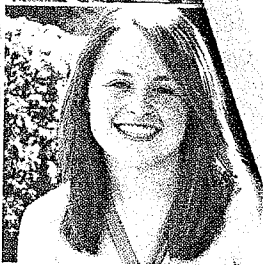
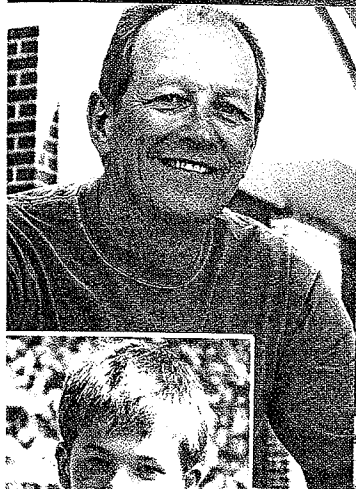


WESTMORELAND COUNTY COMMUNITY COLLEGE
2009-10 COLLEGE CATALOG & STUDENT HANDBOOK



STUDENT RIGHTS AND RESPONSIBILITIES

Student Regulations

Students enrolling at the college assume obligations to conduct themselves in a manner compatible with the college's function as an education institution.

Code of Student Conduct

Academic Community

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the college, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the college community must be compatible with these qualities.

The rights of members of the college are not fundamentally different from those of other members of society. The college, however, has a special autonomy and reasoned dissent plays a part in its existence. All members of the college have the right to press for action on matters of concern by appropriate means.

At the same time, the college places emphasis on certain values which are essential to its nature as an academic community. Among these are freedom of speech, academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based.

Furthermore, although the administrative processes and activities of the college cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the college.

Therefore, interference with members of the college in performance of their normal duties and activities must be regarded as an unacceptable obstruction of the essential processes of the college.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violation of rights is unlikely to occur.

The Student

Any and all laws of the Commonwealth of Pennsylvania, County of Westmoreland, and the Township of Hempfield, which provides for the protection of persons and for the protection of personal or public property, shall be in effect on college property.

Violations of the Code of Student Conduct

The following activities are prohibited and the student may face disciplinary action for engaging in such activities:

1. Entering or remaining in any lab, classroom, office, building or campus facility after closing time without proper authorization
2. Use, possession, distribution, sale or purchase of illegal substance on college property or at college sponsored events
3. Use, possession, sale or purchase of alcoholic beverages
4. Use, possession, sale or purchase of illegal drugs
5. Illegal or unauthorized gambling on college property

6. Use, possession, sale, purchase or concealment of any firearms, licensed or unlicensed knives not required for classroom or laboratory use, weapons, explosives or dangerous chemicals
7. Theft, willful defacement or willful destruction of college property or personal property of others
8. Theft, including, but not limited to intellectual property such as work products and computer software, either physically or through unauthorized invasion of computer files
9. Verbally or physically intimidating, coercing or using physical force in a manner which causes another member of the campus community to be injured or fearful of physical harm
10. Using e-mail or other means of electronic communication to intimidate, threaten or harass any member of the college community
11. Using another person's ID to gain access to the data communications network or the Internet
12. Using the data communications network for private or personal business or for any other purpose which is inconsistent with the research or instructional needs of the college
13. Operating a motor vehicle in a reckless manner
14. Smoking in areas of the campus not designated as smoking areas
15. Failure to identify oneself when requested to do so by a college administrative official, security officer, faculty or staff member in performance of administrative duty
16. Intentionally furnishing false information to the college
17. Interfering with normal operations of the college
18. Interfering with classroom instruction
19. Any other actions incompatible with the operation of a public educational facility

Disciplinary Action

The college reserves the right to deny admission to any applicant or discontinue the enrollment of any student if, in the opinion of the college authorities, the association is not in the best interest of the student or the college.

The director of Student Development, upon receiving information that a student has committed a violation of the code of conduct, shall investigate the alleged violation. The investigation will normally include an interview with the concerned student. As a result of the investigation, the director may:

1. Dismiss the allegations as unfounded or
2. Administer disciplinary action as appropriate, based upon the severity of the violation. Possible disciplinary actions could include: warning, suspension or expulsion.

Right of Appeal

A student who wishes to appeal the decision of the director of Student Development concerning a violation of the Code of Student Conduct must appeal the decision by filing a written appeal with the Judicial Board within ten business days of the decision.

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Judicial Board

The Judicial Board has been designed to treat adjudicated incidents of violation of the college rules and regulations by students. Such incidents exclude behavior that can be defined as academic in nature.

The Judicial Board shall consist of seven members, which will include three student representatives selected by any means approved by Student Government Association and four faculty and/or staff appointed by the WCCC vice president of Academic Affairs/Student Services.

PROCEDURES

1. The director of Student Development shall promptly forward to the chairperson of the Judicial Board any and all appeals made in connection with nonacademic matters.
2. The appeal must be presented in written form and should include particulars, including the people involved, dates, times and any other pertinent information.
3. All parties asked to appear at the hearing will be given ten business days notice of the hearing. They will also be given a written statement of charges and the procedure which will be followed in the hearing. In order for a hearing to take place, a quorum of five members must be present with at least three of whom must be faculty and/or staff. The Judicial Board will assume responsibility for its procedural operation which will include electing a chairperson and conducting hearings according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. Admission of any person, not a party to the hearing, shall be at the discretion of the chairperson.
 - c. The complainant and/or the accused student are responsible for presenting his or her own case.
 - d. The complainant, the accused and the Judicial Board shall have the privilege of representation by an attorney. Both the student and complainant shall have the right to present witnesses and shall have the opportunity to cross examine the other's witness.
 - e. Relevant records, exhibits and written statements may be admitted as evidence for consideration by the Judicial Board, at the discretion of the chairperson.
 - f. Formal rules of civil and criminal procedures, and/or technical rules of evidence, will not be strictly applied in Judicial Board proceedings.
 - g. There shall be a transcript of the hearing, provided by the college, which may be by a court reporter or by electronic recording. No unauthorized recording devices will be permitted in the room. The record shall become the property of the college.
 - h. Failure to respond to any communication from the Judicial Board when behavior is under review may result in automatic dismissal of the student from the college.

- i. After the hearing, the Judicial Board shall meet in closed session to determine, by majority vote, whether the student has violated a section of the Code of Student Conduct.
- j. All proceedings presented to the Judicial Board should be kept confidential.
- k. The Judicial Board's decisions and recommended sanctions shall be prepared in writing in five business days and directed to the WCCC president. The decision of the president is final.

Interim Suspension

The director of Student Development, or a designee, may impose an interim suspension prior to the hearing before the Judicial Board. Interim suspension may be imposed to ensure the safety and well-being of members of the college community or preservation of college property, to ensure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption or interference with the normal operation of the college.

During the interim suspension, student will be denied all access to the college and education centers, including, but not limited to, classes and all other activities or privileges for which the student might otherwise be eligible and all college activities on every campus. Student must surrender all college-issued identification and will be denied access to college technology.

On the last day of interim suspension, the student must meet with the director of Student Development or designee in order to be re-instated. All questions should be directed to the director of Student Development or designee.

Disruptive Student Behavior

Due process must be afforded all students enrolled at WCCC. Such due process does not permit a student to interfere with the educational process provided all students in a course of study. Behavior that distracts or negatively influences the quality of the learning experience of all students is an infringement upon students' rights. Specifically, behavior which is verbally abusive or physically threatening is considered disruptive and cannot be condoned.

The college has a responsibility to ensure the quality of the learning experience and, as a result, will require that:

1. Any student who exhibits behavior contrary to the operation of a positive learning situation in a course of study shall be alerted by the instructor about the effects of his/her behavior and the need for immediate change.
2. If the behavior persists, the circumstances will be reported by the faculty member to the division dean.
3. Consultations with the student, the instructor and the director of Student Development may be requested. The designated chair (as indicated above) will determine whether the disruptive student will be permitted to continue in the course of study.
4. Within two working days (Monday through Friday, 8 a.m. to 5 p.m.), notice of results from the consultation will be presented to the student in writing regarding the conditions that must be met and

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whether or not the student will be permitted to continue class attendance.

5. A student may appeal this decision by contacting the vice president for Academic Affairs and Student Services within two working days requesting reconsideration. The decision of the vice president for Academic Affairs and Student Services will be final.
6. A copy of the decision will be retained in the office of the vice president for Academic Affairs and Student Services.

If a student's conduct is considered physically threatening to the class or the instructor, the student can be removed immediately. The division dean and the vice president for Academic Affairs and Student Services will determine if the student can return to class.

Because there is potential for disruption of the education process, children are not permitted in classrooms during scheduled classes. Children are permitted on college property only when supervised by a parent or parent designated adult.

Ethical Statement for Student Computer and Data Communications Network Use

Westmoreland County Community College's data communications network and the systems by which it is interconnected and accessed exists to support the research and instructional needs of the college. Access to this system is a privilege granted to students and this privilege can be revoked for inappropriate conduct. While the right of free speech applies to communication in all forms, the college encourages civil and respectful discourse.

Some prohibited forms of communication include:

- Obscenity
- Defamation
- Threats
- Disruption of the academic environment
- Harassment based on sex, race, disability or other protected status
- Anonymous or repeated messages designed to annoy, abuse or torment

Some prohibited forms of behavior include:

- Creating excessive noise or other actions that interfere with the work of others in the computer lab
- Using the computer system's capabilities to represent another person's work as your own; this action is considered a form of plagiarism
- Using another student's ID to gain access to the data communications network or allowing others to use your network ID
- Malicious attempts to harm or destroy another person's data, including uploading or creating computer viruses
- Attempting to gain unauthorized access to data, software or systems
- Using the data communications network for personal or private business

All ethical principles that apply to everyday college life also apply to using the data communication network. The use of this network is encouraged for scholarly communications within the constraints of the Westmoreland County Community College Student Code of Conduct and this ethical statement.

Vehicle Regulations

To ensure the safety of students, staff and visitors, the college has established parking rules and enforces all provisions of the vehicle code of the Commonwealth of Pennsylvania and Hempfield Township. A 15-mile-per-hour speed limit is in effect at all parking lots and college roadways.

Fines will be levied according to the following schedule: *(The timeframe for the offenses is one semester.)*

FINES

Fines will be levied for the following violations:

	1st Offense	2nd Offense	3rd Offense
Trespass	\$10	\$25	\$50
Blocking Traffic/Walkways	\$10	\$25	\$50
Parking in the Fire Lane	\$10	\$25	\$50
Not Parked between-Lines	\$10	\$25	\$25
Use of Restricted Parking without a permit	\$10	\$25	\$25
Use of Disabled Parking without a permit	\$50	\$50	\$50

Recurring offenses may carry higher fines.

Fines may be paid at the Student Information Center. All fines are financial obligations to the college. WCCC reserves the right to withhold grades, transcripts or diplomas until all fines have been paid in full.

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Parking and Other Vehicle Violation Appeals Process

Purpose

This regulation establishes procedures for an appeal process for parking citations or other vehicle violations.

1. Failure to pay parking citations or other vehicle violations.
 - a. Student grades, transcripts and diplomas will be held and the ability to schedule classes will be denied for any individual who fails to clear their account prior to the end of each semester.
2. The Appeals Board was created to hear appeals from students who receive parking or other vehicle citations. The board will render decisions based on the written facts submitted and testimony presented.
3. Organization - The board will consist of three members. The chief of Security will serve as chairperson, others will include one staff member chosen by the vice president of Academic Affairs/Student Services and one student selected by the Student Government Association. Each member will serve a one-year term.

Payment Procedure

Payment for all citations is to be mailed to the Accounting Department, Room 240 in Founders Hall.

Payment for all citations can be mailed to the following address:

Westmoreland County Community College
Attn: Accounting Department
145 Pavilion Lane
Youngwood, PA 15697

Appeal Procedure

1. Payment for the citation is not required to file an appeal
2. Only the student cited can file an appeal
3. All appeals must include the student's college ID number
4. The appeal form must be submitted to Security within seven business days of the citation in question or the appeal will not be heard
5. Appeal forms are available at the Campus Security Office in Founders Hall, and upon return must include a copy of the citation in question
6. A drop box is available at the Security Office for after hours processing
7. Students have the right to present their appeal in person.

The Appeals Board will meet every two weeks at a prescribed time to be determined by the Appeals Board semesterly.

The board may consider but is not limited to the following action:

- Let the citation stand as written with fines and penalties
- Modify the citation or issue a warning
- Nullify the citation

The student will be notified in writing of the decision of the board within 10 business days. All decisions are final.

All denied appeals must be paid within seven business days of notification.

Drug and Alcohol Policy

The college recognizes that its own health and future are dependent on the physical and psychological health of its students, faculty and staff. Accordingly, it is the intent of the college to maintain a safe, healthful, and efficient work and learning environment for all. Being under the influence of alcohol or any other mind-altering drug while on campus may pose serious safety and health risks to both the user and other members of the WCCC community.

Therefore, the college maintains the following guidelines pertaining to alcoholic beverages:

1. The college will not sponsor student events which focus primarily on the consumption of alcohol.
2. Alcoholic beverages are not permitted at any student event held on the college campus.
3. When a student social event is held at any establishment with a license to sell alcoholic beverages, students 21 years old and older may exercise their legal right to purchase alcoholic beverages. Ascertaining the legality of service is the responsibility of the proprietor of the licensed institution.
4. The student club or organization sponsoring a social event shall be held accountable for compliance with the alcoholic beverage regulations.
5. Infractions of these regulations by student organizations may result in the impoundment of the organization's treasury and/or the placing of the organization on probation.
6. Infractions of these regulations by individual students may result in probation, suspension or dismissal from the college.

Students concerned about their own or another's drug/alcohol use are encouraged to contact a member of the college counseling staff in Student Development located in Founders Hall.

Legal Sanctions

Students & Employee:

Possession and/or distribution of illicit controlled substances constitute(s) a crime in the Commonwealth of Pennsylvania. Conviction may result in the imposition of a fine and/or imprisonment.

Students:

Possession and/or consumption of alcohol by persons under age constitute(s) a crime in the Commonwealth of Pennsylvania. Conviction may result in the imposition of a fine and/or imprisonment.

Smoking Policy

To protect the health and welfare of the students, employees and general public, the college prohibits smoking throughout all interior spaces of all Westmoreland County Community College buildings and vehicles. Smoking is permitted only at designated exterior entrances. Violations of this policy are subject to disciplinary action.

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AIDS Policy

Individuals who have AIDS, ARC or a positive HIV antibody test shall not be denied employment/admission or continued employment/enrollment at Westmoreland County Community College based solely on the condition. This policy and implementation thereof is based upon current guidelines of the Center for Disease Control and the American College Health Association.

An HIV antibody testing site can be reached by calling any of the following: Greensburg, 724-832-5315; Monessen, 724-684-2945; Washington, 724-223-4540; Uniontown, 724-439-7400; Pittsburgh, 412-578-8332; Johnstown, 814-533-2205; or 1-877-PA HEALTH.

For those who feel they may be at risk, be assured that testing is free, confidential and by appointment only.

Sexual Harassment

WCCC will not tolerate sexual harassment of any kind. All employees and students must avoid offensive and inappropriate sexual behavior and are responsible for assuring that the college environment is free from sexual harassment at all times.

Harassment on the basis of sex is a violation of Pennsylvania and federal laws. The purpose of the sexual harassment policy and grievance procedure of Westmoreland County Community College is to ensure that all employees and students of WCCC can work and learn in an environment free of harassment and hostility. Violations of this policy will result in appropriate disciplinary action.

Definition

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decision or grades affecting such individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive working or study environment."

Policy

The college will not tolerate sexual harassment. Any behavior that represents repeated or unwanted sexual attention or sexual advances, including behavior between students is prohibited. A student who feels he/she has been sexually harassed is encouraged to report such incidents to the director of Student Development in the Student Development Center. The student will be advised of the appropriate complaint procedures.

Equal Opportunity Laws

WCCC abides by all federal affirmative action regulations. Inquiries should be directed to the Affirmative Action Office, Room 4100D, Business & Industry Center.

Federal Regulation Title VI

Title VI of the Civil Rights Act of 1964 requires that discrimination based on race, color or national origin be eliminated from programs receiving federal financial assistance.

Federal Regulation Title VII

Title VII prohibits discrimination because of race, color, religion, sex or national origin in all conditions of employment at WCCC, such as the student work-study program.

Americans With Disabilities Act

The ADA is civil rights legislation designed to ensure that people with disabilities will not be discriminated against and to bring them into the mainstream of public life. It requires employers to make "reasonable accommodations" to enable employees with disabilities to do their jobs. It prohibits employers from denying employment to a person with a disability who is able to perform the "essential functions" of a particular job. Contact the director of Student Development at 724-925-4050 for additional information.

Federal Regulation Section 504

"No otherwise qualified disabled individual...shall solely by the reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." Contact the Student Development Office at 724-925-4189 for more information.

Federal Regulation Title IX

Title IX was passed by both houses of Congress after Congressional hearings, held in 1970, documented the pervasiveness, perniciousness, and long-range consequences of sex discrimination in educational policy, practice and attitude.

Student Grievance Procedures/Affirmative Action

The following are suggested procedures for students who have a grievance relating to discrimination as prohibited by Title VI, Title VII, Title IX or Section 504. The grievance procedures will be handled as confidential to the content as the aggrieved person desires, and assurances will be given that all information will be kept confidential by the Affirmative Action Officer (AAO).

1. The student is encouraged, if possible, to clarify the issue with the faculty or staff member involved in the grievance.
2. Contact Sylvia Detar, Affirmative Action Officer, 724-925-4190.
3. The AAO will take informal steps to clarify and resolve the matter, e.g., discussion with student, meeting with the staff or faculty member involved and/or that person's supervisor.

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4. If the complaint is not resolved through informal means, the AAO should request the involvement of the appropriate division dean who will attempt informal resolution. If informal resolution is not possible, a formal hearing board should be appointed, giving both the student and the defendant equal representation. The AAO shall chair this board, voting in the case of a tie; one member selected by the defendant; one member selected by the grievor; and two members selected by the president. The committee shall then meet to resolve the issue and make its recommendation to the president, based upon its hearing.
5. When the president has reviewed the committee's findings and recommendations, the grievor will be notified by the AAO of the president's decision. If the grievor does not accept this, he/she can request of the president that a conference be held to discuss the issues involved. The president, within 10 college days after receiving the appeal, shall meet the grievor and the AAO in an attempt to resolve the grievance.
6. The grievor, if not satisfied with the decision made in the preceding steps, may submit a written appeal to the board of trustees within 10 college days. The board of trustees, within 45 college days after receiving the appeal, shall hold a hearing at which those involved may present their sides of the issue.

Family Educational Rights and Privacy Act

Federal law requires that the college provide students access to their academic files. Information contained in the academic file relates only to the student's academic history and performance, including: WCCC Application for Admission, permanent transcript, placement test scores, course registration information, course approval forms (i.e., Course Substitution Form, Course Waiver Form, Advance Standing Form, etc.), and graduation information (when applicable).

Students wishing to inspect the content of their files may do so by completing a Request for Academic File Review form and submitting it to the Records Office. Students may inspect their academic files during normal working hours (Monday through Friday, 8 a.m. to 5 p.m.) provided that they have submitted a written request at least two working days in advance.

Students have the right, by law, to keep all information in their files confidential. However, the college has established a category known as Directory Information. Directory Information may include: student name and address, major field of study, dates of attendance, and degrees and awards received. Directory Information is normally released without a signed consent by the student.

Since Directory Information does not include grades, financial data or any other strictly personal data, the college expects very few students will wish this information withheld. If, however, a student does not wish Directory Information released without a signed consent, a Request to Prevent Disclosure of Directory Information form must be submitted to the Records Office immediately upon enrollment. This written notice to keep Directory Information confidential will be placed in the student's file and no information will be released unless a signed

release form is received. Any further questions should be directed to the Records Office.

Student Right-to-Know

Student Right-to-Know is a public law that requires institutions of higher education receiving federal financial assistance to provide certain information regarding the graduation/persistence rates of students. However, at the time of publication, the method by which this information is to be distributed has not been decided by the federal government. Therefore, students who wish to review information on graduation/persistence rates may do so in the Admissions Office.

Personal Data Record

The Personal Data Change form is to be used to change name, address or telephone number. This form is available at the Student Information Center. It is the responsibility of each student to keep his/her personal data record updated.

Procedure for Resolution of Student Concerns Involving Faculty

The following procedure is recommended for those instances in which a student has an academic concern about a faculty member:

1. The student should make an appointment with the faculty member and discuss the problem.
2. If the student feels that he/she cannot meet with the faculty member, he/she should seek the advice of his/her faculty advisor and/or counselor.
3. If he/she has seen the faculty member and is still not satisfied, the student should make an appointment with the division dean to whom the faculty member reports.
4. If the concern is not resolved at the division level, the student should make an appointment to see the vice president for Academic Affairs and Student Services.
5. If the concern is still not resolved after meeting with the vice president for Academic Affairs and Student Services, the student may request an appointment with the president. The decision of the president in these matters is final.

The college expects students to maintain high standards of academic integrity in all college courses.

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. The following procedure has been developed to prevent occurrences of academic dishonesty and to guide faculty and students should they become involved in such incidents.

Academic dishonesty includes, but is not limited to, the following:

1. **Cheating:** the intentional use or attempted use of unauthorized materials, information or other aids in an academic exercise
2. **Fabrication:** the intentional or unauthorized falsification or creation of any information or citation in an academic environment

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3. **Facilitating academic dishonesty:** helping or attempting to help another to commit a dishonest academic act
4. **Plagiarism:** the use of the works of another as one's own in any academic environment

Faculty Responsibilities

The student will be notified no later than five working days after observation or discovery of a specific dishonest incident. Notification will include a description of the infraction, the potential penalty and the student's right to appeal. A copy of the written notification will be forwarded to the appropriate division dean and the vice president for Academic Affairs and Student Services.

Vice President for Academic Affairs and Student Services Responsibilities

The vice president for Academic Affairs and Student Services shall retain a master file of all documented cases of academic dishonesty. The faculty-assigned penalty may be revised if the master list shows multiple infractions. If the penalty is revised, the student will be notified immediately in writing.

Student Appeal Process

A student may appeal the charge of academic dishonesty by contacting the division dean within five days of the date of the notification letter. At this time, the student must submit a written request for appeal with appropriate justification to support the appeal. The appeal process is limited to challenging the charge of academic dishonesty; once the charge of academic dishonesty has been established, the penalty is not subject to appeal.

The student's appeal, including review of the merits of the charge, will be heard by the division dean and two division faculty selected on a rotating basis. The faculty member making the charge will be present. If the student's concern is not resolved, he/she may appeal to the vice president for Academic Affairs and Student Services, whose determination will be final.

Penalties

Any infraction could result in one of the following: grade of F on the assignment/examination in question, completion of an alternate assignment, or a grade of F for the course. Multiple infractions, whether within the same course or in a combination of courses, will be grounds for suspension and/or dismissal from the college.

Campus Security

Crime Awareness and Campus Security is a public law that requires colleges to report incidences of crime statistics on their campuses.

The following is the official report of the campus statistics as documented through the Pennsylvania State Police.

Uniform Crime Report Part II Offenses	2008 Offenses Known
Forgery and Counterfeiting	0
Fraud	0
Embezzlement	0
Stolen Property - Rec.Burg./Poss.	13
Vandalism	6
Weapons Carrying/Poss.	1
Prostitution/Comm. Vice	0
Sex Offenses except ap & Prost.	0
Drug Abuse Sales & Manufacturing	1
Gambling	0
Offenses Against Family/Child	0
Driving Under the Influence	0
Liquor Laws	0
Drunkenness	1
Disorderly Conduct	1
Vagrancy	0
All Other, Except Traffic	6
Total Part-II Offenses	29

This report is in compliance with the Pennsylvania College and University Security and Information Act, as documented through the Pennsylvania State Police to inform students of WCCC Crime Statistics.

For additional information concerning Section 201—Crime Awareness and Campus Security, contact the WCCC Library.