 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.

ALLIANCE CAMPUS

Phi Theta Kappa

Phi Theta Kappa is the national honorary scholastic society for community colleges. The Lambda Pi Chapter includes students whose cumulative GPA is 3.5 or higher.

Student Council

The Student Council of the Alliance Campus is composed of four elected officers (President, Vice President, Secretary, and Treasurer) and five representatives. It promotes social and scholastic activities that pertain to the student body. Council officers and representatives are chosen by student election and meetings are open to all students. The Student Council voices student opinions, promotes student morale, and promotes positive community and collegiate relationships. Student Council members are selected to serve on various College councils and committees.

T.O.P. Club (Top of the Pole)

The T.O.P. Club at WNCC integrates education, community service, and recruitment into the Powerline Construction and Maintenance Technology program.

SCOTTSBLUFF CAMPUS

Art Club

The Art Club assists in the exploration and appraisal of an artist's personal style, appreciation of the arts, and acts as an outreach to empower the community to love art. The Art Club is also an avenue to promote diversity throughout the community and become involved in the recruitment activities within the community. Membership is available to any student registered at WNCC who maintains a 2.0 GPA to actively participate in the Art Club.

Chi Alpha WNCC Christian Fellowship

Chi Alpha is an interdenominational Christian organization composed of students, faculty, and staff. Membership is open to any student attending WNCC.

The Circle K Club

Circle K International is an independent college service organization that is committed to developing college students into responsible citizens and leaders with a lifelong commitment to service. The Circle K Club of WNCC is sponsored by and works with the local Kiwanis Club of Scottsbluff.

College Democrats

The WNCC College Democrats is the recognized campus affiliate of the Nebraska Federation of College Democrats and the College Democrats National Committee. The purpose of this club is to promote the principles of the democratic party among members of the WNCC campus and the local community.

College Republicans

The WNCC College Republicans is the recognized campus affiliate of the Nebraska Federation of College Republicans and the College Republican National Committee. The purpose of this club is to promote the principles of the republican party among members of the WNCC campus and the local community.

Cougar Spirit Dance Club

The Cougar Spirit Dance Club promotes and upholds school spirit, develops a sense of good sportsmanship among students and alumni, and better relationships by performing at home Cougar athletic events.

Criminal Justice Club

The Criminal Justice Club involves WNCC students in the criminal justice system through community education and community service programs. It gives students more knowledge of and insight into the field of criminal justice.

Education Professions Club

The purpose of this student-led club is to bring together WNCC students interested in careers in education; to provide community service with an educational scope; to recruit potential students; and increase awareness of education careers.

Electronic Gaming Club (EGC)

The purpose of the Electronic Gaming Club is to provide the students of WNCC an opportunity to connect with others in a relaxing environment away from regular school work. Although the club is not philanthropic in nature, it engages in community service and charity related activities whenever appropriate. The club also increases the community experience of gamers in the College, encourages social interaction, and fosters more involvement in activities.

Fellowship of Christian Athletes (FCA)

FCA is an interdenominational Christian organization composed of students, faculty, and staff at WNCC.

Health Professions Club

The objective of this organization is to maintain a high quality of education, provide student services, and actively recruit and outreach to those interested in health care professions.

His Hill

His Hill is an interdenominational Christian organization composed of students, faculty, and staff. Membership is open to any student attending WNCC.

International Student Organization

The International Student Organization works to promote a global community on campus and in the panhandle. They organize cultural activities and work to support diverse student needs.

Motorsports Club

The Motorsports Club at WNCC brings together students with interests in automotive technology and gets them more involved in the applied technologies programs. Motorsports Club members are encouraged to participate in recruitment efforts.

Muslim Students Association

The Muslim Students Association at WNCC promotes friendly relations between Muslims and non-Muslims and is open to any students attending WNCC. The Association is affiliated with the Muslim Students Association of the United States and Canada.

Mu Alpha Sigma Chi (Math & Science Club)

The purpose of Mu Alpha Sigma Chi shall be to promote interest in, to stimulate study and research in, and to explore career options in mathematics and science.

Phi Theta Kappa

Phi Theta Kappa is the national honorary scholastic society for community colleges. The Lambda Pi Chapter includes students whose cumulative GPA is 3.5 or higher.

Residence Hall Council

This is a group of elected officers who represent residence hall students in the areas of hall policy, dining hall menus, Student Conduct sanctions, and student activities.

Student Ambassadors

The Student Ambassadors at WNCC are a select group of students who serve the College in a variety of ways. Ambassadors assist with marketing and recruitment activities and serve as orientation leaders during student orientation each semester. Each ambassador must be a full-time student and a 2.0 GPA must be maintained at all times. Students can expect to serve up to six hours per week in this capacity.

Student Government: Cougar Council

Each year, the students of the Scottsbluff Campus elect a governing body to represent them in campus affairs. The Cougar Council is composed of elected officers (President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian), elected representatives of the freshman and sophomore classes, Non-Traditional Students and Part-time students, and designated representatives of all official campus organizations. Election of officers and representatives is held in the spring with freshmen representatives chosen each fall. The Cougar Council sets up the College social calendar, charters other student organizations, participates on various college committees, and is charged with the responsibility of expressing student opinion and promoting student morale.

Student Veterans

The purpose of the organization shall be, first and foremost, to ensure that veterans, active duty personnel, reservists, and their families are receiving all benefits entitled to them, and to ensure a contact to readjustment counseling should they feel the need. Secondly, the purpose shall be to provide a fellowship of like-minded individuals in order to create a network of students and successful alumni in order to provide professional and leadership development.

The National Society of Leadership and Success (Sigma Alpha Phi)

The Society is an organization for students interested in learning more about leadership, honing their interpersonal skills and reaching their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed.

The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. The Theatre Club provides students the opportunity to cultivate, inspire creativity, and obtain experience in artistic expression through theatrical activities.

Theatre Club

The Theatre Club provides students the opportunity to cultivate, inspire creativity, and obtain experience in artistic expression through theatrical activities.

United Leaders for Cultural Diversity (ULCD)

The United Leaders for Cultural Diversity (ULCD) gathers and disseminates information in areas concerning students of diverse ethnic backgrounds. ULCD assists and cooperates with the efforts of WNCC departments, other student groups, and the community to serve the academic and non-academic needs of students.

SIDNEY CAMPUS

Phi Theta Kappa

The Alpha Rho Omicron Chapter of Phi Theta Kappa was chartered in April 1990. Students who have accumulated 12 credits with a GPA and who uphold the College's code of conduct are invited to join. Phi Theta Kappa promotes four hallmarks in its involvement with the College and community: scholarship, leadership, fellowship, and service.

Student Government: Student Senate

The WNCC Student Senate of the Sidney Campus is comprised of student representatives voted or appointed to the Senate by fellow students and instructors. The Senate has three officers (President, Vice President, and a Secretary/Treasurer) chosen by the student body in an election held each spring. Meetings are open to all students. The Student Senate plans the social calendar, administers the student activities budget, voices student opinions, and promotes student morale. Student Senate members are selected to serve on various college councils and committees.

Vocair Flying Club

Vocair Flying Club provides opportunities to aviation maintenance students for flight training and other activities.

Student Activities

There are many opportunities at WNCC to become involved. Many of the most beneficial experiences and lasting impressions in college are those acquired in co-curricular activities. Student activities programs at WNCC are varied to appeal to the interests and meet the needs of every student. Any student activity must have the approval of the campus administration and be sponsored by a member of the faculty or staff. Faculty, staff, and students are invited and encouraged to attend and participate in these programs.

Student Engagement

Student Engagement provides an opportunity to get involved and develop leadership skills. Support for WNCC student clubs and organizations, intramurals, student government is provided through Student Engagement. The office leads the signature campus-wide college events such as Welcome Week, Back to School & End of Year BBQ, Homecoming, Finals Week, and other programming such as Alcohol and other Drug education.

Campus Activities Board (CAB)

The Campus Activities Board is made up of students interested in bringing a variety of student activities, events, trips, speakers and novelty activities to the three campuses. Week of Welcome activities; Ski trips; Rockies Games and many other activities are open to students on all campuses.

Dramatic Arts

Several dramatic productions are presented each year. All students are invited to participate both on-stage and behind the scenes. Participation in all-college plays can result in one academic credit or may be enjoyed as a non-credit activity.

Intercollegiate Athletics

WNCC offers intercollegiate sports for women in volleyball, basketball, softball, and soccer. Men's sports include basketball, baseball, and soccer. The College is a member of the National Junior College Athletic Association, Region IX, which consists of colleges from Nebraska, Wyoming, Montana, and Colorado. Read the [Athletic Handbook](#) for more information.

Intramurals

The intramural program at WNCC is very active with programs in sand volleyball, basketball, soccer, bowling and football and other sports. Each year the program sponsors Up All Night in Cougar Palace with over 100 students participating. The participation of any interested students,

faculty, or staff in intramural athletic activities is encouraged. Seasonal intramural events occur in a variety of individual and team sports.

Music Activities

The Collegiate Chorale, the Instrumental Band and Pep Band are open to any student interested in participating. Music events occur throughout the year featuring Varsity Vocalise (Show Choir), and the Monumental Rock Band.

Student Publications

WNCC's literary and art journal, *Emerging Voices*, provides an opportunity for students and community members from across the College service area to have their poetry, prose, and artwork published. The magazine is available free to students and contributors in May. Students also have the opportunity to participate on staff. Student staff members help select, edit, and publish the journal. A student editor oversees the staff.

Visual Arts

The Division of Language and Arts partners with the West Nebraska Arts Center to offer an exhibition of students' works each spring. The student body, faculty, staff, and community are invited to review the works on display.

Transfer Advising

The Career Pathways and Advising Center staff is available to assist students who are planning to transfer to a four- year or other institution. The Career Pathways and Advising Center staff can provide information regarding transfer procedures and deadlines, contact people at the receiving institution, applications, catalogs, and other general information. The Career Pathways and Advising Center staff can assist the student in selecting an institution and coursework necessary to transfer to that institution. It is strongly recommended that students meet with the Career Pathways and Advising Center staff as early as their first semester of enrollment at WNCC. For more information, visit wncc.edu.

TRIO Programs

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

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

- Eligibility Requirements:
- Income eligibility and/or first generation (neither parent has a four-year degree)
- Citizenship or legal residence in the United States
- Need for academic support
- Disability as defined by Section 504 of the ADA
- Free Services Include:
- Study skills assistance
- Lunch workshop series (goal setting, test taking, career information, etc.)
- Supplemental Instruction
- Financial literacy education
- Financial aid and scholarship assistance
- Academic and transfer advising
- Parent support group
- Supplemental grant aid
- Visits to four-year college campuses
- Educational and cultural enrichment activities
- Referral to four-year campus services and community agencies

TRIO Veterans Upward Bound is the certification site 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
- Free Services Include: Student Veterans Center area for veterans
- Certification for VA educational programs
- Academic refresher courses
- Tutoring and study skills
- Career exploration
- Personal advising
- Preparation for college

- Financial aid/scholarship application assistance
- Educational, career, and cultural field trips
- Academic advising and assistance
- Referral to veteran's support agencies and resources
- Student Veterans Organization

Student's Right to Know and Campus Security Act

In compliance with federal regulations, WNCC annually compiles reports that indicate the College's graduation rates and 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, manslaughter by negligence, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, VAWA offenses, and specified arrests and disciplinary referrals

The campus crime statistics reports are available from Student Services or online on the College's website at www.wncc.edu/about-wncc/consumer-information/consumer-info-pdfs/annual-fire-safety-2018.pdf or through the Office of Postsecondary Education at: ope.ed.gov/campusafety/#/.

The graduation completion rate information and reports are available online at www.wncc.edu/about-wncc/consumer-information/index.

WNCC encourages all students to exercise their right to vote. To make this process as streamlined as possible, a link has been provided on the WNCC website to download a voter registration form: sos.state.ne.us/forms.

Traffic Regulations & Parking

Students at all campuses should park only in designated parking spaces. Red curb areas are designated as "No Parking" and blue curb areas are designated as "Handicapped Parking Only," where a special sticker or license plate is required. The police will ticket all violators of red and blue curb parking and crosswalk areas.

In the event of an accident at the College, those persons involved should notify the appropriate police/sheriff's department and Student Services.

Weapons

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 Complaint Process

WNCC strives at all times to provide the highest quality of service and the best student experience possible. WNCC encourages you to report any complaints or observed violations of State, Federal, and local law with appropriate staff members. If you are unsure how to direct your issue, please contact the Office of the Dean of Students at 308-635-6050.

WNCC values feedback from its students and believes students should be able to discuss problems and express concerns to the college and free from duress or retaliation. WNCC is committed to providing students with an avenue to express concerns and to work with college officials toward amicable resolutions. WNCC believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare them to address issues in a professional and productive manner after they leave the college. The majority of WNCC students will complete their education without pursuing a complaint against another student, a staff or faculty member, or the college. However, if you believe you have a reason to file a complaint, WNCC will listen and respond in a fair and equitable manner.

Violations of the Student Code of Conduct or Nondiscrimination and Sexual Misconduct Policy

This WNCC Student Handbook has described in detail information regarding judicial affairs, student grievances, conduct hearings, appeals and related procedures.

Any complaint or grievance pertaining to discrimination against persons of a protected class or pertaining to sexual misconduct will be referred to the College's Equal Opportunity & Title IX Coordinator/ Human Resources Executive Director for investigation. The Equal Opportunity & Title IX Coordinator/ Human Resources Executive Director shall maintain records of the appeals and of the disposition thereof.

Academic Complaints

Most academic concerns can be resolved informally by speaking directly with the individual; this approach is encouraged. If the issue is not resolved, students who have a complaint against a faculty member or academic administrator regarding an academic concern are expected to pursue the complaint resolution process.

Grade Appeals

Every student has the right to 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 weeks after the day grades are postmarked. A student who questions a course grade must: Discuss the matter with 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 shall then:

- Visit with the appropriate Division Chair to discuss the issue. If the concern still remains unresolved, the student may:
- Elect to file a written Grade Appeal at the Dean of Instruction's office for referral to the Peer Review Committee. A formal Grade Appeal may

not be filed until steps 1 and 2 above have been completed.

For General Non-Academic Complaints

Students with a complaint/grievance regarding non-academic services must notify the person or head of the office responsible for the service to seek to resolve the situation by discussing the concern directly with the party involved within 30 calendar days of the incident and otherwise follow the procedures for appealing a decision within the unit. For example, concerns related to disability services, financial aid, or residence life should first be directed to the appropriate department supervisor. For further information please call:

- Disability Services: 308-635-6090
- Financial Aid: 308-635-6366
- Residence Life: 308-635-6112
- Facilities and Maintenance: 308-635-6707
- Bookstore: 308-635-6067
- Dining Services: 308-635-6116
- Athletics: 308-635-6798
- Alliance Campus: 308-635-2001
- Sidney Campus: 308-635-7404

Actions You Can Take: Complaints Related to Conduct of Classes, or Other Course/Instruction/Academic Matters (other than grades or progression):

1. Speak to your course instructor directly, one-on-one.
2. If not resolved, or if you are uncomfortable discussing the concern with the instructor contact the Department Chair.
3. If not resolved, contact the appropriate Academic Dean.
4. If not resolved, contact the Executive Vice President and Chief Academic Officer.
5. If not resolved, contact the President.

Complaints Related to Student Services:

1. Address the complaint(s) with the individual involved.
2. If not resolved, contact the appropriate supervisor, administrator or Director.
3. If resolution is not achieved there, you may then bring the matter to the Dean of Students at 308-635-6123 for assistance.
4. If not resolved, contact the Vice President of Student Services/Chief Student Services Officer.
5. If not resolved, contact the President.
6. Students who believe they have been victim of discrimination on the basis of race, color, sex (gender), religion, national origin, age or physical disability should inform the Human Resources Executive Director/Equal Opportunity & Title IX Coordinator at 308-635-6350.

Complaints Related to Behaviors of Other Students:

1. For behavior that is criminal in nature or immediately threatening, please contact the City of Scottsbluff Public Safety Department (Police):
 - Emergency 911
 - Communications (Dispatch) Non-Emergency (308) 632-7176
2. For other complaints regarding behavior by students, contact the Dean of Students at 308-635-6123.
3. Non-emergency complaints about student behavior may also be reported using the [Report an Incident Form](#) online.

Complaints Related to Facilities or Maintenance:

1. Please contact the Administrative Services Coordinator at 308-635-6707.
2. Non-emergency complaints about facilities may also be reported using the [Report an Incident Form](#) online.
3. If not resolved, contact the Vice President for Administrative Services.
4. If not resolved, contact the President.

Process for Filing a Complaint

Informal Complaint

Step One: Western Nebraska Community College requires that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the staff, faculty or administrator with whom you have a complaint in order for them to have an opportunity to hear your concerns and work with you to resolve the issue. As a professional courtesy, you are advised to:

- Contact college employees by phone or email to schedule an appointment
- Be clear about what your concern is and how you would like the issue resolved

If your complaint or concern has not been resolved to your satisfaction, you may move into the Formal Complaint process listed below. If you have questions or would like assistance with this process, please contact: studentcomplaints@wncc.edu.

Formal Complaint

Step Two: You may utilize the formal complaint process after exhausting the informal complaint process directly with the person with whom you have a complaint or concern. To submit a formal complaint, you must use the reporting form, which you can obtain by contacting Student Services. After your form has been submitted, you will receive notification via your WNCC account that it has been received; this notification will occur

within five (5) business days. You will be provided information regarding next steps in the process and may be asked for additional information, if necessary. Normally, complaints will be investigated and resolved within 14 calendar days.

Within this step of the process, complaints involve the faculty or staff member's Department Chair or Supervisor.

The administrator in receipt of the complaint will advise the complainant if the 14 day timeline will not be met. The office in receipt of the complaint will issue a written determination of the complaint which will be provided to the student and the affected unit or other individual.

If it is evident the complaint has not been previously addressed by the appropriate department for investigation and proposed resolution, the complaint may be referred to the correct level for a decision. The office that receives the complaint may overturn, modify, or uphold the previous decision made by the department supervisor.

If your complaint or concern has not been resolved to your satisfaction, you may appeal the decision made by the Chair or Supervisor by continuing the complaint process into Step Three listed below. Questions can be directed to: studentcomplaints@wncc.edu.

Step Three: To appeal a decision made by the Department Chair or Supervisor with whom you worked to resolve your complaint or concern, you need to submit an email to: studentcomplaints@wncc.edu stating your desire to appeal the current decision and providing the following information:

- Student's name, I.D. number, mailing address, email address, and telephone number
- A detailed description of the specific actions that constitute the basis for the complaint/grievance and the names and titles of those involved
- Outline of steps you have taken toward resolving the issue
- The date(s) of the alleged actions
- A list of witnesses, if any, including their contact information and the facts known by each
- Documentation that supports the complaint
- Decision given by the Department Chair or Supervisor
- Reason for appealing this decision
- Possible solution(s) you see to the issue
- Evidence that the student has already attempted to resolve the concern through the informal dialogue and unit-level resolution, as described above

After your email requesting an appeal has been submitted, you will receive notification via your WNCC email account that it has been received; this notification will occur within five (5) business days. You will be notified of the next steps in the process and be given information as to who will contact you and the timeframe of when that will take place.

Within this step of the process, complaints involve the faculty or staff member's Dean (Dean of Instruction and Workforce Development, Dean of Students) and/or Vice President (Executive Vice President and Chief Academic Officer, Vice President of Student Services, Vice President of Administrative Services).

The decision of the Vice President shall be final and cannot be appealed.

If you have any questions or would like assistance with any portion of this process, please contact the Dean of Students at 308-635-6123 or studentcomplaints@wncc.edu.

It is the expectation of WNCC that students will find a fair and equitable resolution to complaints when following the complaint process as outlined above; however, if a student desires to take further action and in accordance with federal law (see 34 C.F.R 668.43 (b)), information for filing complaints with our accreditor and with each State agency that governs educational activity is found below.

WNCC is accredited by The Higher Learning Commission (HLC), one of six regional higher education institutional accreditors in the United States. Web: <http://www.hlcommission.org> Mail: 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 Phone: 800.621.7440 HLC Complaint Process: www.hlcommission.org/HLC-Institutions/complaints.html.

Students may file complaints with the Nebraska's Coordinating Commission on Postsecondary Education, P.O. Box 95005, Lincoln, NE 68509-5005 Phone: 402-471-2847. <https://ccpe.nebraska.gov/>.

Complaint Resolution Procedures

WNCC has established both formal and informal procedures to resolve prohibited discrimination, harassment, or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. A student or employee who feels that he or she has been subjected to illegal discrimination, harassment, or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the student or employee does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the student or employee, then the student or employee shall file a written complaint in compliance with the Reporting Procedure section of this procedure.

After the complainant has filed his/her complaint in compliance with the Reporting Procedure section of this procedure, a designated officer will meet with the complainant to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview or at any other time while the Informal Procedure is pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation and they are not to knowingly impede, obstruct, or delay the progress of the review. In particular, both the complainant and the

respondent have the responsibility to provide all relevant information and facts to the matter under review.

Student Code of Conduct Policy & Procedures

Statement of Policy

As an educational institution of higher education, Western Nebraska Community College seeks to provide the best educational environment for its students, faculty, and staff. It is mindful that academic freedom is an essential element of college life. The purpose of this Code is to help ensure a safe and educationally productive environment for students, employees and visitors. Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action.

To carry out its goal the College requires each student to obey the rules and regulations established by the College and all local, state, and federal laws. The College will not tolerate deliberately disruptive words, actions, violence or physical interference with the rights of any member of our College community or with any of the facilities of the College, or with any authorized functions being carried out on the College campus or at any college sponsored event.

Therefore, in furthering the educational aims of the College and in compliance with state and federal law, the College President is empowered to establish, publish and disseminate [Student Code of Conduct](#) procedures establishing the rules and regulations concerning conduct, the means of enforcement, and penalties for any violations thereof.

The College will have jurisdiction over misconduct that occurs on the College campus and/or premises, at College sponsored activities (on or off campus), with the use of College property, and may also address off-campus behavior if the College determines that the student's conduct, or the continued presence of the student, adversely affects the educational environment, processes or functions of the College.

Definitions

Student — For the purpose of application of this Code of Conduct, "student" means any person enrolled or taking a course at WNCC, which includes all campuses and all other WNCC instructional locations, and any student organization recognized by WNCC.

Any person who is not officially enrolled, admitted to or registered with WNCC for a particular term but who is, has been or intends to be a student is considered a student. Students who violate the Code of Conduct can expect prompt and deliberate adjudication, whether or not they choose to be present or remain at WNCC. Furthermore, if a decision has been made within the disciplinary process which impacts a person who is not currently enrolled, he/she still remains subject to the determination upon re-enrollment. Students are responsible for maintaining their current address with WNCC.

Students' Rights and Responsibilities — By enrolling at WNCC, a student accepts responsibility for compliance with all local, state and federal laws and with WNCC's regulations while retaining the rights guaranteed under the Constitutions of the United States and the state of Nebraska. A student alleged to have engaged in any misconduct shall have the right of due process and appeal as delineated in this Code. The College expects all students to show respect for the rights of others and for authority, to protect private and public property, to carry out contractual obligations and to take responsibility for their own actions and the actions of their guests.

Student Organizations — A student organization and its officers and members may be held collectively and individually responsible when violations of this Code by those associated with the organization occur and when such violations are authorized, encouraged, directed, tolerated, supported by or committed on behalf of the organization. For purposes of the interpretation and administration of the Code of Conduct, the term "student" shall also mean "student organization."

Faculty — For purposes of interpretation and administration of this Code, the term "instructor" and "faculty member" will have the same meaning.

Complainant means any person or group who submits a charge alleging that a student violated the Student Code.

Respondent means any student or group accused of allegedly violating this Student Code.

Advisor means a person who accompanies a respondent, complainant, or victim to a hearing for the limited purpose of providing support and guidance. NOTE: An advisor may not directly address the student conduct administrator, student conduct board, question witnesses, or otherwise participate in a student conduct hearing.

Business day means any day, Monday through Friday, that the College is open to conduct normal business.

Preponderance of evidence represents the standard of proof governing the student conduct system and means that "more likely than not," a violation of the Student Code has occurred.

Administration of Discipline

The responsibility of administering the discipline system is delegated by the president of WNCC to the vice president for student services. In turn, this officer may delegate authority to other groups or individuals for handling violations of the Student Code of Conduct. All Student Code activities shall be monitored by the Dean of Students to ensure fairness and consistency. All discipline sanctions imposed Institute-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 a WNCC official who is an administrator, faculty/staff member or student. Hearing officers adjudicate cases when violations are alleged. The hearing officer is authorized to exercise active control over the proceedings in order to elicit relevant information, to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses.

Disciplinary regulations at WNCC are set forth in writing in order to give students general notice of prohibited conduct. These rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. It is recognized by WNCC that students are adults and are expected to obey the law and take personal responsibility for their conduct. A student is therefore subject to two

sources of authority: civil–criminal authority and WNCC’s authority.

When charged with a violation, a student 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 section V, 2., below.

Academic Misconduct

Any student suspected of academic misconduct will be subject to the investigative and disciplinary process outlined in the [WNCC Academic Integrity Policy](#).

Academic Integrity Policy

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 material, copying answers or papers, using crib sheets or unauthorized help during exams, altering tests, or passing off someone else’s work as one’s own. A student can be accused of 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 a paper, quiz or an exam within a course (instructor level)

Failure of an entire course (institutional level)

Suspension or expulsion from the College (institutional level)

Any form of academic dishonesty represents a grave breach of personal integrity and of the rules governing WNCC’s community of learners.

Academic dishonesty includes, but is not limited to:

Cheating in any form

Plagiarizing in any form

Aiding someone else in cheating or plagiarizing

Cheating is the giving or receiving of any unauthorized aid, assistance, or unfair advantage in any form of academic work, such as in-class quizzes and tests, take- home tests, lab assignments, problem sets, term papers, and research projects. “Unauthorized” means without the instructor’s permission.

Common examples of cheating include:

Using unauthorized materials or information during a quiz or exam (e.g., material written on a “cheat sheet”, bluebook, desk, piece of clothing, etc.)

Looking at another student’s quiz or exam (or knowingly allowing him/her to look at yours)

Telling students in another section of the same course what questions were on an earlier exam (or willingly receiving such information from another student)

Changing answers on a quiz or exam and claiming the changed answer was the original answer

Ordinarily, cheating also includes submitting work that counts towards a grade or degree that is not the sole product of individual effort (unless, for example, the instructor explicitly allows group work or other forms of collective or cooperative efforts). It may also mean submitting work done in a previous course in response to an assignment required in a class in which a person is currently registered.

Plagiarism consists of using — WITHOUT providing proper attribution — someone else’s proprietary material in the form of:

Words

Ideas (even paraphrases of general ideas, if they derive from a proprietary source)

Information

Facts (those not in the realm of common knowledge (e.g. things like folklore, common sense observations, myths, urban legends, and historical events) but not historical documents)

Plagiarism also includes:

Copying passages from any course texts or materials without giving proper attribution to the author(s)

Using material from the Internet without providing proper acknowledgment to the Internet site

If a student has any doubts about what constitutes plagiarism, he/she must consult the instructor immediately

[Process for Handling Alleged Violations of the Academic Integrity Policy Level I Offenses](#)

These are offenses that the instructor determines are not severe and can be addressed informally with the student(s) involved. The assignment grade does not put the student in any danger of failing the class.

An instructor has reason to believe that a student has violated the Academic Integrity Policy

The instructor requests an informal meeting with the student to discuss the details of the alleged violation and the student is informed of his/her rights (see below)*

If, after completing the informal meeting with the student the instructor believes there is a preponderance of evidence that the student violated the Academic Integrity Policy, the instructor imposes a sanction(s). The student has the right to appeal the faculty decision

The instructor informs the student that he/she has five business days to meet with the Academic Supervisor if he/she wishes to appeal the

sanction for the violation, once determined. All appeals must be in writing. If appealed, the Academic Supervisor's decision is final. Academic Supervisor will notify faculty of outcome.

The instructor will not assign a sanction until after meeting with a student, the appeal process has been exhausted or 10 business days have expired.

The instructor informs the Dean of Students in writing of the situation and the resulting sanction or action. The Dean of Students determines if additional sanctions are necessary under other portions of the Student Code of Conduct.

In cases where the student declines to discuss the matter or attend a meeting with the instructor, or is unavailable for more than ten (10) business days, the instructor shall make a determination as to whether a violation of the Academic Integrity Policy occurred and the appropriate sanction.

**In some instances for online students the meeting/process may occur in a manner other than face to face.*

Student Rights

Review the written evidence in support of the allegations

Ask any questions

Offer an explanation as to what occurred

Present any material that would cast doubt on the accuracy of the allegation

Receive a determination of the validity of the allegation without reference to any past record of misconduct

Student Responsibilities

Provide truthful information regarding the allegation

If appropriate, admit the violation and accept the decision of the instructor and corresponding sanctions

Deny the allegation or if appropriate, deny the allegation and file an appeal

Level II Offense — these are offenses that are more serious in nature. The instructor assigns an F as a course grade or an F on an individual project or assignment which carries sufficient points to result in the eventual failure of the course.

An instructor has reason to believe that a student has violated the Academic Integrity Policy.

The instructor requests a formal meeting with the student to discuss the details of the alleged violation and the student is informed of his/her rights (see below).*

If, after completing the meeting with the student the instructor believes there is a preponderance of evidence that the student violated the Academic Integrity Policy, the instructor will inform the student of his/her intention to assign a failing grade or failure of the class and explains why that is the appropriate action to be taken. At that time, the student has the right to appeal the faculty decision.

In cases where the student declines to discuss the matter or attend a meeting with the instructor, or is unavailable for more than ten (10) business days, the instructor shall make a determination as to whether a violation of the Academic Integrity Policy occurred and assign the failing grade or failure of the class.

The instructor will not assign a sanction until after meeting with a student, the appeal process has been exhausted or 10 business days have expired.

A letter will be sent to the student informing him/her of the process to appeal the failing grade awarded, he/she should continue to attend class until the appeal is resolved and the student should continue to engage fully in the class by submitting assignments, participating in discussions, taking exams, etc. The instructor will inform the student that he/she has five business days to (1) meet with the Academic Supervisor and (2) file an appeal for the failing grade sanction with the Dean of Instruction. All appeals must be in writing.

In the rare event that a student can't discuss the situation with the Academic Supervisor within the specified five days, his or her right of appeal is not suspended as long as he or she has made a good-faith effort to do so. Once a student notifies the Academic Supervisor in writing that he or she wishes to file an appeal, no time limitations are placed upon the process for the student.

The instructor informs the Dean of Students of the situation as soon as possible and gathers information for presentation to the Dean of Instruction and the panel assembled for the appeal, if necessary. The Dean of Students meets with the student to reiterate the student's rights to an appeal and the procedures involved. The Dean of Students also determines if additional sanctions are necessary under other portions of the Student Code of Conduct.

In some instances for online students the meeting/process may occur in a manner other than face to face.

Student Rights

Review the written evidence in support of the alleged violation

Ask any questions

Offer an explanation as to what occurred

Present any material that would cast doubt on the accuracy of the alleged violation

Receive a determination of the validity of the allegation without reference to any past record of misconduct

Student Responsibilities

Provide truthful information regarding the allegation

If appropriate, admit the violation and accept the decision of the instructor and sanctions

Deny the allegation or if appropriate, deny the allegation and file an appeal

Continue to attend class until a final decision is made

Non-Academic Misconduct

Persons or Groups Involved in Non-Academic Misconduct Cases

Dean of Students — The Dean of Students or his/her designee will dispose of any non-academic misconduct violations referred by the vice president for student services or other WNCC officials, and also has responsibility for maintaining all student records relating to student non-academic misconduct. Within this capacity, the Dean of Students (or designee) serves as a resource person for administrators, faculty, staff and students to promote consistency throughout the College community in adjudicating cases of student non-academic misconduct. The Dean of Students also can act as a hearing officer and may appoint other hearing officers.

Student Conduct Board — The Dean of Students or his/her designee may hear discipline issues or may refer the issue to a WNCC Student Conduct Board. The Board hears non-academic misconduct issues referred to it by the Dean of Students. Committee membership shall be composed of the following members of the College Community: Dean of Instruction, or designee, Dean of Students, or designee, and Assistant Dean of Students, or designee. The Dean of Students or designee shall serve as the Chairperson.

Chairperson of the College Student Conduct Board — It is the duty of the Dean of Students or designee to preside as Chairperson of all meetings of the Student Conduct Board. The Chairperson shall answer any questions concerning the interpretation of the Non-academic Misconduct Policy which he/she 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 by him/her and the Student Conduct Board. The Chairperson shall have the right to seek advice and assistance from College legal counsel and adopt any special procedures, as needed, provided these procedures are consistent with the Non-academic Misconduct Policy and provided that these are consistent with the Non-Academic Misconduct Policy and provided that these special procedures are fully explained to all persons immediately concerned in the hearing.

Vice President of Student Services — The Vice President for Student Services will hear any appeals from decisions of the Dean of Students, or his/her designee or the Student Conduct Board.

What Constitutes Non-Academic Misconduct

Abuse of the Student Conduct System, including but not limited to:

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.

Falsification, distortion, or misrepresentation of information before a Student Conduct Board.

Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

Institution of a student conduct code proceeding in bad faith.

Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

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.

Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.

Failure to comply with the sanction(s) imposed under the Student Code.

Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Aiding or Abetting — Helping, procuring, or encouraging another person to engage in nonacademic misconduct

Alcohol — College policy prohibits the use, possession, or sale of alcoholic beverages on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions.

Destruction of Property — Damaging, destroying, defacing, or altering the property of the College or the property of another person or entity.

Discrimination/Harassment — Discriminatory Conduct, including race, color, national origin, sexual orientation, disability, religious, or gender-based harassment or harassment on any other grounds, directed toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and/or that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. This also includes intimate partner violence (domestic or dating), bullying, and stalking.

Other conduct that is extreme and/or outrageous, exceeding bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or benefit from the College's educational programs or activities.

Dishonesty and Misrepresentation — Furnishing false written or oral information including false identification to College officials, faculty, or staff; forgery, alteration, or misuse of university documents or records.

Disorderly Conduct — Disorderly conduct is not permitted. Violation of the orderly operation of the College includes, but is not limited to:

Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;

Unauthorized entry into or occupation of a private work area;

Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;

Failure to maintain clear passage into or out of any College building or passageway; and

Failure to disperse when a building, office, or campus space is closed.

Disruption or Obstruction — Disrupting, obstructing, or interfering with university functions, activities, or the pursuit of the College mission,

including, teaching, research, administration, or disciplinary proceedings.

Disturbing the Peace — Disturbing the peace of the college, including disorderly conduct, failure to comply with an order to disperse, fighting, or public intoxication

Unauthorized Demonstrations — No rally, parade, demonstration, or similar activity shall be held at the College or at any College sponsored event unless organizers file an activity plan with the Dean of Students office in advance of the event.

Drugs — College policy 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 or supervised off-campus functions. Conduct covered by this offense includes but is not limited to:

Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana;

Misuse or abuse of legal drugs or narcotics;

Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

Failure to Comply — Failure to comply with directions of a College official or law enforcement officers acting in the performance of their duties and or failure to identify oneself to these persons when requested to do so.

False Reporting of an Emergency — Causing, making or circulating a false report or warning of fire, explosion, crime, or other catastrophe.

Gambling — Gambling on College property is prohibited.

Hazing — 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 acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

Mental or Bodily Harm to Others — Conduct that includes but is not limited to: 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; 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 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.

Mental or Bodily Harm to Self — Conduct that includes but is not limited to: a) intentionally inflicting mental or bodily harm upon one's self; b) taking reckless, but not accidental action from which mental or bodily harm could result to one's self (e.g. abuse of alcohol or drugs).

Misuse of Identification — Transferring, lending, borrowing, or altering College identification.

Misuse of Safety Equipment — Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment.

Misuse or Abuse of Computers or Computer Networks — Misuse, alteration, tampering with, 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; c) use of another

individual's identification and/or password; use of computing facilities and resources to interfere with the work of another student, faculty members or College official; e) use of computing facilities and resources to send obscene or abusive messages; 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; any violation of the College Computer Use policy.

Traffic Obstruction — Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

Obstruction/Disruption of College Activity — Obstruction or disruption of any College activity academic, social, or administrative.

Possession of Dangerous Weapons or Materials — Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

Retaliation — Retaliation of Person filing a complaint or involved in a complaint of prohibited conduct is prohibited.

Sexual Harassment — Sexual harassment, defined to include unwelcome Sexual advances, requests for sexual favors, and other verbal, physical, or unwelcome conduct of a sexual nature.

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: a) taking without consent the property or service of the College, another person, business or organization; possessing property that can reasonably be determined to have been stolen from the College, another person, business, or organization.

Theft or other abuse of computer facilities and resources — Theft or other abuse of computer facilities and resources, including but not limited to: Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

Unauthorized transfer of a file.

Use of another individual's identification and/or password.

Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.

Use of computing facilities and resources to send obscene or abusive messages.

Use of computing facilities and resources to interfere with normal operation of the College computing system.

Use of computing facilities and resources in violation of copyright laws.

Any violation of the College Computer Use Policy.

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.

Trespassing — Forcible or unauthorized entry into any College, public, or private facility, room, or grounds

Unauthorized Use of College Keys or Other Access Devices — Unauthorized possess, duplication or use of keys or pass codes to any College premises or unauthorized entry to or use of College premises.

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

Violation of Disciplinary Probation — Violation of the Student Code of Conduct while on disciplinary probation, or violations of the terms of one's probation.

Violation of any federal, state or local law

Violation of Rules Regarding Residence Halls and Dining Facilities — Violation of the WNCC Housing Contract, Guide to Residential Living, or other published rules and regulations of College residence halls and dining facilities.

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. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing a student accused of non-academic misconduct on an interim suspension.

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 or off campus.

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

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:

Oral or written notice of the charges against the student

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 an opportunity in the conference to rebut the charges.

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

The charges may be dismissed as unfounded or for lack of evidence

The student may admit responsibility for violating the Student Code of Conduct and a sanction will be imposed; or

The Dean of Students or Hearing Officer will deem the student responsible for Student Code of Conduct violations, based on a preponderance of the evidence, and an appropriate sanction will be imposed.

For behavior for which suspension, dismissal or expulsion may be imposed, after referral to the 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 imposition of any interim suspension, and will provide:

Written notice of the charges against the student;

Written notice of the date, time and place of Student Conduct Board hearing;

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:

An explanation of the evidence against the student;

The right to question witnesses in a manner determined by the Dean of Students or the Student Conduct Board Hearing;

The right to examine, in advance of the hearing, documentation submitted relating to the charges;
The right to present a defense at the hearing;
The student may call his/her own witnesses and present relevant information or documentation;
The student may have legal counsel, or another advisor, present at the hearing, but such counsel or advisor may not participate in the hearing.
A recording of the hearing shall be made. The recording is WNCC property.
As a result of the investigation and hearing, one of the following actions may be taken:
The charges may be dismissed as unfounded
The student may admit responsibility for violating the Student Code of Conduct and appropriate sanctions may be imposed
The Student Conduct Board will deem the student responsible for Student Code of Conduct violations based upon a preponderance of the evidence and appropriate sanctions may be imposed.
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.

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 Vice President of Student Services within three (3) working days after notification of the decision.

Contents of the Appeal Request — The appeal request must include:

The name of the individual/organization requesting the appeal
The disciplinary action being appealed and the date the disciplinary action took place
The grounds for the requested appeal. The appeal must be based on one or more of the following grounds:
Procedural or prejudicial error was committed. The specific errors alleged must be stated
The facts upon which the decision was based included inaccurate information. The inaccurate information appealed from must be stated
Specific information presented at the hearing/disciplinary conference is objectionable. The reason for the objection must be stated (i.e. why specific information should not have been considered)
Information not offered at the hearing/ disciplinary conference is now available. The reason why the information was not offered during the original hearing/disciplinary conference must be stated
The sanction imposed is excessive or inappropriate. The reason for believing this must be stated

Decision on Appeal:

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

Deny the appeal request.

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 Vice President of Student Services (or his/her 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 tape recording of the most recent official 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.

Disciplinary Actions and Sanctions

One or more of the sanctions listed above may be imposed by the College for any single violation of the College's Non-academic Misconduct Policy. The range of disciplinary actions may include, but are not limited to:

Verbal Warning — A verbal notice that continuation or repetition of prohibited conduct may be cause for disciplinary action.

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.

Loss of Privileges — Denial of specified privileges for a designated period of time.

Discretionary Sanctions — As needed to maintain a healthy and safe educational and work environment for students, visitors, faculty and staff and WNCC. Discretionary Sanctions may include: Apology Letter, Restitution, No Contact, Counseling Referral, Community Service, Paper; Behavioral Agreement, Alcohol class, Substance abuse assessment, Random drug testing, Create a program presentation, create sign/flyer.

Disciplinary Probation — A written plan addressing a student's violations of the Student Code of Conduct and posted WNCC rules. Probation shall include specified conduct guidelines for a designated period of time.

On campus housing relocation — Moving a student from one room to another and/or from one campus residence hall to another.

On campus housing suspension — Separation of the student from on campus housing for a specified period of time, after which the student is eligible to return. Conditions of reentry may be specified.

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.

College Suspension — Separation of the student from the College for a definite period of time, after which the student may be eligible for return, contingent upon meeting specified conditions for re-admittance.

College Expulsion — Permanent separation of the student from WNCC without the possibility of re-admission.

Sexual Misconduct Code: Policy Statement

WNCC is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including Sexual misconduct. The College strictly prohibits any form of Sexual misconduct, which includes dating violence, domestic violence, sexual assault, 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 misconduct procedure. The President is authorized to adopt appropriate procedures to carry out this policy and comply with state and federal law.

DEFINITIONS

The Violence Against Women Act and its proposed regulations require the inclusion of certain Nebraska State definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; Sexual assault; and stalking.

WNCC utilizes the following definitions from Nebraska State Statutes in execution of the College's Sexual misconduct policy and procedures. To review said statutes in their entirety, please see the official site of the Nebraska Unicameral Legislature at the following: nebraskalegislature.gov/laws/browse-statutes.php.

Consent to Sexual Activity (Neb. Rev. Stat. §28-318):

The activity takes place without the use of, or the threat of, force or coercion, whether verbal or physical (coercion is the act of using some form of pressure or force to have Sexual contact with someone who has already refused or is incapable of providing consent); each participant provides clear consent through their words and/or actions; each participant is fully aware of the other participants' identity and intentions; each participant is clearly able to provide their voluntary consent (both mentally and physically; influence of alcohol or drugs is an issue when considering consent); and there is no verbal or physical resistance by any participant. The provision of consent for one form of Sexual activity cannot automatically be taken as consent for any other form of Sexual activity; consent must be provided for each type of activity. In addition, previous relationships or prior consent does not automatically provide consent for future Sexual acts; each Sexual encounter stands alone.

Dating Violence (Neb. Rev. Stat. §79-2,140):

A pattern of behavior where one person uses threats of, or actually uses, physical, Sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.

Domestic Violence (Neb. Rev. Stat. §28-323):

A person intentionally and knowingly causes bodily injury to his/her intimate partner; threatens an intimate partner with imminent bodily injury; or threatens an intimate partner in a menacing manner. Intimate partner, regardless of gender, means a spouse; a former spouse; persons who have a child in common, whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional or Sexual involvement, but does not include a causal relationship or an ordinary association between persons in a business or social context.

Sexual Assault (Neb. Rev. Stat. §§, 28-317, 28-318, 28-319 and 28-320):

Sexual contact and/or Sexual penetration without the consent of the victim, regardless of either person's gender, including situations where coercion, force or the threat of force was used; situations where the perpetrator knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his/her conduct (i.e. mentally challenged, disabled, intoxicated, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age.

A victim must simply provide enough resistance, either verbally or physically, to make the perpetrator aware of the lack of consent. A victim need not resist verbally or physically where it would be useless or futile to do so.

The following definitions apply:

Actor: The person accused of Sexual assault.

Force or threat of force: The use of physical force which overcomes the victim's resistance; or the threat of physical force, express or implied, against the victim or a third person that places the victim in fear of death or in fear of serious personal injury to the victim or a third person where the victim reasonably believes that the actor has the present or future ability to execute the threat.

Intimate parts: The genital area, groin, inner thighs, buttocks, or breasts.

Serious personal injury: Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a Sexual or reproductive organ.

Sexual contact: The intentional touching of the victim's Sexual or intimate parts, or the intentional touching of the victim's clothing covering the immediate area of the victim's Sexual or intimate parts. Sexual contact also means the touching, by the victim, of the actor's Sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts, when this touching is intentionally caused by the actor. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of Sexual arousal or gratification of either party.

Sexual penetration: Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator's or victim's body, or any object manipulated by the actor, into the genital or anal openings of the victim's body. Sexual penetration does not require emission of semen.

Victim: The person alleging to have been sexually assaulted.

Stalking (Neb. Rev. Stat. § 28-311.03):

The willful harassment of another person, regardless of gender, or the family or household member of that person, with the intent to injure, terrify, threaten, or intimidate. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

Harass: To engage in a knowing and willful course of conduct directed at a specific person that seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.

Course of conduct: A pattern of conduct composed of a series of acts over a period of time, however short, indicating a continuity of purpose, including a series of acts of following, detaining, restraining the personal liberty of, or physically stalking the person or telephoning, texting, contacting, or otherwise communicating with the person.

Family or household member: Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim or who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim.

Reporting an Incident

WNCC encourages any member of the WNCC community who has experienced Sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced Sexual assault, domestic violence, dating violence, or stalking to report the incident to the College. If a WNCC student, faculty or staff member, visitor, or contractor has experienced a Sexual assault, domestic violence, dating violence, stalking or any form of Sexual misconduct, they should immediately report the incident to the Human Resources Executive Director, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363-1815, 308.635.6350 or aultk@wncc.edu or to any of the following Title IX deputies on each WNCC campus:

ALLIANCE

Jackie Smith, Alliance Campus Director, 1750 Sweetwater Ave., Alliance, NE 69301, 308.763.2001, smithj55@wncc.edu

SCOTTSBLUFF

Kathy Ault, Human Resources Executive Director, 1601 East 27th Street, Scottsbluff, NE 69361, 308.635.6350, aultk@wncc.edu
Nina Grant, Vice President of Student Services, 1601 East 27th Street, Scottsbluff, NE 69361, 308.635.6104, grante1@wncc.edu
Norman Coley, Jr., Dean of Students, 1601 East 27th Street, Scottsbluff, NE 69361, 308.635.6123, coleyn@wncc.edu
Ryan Burgner, Athletic Director, 1601 E. 27th Street, Scottsbluff, NE 69361, 308.635.6798, burgnerr@wncc.edu

SIDNEY

Paula Abbott, Sidney Campus Director, 317 College Drive, Sidney, NE 69162, 308.635.7404, abbottp@wncc.edu
Erin Huddleston, Student Services Coordinator, 317 College Drive, Sidney, NE 69162, 308.254.7441, huddlest@wncc.edu

The Human Resources Executive Director or designate will assist all members of the WNCC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. WNCC can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police. Contact information for local law enforcement agencies in WNCC campus communities are as follows:

ALLIANCE: Alliance Police Department, 512 Niobrara, P.O. Box D, Alliance, NE 69301, 308.762.4955

SCOTTSBLUFF: Scottsbluff Police Department, 1801 Avenue B, Scottsbluff, NE 69361, 308.630.6261, during business hours Monday through Friday 7:00 a.m. - 4:00 p.m.; 308.632.7176 after business hours.

SIDNEY: Sidney Police Department, 1715 Illinois Street, Sidney, NE 69162, 308.254.5515

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the College's Dean of Students or Designate, Norman Coley, Jr., 1601 East 27th Street, Scottsbluff, NE, 69363- 1815, 308.635.6123 or coleyn@wncc.edu.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources, Kathy Ault, Human Resources Executive Director, WNCC, 1601 East 27th Street, Scottsbluff, NE, 69363- 1815, 308.635.6350 or aultk@wncc.edu.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so. Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within WNCC.

Reporting Sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Written Notification of Rights and Options

Any student or employee who reports an incident of Sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);

Seek confidential counseling, mental health and available advocacy services;

Report the incident to law enforcement;

Seek a criminal complaint for threats, assault and battery, or other related offenses;

Go to court, and to file a Petition and Affidavit requesting a Domestic or Harassment Protection Order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;

File a complaint with the College; and

Options, rights and resources if the choice is made to pursue a complaint.

Procedures for Sexual Misconduct Complaints

OVERVIEW:

WNCC strictly prohibits all acts of Sexual misconduct including Sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by WNCC once the College has notice that Sexual misconduct has occurred.

When students or employees are accused of having engaged in Sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures and/or other accommodations prior to the resolution of the complaint. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

WNCC will investigate reported allegations of Sexual 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. Sexual misconduct by or against a student may be investigated by the College whether it is alleged to have been committed on or off campus.

COMPLAINTS:

Any person can complain of Sexual misconduct against or by a student. Complaints of Sexual misconduct may be made using the College's Sexual Misconduct Procedures at the same time criminal investigations or complaints are pursued by law enforcement or the County Attorney's Office. Internal investigations conducted by WNCC and/or College disciplinary proceedings are independent of any criminal investigation or court case. The College may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same allegation, and even if criminal charges have been reduced or dismissed by the County Attorney.

Complaints of Sexual misconduct against a student by a student should be made to the College's Dean of Students or Designate or Title IX designate. Sexual misconduct complaints by or against employees should be made to the Executive Director of Human Resources. WNCC's Dean of Students or Designate will oversee all investigations of allegations of student sexual misconduct.

NOTICE AND OPTIONS:

Upon receipt of a complaint of Sexual misconduct, the Dean of Students or Designate should proceed under the following guidelines:

Upon receipt of a Sexual misconduct complaint or report, WNCC will provide the Complainant a written notice describing the options of pursuing a criminal complaint with law enforcement and/or using the College's investigation and disciplinary processes. The Complainant may go forward with one or both options at the same time, but the College's investigation will proceed unless needed / temporary delays are necessitated by an ongoing criminal investigation.

The Complainant must state in writing if he or she wishes to pursue a complaint. If he or she does not wish to pursue the complaint and/or makes a request that his or her identity remain anonymous, the Dean of Students or Designate will make note of that request in the report. Whether or not the Complainant wishes to pursue a formal complaint, the College is still required to investigate reports of Sexual misconduct. The Complainant must be informed of the College's obligation to investigate and that requests to maintain anonymity cannot be guaranteed.

In all investigatory and adjudication proceedings conducted by the College concerning charges of Sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice.

Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

INVESTIGATION:

When a student is accused of any violation of the Sexual misconduct policy, including but not limited to charges that he or she engaged in Sexual assault, domestic or dating violence, or stalking, the Investigator (Dean of Students or Designate or designee/ trained deputy) shall conduct an investigation to determine if a violation may have in fact occurred and (2) if so, what an appropriate sanction(s) might be, and (3) if a violation(s) and sanction(s) can be administratively resolved by mutual consent of the parties involved. The investigation will be decided using a preponderance of evidence standard. In other words, the evidence must show that it is more likely than not that the alleged misconduct occurred. Investigations into allegations of Sexual misconduct should be concluded within sixty (60) calendar days of the College's receipt of said report unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances.

In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required to conclude the process.

When the Investigator completes an investigation, both the complainant and the respondent shall simultaneously be informed in writing within seven (7) business days of the outcome of the investigation and any sanction(s) imposed. Both the complainant and respondent will be given the same procedures and time frame to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final.

APPEAL:

An appeal (unacceptance) of the decision of the Investigator may be made in writing to the Dean of Student Services no more than five (5) working days, excluding weekends or holidays, after the written decision by the Investigator is received. The Dean of Student Services shall then convene a hearing of the College Student Conduct Board.

COMPOSITION OF COLLEGE STUDENT CONDUCT BOARD:

There shall exist one College Student Conduct Board to hear all appeals of the Sexual Misconduct Policy. Committee membership shall be composed of the following members of the College Community: Dean of Instruction, or designee, Dean of Students, or designee, and Assistant Dean of Students, or designee. The Investigator shall serve as the Chairperson and non-voting member of the Student Conduct Board.

CHAIRPERSON OF THE COLLEGE STUDENT CONDUCT BOARD:

It is the duty of the Investigator to preside as Chairperson of all meetings of the Student Conduct Board. The Chairperson shall answer any questions concerning the interpretation of the Sexual Misconduct Policy which he/she 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 by him/her and the Student Conduct Board. 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 Sexual Misconduct Policy and provided that these special procedures are fully explained to all persons immediately concerned in the hearing.

NOTIFICATION PROCESS:

The respondent and the complainant shall be notified in writing of the date of the College Student Conduct Board hearing. The hearing shall not be less than five (5) nor more than fifteen (15) work days after an appeal has been filed with the Dean of Students.

PRE-HEARING PROCEDURES:

The parties to an appeal shall provide the following to the Chairperson of the Student Conduct Board at least two (2) days prior to the hearing:

Names, addresses and phone numbers of all witnesses

Names, addresses and phone numbers of the two (2) observers

Name, address, phone number and status of the individual selected to serve as an advisor

Original supporting documentation: pertinent records, exhibits, etc.

The Chairperson shall then make available to the respondent and the complainant the list of witnesses, allowed visitors, selected advisor, and documentation.

COLLEGE STUDENT CONDUCT BOARD HEARING PROCEDURES:

Hearings shall be conducted by the Investigator and the Student Conduct Board according to the following guidelines:

Hearings shall be conducted in private. Those in attendance shall include the Investigator who serves as non-voting Chairperson, the Student Conduct Board members, the respondent and her/his selected advisor, and the complainant and her/ his selected advisor. Both the respondent and complainant also may have up to two (2) observers present during the hearing. The observers shall not have the privilege of participating in the hearing.

The Student Conduct Board may accommodate concerns for personal well-being and/or fears of personal safety of the complainant, respondent and/or other witnesses at the hearing through seating arrangements, participation by video conferencing or other means determined by the Chairperson to be appropriate as long as the ability for cross-examination of witnesses and a fair and impartial hearing is preserved.

The respondent and the complainant have the right to be assisted by any advisor, one (1), they choose at their own expense. The advisor may be an attorney. The respondent and the complainant are responsible for speaking on their own behalf. Advisors are not permitted to speak or to participate directly in any hearing before the Student Conduct Board. An appropriate advisor would be someone with sufficient knowledge of

the College Student Conduct process to be able to effectively assist the respondent and complainant through the hearing.

Pertinent records, documentation, exhibits, and written statements from the respondent and the complainant may be accepted as evidence for consideration by the Student Conduct Board at the determination of the Student Conduct Officer. These materials must be submitted to the Student Conduct Officer in their original or hard copy form.

The respondent and the complainant shall have the privilege of presenting witnesses whose testimony is directly pertinent to the issues at hand, as determined in advance by the Chairperson. Witnesses may not serve as observers or advisors. The number of witnesses allowed by each person will be negotiated with the parties by the Chairperson. Witnesses will not be present in the hearing room during the hearing until such time as they are called in to testify. Witnesses will wait outside the hearing room and will be called in one by one. After the Student Conduct Board, the respondent, and the complainant have concluded the questioning of the witness, the witness will be excused from the room.

In hearings involving more than one respondent or complainant, the Chairperson, in her/his discretion, may permit the hearings to be conducted either jointly or separately.

All procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board (i.e. the Investigator).

HEARING PROTOCOL:

The Chairperson will state the date and time, and identify the particular hearing

The Chairperson will ask the Student Conduct Clerk/Recorder to confirm if all who have received notice of hearing are present

The Chairperson will explain the confidential nature of the meeting and that no materials distributed are to be taken from the room, and that there should be no discussion about the proceeding outside of the hearing

The Chairperson will state the purpose of the hearing and read the allegation to the Student Conduct Board

The Chairperson will identify the respondent(s)

The Chairperson will explain the fundamental rights of the respondent. The following shall be included in the fundamental rights: (a) right to timely notification process; (b) right to have two (2) observers and one (1) advisor present under the terms and conditions set forth above; (c) right to introduce evidence and ask questions of all persons who appear for or against her/ him in any proceedings of the Student Conduct Board, and (d) right to a fair hearing and opportunity to present a response to the allegations

If the complainant or respondent, with notice, does not appear for a scheduled Student Conduct Board hearing, after having received written notice of said hearing, the information concerning the allegation shall be presented and considered even if said person is not present

The Chairperson shall present the evidence of the case to the Student Conduct Board and will ask the respondent if she/he admits the charges

The complainant(s) is (are) identified and asked questions by the Chairperson to present the relevant issues regarding her/his side of the case. This is to be done in the presence of the respondent unless safety measures are utilized which still preserve the right to cross-examination and a fair hearing

The Student Conduct Board and the respondent will be given the opportunity to ask questions of the complainant. Questions will be addressed through the Chairperson.

The complainant(s) is (are) identified and asked questions by the Chairperson to present the relevant issues regarding her/his side of the case. This is to be done in the presence of the respondent unless safety measures are utilized which still preserve the right to cross-examination and a fair hearing.

The Student Conduct Board and the respondent will be given the opportunity to ask questions of the complainant. Questions will be addressed through the Chairperson.

The Chairperson will ask questions of the respondent to present the relevant issues regarding her/his side of the case.

The Student Conduct Board and the complainant will be given the opportunity to ask questions of the respondent. Questions will be addressed through the Chairperson.

The Chairperson will call the witnesses one at a time to testify. Witnesses will not be present in the hearing room during the hearing until such time as they are called in to testify. Witnesses will wait outside the hearing room and will be called in one by one. After the Student Conduct Board, the respondent, and the complainant have concluded the questioning of the witness, the witness will be excused from the room.

The Student Conduct Board, the respondent, and the complainant will be given the opportunity to question the witnesses.

The Chairperson shall give the respondent and the complainant the opportunity to make a final statement.

The Chairperson will give the deliberation directions to the Student Conduct Board.

The Student Conduct Board shall then meet in closed session and determine (by majority vote) whether the respondent has violated the Sexual Misconduct Policy. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the respondent has violated the Sexual Misconduct Policy and whether the sanction imposed was reasonable and appropriate for the violation.

All proceedings of the hearing are taped by the Student Conduct Clerk/Recorder, with the exception of the Student Conduct Board's private deliberation.

The Student Conduct Board shall prepare written findings to support the Board's determination. These shall include:

Concise statements of each factual finding;

Brief explanations of whether factual findings justify a conclusion that the conduct violated the Sexual Misconduct Policy

Recommendations concerning appropriate sanctions;

A copy of these findings shall be presented to the Dean of Student Services, and mailed to the complainant and the respondent within five (5)

working days of the determination.

The determination of the Student Conduct Board is final unless newly discovered information regarding the accusation is presented to the Vice President of Student Services. If the Vice President of Student Services determines that the newly discovered information is sufficiently material, relevant and credible that a new hearing would probably result in a different determination, the matter shall be referred back to the Student Conduct Board for further hearing. The decision of the Vice President of Student Affairs on issues of newly discovered evidence shall be final.

Retaliation

The College's commitment to eradication of any sort student misconduct (Academic, Non-Academic or Sexual) includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have any adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid; or taking any action which may have any adverse impact on the employment status of the work environment of the employee, if the action is taken because of the employee's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. The complainant is assured that retaliation due to filing a complaint under the procedures addressing non-academic misconduct is strictly prohibited by law and by college policy, and shall lead to discipline up to and including termination and expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of academic, non-academic or Sexual misconduct or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated by the College.

Interim Safety / Protective / Remedial Measures

No contact directives shall be issued in writing to persons involved in any alleged violations of the College's Academic, Non-academic or Sexual Misconduct Policy.

Students who have been subjected to Academic, Non-Academic or Sexual misconduct have access to other available College assistance in modifying or changing academic and living situations after an alleged incident.

Accommodations may include, but are not limited to the following:

- Counseling and mental health services

- Changes with on-campus housing

- Assistance for relocation

- Assistance in ending a College housing contract and/or adjusting a student account balance for refund

- Rescheduling assignments, papers, quizzes or examinations

- Options for taking an incomplete in a class

- Transfer options between class sections

- Temporary withdrawal from the College

- Alternative course completion options

- Arranging to take a course or courses via distance education / technology methods.

Interpretation

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or his/her designee for final determination.

Amendments and/or Revisions

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

Statute of Limitations

No student or student organization shall be subject to disciplinary procedures due to alleged violation of WNCC's regulations unless procedures are initiated within one year from the time the alleged misconduct occurred or was made known to the Dean of Students, whichever occurs later. The one-year period of limitation, as referred here, will apply only while the student is enrolled at WNCC. If the disciplinary procedures cannot be completed for reasons beyond the control of WNCC, a time limitation will not be imposed.

Discrimination, Harassment, and Retaliation Prohibited 201.0100.12 (Revised January 2015)

The College is committed to providing a college environment free from harassment, discrimination and retaliation. Specifically, College students and/or employees, shall not participate in any harassment, discrimination, or retaliation based on any protected class status of individuals as covered by College policies. As such, no College student or employee shall engage in discrimination, harassment, or retaliation toward a College student or employee of the College.

Examples of prohibited conduct include, but are not limited to, the following:

Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual unwelcome conduct of a sexual nature.

Harassment or discrimination is defined to include verbal, physical, or other conduct of a nature, which is offensive to a person on the basis of race, color, national origin, disability, sex, and age.

Retaliation against any person for filing a charge or complaint of prohibited conduct.

Retaliation against the respondent in a charge or complaint of prohibited conduct.

Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:

Submission to the conduct is made either explicitly or implicitly, a term or condition of academic success or employment advantage/benefit, or

Submission to or rejection of the conduct by an individual is used, threatened, or suggested to be used as the basis for academic or employment decisions; or

Such conduct has the purpose or effect of substantially interfering with a student's or employee's performance or creating a hostile, intimidating, or offensive atmosphere.

Persons violating this policy will face strict discipline up to and including suspension, expulsion, or termination.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy shall file a complaint utilizing Series 2000, Appendix A-1-12—Discrimination, Harassment, or Retaliation Complaint Operating Procedure.

Discrimination, Harassment, or Retaliation Complaint Procedure

Illegal discrimination, harassment, and retaliation are prohibited. As such, Western Nebraska Community College has established both formal and informal procedures to report complaints alleging discrimination, harassment, and retaliation on the basis of race, color, national origin, disability, sex, and age.

Prompt Reporting

Discrimination, harassment, or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within thirty (30) days of the time the alleged conduct took place unless good cause is shown for the delay. The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom the alleged unlawful harassment, discrimination, or retaliation is directed shall be considered the "complainant" throughout this procedure.

Duty to Report

If the complainant believes that he/she has been subjected to illegal discrimination, harassment, or retaliation, it shall be the duty of that complainant to report such conduct as provided herein. All other persons with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment, or retaliation. The procedure for reporting is described below.

Reporting Procedure

The complainant who feels that he/she has been subjected to illegal discrimination, harassment, or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the complainant should make a complaint as provided by this procedure.

A witness who directly observes illegal discrimination, harassment, or retaliation may address it directly with the respondent through verbal or written communication that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

Any complainant, person with direct knowledge of prohibited conduct, or witness may file a written complaint under this procedure. The written complaint shall be submitted to the Vice President of Human Resources (College's Institutional Civil Rights Officer— name, title, address and telephone number of this officer is in all appropriate student and employment publications). In instances where Title IX compliance may be involved, the College may include/assign the institutional Title IX Officer as an investigator or reviewer. When a written complaint is submitted, it must include a specific description of the conduct complained of, identify the party or parties involved, and the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred.

The complaint must also include an explanation of why the complainant or other reporting party believes that the alleged actions constitute discrimination, harassment, or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy.

If a College supervisor receives an anonymous complaint from a student or employee either verbally or in writing, the College super-

visor shall immediately send notice of the complaint to the Human Resources Executive Director.

If the complaint is against the College President or a direct report to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Governors.

If the complaint is against any member of the Board of Governors, the reporting party should make the report directly to the College President, the College's legal counsel, or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

Deadlines

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day is the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation, or discipline.

Retaliation

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action that may have any adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid; or taking any action that may have any adverse impact on the employment status or the work environment of the employee, if such action is taken because of the employee's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. The complainant is assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by College policy, and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein. It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment, or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter is investigated under the Formal Procedure review process of this procedure.

Informal Procedure

If the Informal Procedure is elected, the Human Resources Executive Director will meet with the complainant to review the complaint, will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed, and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the designated officer shall follow up with the complainant and the respondent to determine the status of the resolution. The designated officer will report the results of these follow-up inquiries in writing to the Executive Director of Human Resources.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the designated officer, shall each serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the designated officer is to communicate the issues and identify potential solutions. Legal counsel may be consulted by the designated officer as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

If the complainant does not agree with a solution reached during the Informal Procedure, the complainant shall, within ten (10) calendar days of the conclusion of the Informal Procedure review, request in writing that the complaint be investigated through the Formal Procedure.

Formal Procedure

Under the Formal Procedure, the Human Resources Executive Director should proceed under the following guidelines:

Upon receipt of a complaint, the Human Resources Executive Director, or a designee, shall review the allegations provided in the complaint and may consult with legal counsel to determine the appropriate action required. If it is determined that the complaint has sufficient probable cause to be investigated under the College's Discrimination, Harassment and Retaliation Prohibited Policy and Procedure, the Human Resources Executive Director shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee, or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given a copy of the complaint and shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation are to be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent are to be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination or expulsion. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

The Human Resources Executive Director shall review the investigator's report and shall, if warranted, take or recommend appropriate action. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment, or retaliation has occurred, the respondent is subject to discipline up to and including termination or expulsion.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator is to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. Legal counsel may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigator's report, the Human Resources Executive Director shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee or student, other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the Office of the

President. Upon receipt of the request for review, the President shall designate an officer of the College to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review is delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President is final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the Chair of the Board of Governors. Upon receipt of the request for review, the Chair of the Board of Governors shall contact legal counsel and coordinate the appointment of an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, legal counsel shall provide the Board of Governors a report and an accompanying recommendation from the reviewer for the Board's consideration. Following

completion of the review of this report, the Board of Governors shall take any necessary and appropriate action. The action of the Board of Governors is final.

Confidentiality

A student or employee seeking general information or guidance about harassment may be concerned about whether the information they share is confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment, or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they are protected to as great an extent as is possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality are considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

Policy Enforcement Training

WNCC shall provide appropriate training for all staff selected to investigate a complaint under the Formal Procedure review process. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

Risks Pertaining to Illegal File Sharing

Contrary to what many students believe, U.S. federal law considers the unauthorized uploading, downloading, or sharing of copyrighted material as a serious offense which can carry serious consequences for an offender.

During the past few years, copyright holders and their trade associations—including the Recording Industry Association of America [RIAA] and the Motion Picture Association of America [MPAA]—have assertively pursued copyright holders' rights and have focused their attention on college students as major violators. There are cases where the settlement costs have ranged from roughly \$3,000 to \$8,000 or more for the initial offense, which may be no more than the download of a single song, to upwards of such amounts for subsequent offenses. If you're convicted of illegally sharing copyrighted material you risk having a criminal record that will follow you all your life. The RIAA announced in December 2008, a change in strategy. It said it would begin to work with ISPs to combat illegal file sharing. WNCC prohibits any infringement of intellectual property rights by any member of the WNCC community. It is against WNCC policy to participate in the violation of the intellectual property rights of others.

Comprehending Copyright Infringement

WNCC is committed to the education of its students. WNCC labors to make students aware of the policies that govern the use of its computing

facilities. We encourage the responsible use of WNCC computing resources. Included in these efforts is to provide information about copyright laws, particularly with regard to file sharing.

To protect you and the College from legal action, we want you to understand the acts that constitute violation of federal copyright law, especially in view of today's peer- to-peer (P2P) networks. If you use WNCC's network to access, download, upload, or otherwise share copyrighted materials without permission, without making a fair use, or without falling under another exception under copyright law, you are likely infringing copyright law.

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. These exceptions include, without limitation, "fair use," which is briefly described below, and provisions of the Audio Home Recording Act, which allow for noncommercial copying of lawfully acquired music onto recordable compact discs (CD-Rs).

Copyright Infringement and P2P File Sharing

Peer-to-peer (P2P) computing is a powerful technology that has many uses. P2P networks are often used to illegally share and exchange music, movies, software, and other electronic materials. The use of P2P networks to upload, download, or share copyrighted material, such as movies, music, and software, can violate the rights of copyright owners. In the P2P file-sharing context, infringement may occur. For example, when one person purchases an authorized copy and then knowingly or not, uploads it to a P2P network. An infringement may occur when one person purchases a CD, creates an MP3 or other digital copy, and then uses a P2P network to share that digital copy with others. In this case, both the individual who makes the file available and those making copies may be found to have infringed the rights of the copyright owner(s) and may be violating federal copyright law. In some minor instances, artists and smaller labels release music under "generous" licenses, such as the Creative Commons license. Yet, most all of the major labels consider sharing MP3 files of their music over P2P networks as copyright infringement.

WNCC advises all computer users to refrain from the use of and cautions against installing P2P software. If installing on your own equipment we caution you to read all user agreements carefully beforehand. Make sure you read all available documentation from the P2P software provider. Understand how the P2P software is configured and operates.

Be forewarned, some P2P programs have default settings that index the files on your computer and offer the music or film files that you have acquired legitimately available to other users of the P2P network. In such cases, you may unwittingly participate in copyright infringement. In this context, not being aware that your computer is making files available to other users may not be a defense to copyright infringement. You are responsible for all activity that occurs on your own computer and the devices that are registered to you.

Infringing conduct exposes the infringer to the risk of serious legal penalties, both civil and criminal. Civil penalties may include actual damages and profits, or statutory damages (ranging from \$750 to \$30,000 per work that is infringed). Moreover, the court can also award reasonable attorney's fees and costs and increase the damages in the case of a willful infringement. Criminal penalties can include fines and imprisonment.

Organizations such as the RIAA and the MPAA monitor P2P networks, obtaining "snapshots" of users' Internet protocol (IP) addresses. They record the files that users are downloading or uploading from their P2P directories. They document the time that downloading or uploading occurs and the Internet service provider (ISP) through which the files travel.

Copyright owners target both those who upload music over the P2P network and those who download from the network. In addition to monitoring networks and obtaining IP address "snapshots," copyright owners may use the P2P networks themselves and upload copyrighted content while keeping a legal record of the downloading actions of other users.

Once this information has been obtained, the RIAA, MPAA, and other copyright owners and their representatives can file a "John Doe" lawsuit and issue a subpoena to the ISP demanding the identity of the user connected to that IP address at the time of the infraction.

Student Information Usage

Policy for use of Names, Images, Photographs, Video/Digital Recordings, Comments, or Voice in College Marketing, Advertisements, and Promotions: In consideration of acceptance of enrollment at WNCC, or participation in College sponsored or hosted events, and as the recipient of this student handbook, acknowledge and authorize Western Nebraska Community College to use your name, image, and comments, including but not limited to photographs, videos and audio recordings created or used for the purposes of publicity, marketing, and advertising for the College. To avoid having this information released, a student must contact the Office of the Registrar to submit a request that the student's name, image, photograph, comments, video and/or digital recordings not be used by WNCC.

NAME: _____ ADDRESS: _____
PHONE: _____ Street City State Zipcode

Please fill out this form, and return to the Office of the Registrar to opt out of college use of Names, Images, Photographs, Video/ Digital Recordings, Comments, or Voice in College Marketing, Advertisements, and Promotions.

Copyright Infringement Notifications

As an ISP for its students, faculty, and staff, WNCC may receive notices from the RIAA or MPAA identifying the IP addresses of WNCC account holders believed to be sharing copies of copyrighted music and videos without authorization. WNCC reserves the right to

demand that the infringing conduct cease immediately. In serious situations, further disciplinary sanctions may also be appropriate. The RIAA or MPAA often presents an option for the alleged illegal file sharer to settle the lawsuit out of court for a given amount of money. If the user is determined to have infringed copyrights, whether through P2P networks or other means, and has not settled, he or she may also be subject to sanctions such as monetary damages and the required destruction of all unauthorized copies. In certain circumstances, federal authorities can criminally prosecute copyright infringement. By participating in illegal file sharing, you may be subject to a lawsuit even after you have destroyed any illegal copy or copies of copyrighted material that were in your possession.

Fair Use

Copyright law does not provide a blanket exception from liability for college students based solely upon their status as students. There are limited circumstances where use of copyrighted materials without permission is allowable. One of these circumstances is under the legal doctrine of “fair use,” such as for purposes of news reporting, criticism, commentary, or teaching. Whether use of copyrighted material without permission is “fair use” depends on a very detailed, case-by-case analysis of various factors. For a better understanding of these factors, please visit the U.S. Library of Congress website, copyright.gov.

There Is an Alternative: Legal Downloading

When you buy music or movies online or buy a CD or DVD, it is important to understand the answers to the following questions: What permissions come with the product? These range from very broad Creative Commons permissions, which allow for redistribution under certain conditions, to very restrictive requirements, which allow play on only one machine, or allow only streaming, etc. It is incumbent upon you to understand the permissions.

What digital restrictions, if any, are used with the product? Many services use digital rights management (DRM) technology to control the use of the music or other digital works they sell. DRM usually reflects the permissions and can range from allowing unlimited burns to CD to preventing any copying at all. DRM models can also limit what kind of devices you can play the music on. DRM with a subscription-based model may render the music unplayable if the subscription is not maintained. Some services do not use DRM.

In conclusion, please be aware that sharing music, videos, software, and other copyrighted material may be a violation of law. You and those with whom you share materials, could be exposed to civil and criminal penalties. Please use copyrighted materials responsibly and in accordance with the law.

Financial Resources

Federal Student Aid Information Center 800.433.3243 (800.4.FED.AID)

Department of Education.....	studentaid.gov
Veterans Administration.....	benefits.va.gov
Vocational Rehabilitation.....	vr.nebraska.gov
Workforce Development.....	dol.nebraska.gov
Social Security Administration.....	ssa.gov
Selective Service.....	sss.gov
Federal FAFSA site.....	FAFSA.gov
Federal Student Aid ID.....	fsaid.ed.gov
Federal Direct Stafford Loans.....	StudentLoans.gov
Scam Alerts	
Better Business Bureau.....	bbb.org/search
Department of Education.....	studentaid.gov
Federal Trade Commission.....	consumer.ftc.gov

Use “Calculators” at above links for cost and savings calculator; expected family contribution estimator; and budget, student loan repayment, and consolidation calculators.

Free Internet Scholarship Search Engines

www.collegeboard.com	www.collegenet.com
www.educationquest.org	www.FastWeb.com
www.gocollege.com	www.latinocollegedollars.org
www.studentaid.gov	

Other Sites in Support of Higher Education

www.americorps.gov	www.nelnet.com
www.educationquest.org	www.finaid.org
www.KnowHow2Go.org	www.nasfaa.org
www.nslp.org	

WNCC Financial Aid Office
1601 E. 27th Street Scottsbluff, NE 69361
p 308.635.6011 | f 308.635.6732
financialaid@wncc.edu



Western Nebraska
Community College

wncc.edu



Alliance Campus

1750 Sweetwater Avenue
Alliance, NE 69301
308.763.2000
888.559.9622

Scottsbluff Campus

1601 E. 27th Street
Scottsbluff, NE 69361
308.635.3606
800.348.4435

Sidney Campus

371 College Drive
Sidney, NE 69162
308.254.5450
800.222.9682