



# Student Handbook

2018-2019

October 2018

# Table of Contents

About the College.....	3
Enrollment Information.....	8
Student Success .....	11
Student Policies & Procedures .....	18
Glossary.....	39

# ABOUT THE COLLEGE

## Westmoreland County Community College

The Westmoreland County Community College Student Handbook is designed to encourage students, faculty and staff to reflect upon the college's mission, vision and values. Student life at the college embraces the co-curricular student experience, teaching, learning and a student code of conduct which is rooted in an atmosphere of respect and responsibility.

## Mission/Vision/Values

### MISSION

Westmoreland County Community College improves the quality of life in the communities we serve through education, training and cultural enrichment.

### VISION

Westmoreland County Community College is recognized as a premier institution of higher learning focused on student success, workforce development, economic growth and cultural experiences.

### VALUES

1. Teaching and Learning: We are committed to excellent instruction and lifelong learning.
2. Innovation and Creativity: We are committed to creativity, new ideas and the advancement of art, culture and technology.
3. Equity and Inclusion: We are committed to an educational and workplace environment where all are treated with dignity and respect.
4. Collaboration and Teamwork: We are committed to cooperation within our college and to strong relationships with employers, school districts and other community partners.
5. Accountability and Integrity: We are committed to high, ethical educational standards.
6. Social Responsibility and Stewardship: We are committed to principles of service and good citizenship.

## 2018-2019 Academic Calendar

This calendar is subject to change. An up-to-date calendar can be found on the portal at [my.westmoreland.edu](http://my.westmoreland.edu). Since Westmoreland provides classes in a variety of formats, deadlines for adding, dropping and withdrawing from classes varies as well. Refer to your billing statement for dates relevant to your courses.

### FALL 2018

Faculty Development	Aug. 13-14
Faculty Return/Prep Day	Aug. 15
Classes begin	Aug. 16
Labor Day (college closed)	Sept. 3
Faculty Development (3-5 p.m.)	Sept. 18
Faculty Development (No Classes)	Oct. 2
Faculty Development (No Classes)	Oct. 25
Faculty Development (3-5 p.m.)	Nov. 8
Last day for Student-Initiated Withdrawal	Nov. 14
Thanksgiving Recess (College Closed)	Nov. 21-25
Exams or Class Days (Faculty in Attendance)	Dec. 7-8, 10-12
Faculty Prep Day	Dec. 12
Grades Due in Records Office	Dec. 17 (9 a.m.)

### Spring 2019

Faculty Development	Jan. 8
Faculty Prep Day	Jan. 9
Classes Begin	Jan. 10
Dr. Martin Luther King Observance (College Closed)	Jan. 21
Faculty Development (3-5 p.m.)	Feb. 7
Faculty Development (3-5 p.m.)	March 5
Faculty Development (No classes)	March 26
Spring Break-Students & Faculty	April 17-21
Last day for Student-Initiated Withdrawal	April 8
Exams or Class Days (Faculty in Attendance)	May 2-4, 6-8
Faculty Prep Day	May 8
Commencement	May 9
Grades Due in Records office	May 13 (9 a.m.)

### Summer 2019

10-Week Summer Session Classes:	
Classes Begin	May 16
Memorial Day Holiday (College Closed)	May 27
Independence Day (College Closed)	July 4
No Classes	July 5
10-Week Session Classes End	July 29
Grades Due	July 31 (Noon)
8-Week Summer Session Classes:	
Classes Begin	May 30
Independence Day (College Closed)	July 4
No Classes	July 5
8-Week Session Classes End	July 26
Grades Due	July 30 (Noon)

# ABOUT THE COLLEGE

## Summer 2019 continued

First 5-Week Summer Session Classes:	
Classes Begin	May 13
Memorial Day Holiday (College Closed)	May 27
First 5-Week Session Classes End	June 17
Grades Due	June 19 (Noon)
Second 5-Week Summer Session Classes:	
Classes Begin	June 27
Independence Day (College Closed)	July 4
No Classes	July 5
Second 5-Week Session Classes End	Aug. 2
Grades Due	Aug. 6 (Noon)

## Westmoreland Locations

### Westmoreland County Community College Youngwood Campus

145 Pavilion Lane  
Youngwood, PA 15697  
724-925-4000

### Westmoreland-Advanced Technology Center

1001 Technology Drive  
Mt. Pleasant, PA 15666  
724-925-4269

### Westmoreland-Fayette County

140 North Beeson Blvd.  
Uniontown, PA 15401  
724-437-3512

### Westmoreland-Indiana County

45 Airport Road  
Indiana, PA 15701  
724-357-1404

### Westmoreland-Latrobe

130 Depot Street  
Latrobe, PA 15650  
724-925-8473

### Westmoreland-Murrysville

6707 Mellon Road  
Export, PA 15632  
724-327-8090

### Westmoreland-New Kensington

1150 Fifth Avenue  
New Kensington, PA 15608  
724-335-8110

### Westmoreland-Public Safety Training Center

65 Public Safety Drive  
Smithton, PA 15479  
724-872-2447

## Important Phone Numbers

Admissions Office	724-925-4077
Bookstore	724-925-4174
Campus Children's Center	724-925-4156
Career Development	724-925-3359
College Learning Center	724-925-4135
Continuing Education	724-925-4107
Counseling	724-925-4000
Disabled Student Services	724-925-4000
Division Offices	
Business, Math, Science & Engineering	724-925-4004
Distance Education & Education Centers	724-925-4177
Humanities, Social Sciences, & Public Service	724-925-4046
Health Professions & Culinary Arts/Hospitality	724-925-4029
Technology	724-925-8650
Education Centers	
Westmoreland-Advanced Technology Center	724-925-4269
Westmoreland-Fayette County	724-437-3512
Westmoreland-Indiana County	724-357-1404
Westmoreland-Latrobe	724-925-8473
Westmoreland-Murrysville	724-327-8090
Westmoreland-New Kensington	724-335-8110
Westmoreland-Public Safety Training Center	724-872-2447
Financial Aid	724-925-4063
Health/Fitness Center	724-925-4244
Library	724-925-4100
Placement Assessment	724-925-6893
Registration	724-925-4204
Student Life	724-925-4055
Student Records	724-925-4069
Transfer Services	724-925-4000
Tutoring	724-925-4135
Veteran's Services	724-925-4056

**For other Westmoreland offices, call 724-925-4000.**

# ABOUT THE COLLEGE

## Accreditation

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3642 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Programs at the college are approved by the Pennsylvania State Department of Education for veteran's educational benefits. In addition, the following programs carry specific accreditation/approval by certifying/accrediting organizations:

- The associate in applied science degree Baking and Pastry program, Culinary Arts programs and Restaurant/Culinary Management program are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC), a specialized accrediting agency recognized by the Council on Higher Education Accreditation (CHEA).
- The Dental Assisting and Dental Hygiene programs are accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

- The diploma in Medical Assisting, Youngwood campus, is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL, 33763, 727-210-2350.
- The Associate Degree Nursing Program is on full approval status by the Pennsylvania State Board of Nursing. The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000; [www.acenursing.org](http://www.acenursing.org) for achievement of quality and excellence in nursing education.
- The associate of applied science degree Diagnostic Medical Sonography program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756; 727-210-2350; [www.caahep.org](http://www.caahep.org) with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; 443-973-3251; [www.jrcdms.org](http://www.jrcdms.org).

This handbook reflects the most current information about Westmoreland County Community College and does not constitute a contract between the student(s) and Westmoreland. The college reserves the right to amend any provisions or requirements at any time. Admission to Westmoreland acknowledges notice and acceptance of the college's reservation of this right.

# ABOUT THE COLLEGE

**Founded:** 1970

**Location:** Youngwood, Pa., approximately 6 miles south of Greensburg, off Route 119

**Phone:** 724-925-4000

**Internet:** [www.westmoreland.edu](http://www.westmoreland.edu)

**Enrollment:** approximately 5,084 full- and part-time students

**Programs:** 54 associate degree, 17 diploma, and 54 certificate programs with options that prepare students for careers or transfer to baccalaureate degree programs at four-year institutions.

**Degrees Granted:** associate of arts degree, associate of fine arts degree, associate of applied science degree, diploma and certificate

**Youngwood Campus:** The main campus is located in a rural setting a short distance from the New Stanton Interchange of the Pennsylvania Turnpike off Route 119. The 80-acre campus comprises four buildings. Founders Hall, Commissioners Hall and Science Hall house general classrooms, science laboratories, computer and desktop publishing laboratories, multimedia technology laboratory, culinary arts laboratory with dining facility, dental hygiene clinic, radiology technology laboratory, greenhouse, theater, art gallery, library, Student Services, College Learning Center, Campus Children's Center, bookstore, student lounges, cafeteria, gymnasium, fitness center, and indoor running track. The Business & Industry Center contains classrooms, laboratories, offices and training facilities for area employers. In addition, there are athletic fields for baseball, softball and other sporting activities. All buildings are easily accessible to the physically disabled. There are also designated parking spaces for the physically disabled. The Westmoreland smoking policy designates all buildings at the Youngwood campus and the education centers as smoke-free.

**Off-Campus Centers:** To provide access to quality educational opportunities to all area residents, the college operates seven off-campus education centers - Westmoreland-Advanced Technology Center, Westmoreland-Fayette County, Westmoreland-Indiana County, Westmoreland-Latrobe, Westmoreland-Murrysville, Westmoreland-New Kensington, and Westmoreland-Public Safety Training Center.

The Westmoreland-Advanced Technology Center, located at RIDC-Westmoreland in the former Sony facility, houses the college's workforce development programs and provides the regions' employers with state-of-the-art facilities for advanced training in advanced mechatronics, additive manufacturing, energy, machining and fabrication, and nanotechnology for students and local employers.

The Westmoreland-Public Safety Training Center, located near Smithton, provides public safety training for fire, police and emergency services responders.

**Faculty:** 81 full-time teaching faculty and approximately 279 part-time faculty

**Academic Calendar:** two 15-week semesters (fall, spring); two 12-week sessions (fall, spring); one 10-week, one 8-week and two 5-week summer sessions. Classes are conducted weekdays, evenings, Saturdays and online.

## Directions - Youngwood Campus:

**From Greensburg and Route 30:** Take Route 119 South into Youngwood. At the second traffic light, Depot Street, turn left and proceed one mile to the college, located on the right.

**From the New Stanton interchange of the Pennsylvania Turnpike (Exit 8/75):** Take Route 119 North into Youngwood. At the fourth traffic light, Depot Street, turn right and proceed one mile to the college, located on the right.

Westmoreland maintains education centers that serve all of Westmoreland, Fayette and Indiana counties. Day and evening classes are conducted at Murrysville, Export; Fayette, Uniontown; Indiana, Indiana; Latrobe, Latrobe; and New Kensington, New Kensington. In addition, online courses are offered to students at these sites. Student services such as counseling, advising and financial aid are also available at scheduled times. Students can also pay tuition and fees and purchase textbooks at the centers.

## Westmoreland-Murrysville

Westmoreland-Murrysville is located at 6707 Mellon Road near Murrysville. The center houses traditional classrooms, a distance learning classroom, a computer laboratory, a science laboratory, accommodations for workforce development training, a student lounge with Wi-Fi and offices. 724-327-8090

**DIRECTIONS: From Greensburg:** Take Route 66 North to Route 22 heading west toward Pittsburgh. At the third traffic light, turn left onto Mellon Road and proceed approximately 1.5 miles to the Murrysville Center on the left.

**From Murrysville:** Take Route 22 East toward Delmont. Turn right at the intersection onto Mellon Road and proceed 1.5 miles to the Murrysville Center.

**From Harrison City:** At the intersection of Route 130 and Harrison City Export Road, travel north on Harrison City Export Road 3 miles. Bear right onto Mellon Road past the entrance to Westmoreland Country Club and proceed approximately 1 mile to the center on the right.

## Westmoreland-Latrobe

Westmoreland-Latrobe is located at 130 Depot Street, Latrobe. The new center houses traditional, computer and multipurpose classrooms; a Collaborate classroom; allied health and science labs; student study areas; a conference room and administrative offices.

**DIRECTIONS: From Route 30:** Take Route 981 North toward Latrobe (Route 981 becomes Lloyd Avenue). Cross the bridge and bear right onto Main Street then take the first left onto Jefferson Street. Turn left onto Depot Street. The center is on your right.

**From Route 22-New Alexandria:** Take Route 981 South and turn right onto PA 981/Industrial Boulevard at the traffic light. The center is on your right at the intersection of Depot and Jefferson streets.

# ABOUT THE COLLEGE

## Westmoreland-New Kensington

Westmoreland-New Kensington is located at 1150 Fifth Avenue in downtown New Kensington. The center contains traditional classrooms, computer classrooms/labs, a science lab, administrative offices and a student lounge. The center is also home to PA CareerLink - Alle-Kiski, which provides services to the unemployed. 724-335-8110

**DIRECTIONS: From C. L. Schmitt Bridge:** At the second traffic signal, turn left onto 4th Avenue. Follow 4th Avenue up to 11th Street and turn right. Turn left onto 5th Avenue. Westmoreland is located on the right.

**From Greensburg Road:** At the Parnassus Intersection (CVS) proceed straight through the traffic signal onto Industrial Boulevard. Stay on Industrial Boulevard through town and pass the C. L. Schmitt Bridge. At the stop sign, go straight and make a right onto 11th street (in front of the UniFirst). Proceed through first stop sign and turn left at the following stop sign onto 5th Avenue. Westmoreland is located on the right.

**From Vandergrift/Leechburg:** Follow Rte. 56 toward New Kensington. Turn right onto 7th Street (next to Valley High School track) and proceed straight to first traffic signal. Turn right onto Freeport Road and proceed to next traffic signal. Turn left onto Locust Street, cross the viaduct to next stop sign. Turn right onto 5th Avenue. Westmoreland is located on the right.

## Westmoreland-Advanced Technology Center

The Westmoreland-Advanced Technology Center, located in RIDC-Westmoreland at 1001 Technology Drive in Mt. Pleasant, provides state-of-the-art classrooms, labs featuring specialized equipment for hands-on training and open, flexible instructional space for collaborative learning. In addition to housing the workforce development programs, the center provides advanced training for the region's employers. 724-925-4269

**DIRECTIONS: From New Stanton:** Take I-70 East toward US-119/Greensburg. Take Exit 1 to merge onto US-119 South toward Connellsville and then exit on Technology Drive. Proceed to traffic light and turn left (intersection of Old 119/State Route 3093) and then make the first right into facility.

**From Greensburg:** Follow US-119 South/South Main St. Take the exit to stay on US-119 South toward Connellsville and exit on Technology Drive. Proceed to traffic light and turn left (intersection of Old 119/State Route 3093) and then make the first right into facility.

**From Pittsburgh:** Take I-376 East toward Monroeville then get on I-76 East. Take Exit 75 for US-119/PA-66 toward Greensburg. Take Exit 1 to merge onto US-119 South toward Connellsville Exit on Technology Drive. Proceed to traffic light and turn left (intersection of Old 119/State Route 3093) and then make the first right into facility.

## Westmoreland-Public Safety Training Center

Designed for firefighter, police and emergency services personnel, the center is located in South Huntingdon Township. The facility features a six-story tower with an attached 2 1/2 story residential building that simulates industrial, commercial and residential structures. Also on site are a classroom/administration building, class A live burn building, outdoor firing range, rubble pile, outdoor training props and pond. 724-872-2447

**DIRECTIONS: From I-70 W (New Stanton and PA Turnpike, exit 75):** Take I-70 West 8 miles from New Stanton to the Smithton exit (no. 49). Exit, and turn left at the stop sign onto Fitz Henry Road. Proceed 1 mile and turn right onto Reduction Road. Proceed 1 mile to the PSTC entrance on the left.

**From I-70 E (Belle Vernon and I-79):** Proceed on I-70 East to the Smithton exit (no. 49). Exit and turn left at the stop sign onto Fitz Henry Road. Proceed 1 mile and turn right onto Reduction Road. Proceed 1 mile to the PSTC entrance on the left.

## Westmoreland-Fayette County

Located at the Fayette County Community Action Agency Inc. Campus in Uniontown, Westmoreland-Fayette County houses two traditional classrooms, a computer classroom, a videoconferencing classroom and administrative offices. 724-437-3512

**DIRECTIONS: From U.S. 119 South:** Take the PA Route 51 ramp to Pittsburgh Street. Turn left on Route 51 South/Pittsburgh Road and continue to follow Route 51 South. Turn left onto W. Penn Street and then turn left onto North Beeson Boulevard.

**From PA 21 Roy E. Furman Highway:** Turn right onto US 40 East. Turn left onto Beeson Boulevard.

## Westmoreland-Indiana County

Westmoreland-Indiana County is located at 45 Airport Road, Indiana, near the Jimmy Stewart Airport. Easily accessible from routes 286 and 119, the center contains a computer lab, a nursing lab, six classrooms, an office and a student lounge. 724-357-1404

**DIRECTIONS: From Punxsutawney:** Take Route 119 South to the Clymer/Indiana Exit and exit at Clymer Route 286. At the end of the exit ramp, turn right onto Airport Road. Continue approximately 100 yards and turn left into the parking lot.

**From Blairsville:** Take Route 119 North to the Clymer/Indiana Exit and exit at Clymer Route 286. At the end of the exit ramp, turn right onto Airport Road. Continue approximately 100 yards and turn left into the parking lot.

# ENROLLMENT INFORMATION

## Enrollment Made Easy

To help students re-enroll each semester, the following points should be taken into consideration registering for classes:

1. Complete a scholarship application at [www.westmoreland.edu/scholarships](http://www.westmoreland.edu/scholarships). Students that have questions about financial aid or scholarships should email [financial\\_aid@westmoreland.edu](mailto:financial_aid@westmoreland.edu).
2. Apply for financial aid starting in October of the year prior to starting classes.
3. Visit [www.westmoreland.edu/paymentplan](http://www.westmoreland.edu/paymentplan) to explore payment plan options.
4. Access Student Planning via the My.Westmoreland portal and build out a sample semester and academic plan.
5. Contact your advisor to help with enrolling for upcoming semesters. They can assist with program evaluations in the proper selection of courses.
6. Buy books at the Bookstore early - especially if using financial aid to purchase books.
7. International students must submit official English-translated academic credentials, TOEFL scores of 61 or higher (TOEFLiBT), a statement of financial support for the entire period of enrollment and provide documentation of immigration status.

## 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 My.Westmoreland portal under "Student Resources." It is the responsibility of each student to keep his/her personal data record updated.

## Financial Aid

Financial aid helps students and their families pay for college. This financial assistance covers educational expenses including tuition and fees, room and board, books and supplies, and transportation. There are several types of financial aid, including grants and scholarships, work-study positions and loans. Financial aid awards may include a combination of the various types of aid.

The Financial Aid Office has professional staff members to administer the aid programs and advise students and their families regarding the financial aid and scholarship opportunities available to them.

### Basic Eligibility Criteria

To be eligible for financial aid, you must demonstrate that you are both qualified to enroll and have the ability to benefit from a post-secondary education.

The ability to benefit requirement can be satisfied one of the following ways:

- Graduated from a U.S. High School, have a copy of your official final high school transcript sent or faxed to the Westmoreland County Community College's Admissions Office.
- Copy of your official GED.
- If you graduated from a foreign high school, bring in a copy of your original high school transcript.
- If you have attended another college and satisfactorily earned six credit hours of college credit prior to the Fall 2012 semester, have your official transcript sent to the Admissions Office.
- If you have an academic transcript that you have successfully completed at least two-year program that is acceptable for full-credit towards a bachelor's degree.



# ENROLLMENT INFORMATION

## Additional Eligibility Requirements:

- Be a citizen or eligible non-citizen of the United States
- Be enrolled in a degree, diploma or certificate program
- Be registered with Selective Service if male
- Be in good academic standing and maintain satisfactory academic progress according to college, state and federal regulations
- If you are attending two schools at the same time, you may only receive financial aid at one school. You may wish to pursue a consortium agreement to acquire funding for both colleges. Please check with a Financial Aid staff member

## How to Apply

For the 2018-2019 academic year, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Step 1:** Complete the Westmoreland County Community College Admissions application online.

**Step 2:** Complete the Free Application for Federal Student Aid (FAFSA) online: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure you have all required documents to complete the FAFSA, including our Federal School code (010176) and you/your parent's FSA ID and password.

**Step 3:** If selected for verification, you will be required to turn in additional documentation to the Financial Aid Office.

What is verification? Verification is a random process by the Department of Education that requires the campus you will be attending to verify that the information you reported on the FAFSA matches the Federal tax returns that you, spouse and/or parents filed, and any other documentation that may be required.

When you receive your Student Aid Report (SAR), it will show that you have been selected for verification, or you may check the My.Westmoreland Portal. If you are selected, you are required to submit a verification worksheet, copy of your Federal tax return transcript, and/or other supporting documentation as requested by the Financial Aid Office. Before a financial aid award can be determined, your file will need to be completed and verified. Failure to submit the documents will result in your financial aid being closed and no award being issued.

If there are corrections that need to be made to your FAFSA, your information will be resent to the Federal processors to be recalculated.

The Priority Date to have everything completed for Westmoreland County Community College is May 15. All federal verification documents should be submitted no later than July 1 to ensure on-time packaging.

## Tips for completing the FAFSA:

- Make sure to include the Federal School Code (010176)
- Make sure to sign your application or include your FSA ID and your parent's FSA ID when filing electronically
- Keep a copy for your records

## Minimum Standards of Academic Progress for Financial Aid

Federal and state regulations governing student financial aid require that an institution develop standards to measure academic progress toward a degree. All students will be monitored for financial aid satisfactory academic progress (SAP) whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. You will not be eligible for financial aid if you do not meet the financial aid SAP requirements. In order to maintain SAP for financial aid eligibility, students must meet four standards: a 2.0 GPA requirement, a 67% pace requirement, a minimum cumulative unit requirement and a maximum time-frame requirement (150% for your degree-seeking program of study).

## Standards of Academic Progress

All students are expected to maintain satisfactory academic progress. Satisfactory academic progress requires maintaining a cumulative grade point average of 2.0 or higher. Failure to maintain satisfactory academic progress will result in an Unsatisfactory Academic status and suspension from receiving additional financial aid. Students have the right to appeal the suspension of financial aid. A written appeal must be submitted to the financial aid office stating the reasons for not maintaining satisfactory academic progress. The appeal, academic plan and all supporting documents will be reviewed by the Financial Aid SAP Appeals Committee in the order in which they are received. The committee will notify the student of its decision in writing. Students whose appeal is approved will have their aid reinstated for the upcoming term. This term will be called Probation as their continuing eligibility will be determined after their Probationary term is over.

# ENROLLMENT INFORMATION

## Grades and Grade Points

Letter grades are assigned to inform students how well they have learned the material in their course(s). For each letter grade there is a corresponding number called grade points. The table below shows the grades and their grade point equivalents.

### Academic Grade Achievement Grade Points

#### Evaluative Symbols

A Excellent = 4.0

B Good = 3.0

C Satisfactory = 2.0

D Passing (Less than satisfactory) = 1.0

F Failing = 0.0

N Failing due to lack of academic-related activity = 0.0

#### Non-evaluative Symbols

I Incomplete

IP In Progress

W Withdrawal

M Military withdrawal

MW Medical withdrawal

**The Grade Point Average (GPA)** is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of credit hours attempted.

Developmental credits do count for the calculation of Satisfactory Academic Progress and are included in the metrics for the calculation of cumulative GPA, completion rate and Maximum Time Frame. Maximum of 30 attempted Remedial credits are funded with federal financial aid.

**All Repeated courses** will be counted in the total number of attempted credits for SAP calculation.

**Transfer credits** accepted by Westmoreland County Community College will be included in overall attempted credits, but not the GPA calculation.

Incomplete coursework will be considered as courses attempted, but not successfully completed.

### Satisfactory Academic Progress Review

Students are evaluated at the end of each academic term (fall, spring and summer). The review process will assign a status for each student of:

- **Satisfactory:** Student has met progress standards and is eligible for aid for the following semester or academic year.
- **Warning:** Student has NOT met progress standards, but may continue receiving federal aid. Student is encouraged to seek tutoring to assist with the improvement of his/her GPA and progress. A student in the 'Warning' category is calculated based on cumulative evaluation through prior term enrollment.

- **Unsatisfactory:** Students who fail to meet the conditions of a warning, which are to maintain a minimum cumulative GPA of 2.0 and a minimum cumulative completion rate of 67%, will be placed on suspension. Students who are placed on suspension forfeit their financial aid. A student may either appeal to have their financial aid eligibility reinstated, or may notify the Financial Aid Office when they are meeting the Satisfactory Academic Progress policy so that their financial aid eligibility can be evaluated.
- **Maximum Time-Frame:** Student is no longer eligible to receive Federal or State financial aid due to having exceeded the maximum allowed credits for earning his/her program of study. Up to 30 remedial credits are removed from the total hour calculation for the maximum time frame equation for 150%.
- **Probation:** Students on Unsatisfactory or Maximum Time Frame have had their SAP Appeal and Academic Plan approved by the Satisfactory Academic Progress Appeal's Committee for financial aid reinstatement. Probation occurs when a student is now meeting the financial aid Satisfactory Academic Progress policy at the end of the probation period (semester); or the student adheres to the financial aid student academic plan.
- **Continued Probation:** Students may remain on Continued Probation status for an additional term as needed to raise their cumulative GPA above a 2.0, as long as they maintain a 2.3 term GPA each semester and complete six credit hours in the Fall and Spring and 3 credit hours in the Summer. Students with a completion rate of less than 67% must complete all attempted classes during the probation period. That means that each continued probation student would have to make a 2.3 GPA in the classes they are currently enrolled in and not withdraw or make failing grades. The student will be cleared from probation when their cumulative GPA reaches a 2.0 or higher and/or their completion rate is 67%.
- **Denied:** If the appeal is denied by the SAP Appeal's Committee, no further financial aid will be awarded to the student until the conditions of the SAP policy have been met. The student will be responsible for the payment of all tuition, fees, book charges, and any other costs associated with enrollment.

## Appeal/Review Deadlines

Students wishing to appeal their SAP status of "Unsatisfactory" or Maximum Time Frame" must submit their SAP appeal form with supporting documentation to the Financial Aid Office no later than the Census date for each term.

## Student Right-to-Know

Pennsylvania's Right to Know Law took effect January 1, 2009. The law concerns public access to records at public institutions and government agencies. The most significant change in the law is that the burden of proof is now on the institution or agency to show why a record should not be released.

The law does not overrule existing laws such as the Family Educational Rights and Privacy Act (FERPA) or the Health Insurance Portability and Accountability Act (HIPAA) that limit access to certain records. In addition, 31 categories of records are exempt under the law. To find the exemptions, visit [https://www.dced.state.pa.us/public/oor/pa\\_righttoknowlaw.pdf](https://www.dced.state.pa.us/public/oor/pa_righttoknowlaw.pdf), go to Chapter 7. Procedure, Section 708. Exceptions for public records.

Before submitting a request, please note:

- Requests must be in writing via either hard copy or email. Submit a request online via email.
- Requests for information must be specific as to the record(s) desired. A reason for the request is not required.
- Request must be submitted to the Right to Know Officer:
  - Lauren M. Farrell, Director/Human Resources & Assistant to the President
  - Mailing Address: 145 Pavilion Lane, Youngwood, PA 15697
  - Email: [righttoknow@westmoreland.edu](mailto:righttoknow@westmoreland.edu)
  - Telephone: 724.925.4079
  - Fax: 724.925.3481
- A response to the request will be issued within five (5) business days from the time it was received by the Open Records Officer.
- The requester may be charged duplication and postage fees in keeping with the standards set by the Office of Open Records. Prepayment may be required if fees are expected to exceed \$100.
- For more information about the new Right to Know Law, visit <https://openrecords.state.pa.us>.

## Crime Statistics/Reporting

Westmoreland County Community College adheres to the Student's Right-to-Know and Campus Security Act (Public Law 101-542). Crime statistics may be found at [www.westmoreland.edu](http://www.westmoreland.edu) under Security and selecting Clery Report. In compliance with Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college collects and reports specific information on campus crime statistics and campus security policies in the Annual Security Report. This federally mandated report is designed to assist students, prospective employees and the public in being aware of institutional security policies and procedures.

Under the federal Campus Sex Crimes Prevention Act, any person who is required to register with the Commonwealth as a sex offender under Pennsylvania's Megan's Law requirement must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community how to obtain information on current registered sexual offenders and predators residing within the campus community. Information regarding registered sex offenders residing around the college campus and education centers may be obtained by visiting the Pennsylvania Megan's Law website at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

Some school applicants are asked about their criminal history and federal law requires certain disclosures on financial aid forms. Failure to provide such information when required for specific education programs may impact a student's ability to participate in the education program.

All prospective employees are also screened in state and federal criminal records databases and the state child abuse registry consistent with the requirements of Act 153.

## Student Identification Cards

Student photo ID cards are provided free of charge to all currently registered credit students. ID cards are issued at the Student Services Success Center or any education center during normal business hours. Students should keep their ID cards for all future semesters. Lost cards are replaced at the Student Services Success Center.

## Educational Planning

Pathways Advisors help students in choosing an appropriate program of study and develop a schedule of classes for their first semester based upon placement assessment scores and life goals. Students receive information about the advising sessions after they submit their application for admission to the college.

Students will be assigned either a counselor or Pathway Advisor. That student will remain with the person assigned until they complete 24 credit hours. After the completion of 24 credit hours, students will be assigned a faculty advisor. In some degree programs, students will have a counselor/ advisor and faculty advisor from the beginning.

The student and faculty advisor relationship should focus upon completion of degree requirements and helping the student to achieve their career goals.

## Counseling

The counseling staff at Westmoreland helps students adjust to college life. Counselors are available to provide assistance with academic or personal difficulties which may hinder students' educational progress. Among the most common reasons students seek counseling are:

- Academic advising and planning
- Assistance in transferring to a four-year college or university
- Career information and planning
- Services for students with disabilities
- Personal concerns
- Probation counseling
- Crisis management

Counseling is confidential and free.

## Career Planning

A staff of professional counselors and Pathways Advisors are available to assist students in career planning and decision-making. The online version of the COPSsystem (Career Occupational Preference Survey) is an assessment tool that can be used. The student and counselor can review the test results. Together they can develop an educational plan that will assist students as they work toward their career goals. In addition, students are encouraged to work with the staff of the Career Development Center who can also assist with career planning and educational goals.

## Transfer Services

A transfer counselor's role is to help you determine the academic requirements of the transfer institution and to select coursework at Westmoreland that will meet those requirements. It is important to make sure you communicate with a transfer counselor every semester to ensure you have access to the most recent information. Those who plan to continue their education after completing coursework at Westmoreland should contact a transfer counselor in the Student Services Success Center. In addition, students should be in contact with the admissions department where they hope to transfer to determine appropriate course work.

## Special Services

The Act 101, KEYS and Student Support Services programs help students make a successful transition to college life.

### Act 101

The Higher Education Equal Opportunity Program Act 101, established by the Commonwealth of Pennsylvania in 1971, provides counseling, tutoring, and other supportive services and resources for students so that they can succeed in college and reach their goals. The Westmoreland ACT 101 Program is located in the Student Services Success Center in Founders Hall at the Youngwood campus.

To be eligible for ACT 101, Westmoreland's ACT 101 participants must be full-time residents of Pennsylvania, meet income criteria and have academic potential.

For more information about Westmoreland's ACT 101 program, call 724-925-4000, email [act101@my.westmoreland.edu](mailto:act101@my.westmoreland.edu), or stop by the Student Services Success Center.

### KEYS Program (Keystone Education Yields Success)

KEYS is a collaboration between the Department of Human Services and the Pennsylvania Commission for Community Colleges. The KEYS Program assists those receiving TANF (Temporary Assistance of Needy Families) and/or SNAP (Supplemental Nutrition Assistance Program) while completing their course of study at Westmoreland County Community College.

The Benefits of Participating in the KEYS Program include:

- Referrals for academic support
- Assistance from a student facilitator to help you achieve your educational goals
- Connections to other community service agencies
- Advocacy to your county assistance office
- Assist you in obtaining supportive services available through your county assistance office
- Incentives, available based upon grant funds

### TRIO (Student Support Services)

TRIO/Student Support Services is a federally funded academic support program that strives to help students succeed in college, continue to enroll in classes and to reach their goals of graduation and/or transfer to another institution. To be considered eligible for program services, a student must be a first-generation college student, meet income criteria or have a disability.

To learn more or to apply for the program, stop by the TRIO offices in Founders Hall 565, email [trio@my.westmoreland.edu](mailto:trio@my.westmoreland.edu) or call 724-925-4006.

### Services for Students with Disabilities

The Disability Services Office offers support and guidance to both prospective and currently enrolled students with disabilities. Services and accommodations are offered to ensure that students have access to both college programs and facilities in accordance with all applicable laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

# STUDENT SUCCESS

Accommodations provided to students are based on individual needs, documentation provided and the impact of the disability on the academic environment. Students requesting accommodations or disability-related support should contact Lauren Eicher, counselor, Disabilities and Student Behavioral Intervention Services at 724-925-4000 or eicherla@westmoreland.edu. All information provided is confidential.

## **Pennsylvania Office of Vocational Rehabilitation (OVR)**

The OVR provides assistance to students who have disabilities that would normally impair their chances of obtaining occupational training and employment. To apply, students must complete the Free Application for Federal Student Aid. Additional information is available from the OVR offices in Pittsburgh, Johnstown and Washington and from the Student Services Success Center.

## **College Learning Center**

The College Learning Center (CLC) offers Westmoreland students tutoring and other educational services which are essential to academic success.

## **Tutoring**

Tutorial services for credit courses are available through the College Learning Center (CLC) at no cost to students. Tutoring sessions are conducted on a limited individual or small group basis. A staff of professional, peer and volunteer tutors can provide students with assistance. Tutoring for various general courses such as math, reading/writing, biology and psychology is available. Assistance for other subjects varies and may not be available for all courses. Please check with the CLC to find out what subjects can be supported.

Tutors can also assist students to develop the necessary study skills needed to improve classroom performance. Students are welcome to utilize any handouts or to take the Learning and Study Strategies Inventory (LASSI) that we offer. Testing Services

The CLC offers testing services for make-up exams. A valid Westmoreland student ID card is required to take an exam in the CLC. All other items must be placed within a locker that requires a quarter deposit. Personal property cannot be left in the CLC. Appointments are necessary and must be made 24 hours in advance. All tests are filed under the instructor's last name; therefore, students should know their instructor's name prior to making an appointment. Following these procedures will help to provide an efficient and effective testing service. Enforcement of the Academic Dishonesty Policy will be observed by the CLC staff. Students who have been found responsible for violating the policy may not be permitted to test in the CLC for the remainder of the academic school year.

## **Computer Resource Center**

The Computer Resource Center (CRC) is equipped with several computers, two printers and a scanner. Computers are loaded with the latest software and the lab is staffed by trained professionals. The center maintains a quiet atmosphere where students can come to study, print class materials and get technical assistance.

## **Veterans Benefits**

Westmoreland welcomes and honors the men and women who have served our country. As a veteran, a student may be eligible for educational benefits through numerous GI Bill Programs:

- The Post 911 GI Bill offers Higher Education and training benefits to veterans, service members and their families who served after Sept. 10, 2001.
- The Montgomery GI Bill assists active duty and reservists.
- The Dependents Educational Assistance Program offers education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or of veterans who died while on active duty or as a result of a service-related condition.

Students may not be eligible for Veterans Educational Benefits for the following reasons:

- Program of study must be approved by the VA
- Satisfactory Academic Progress
  1. Maintaining a GPA of 2.0 or better
  2. Successfully completing a minimum of 67% of all attempted credits
  3. Must complete a program of study within 150% of the credits required to graduate
- All courses must go toward the student's degree requirements.

Contact the VA Certifying Official in the Financial Aid Office at 724-925-4063 for further information or if you need assistance in applying. Questions regarding compensation, pension, home loans and Vocational Rehabilitation should be directed to the Pittsburgh Regional Office at 1-800-827-1000.

## **Career Development and Placement Center**

Founders Hall, Room 130 • 724-925-4058

Students seeking career information, working to gain experience in their major, or conducting a job search, can get assistance through the Career Development and Placement Center. The center offers a variety of activities for students and alumni that encourage career awareness and promote job-search readiness.

Services include:

- Career Exploration
- Career Resource Center
- Internships/Internship Placement
- Job Shadowing
- Workshops
- On-Campus Recruiting
- Career Fairs
- Career Management Software/Job Postings (College Central Network)
- Reference USA Job Search Software
- Career Planning and Job Search Software

## Child Care/Preschool

The Campus Children's Center is located at the Youngwood campus. The center operates a childcare/preschool program for children ages 3-6 years, Monday-Friday, 7 a.m.-5 p.m., following the class schedule of the college. The center also operates a preschool program 9 a.m.-noon daily. The center offers a school-age program during the summer for children 3-10 years of age. Campus Children's Center programs are licensed by the Pennsylvania State Department of Human Services. It serves students, faculty and staff, as well as community families. Childcare and preschool fees are based on an hourly rate each semester.

The center offers parents a safe, nurturing and creative educational environment for their children. The Campus Children's Center has earned the STAR 4A rating by the Pennsylvania Keystone STARS Child Care Program. STAR 4A status is the highest rating possible for child care centers in Pennsylvania. The Campus Children's Center has also achieved accreditation by the National Association for the Education of Young Children (NAEYC). For more information or to register your child, call 724-925-4156.

## Distance Education

Westmoreland County Community College understands that balancing college with other responsibilities is challenging. Our online/distance learning courses offer a complementary alternative to the traditional learning environment. These modes of learning allow students from any location to use state-of-the-art interactive web conferencing technologies and a course management system at convenient times and locations for the student. This environment provides a flexible and engaging learning environment for students with a rigorous schedule.

Westmoreland currently uses Blackboard Learn as a learning management system and Blackboard Collaborate for web conferencing. The various course formats offered are detailed below:

Online courses are conducted online via a course management system. Students have the options of using a personal computer at home, campus lab, library or at a preferred location. Students will interact with their instructor and classmates remotely via discussion boards, assignments, group projects and adhere to deadlines set within the course. Online courses may require proctored exams at the discretion of the instructor. Courses are indicated by ending in W\_ (Course code example: EDU 200 WA).

Blended (Hybrid) courses meet real-time in a face-to-face setting, on ground, at a predetermined classroom location, date and time. Instruction is split between learning activities online and in a specified location, based on subject matter. Students and instructors will meet in a face-to-face classroom/lab setting at least once a week and complete work asynchronously (outside the classroom) for the remaining class time. A portion (no more than 50%) of the planned instruction and testing will occur outside of the classroom, when the students and instructor(s) are not in the same place. Courses will utilize a course management system and other technologically-enhanced components. Courses are indicated by ending with B\_ (Course code example: PDV 101 BA).

Web Conferencing courses are conducted real-time in a face-to-face setting at specific dates and times, involving two or more locations. Courses may be offered at the Youngwood campus or at college education centers (Westmoreland-Fayette County, Westmoreland-Indiana County, Westmoreland-Latrobe, Westmoreland-Murrysville, and Westmoreland-New Kensington). Instructors may alternate instructing from each location, communicating through a TV monitor, microphone or telephone conferencing system. Students may attend at any of these locations and will see and speak with the instructor and students at all sites in real time. A learning management system and web conferencing technology will be utilized. Courses are indicated by ending in \_0 (Course code example: ALH 120 30-New Kensington).

Live Interactive courses are live streamed, real-time courses that allow students to meet via video chat. Students may login to these courses from home, a library or computer lab and utilize chat, audio and video to communicate with their instructor and peers. Some instructors may teach from a classroom at a Westmoreland location, allowing the student to attend either from home or in person. This method is supplemented by Blackboard, which is an online classroom that houses assignments, content, activities and grades. For the best experience, students are required to have access to a camera, microphone and audio. Courses are indicated by ending in WZN (Course code example: ALH 120 WZN).

Blended-Live Interactive are courses where half of the content is delivered online and half via web conferencing. These are similar to traditional blended courses, with the exception being that the face-to-face component is replaced with live-streamed video meetings. Students may log in to these courses from home, a library or computer lab and utilize chat, audio and video to communicate with their instructor and peers. Some instructors may teach from a classroom at a Westmoreland location, allowing the student to attend either from home or in person. This method is supplemented by Blackboard, which is an online classroom that houses assignments, content, activities and grades. For the best experience, students are required to have access to a camera, microphone and audio (Courses are indicated by ending in BWZN (Course code example: BUS 120 BWZN).

Contact our Director of Distance Education/Learning Resources at 724-925-4144 with questions regarding distance education courses.

If you are in need of assistance with your online classes, contact [blackboardsupport@westmoreland.edu](mailto:blackboardsupport@westmoreland.edu) or call 724-925-4144 to request assistance.

If you are taking Web Conferencing courses and are attending the Youngwood campus, the Web Conferencing room is located in Room 4404 of the Business and Industry Center.

Our Blackboard Student Support site is located at: [https://westmoreland.edu/blackboard/getting\\_started.html](https://westmoreland.edu/blackboard/getting_started.html).

This site is helpful to students for "Getting Started, Basic Skills and Requirements, How do I?" Technical Support, FAQ, and Web Conferencing Technology questions.

For more information about technical requirements and technology needed for online instruction, go to the college website: <https://westmoreland.edu/pages/future-students/considering-distance-education/technical-resources-requirements/>.

## Library

The library's print, audiovisual and digital collections are selected to support the college curricula and to provide materials for leisure reading and viewing. Collectively, these include 30 databases containing thousands of digital journal articles and eBooks, over 25,000 print books, a growing collection of graphic novels, many instructional DVDs, and over 3,000 DVDs in our Movie Collection. A qualified professional staff is available during library hours to assist students in the use of library materials. Students may also email [library@westmoreland.edu](mailto:library@westmoreland.edu) for further assistance. Student must present a current student ID card to borrow materials.

### Student Access to Library Resources

All Westmoreland students have access to the library's print and audiovisual materials at the Youngwood campus. Students who take classes exclusively at education centers may make requests through the library's catalog located on the [mywestmoreland](http://mywestmoreland.edu) portal, by telephone or email. Materials are delivered via courier to the appropriate education center. All currently registered students also have access to the digital resources to which the library subscribes by logging in to the [mywestmoreland](http://mywestmoreland.edu) portal. The college participates in the Westmoreland County Academic Libraries Reciprocal Borrowing Program which provides the opportunity for students to borrow library materials directly from the following libraries: Saint Vincent College, Seton Hill University, and the University of Pittsburgh at Greensburg. Students must present a valid Westmoreland student ID card when requesting borrowing privileges or reference assistance. Students may also borrow from Penn State libraries if they are Pennsylvania state residents and are issued a Resident Borrowers card by any Penn State library. The library also participates in regional and national consortia which facilitate interlibrary book lending and interlibrary photocopy services for materials not held locally.

## Bookstore

The college bookstore operates for the convenience of students, faculty and staff. In addition to textbooks and supplies for classes, the bookstore stocks stationery, clothing and gift items.

Prior to the start of each semester, the bookstore publishes a list of required books and their prices for each course, and monthly hours of operation. Students may obtain this information by accessing our website at [westmoreland.edu/bookstore](http://westmoreland.edu/bookstore), or visiting the bookstore and providing the course code. The bookstore accepts payment by cash, check, financial aid, MasterCard, or Visa. Financial Aid can be used one (1) week before the start of classes.

Students attending classes at the education centers may purchase their textbooks by using the main campus bookstore in Youngwood. If unable to do so, students should contact their education center or visit [westmoreland.edu/bookstore](http://westmoreland.edu/bookstore) for alternative options.

Refunds on textbooks are allowed only under certain circumstances; requests for refunds must be accompanied by receipts and, if appropriate, a copy of the student's drop form. Copies of the complete bookstore return policy are printed on the back of each bookstore receipt.

Information regarding the bookstore is available online at [westmoreland.edu/bookstore](http://westmoreland.edu/bookstore).

## College Closing/Class Cancellation Information

Information on class cancellations and college closings due to inclement weather or other emergency situations is available to all students through a variety of sources. Students can sign up to receive emergency notifications via text messaging and email through [my.westmoreland.edu](http://my.westmoreland.edu) under the "Emergency Alerts" button. Credit students are automatically signed-up for email alerts that go to their [my.westmoreland.edu](http://my.westmoreland.edu) account but must add additional email accounts or phone numbers to receive text messages.

Emergency alerts also appear on the college's website at [westmoreland.edu](http://westmoreland.edu) and Westmoreland's Facebook and Twitter pages.

Emergency notifications are available on local television and radio stations. Information on specific TV and radio stations is published in the College Closing/Class Cancellation Guide located at [My.Westmoreland.edu](http://My.Westmoreland.edu). Log in to your [My.Westmoreland](http://My.Westmoreland.edu) account, go to "Popular Links" and select "Student Resources." The guide is located under "Document Downloads."

# STUDENT SUCCESS

## The College Closing/Class Cancellation Guide contains important information regarding:

- College Closing
- Education Center Closing
- Class Cancellation/Late Opening
- Campus Children's Center
- Parking & Alternate Routes to the Youngwood Campus
- Email & Text Notifications
- College Closing Information Sources

As road conditions vary widely during inclement weather, students are advised to use their own judgement in deciding whether to attend class.

## MyWestmoreland Portal

The MyWestmoreland portal (<https://my.westmoreland.edu>) offers access to a variety of college online services, including email; WebAdvisor, which allows students to register for classes, pay for tuition and access grades and transcripts; Blackboard, for online courses; Campus Announcements, News and Events and information on Student Life/Athletics.

## Bulletin Boards

The campus and education center bulletin boards are one of the main sources of information for students. Students may post signs and notices on the activities boards following the stamped approval by the Student Government Association. There are restrictions regarding sign size and content. Posting is permitted only on the bulletin boards. To obtain posting approval or more information, contact the Student Life Office in Founders Hall, Room 250 or call 724-925-4055.

## Wireless Internet

Westmoreland has free Wi-Fi access available on all college locations. Students may connect devices via the student network by accessing the "Westmoreland - Student" SSID. Students can use their college username and password to gain access to the internet. Guests of the college can access free Wi-Fi by accessing the "Westmoreland - Guest Wi-Fi" SSID. After agreeing to the Terms of Service, guests will then be connected to the internet. Assistance can be obtained from the Information Technology Helpdesk by calling 724-925-5921 or email [helpdesk@westmoreland.edu](mailto:helpdesk@westmoreland.edu).

## Transportation

Students are responsible for their own transportation to and from the college. Bus transportation is available via the Westmoreland County Transit Authority and schedules can be obtained by calling 1-800-834-WCTA.

Ride sharing is encouraged and registered carpools are eligible to use specific parking spots on campus. Students needing rides and those willing to provide rides are encouraged to use the college's partnership with CommuteInfo, a program that helps Southwestern Pennsylvania residents find ways to share rides and use transit systems. Visit [westmoreland.edu/commute](http://westmoreland.edu/commute) for more information and to register as a commuter.

## Student Parking

Free ample parking is available for students at the Youngwood campus and the education centers. Students may park only in designated areas. Illegally parked cars will be ticketed and fined. Consistent violators may have grades withheld and be unable to register for additional classes until fines are paid.

Please be aware of the construction areas and signage for where to park on campus. ADA and van-accessible parking is available in all campus parking lots and marked accordingly. Overflow parking when lots are full is available behind Commissioners Hall (Lot F).

## 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	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 Services Success 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.

## Disabled Student Parking

Students who wish to use the disabled student parking areas must have either a valid handicap license plate from the state or a state-issued plaque indicating the individual has a disability. A temporary parking permit may be issued for short-term use only. Students may call the Disability Services Office at 724-925-4121 to discuss individual needs.



## Student Use of Buildings

The Youngwood campus buildings are generally open for student use from 7 a.m. to 10 p.m. Monday through Thursday, from 7 a.m. to 5 p.m. Friday, and from 8 a.m. to 4:30 p.m. Saturday. Student use of the buildings at other times is permitted only with administrative permission. Hours for the education centers are determined by class schedules and vary each semester.

Intercollegiate Athletics, Intramurals and Leisure Programs  
Intercollegiate sports competitions include coeducational golf, men's and women's cross country, men's and women's soccer and women's volleyball in the fall and men's and women's basketball, men's and women's bowling, women's softball, men's baseball and coeducational golf in the spring. The teams compete for honors in the Western Pennsylvania Collegiate Conference and also for regional and national honors that are sponsored by the National Junior College Athletic Association. All student athletes must satisfy the eligibility provisions of the National Junior College Athletic Association and the academic probation policy of the college.

An intramural program, incorporating a variety of sports, is offered for full- and part-time students who wish to enter team or individual tournaments regardless of their ability levels. Offerings are available for women and men as well as in a coeducational format. The key ingredient to participation is interest, not skill level.

The indoor physical education facilities at the college include a gymnasium, auxiliary gym, an indoor jogging track, locker rooms and a fitness center that features a variety of strengthening machines and aerobic equipment. Hours are posted at the gym entrance. Students should check the weekly schedule of events that may close portions of the gymnasium facilities.

The outdoor facilities include softball, baseball and three soccer fields.

Students are encouraged to utilize the facilities for their leisure use so a pattern of lifelong physical fitness is developed. A variety of credit and noncredit physical education courses are scheduled to assist in this endeavor.

Children are not permitted in the gymnasium.

## Lockers

Lockers are located in Founders Hall, Commissioners Hall, Science Innovation Center, and Business and Industry Center. Students may register a locker free of charge and are permitted to use their personal locks. To register a locker, see the Student Life Office in Founders Hall or email [studentlife@westmoreland.edu](mailto:studentlife@westmoreland.edu) with the building name, locker number, and student ID number.

## Food Service for Students

AVI Fresh provides fresh food daily throughout the campus for our students, faculty and staff. In Founders Hall at The Den, Joe's provides flame-grilled burgers, chicken fingers, French fries and grilled chicken sandwiches. Wrapped offers delicious custom-crafted sandwiches and a variety of our signature salads including Chicken Caesar Salad and Turkey Bacon Club Salad. Piazza offers hand-crafted freshly baked pizza with a variety of interesting toppings and healthy options. We feature premium stromboli's and pepperoni rolls stuffed with your favorite ingredients. Our kiosk in Commissioners Hall lobby offers fresh portable meals, snacks, pastries, Starbucks coffee and refreshments.

Westly's Café, located in the South Entrance of Founders Hall, and Up and Atom Café, the newest addition in the Science Innovation Center, offers Starbucks We Proudly Brew products, portable meals, snacks and pastries as well as other cold refreshments.

### Fall & Spring Semester Hours

The Den – Monday-Thursday, 10 a.m.- 2:30 p.m.

Westly's Café – Monday-Thursday 7:30 a.m.- 2:30 p.m.

Up and Atom Café – Monday - Thursday 7:30 a.m. - 7 p.m.,  
Friday 8 a.m. - 2 p.m.

### Summer Semester Hours

Up and Atom Café - Monday-Thursday, 8 a.m.-2 p.m.

Dining cards may be purchased at the Bookstore using financial aid and may be used at any of our locations.

In addition, there are vending services in each building at the Youngwood campus and the Westmoreland education centers.

Café at 145, a mini-restaurant operated by the college's hospitality students and faculty, is also available to students. Café at 145 serves lunch and/or dinner in the Commissioners Hall dining room on designated weekdays during the fall and spring semesters. Seating is limited and reservations are required. Call 724-925-5925 or 724-925-5980 for more information.

# STUDENT POLICIES & PROCEDURES

## Student Life

The Student Life Office provides the foundation for student involvement, promoting personal, social, and intellectual growth through student engagement, leadership development and student focused programming.

To achieve this mission, the department will work to:

- Encourage student involvement/engagement
- Provide learning through experience
- Create a challenging environment that fosters time management and personal accountability
- Strengthen respect for all persons
- Help students work collaboratively with others
- Promote all aspects of community/campus life
- Support programming, leadership development and student organization formation
- Support students in their self-directed activities and events
- Provide social, educational and cultural opportunities for all students

## Student Government Association

The Student Government Association (SGA) is the representative voice of the student body. Executive board officers and senators promote and represent the rights and interests of students. Every student of the college becomes a non-voting member of the Student Government Association upon payment of their student services fee. There are five officers on the SGA Executive Board and a maximum number of senators that match a 1:200 member to student body ratio. The executive board is composed of a student president, vice president, secretary, treasurer and communications officer. The executive board officers are appointed following an application and selection process of the SGA appointment committee. Any student enrolled in a credit program at the college may be eligible to become a SGA senator provided he or she follows attendance guidelines as stated in the Student Government Association Constitution.

The purpose of the Student Government Association is to:

- Encourage superior standards in academics, leadership, loyalty, honesty and mutual respect
- Provide an effective means for students to express their wishes on matters directly concerning them and the college
- Encourage student participation and generate student spirit through supporting college, student organization, and co-curricular activities
- Act in the best interest of the study body at all times and to encourage activities of a social, educational, community service and cultural nature
- Provide a means of communication and representation among the student body, the Student Government Association, student organizations, faculty and the administration of the college
- Provide a basis through which the students of Westmoreland may communicate with the students of other institutions of higher learning

- Recognize and encourage all officially approved student organizations on campus
- Oversee expenditures of funds allocated to the SGA to benefit the student body
- Carry out the provisions of the SGA Constitution

Regular meetings of the SGA are held bi-weekly to discuss issues and concerns that arise within the college community, especially those which directly affect students, and seek solutions to these problems. Each recognized student organization is required to send representation to these meetings, where they are given the opportunity to report on organization issues, activities and seek support for their endeavors. The SGA also adopts practices and procedures that integrate the activities of other student organizations with the total college program and serve as a liaison among students, faculty and administration.

## Cultural Programs

The mission of the Cultural Programming Committee is to expose students and the residents of the communities served by the college to a diversity of cultural experiences, ideas and expressions.

## Prevention and Awareness Committee

The primary focus of the Prevention and Awareness Committee (PAC) is to educate the college community about topics of substance abuse, mental health, and gender violence. PAC seeks to do this by sponsoring educational events on campus and providing support and referrals for students who are dealing with these topics.

## Student Organizations

College clubs provide opportunities for growth in areas of special interest and leadership. Many organizations are centered on areas of study while others are open to all students. All student clubs and organizations must be officially recognized by the Student Government Association and the college. Coordinated through the Student Life Office, the following clubs are officially recognized college student organizations:

### Active Minds

Active Minds at Westmoreland County Community College is the campus chapter of the national organization that works to increase mental health awareness on campus, promote positive mental health, educate peers about the signs and symptoms of mental health disorders, and encourage students to reach out for help when needed.

### American Welding Society

The Westmoreland chapter of the American Welding Society is devoted to promoting welding and related processes, and to supporting all those who contribute to the industry.

### Anime Club

The Anime Club was established for students who enjoy anime. Members of the club watch and discuss anime together, draw anime and write Fan Fictions to share. The Anime Club also hosts movie nights for its members.

# STUDENT POLICIES & PROCEDURES

## **Art Club**

The Art Club provides a forum for students to exchange ideas, learn about their field and showcase artwork. Activities are organized that expand awareness of the art profession and take advantage of cultural events in the area. Numerous field trips are arranged.

## **The Business Society**

The Business Society is dedicated to teaching and providing hands-on experience to business students. Throughout the semester members will help bring awareness and recognition of successful business leaders from around our area, giving students and community members an opportunity to interact and network with one another. Although this was created for business majors, any student can join.

## **Campus Activities Board**

The purpose of the Campus Activities Board (CAB) is to organize, promote and participate in campus activities and social events for all students. Events of a recreational, social, educational, cultural and community-service nature are supported, sponsored, planned and coordinated by the CAB. Membership in this organization is open to all Westmoreland credit students who have interest in activities and social planning.

## **Criminal Justice Fraternity**

The Criminal Justice Fraternity is an outlook organization on legal procedures in the community. It is designed for students interested in law enforcement as a career. The purpose is to familiarize criminal justice students with situations within the environment that they may encounter in the future. Some group projects include visits to a prison, a court trial and a correctional institute.

## **Early Childhood Education Club**

The Early Childhood Education Club is designed to promote community interest and involvement in the field of child care and to give a broader range of knowledge in this career area. The club also helps with community activities involving children.

## **Gaming**

Westmoreland Gaming is dedicated to bringing anyone who plays games together in a fun, collaborative environment. Membership is open to all students. Westmoreland Gaming plays video games, board games, card games, tabletop games and anything else club members wish to play at events each semester. The student organization is also active in the community with a variety of activities aimed at helping others.

## **History Club**

The History Club promotes the study of history by encouraging research and the exchange of learning and ideas among those students who are history enthusiasts. The club provides- ideas outside the classroom for students interested in historical study and debate.

## **Human Services Social Work Club**

The Human Services Social Work Club provides an opportunity for students in the Human Services Social Work program to gain knowledge and experience in the field of human services social work outside of the classroom. Members participate in community service projects. They also participate in educational opportunities and networking events with professionals in the community.

## **NSNA/SNAP - Westmoreland Chapter**

NSNA (National Student Nurse Association) is a national professional organization open to all student nurses. SNAP (Student Nurse Association of Pennsylvania) is a state professional organization for student nurses. Students on both levels are invited to join the professional groups. Students participate in health education activities and work toward promotion of nursing as a profession. They participate at the regional, state and national level by attending workshops and conventions that focus on current professional interests and concerns.

## **Phi Theta Kappa**

Phi Theta Kappa is the only nationally acclaimed honor society serving America's two-year colleges and associate degree granting institutions. Election to the honor society is open to any student who has completed at least 12 credit hours (either full- or part-time) at Westmoreland. Candidates must possess a cumulative grade point average of 3.5 or better in order to be considered for selection. The purpose of the society is to recognize academic excellence among students in two-year colleges, provide opportunities for intellectual interchange and assist those seeking to transfer to four-year institutions. Phi Theta Kappa also offers scholarship opportunities, student directed honors projects and the chance to attend regional and national meetings of the society.

## **Reach Out Christian Club**

The purpose of the ReachOut Christian Club is to unite Christians from all denominations to support one another in their faith and to learn more about God through various Bible studies that meet the interests and needs of college students. ReachOut holds a weekly prayer and Bible study, participates in community service and plans other events for members. The club also finds opportunities to share their faith with the rest of the student body.

## **Sigma Alpha Pi (National Society of Leadership and Success)**

The National Society of Leadership and Success, Sigma Alpha Pi, is the nation's largest leadership honor society. Membership is open to any student with a one-time membership fee. In addition to honorable distinction, the society provides a step-bystep program for members to build their leadership skills through participation at Westmoreland or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders on campus. Membership is for life and provides access to benefits including scholarships.

# STUDENT POLICIES & PROCEDURES

## **Student American Dental Assistants Association**

The Student American Dental Assistants Association is an organization composed of dental assisting students. The association helps to promote the profession of dental assisting and educational gain outside of the classroom. It also promotes awareness of the Dental Assisting program.

## **Student American Dental Hygienists Association**

The Student American Dental Hygienists Association is the student organization of the American Dental Hygienists Association and is composed of dental hygiene students. The mission is to promote dental health and the prevention of dental diseases by providing dental education to all age groups – children, adolescents, adults and geriatric populations. Students participate in many community oriented activities including visits to schools, community groups, nursing homes and head start programs. Once a year, students provide free dental products such as toothbrushes, dental floss and toothpaste, which the students purchase through fundraising.

## **Voice of Westmoreland**

The Voice of Westmoreland is the campus chapter of the county organization that works to promote civic engagement and create positive change in Westmoreland County. Working groups focus on fair districts, the opioid epidemic, racial justice, protecting the environment and local issues.

## **Writers' Guild**

The Writers Guild is a group of writers, varying in skill from masters of the craft with years of experience, to beginners looking for new ways to express themselves. If you enjoy writing of any form, whether it be technical writing or poetry, creative nonfiction or novel-writing, this is the place for you! An informal group of peers each working toward the goal of bettering our understanding of the art and business of being a writer, we also have a subcommittee that works on the "Writers Corner," a monthly publication aimed at entertaining and informing the student body with fun-to-read articles and stories!

## **Code of Student Conduct**

### **Purpose and Rationale**

Westmoreland County Community College (Westmoreland) is a learning-centered college focused on student success thus a positive educational environment is imperative. In order to ensure the health, safety, protection, and positive learning environment, Westmoreland has established the Code of Student Conduct.

Westmoreland holds that the purpose of the policies regarding the student conduct and disciplinary process is to establish guidelines for the educational environment within the College. Further, Westmoreland views the student conduct in a holistic and developmental manner; thereby, seeking educational growth and development throughout the process.

Whereas Westmoreland is a learning-centered environment, every member of the campus community should familiarize themselves with the Code of Student Conduct, Student Handbook, and College Catalog.

### **Statement of Jurisdiction and Authority of Administration of the Code of Student Conduct**

The following policies and procedures regarding conduct and disciplinary action are applicable to any Westmoreland location or function, the use of college properties, college-sponsored events and activities on or off campus. Westmoreland reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the campus community. While Westmoreland's jurisdiction will generally be limited to conduct occurring on campus properties or at Westmoreland sponsored activities, a student who is charged with a crime as a result of off campus behavior, and who represents a risk to the reputation, health, or safety of the campus community may also be subjected to the Code of Student Conduct disciplinary process. Finally, jurisdiction may be extended when a student, or student organization, commits a prohibited act off campus against a student, faculty, or employee of Westmoreland, or the college itself, when such an act is related to the student or accuser's status within the college.

The vice president of Enrollment Management has been designated by the college president as the person responsible for implementing and enforcing the Code of Student Conduct. In cases where conflicts of interest arise, the vice president of Enrollment Management's designee will coordinate the process.

## **Definitions**

### **Student Rights and Responsibilities**

All students have the basic right to have the freedom to learn, meaning that they are free to take advantage of the educational opportunities available to them both through the curriculum and co-curriculum. This right is based on mutual respect and responsibility. When a student enrolls at Westmoreland, they agree to abide by all College policies and regulations. The violation of any rule within the Code of Student Conduct could result in disciplinary action. Further, Westmoreland will abide by any and all state, local, and federal laws with the Commonwealth of Pennsylvania, Westmoreland County.

# STUDENT POLICIES & PROCEDURES

## Standards of the Student Code

I. Westmoreland students are expected to positively contribute to the positive learning environment. Violations of this standard include:

- a. Engaging in behavior that is discriminatory, bullying, harassing, or abusive to any individual or groups of individuals on the basis of their gender, gender identity, race, color, creed, religion, ethnicity, age, marital status, military status, national origin, sexual orientation, and/or disability. Violations can occur through various modalities including email, texts, phone calls, social media, and/or in-person.
- b. Intentionally, or knowingly, engaging in conduct that endangers the life or property of another individual or entity. This includes the threat of harm, attempt of harm, or actual harm to oneself, another person, or the cause for a reasonable fear of such harm. Threatening behavior can include written statements, actions, gestures, etc., and can occur via emails, texts, phone calls, social media, verbally, in writing, and/or in-person.
- c. Engaging in conduct that is disorderly, lewd, or otherwise disruptive to the learning and/or educational process.
- d. Engaging in sexual contact with another person without consent. This type of conduct is referred to as sexual assault (Please see Title IX Policy as a cross-reference).
- e. Stalking (including through social media), dating or domestic violence committed by one student against another that occurs on or off campus that negatively affects the learning environment of the student/s (Please reference Title IX Policy).
- f. Engaging in any act of hazing, or any other kind of initiation to any student organization or athletic organization.
- g. Engaging in retaliation of any kind.
- h. Unauthorized use of electronics or other devices that make audio, visual, or photographic recordings.
- i. Interfering with the normal operations of the college.
- j. Interfering with classroom instruction.

II. Westmoreland students are expected to preserve the health, safety, and welfare of the campus community.

Violations of this standard include:

- a. Entering, or remaining, in any lab, classroom, office, building, or campus facility after closing time without proper authorization.
- b. Use, possession, distribution, sale or purchase of illegal substances on college property or at college sponsored events.
- c. Use, possession, sale, or purchase, of alcoholic beverages without following the procedures as outlined in the college's Student Drug and Alcohol Policy.
- d. Use, possession, or sale of illegal drugs (Please reference the college's Student Drug and Alcohol Policy)

- e. Incapacitation due to the use or abuse of alcohol or a controlled substance, or appearing in an intoxicated or altered state on college premises, at college-sponsored events, or while officially representing the college - particularly when there is a danger to self, others, or property.
- f. Smoking in areas of the campus not designated as smoking areas.
- g. Operating a motor vehicle in a reckless manner.
- h. Use, possession, sale, purchase or concealment of any firearms, licensed or unlicensed, including BB/Pellet guns, sling shots, and sharp edged objects which can be used as weapons, explosives or dangerous chemicals.
- i. Theft, willful defacement or willful destruction of college property or personal property of others.
- j. Theft, including, but not limited to intellectual property such as work products and computer software, either physically or through unauthorized invasion of computer files.
- k. Using another person's ID to gain access to the data communications network or the Internet.
- l. 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.
- m. Failure to identify oneself when requested to do so by a college administrative official, security officer, faculty, or staff member.

III. Westmoreland students are expected to observe the rules, regulations, policies, and procedures of the college and local, state, and federal laws. Violations include:

- a. Knowingly engaging in behavior that is disruptive to the educational process, both inside the classroom and out. Examples of this conduct include conduct that disrupts college activities, such as blocking entrances and exits to classrooms, or conduct that infringes on the rights of others, or organizing such conduct.
- b. Unlawful gambling
- c. Underage possession or consumption of alcoholic beverages.
- d. Possessing, distributing, or using illegal drugs, or prescription drugs not prescribe by a medical doctor for one's use.
- e. Withholding, or intentionally giving false information to a college official.
- f. Forging, altering, or misusing any college document, i.e. transcripts, diplomas, etc.
- g. Violating any federal, state, or local law on or off campus at a college-sponsored event.
- h. Failing to comply with college policies as outlined in the college Catalog and/or Student Handbook.

# STUDENT POLICIES & PROCEDURES

## Procedures for Dealing with Violations to the Code of Student Conduct

The vice president of Enrollment Management, or their designee handles all violations of the Code of Student Conduct.

### Reporting a Violation

1. Any student, faculty member, college official, college employee, or member of the campus community may file a charge(s) of misconduct against a student.
2. All alleged violations should be submitted in writing within two weeks of the point in which the violation was known to occur.

### Investigation an Alleged Charge of Misconduct

1. Upon receiving a charge of misconduct, an investigation of the charge will occur.
2. The investigation will typically include an interview with the person within the campus community filing the charges of misconduct, the complainant, or victim, possibly witnesses, and finally, the respondent, or the student who the charges of misconduct were filed against.
3. Temporary Suspension- The vice president of Enrollment Management, or designee may suspend the student from the college for an interim period pending disciplinary proceedings.
  - a. The time period should be clearly defined, i.e., two days, three days, etc.
  - b. The temporary suspension may come immediately effective without prior notice if needed to conduct further investigation of the alleged violation.
  - c. The student suspended on a temporary basis will have an expedited Conduct Hearing (within five business days).
    - i. If insufficient evidence is found prior to the first Conduct Meeting, and further investigation is needed, then the temporary suspension may continue until the next Conduct Meeting.
4. As a result of the investigation, the college may:
  - a. Dismiss the allegations as unfounded, or
  - b. Administer disciplinary act as deemed appropriate based upon the severity of the violations.
    - i. If the investigation yields that disciplinary actions are needed, the respondent will be informed in writing and asked to meet with the vice president of Enrollment Management, or designee for a Conduct Meeting.

## Disciplinary Actions

1. As aforementioned, the respondent will be informed of the alleged violation of the Code of Student Conduct in writing, and subsequently scheduled for a Conduct Meeting.
2. During the Conduct Meeting, the respondent will have the opportunity to present their side of the alleged violation.
3. All steps will be taken to resolve the charges through mutual agreement and to determine the appropriate disciplinary actions. Steps to resolve the conduct violations could include mediated discussions with students and/or faculty, letters of apology, and letters of corrective action. A written summary will be provided at the conclusion of any mutual agreement.
4. If a mutual agreement is not reached, then the student will receive notification of disciplinary action within three (3) working days.
5. Disciplinary actions can include, but are not limited to:
  - a. Educational Sanctions- A student may be assigned a paper, a project, and/or readings which must be completed within a prescribed timeframe and are designed to help students who violate the Code of Student Conduct reflect and learn from their violations.
  - b. Probation- Terms of probation may include restricted access to designated areas of campus (e.g. Cafeteria, Library, etc.) and/or restricted participation in college activities or athletics. If a student violates the restrictions imposed, or becomes involved in any other violations of conduct while on disciplinary probation, additional sanctions may be imposed after a meeting with the vice president of Enrollment Management, up to and including suspension or dismissal from the College. Probationary notice is to be given to the student in writing with the terms of the probation and the rationale carefully detailed.
  - c. Written Warning- A Written Warning is a letter from the vice president of Enrollment Management to a student found in violation of the Code of Student Conduct. The specific violation is to be stated in the letter along with a rationale for why it violates the Code of Student Conduct, and it will be copied to the President of the College.
  - d. Restitution- Any student found in violation of the Code of Student Conduct that has an associated expense to the college or members of the campus community may be required to make financial restitution to all parties involved. Failure to do so within a given period of time could result in further disciplinary action.
  - e. Monetary Fines- Monetary fines could be imposed in cases where deemed necessary.
  - f. Community Service- an unpaid service to the benefit of the campus community, or community at large. Failure to comply within a given period of time could result in further disciplinary action.

# STUDENT POLICIES & PROCEDURES

- g. Dean's Hold- A hold applied to the student's account that prohibits all academic and financial transactions without the consent of the vice president of Enrollment Management.
- h. Mandated referral to an evaluation by psychologist, or mental health professional.
- i. Withdrawal for a Course- The vice president of Enrollment Management, or designee, may choose to withdraw a student from a course or transfer them to another section.
- j. Classroom Removal- A faculty member may temporarily remove a student from class who disrupts the educational environment. If the faculty member removes the student for more than one class session, he/she will submit a written report within 48 hours of the incident for review by the vice president for Enrollment Management. A Conduct Meeting will be scheduled on a priority basis and decisions as to whether or not a student can return to class will be made in consultation with the faculty member.
- k. Suspension- Suspension shall be a specific period of time in which a student is prohibited from enrolling at the institution. Typically, a student who is suspended will receive a "W" for all of his/her courses.
- l. Expulsion- Expulsion is the immediate removal of a student from the college prohibiting future enrollment at the institution. Typically, a student who is suspended will receive a "W" for all of his/her courses.

## Appeal Process

A student who wishes to appeal the decision concerning a violation of the Code of Student Conduct must appeal the decision by filing a written appeal with the Judicial Board within 10 business days of the decision.

**Judicial Board:** The Judicial Board has been designed to treat adjudicated incidents of violation of the college rules and regulations by students who appeal the decision made by the college. Such incidents exclude behavior that can be defined as academic in nature. Appeals can only be forwarded to the Judicial Board for consideration if there is: (1) additional information not available for initial consideration; (2) extenuating circumstances not made known; (3) an error or irregularity in the Code of Student Conduct process.

The Judicial Board shall consist of five members, which will include three student representatives selected and approved by Student Government Association and one faculty and one staff appointed by the vice president of Enrollment Management.

**Procedures:** All appeals made in connection with a nonacademic matter will be forwarded to the chairperson of the Judicial Board.

1. The appeal must be presented in written form, and should include all facts. This should include particular dates, times, actions, and people involved.
2. All parties asked to appear at the hearing will be given five 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 three members must be present with at least one 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. 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. These records, exhibits and written statements must be submitted to the chairperson at least three days before the Judicial Board meets.
  - 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, in the form of an electronic recording. No unauthorized recording devices will be permitted in the room. The record shall become the property of the college.
  - h. After the hearing, the Judicial Board shall meet in closed session to determine, by majority vote, whether the student's appeal should be upheld and/or to determine a different sanction.
  - i. All proceedings presented to the Judicial Board should be kept confidential.
  - j. The Judicial Board's decisions and recommended sanctions shall be prepared in writing within five business days and directed to the vice president of Enrollment Management. The decision of the Judicial Board is final.

## Children on Campus

Children are not permitted in classrooms during scheduled classes because of the potential for disruption. Children are permitted on college property only when supervised by a parent or parent-designated adult.

# STUDENT POLICIES & PROCEDURES

## Procedure for Resolution Involving Grades and Academic Issues

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

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 of Academic Affairs.
5. If the concern is still not resolved after meeting with the vice president of Academic Affairs, 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 use or attempted use of unauthorized materials, information or other aids in an academic exercise
2. Fabrication: the unauthorized falsification or creation of any information or citation in an academic environment
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.

## Vice President of Academic Affairs Responsibilities

The vice president for Academic Affairs 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, 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.

## Academic Dishonesty Appeals Hearing

- 1 The Academic Dean will arrange the date, time, and location of the hearing and notify two faculty members from the Academic Dean's School(s) in addition to the instructor for the course in question, the student making the appeal, and other parties such as proctors or staff who may have witnessed the alleged infraction.
- 2 The hearing will begin with all aforementioned parties present, and the Academic Dean will give a brief overview of the incident as reported.
- 3 The instructor and/or staff witness(es) will describe the incident(s) and give justification for his/her decision. After, the student will be invited to justify her/his request for appeal.
- 4 The two aforementioned faculty members and Academic Dean will be invited to ask questions for clarification, but the discussion will be restricted to the particular incident.
- 5 After all parties have made their contributions and the two aforementioned faculty members have had questions about the incident answered to their satisfaction, the Academic Dean will escort the student out and then the instructor and any other staff besides the two faculty members.
- 6 The Academic Dean will join the two faculty members to deliberate and will contact the student with the decision.



# STUDENT POLICIES & PROCEDURES

## 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.

## Student Email Policy

Westmoreland County Community College (Westmoreland) provides electronic mail (email) resources to support an environment conducive to teaching and learning; specifically, to assist students in their educational endeavors, to encourage communication and engagement with peers, faculty, and staff, and to provide a primary mode of communication to the Westmoreland community.

A student's Westmoreland email account will serve as the official email account through which the college will communicate when communicating via email.

The following policy is in place to ensure the proper use of Westmoreland student email accounts. Policy violations will be investigated by designated Westmoreland officials, and may result in actions including the loss of computer privileges, or appropriate legal action if acts constitute a civil or criminal offense.

This policy encompasses all use of student email regardless of the platform.

### Acceptable Use

- A means of communication between faculty, staff, and students
- As a method of sending and receiving important notifications and information
- As a tool for collaboration in the instructional process

### Prohibited Use

- Sending documents that include forgery, plagiarism, or violations of copyright laws
- Sending or forwarding emails that are obscene, abusive, threatening, or otherwise harassing
- Using the email system to violate a law or regulation, or that encourages illegal activity
- Knowingly, or recklessly transmitting email messages that contain viruses, worms, spyware or any form of malware
- Use of email that interferes with other's ability to conduct institutional business
- Use of email that will effect direct costs to the institution or for commercial purposes and/or personal financial gain
- Providing a third party with an individual's email address or a list obtained from within the institutional system without express written permissions

### Termination of Student Email

- Westmoreland students will not have their email terminated unless separated from the college due to suspension or expulsion.

### Disclosures

- Students have no individual rights to privacy with regard to a student Westmoreland email account.
- The college has the right to review sent or received emails at any time for monitoring purposes or for purposes related to institutional business. Westmoreland reserves the right to access and disclose the contents of a student's email without consent of the user to the extent permitted by law. This will occur when Westmoreland believes it has a legitimate business or legal need and after proper authorization has been obtained from the appropriate authority at Westmoreland.
- Westmoreland may monitor email communications at any time, if it is deemed necessary.
- Westmoreland reserves the right to access, review, and disclose the email addresses of students to the extent required by the PA Right to Know laws, and allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

# STUDENT POLICIES & PROCEDURES

## Drug and Alcohol Policy

Westmoreland County Community College is committed to providing a safe and healthy environment for students, employees, and community members. This includes the college and its centers being an alcohol/drug free environment.

### Alcohol and Drug Use

In compliance with the Drug-Free Schools and Communities Act and Drug-Free Schools and Campus Regulations (34 CFR Part 86), students are encouraged to read and understand all information pertaining to the college's drug and alcohol abuse prevention policies and programs.

### Alcohol

The college maintains the following guidelines pertaining to alcoholic, or otherwise intoxicating, beverages:

1. The use of alcohol, or other intoxicating beverages, is prohibited in college classroom, laboratories, faculty and administrative offices, libraries, computer labs, athletic facilities, and all other public campus areas. However, with prior consent of the Board of Trustees and the President, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the Westmoreland County Community College Educational Foundation. State law will be enforced at all times on college property as it pertains to the possession and consumption of alcoholic beverages.
2. The college will not sponsor student events which focus primarily on the consumption of alcohol.
3. Alcoholic beverages are not permitted at any student event held on the college campus.
4. Students seeking assistance or educational materials about alcohol should contact the Counseling personnel found in Student Success Services in Founders Hall on the Youngwood Campus.

### Controlled Substances

The College maintains the following guidelines in compliance with the Drug-Free Schools and Communities Act and the Drug-Free Campus regulations (34 CFR Part 86):

1. No student shall, or attempt to, possess, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of controlled substances, abuseable volatile chemicals, dangerous drugs as defined by state and federal law, steroids, "designer drugs" (i.e., substances such as the inappropriate/illegal use of prescription drugs, use of inhalants, use of herbal, natural, or look-alike controlled substances), any other intoxicating or mood-altering substance, or behavior altering drugs at the college, on the college property, or while attending on-campus or off-campus college sponsored activities.
2. Possession of any pipe, syringe, hypodermic needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug is strictly prohibited.

3. College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sell of illicit drugs or alcohol and will advise students that convictions or violations of these laws can lead to fines and/or imprisonment.
4. Students seeking assistance or educational materials regarding drugs and other controlled substances should contact the Counseling personnel located in Student Success Services in Founders Hall on the Youngwood Campus.

### Violations

Students who violate the drug and alcohol policy are subject to disciplinary action as stated in the student Code of Conduct. Further, they may be subject to legal sanctions if convicted of a crime or offense.

### Legal Sanctions for Possession, Use and Sale of Illegal Drugs and Alcohol

#### Alcohol

Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 controls the possession, sale, and consumption of alcoholic beverages in the Commonwealth of Pennsylvania. Conviction of offenses or crimes related to the Pennsylvania Liquor Code may result in the imposition of a fine, suspension of a driver's license, and/or imprisonment.

#### Drugs

Federal law, i.e., the Controlled Substances Act, and state law, i.e., the Pennsylvania Controlled Substances Act, establish five schedules of controlled substances based on level of danger and medical use, and penalties of offenses related to each schedule. Conviction of crimes or offenses pertain to the five schedules of controlled substances may result in fines or imprisonment.

### References

<http://www.lcb.state.pa.us/PLCB/index.htm>  
[http://www.dmv.pa.gov/Information-Centers/Laws-Regulations/Pages/DUI Legislation.aspx#.VpgGE7YrLcs](http://www.dmv.pa.gov/Information-Centers/Laws-Regulations/Pages/DUI%20Legislation.aspx#.VpgGE7YrLcs)  
<https://www.dea.gov/druginfo/ds.shtml>

### Alcohol/Drug Related Issues

#### Substance Abuse Helpline of Westmoreland County

1-844-897-8927

- Provides 24/7 support and information for individuals and families struggling with substance abuse issues

#### Gateway Rehabilitation

724-853-7300 or 1-800-472-1177

[www.gatewayrehab.org](http://www.gatewayrehab.org)

- Provides inpatient, detox, and outpatient therapy
- Locations in Greensburg, Mount Pleasant and Monroeville

#### SPHS Behavioral Health

1-800-220-1810

- Provides outpatient therapy, partial hospitalization, case management, etc.
- Locations in Greensburg, Monessen, Latrobe and New Kensington

# STUDENT POLICIES & PROCEDURES

## Domestic and Sexual Violence

### Blackburn Center

1-888-832-2272 or 724-836-1122

[www.blackburncenter.org](http://www.blackburncenter.org)

- Provides education, emergency shelter, counseling and support groups, and legal assistance
- Hotline provides 24/7 support and information

## Mental Health/Crisis/Suicide Prevention

### Crisis Text Line

Text START to 741-741

[www.crisistextline.org](http://www.crisistextline.org)

- Provides 24/7 crisis support and information

### Westmoreland County Crisis Hotline

1-800-836-6010

- Provides 24/7 local crisis support and information
- Mobile crisis unit provides face-to-face intervention for those needing immediate assistance

### National Suicide Prevention Lifeline

1-800-273-8255

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

- Provides 24/7 support and information

### Seton Hill Center for Family Therapy

41 W. Otterman Street, Greensburg

724-552-0339

[www.setonhill.edu/therapycenter](http://www.setonhill.edu/therapycenter)

- Provides outpatient therapy for individuals and families
- Services are provided on a sliding scale fee – no insurance accepted
- Westmoreland students can receive first three sessions free with their student ID

## Smoking Policy

Westmoreland County Community College prohibits smoking/tobacco use throughout all college locations except for designated areas. Smoking/tobacco use is permitted only in the smoking shelters and inside personal vehicles. Smoking/tobacco use is defined as the use of cigarettes, pipes, cigars, electronic cigarettes, hookahs and smokeless tobacco, such as chew and snuff.

The first offense will be a written warning, second offense will be a \$25 fine, and the third offense will be a \$50 fine. Failure to pay a fine within 10 days will result in the student's account being flagged, which means he/she cannot register for classes or receive grades or degree. Persistent violators will be reported and will be handled in accordance with the Student Code of Conduct.

Compliance with this policy will be a collaborative effort among all members of the college community. Persons observed to be smoking and/or using tobacco in a non-designated area will be requested to extinguish or discard tobacco products and will be provided with the location of the nearest designated smoking/tobacco use area. Any member of the college community can make such a request.

## Family Educational Rights and Privacy Act - FERPA

Federal law requires that Westmoreland County Community College provide every student with access to his/her academic file. Information contained in the academic file relates only to the student's academic history and performance.

At the present time, the following information is maintained in a student file:

1. Application form
2. Permanent transcript
3. Placement assessment scores
4. Course registration information
5. Course approval forms (i.e. course substitution forms, course waiver forms, advanced standing forms, etc.)
6. Graduation information (when applicable)

Any student wishing to inspect the contents of his or her file may do so by completing a "Request for Academic File Review" form and submitting it to the Student Records Office. Students may inspect their academic file during normal working hours (Monday through Friday, 8 a.m.-5 p.m.), provided they have made a written request at least two working days in advance.

You have the right, by law, to keep all the information in your file confidential. However, the College has established a category of information known as Directory Information.

Directory Information may include: student name, address, phone number, date of birth, major field of study, participation in activities and sports, dates of attendance, degrees and awards received and previous schools attended.

Because of its very general nature, the student normally releases Directory Information without a signed consent.

Since Directory Information does not include grades, financial data or any other strictly personal data, we expect very few students will wish this information withheld. If, however, you do not wish directory information released without your signed consent, please complete a Request to Prevent Disclosure to Directory Information form at the Records Office immediately. Your written notice to keep Directory Information confidential will be placed in our file and no information will be released unless a signed release form is presented with your signature. Any further questions you may have concerning this may be directed to the Student Records Office.

Westmoreland County Community College will disclose personally identifiable information (PII) from a student's education records to appropriate parties in order to address a health or safety emergency. FERPA's health or safety emergency provision permits such disclosures when the disclosure is necessary to protect the health or safety of the student or other individuals.

# STUDENT POLICIES & PROCEDURES

## Civil Rights/Title IX Policy and Complaint Procedure

### Nondiscrimination Policy

Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer (presently Sylvia Detar) at 724-925-4190 or in Room 4100D, Westmoreland Business & Industry Center, Youngwood, PA 15697.

### Scope of Procedure

Westmoreland County Community College has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging discrimination, harassment and/or retaliation in violation of federal or state civil rights laws, including those laws enforced by the U.S. Department of Education, Office of Civil Rights. The departments of the Federal Government enforce the following laws that prohibit discrimination, harassment and/or retaliation in programs or activities that receive federal financial assistance:

- **Title VI** of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin.
- **Title IX** of the Education Amendments of 1972 (20 U.S.C. Section 1681, et. seq.) prohibits discrimination on the basis of sex/gender; including sexual misconduct, sexual harassment and/or sexual violence.
- **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** as amended by the Campus Sexual Violence Elimination Act (SaVE Act) prohibits sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking.
- **Violence Against Women Reauthorization Act of 2013 (VAWA)** which imposes new obligations under the SaVE Act including reporting requirement, student discipline and training for students and employees.
- **Sections 503 and 504** of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability.
- **Age Discrimination Act of 1975** prohibits discrimination on the basis of age.
- **Title VII** of the Civil Rights Act of 1964 (governed by U.S. Dept. of Labor), as it relates to employment.
- **Title II** of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance).

This policy and procedures are available and applicable to all members of the college community:

- Students
- Employees
- Trustees
- Guests
- Third Party Vendors

Types of behavioral misconduct, on the basis of actual or perceived membership in a protected class, that are covered under this policy and procedures include, but are not limited to:

- Bullying
- Discrimination
- Harassment
- Hazing
- Intimidation
- Sexual Misconduct Offenses:
  - Sexual Assault
  - Sexual Harassment
  - Domestic Violence
  - Dating Violence
  - Sexual Exploitation
- Stalking
- Cyber-bullying, cyber-stalking, cyber-harassment

This procedure does not apply to Academic complaints, with the following exceptions:

- Complaint alleges that an academic decision was determined as a result of discrimination and/or harassment.
- Complaint alleges that an individual was denied participation in an academic program or activity due to discrimination and/or harassment.
- Complaint alleges that discrimination and/or harassment impacted or altered an individual's ability to perform academically.

### Procedural Jurisdiction

This procedure applies to conduct that takes place in the following:

- All Westmoreland locations (inclusive of parking lots and grounds)
- Any activity that is sanctioned, organized or coordinated by the college, on or off campus, including but not limited to:
  - Clinicals, internships and externships
  - Community activities
  - Off-campus sites offering credit or noncredit classes and/or programs

### Definitions

**Complainant(s)** is a person who is subject to alleged protected class discrimination, harassment or related retaliation.

# STUDENT POLICIES & PROCEDURES

**Respondent(s)** is a person whose alleged conduct is the subject of a complaint.

**Bullying** is defined as behavior which is inappropriate and unwelcomed harassment regardless of whether it occurs verbally or through other communication or physical contact that targets an individual or group because of characteristics about that group. Title IX bullying includes discrimination based on gender and/or sexual orientation. Bullying behavior may include any of the following forms and is not limited to these examples:

- Verbal abuse, such as the use of name-calling, using the targeted person or group as the butt of a joke or jokes, derogatory remarks, insults, maligning ridicule
- Inappropriate electronic communication, such as electronic mail, text messaging, voice mail, pagers, website, online chat rooms, and social media in a threatening, intimidating, or humiliating manner
- Verbal or physical conduct meant to threaten, intimidate, and/or humiliate the target individual or group
- Sabotage behavior (undermining) a target individual or group with regard to their work performance or efforts in attaining an education
- Implicit physical contact, which may include but is not limited to pushing, shoving, kicking, poking, tripping, assault, threats and damage to personal or work property.

**Consent** is defined as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. A person is incapable of giving consent if that person is under the age of consent (16 in Pennsylvania), incapacitated due to the influence of drugs and/or alcohol, or mentally disabled. Additionally, consent may be withdrawn during the course of a sexual encounter, such that the encounter would thereafter constitute sexual misconduct, if continued.

**Dating Violence** is defined as abusive behavior or pattern of abusive behaviors used to exert power and control over a dating partner. Whether such a relationship exists will be gauged by the length, type and frequency of interaction between the partners.

**Discrimination** is defined as actions that deprive members of the college community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.

**Discrimination on the Basis of Sex** is illegal under both federal and state law and is strictly prohibited by the College. Sex discrimination can be manifested by unequal access to educational programs and activities or employment on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by either a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of this jurisdiction receiving grant monies under VAWA, or by any other person against a youth victim or adult who is protected from that person's acts under the domestic or family violence laws of this jurisdiction.

**Harassment** is defined as acts of systematic and/or continued unwanted actions of one party or a group, including verbal abuse, threats and demands.

**Intimidation** is defined as implied threats or acts that cause an unreasonable fear of harm in another.

**Reasonable Accommodation for students**, defined as approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities, unless to do so would cause undue hardship.

**Reasonable Accommodation for employees** is defined as any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship.

**Sexual Assault** is defined as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent; includes rape, fondling, grabbing someone sexually, sexual harassment, stalking, domestic and dating violence, and many other behaviors. Sexual assault is a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the FBI. Under Pennsylvania law, sexual assault is a felony of the second degree and is defined as sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

# STUDENT POLICIES & PROCEDURES

**Sexual Exploitation** is defined as behavior that takes non-consensual or abusive sexual advantage of another for the abuser's advantage or benefit, or to benefit or advantage anyone other than the one being exploited, examples are, but not limited to:

- Prostituting another student
- Non-consensual video or audio-recording of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide to watch you having consensual sex)
- Engaging in peeping behaviors
- Knowingly transmitting an STI or HIV to another student

**Sexual Harassment** is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational or employment access, benefits or opportunities. Sexual Harassment is a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the college.

### **Three types of Sexual Harassment:**

1. **Hostile environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
2. **Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct results in adverse educational or employment action.
3. **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

**Sexual Violence** is defined as a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the college. Sexual violence is defined as physical sexual acts conducted either against a person's will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence, stalking and sexual violence based on the intentional selection of a victim based on criteria related to the victim's national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

**Stalking** is defined as engaging in a course of conduct or repeated acts directed at a specific person, which would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For the purposes of the definition of stalking, "course of conduct" is defined as two or more acts including but not limited to acts in which the stalker directly, indirectly, or through a third party, by any action, device, method or means, follows, observes, monitors, surveils, threatens or communicates to or about a person, or interferes with a person's property. "Reasonable person" is defined as a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental anguish or suffering that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Guidance on Reporting a Complaint**

Prompt reporting is encouraged, because facts often become more difficult to establish as time passes. The college will take prompt and appropriate action in response to all reports in order to end the conduct, prevent its recurrence, and address its effects. The ability of the college to take disciplinary action against the respondent is limited if the respondent is no longer a member of the college community. If the respondent is a staff member, faculty member, or student and leaves the college with a pending complaint, the respondent will not be permitted to return to the college until the complaint is resolved through this complaint procedure.

Due to the potential severe nature of discrimination and/or harassment issues, the complainant does not have to address the issue directly with the respondent and/or with the respondent's supervisor (if applicable), as the initial means of resolution.

Civil rights complaints can be submitted initially in the form of a verbal statement or written complaint. If the complaint progresses to a formal phase, a written statement will be required. If the complainant does not want to submit a written statement, the Civil Rights/Title IX Coordinator can prepare a statement of facts, which is approved by the complainant. A Complaint Form is available for written statements.

### **Students**

Any student (credit or noncredit) can report misconduct (described above) directly to the vice president of Enrollment Management. Students can also report misconduct to the Civil Rights/Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

### **Employees**

Any employee (faculty, staff or administrator) can report misconduct to their direct supervisor or the Director of Human Resources. Employees can also report misconduct to the Civil Rights/Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

# STUDENT POLICIES & PROCEDURES

## Guests and Third Party Vendors

Any guest or third party vendor can report misconduct to the Civil Rights/Title IX Coordinator and/or to the Director of Human Resources directly.

## Mandatory Employee Reporting Responsibility

All employees who are aware of any incidents of sexual misconduct or other potential civil rights violations are responsible for bringing any such complaints to the direct attention of the Civil Rights/Title IX Coordinator or to a Reporting Agent. In addition, designated responsible employees, to include deans, directors, coordinators, advisors, counselors, coaches and all members of Human Resources, Security and Student Services, have a duty to assist and inform complainants as to the following:

1. The availability of counseling services and appropriate referrals.
2. The complainant's reporting options, including the choice to decline notifying law enforcement authorities altogether.
3. The responsible employee's affirmative duty to appropriately report the incident to the Civil Rights/ Title IX Coordinator.

The college is required to conduct a prompt, thorough, and impartial investigation of sexual misconduct and other civil rights violations regardless of whether or not a formal complaint is filed. Failure on the part of a college employee to report an incident can result in disciplinary action, up to and including termination.

## Statement of Complainant's Rights

- To be treated with respect by college officials.
- Interim measures to prevent continued discrimination, harassment or retaliation, if deemed necessary.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible.

## Statement of Respondent's Rights

- To be treated with respect by college officials.
- To have complaints heard in substantial accordance with these procedures.
- To be free from retaliation.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

## False Reporting

It is a violation of college policy to file a knowingly false or malicious complaint of an alleged civil rights violation. A false report will result in disciplinary action. A complaint filed in good faith under this provision will not result in disciplinary action.

## Retaliation

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, and the college's Whistle-blower Policy. Any retaliation against an individual who has complained about sexual harassment or unlawful discrimination or sexual violence, to include sexual assault, stalking/cyberstalking, bullying/cyber-bullying, dating violence or domestic violence, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment, sexual violence, or unlawful discrimination, is a violation of this policy. Retaliation of respondents is also against this policy and procedure. Acts of retaliation need brought to the attention of the Civil Rights/ Title IX Coordinator and/or Reporting Agent(s) for further investigation.

## Complainant Request for Confidentiality or No Action

If at any point the complainant requests that his/her name or other identifiable information be held confidential with respect to the respondent or decides not to pursue action by the college, the college will make all reasonable attempts to respond to the complaint consistent with the complainant's request. However, the college's ability to investigate and respond to the conduct may be limited. Recognizing that the college has a legal obligation to review all reports, the college will weigh the complainant's request against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same respondent, the college's commitment to provide a reasonably safe and non-discriminatory environment, and the rights of the respondent to receive notice and relevant information before disciplinary action is taken. If the college determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the complainant will be notified by the Civil Rights/Title IX Coordinator of the college's chosen course of action.

Information provided by college employees shall be shared with other college employees and law enforcement on a "need-to-know" basis.

# STUDENT POLICIES & PROCEDURES

## Reporting Agents

The following Reporting Agents are designated as those persons who are charged with coordinating the college's implementation of this policy with the Civil Rights/Title IX Coordinator, and investigating complaints of unlawful discrimination, sexual misconduct, or retaliation for the college. They may be contacted to initiate an investigation under the policy and/or to answer questions regarding this policy. The college also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

- Vice president of Enrollment Management
- Director of Human Resources

The complainant or the respondent might allege that the investigator has a substantial conflict of interest that might impair his/her ability to conduct a fair and impartial investigation of the allegations. In that event, details supporting the alleged conflict of interest must be submitted, in writing, to the Civil Rights/Title IX Coordinator within 5 days of receiving notice of the identity of the Reporting Agent. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternative investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific timeline provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

## Reporting Agents' Contact Information

### Title IX Coordinator

145 Founders Hall  
Youngwood, PA 15697  
Email: [titleixcoordinator@westmoreland.edu](mailto:titleixcoordinator@westmoreland.edu)  
Phone: 724-925-4050

### Affirmative Action Officer

145 Pavilion Lane  
Youngwood, PA 15697  
Phone: 724-925-4190

### Contact for Student-Related Concerns

Vice President of Enrollment Management  
145 Founders Hall  
Youngwood, PA 15697  
Phone: 724-925-4050

### Contact for Employee-Related Concerns

Director of Human Resources  
145 Founders Hall  
Youngwood, PA 15697  
Phone: 724-925-4079

## Filing a Complaint

Anyone who believes that he or she has encountered unlawful discrimination, sex discrimination, sexual harassment, sexual bullying, sexual violence, domestic violence, dating violence, or stalking as prohibited by this policy is advised to preserve all evidence that may assist in proving the allegations of the complaint. Such evidence may also be helpful in obtaining a protective order if necessary. A complaint should be filed within 24 to 48 hours of the incident or knowledge of the incident. Within two business-days of receipt a complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents (as listed above) will determine if an investigation is needed.

Depending on the facts and circumstances of the specific complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The police department and campus safety
3. A student support referral
4. The Employee Assistance Program (EAP)
5. Available county victim services

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of sexual misconduct. Accordingly, interim measures such as a temporary suspension, may be implemented pending a hearing on the matter. The Civil Rights/Title IX Coordinator and/or Reporting Agents will inform the complainant in a case of sexual violence, dating violence, domestic violence, sexual assault or stalking, of the right to file a criminal complaint with the authorities.

## Investigation

The Civil Rights/Title IX Coordinator and Reporting Agents will enable a prompt, fair and impartial investigation into any allegation of unlawful discrimination, sexual misconduct or retaliation, by trained investigators, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within fifteen business-days of receipt of the complaint by a trained and designated investigator for the college, unless the time-frame must be extended for good cause by the Civil Rights/Title IX Coordinator. The designated investigator will allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint is also being investigated by another agency or law enforcement unless this investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the college will implement interim steps to protect the complainant and/or victim's safety.



# STUDENT POLICIES & PROCEDURES

This procedure gives an overview of the manner of investigating complaints, but point should be taken that not all complaints are of the same complexity or severity. For this reason, the procedures are flexible, not exact since situations can vary, but there will be a priority to be consistent with similar situations.

Process following the investigation will be dependent upon the determination of the investigation, as follows:

1. A decision not to pursue the allegation due to the lack of or insufficient evidence. The matter will be closed.
2. A decision on the complaint for an informal or administrative resolution, particularly in uncontested allegations.
3. A decision to proceed with a formal hearing.

## **Conclusion of an Investigation with an Administrative Resolution**

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will simultaneously be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation. Any case of discrimination, sexual harassment or retaliation, or sexual misconduct will be referred to the appropriate administrative division's Vice President for further prompt and equitable proceedings, commensurate with the recommendation and findings of the resulting from the investigation.

The entire process, from complaint to recommendation for resolution prior to any appeal, should be conducted in a prompt and equitable manner, and should be completed no later than forty-five days from receipt of a complaint. Extensions may be granted under extenuating circumstances, upon review by the Civil Rights/Title IX Coordinator. All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the investigator(s) may discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions. For purposes of Clery Act reporting and recordkeeping, the complainant's personal identifying information will not be disclosed.

## **Formal Hearing Requirement for Sexual Violence Allegations**

In accordance with Title IX and VAWA, sexual violence allegations between any two parties will require a formal hearing. Both parties will have the right prior to the hearing to review all evidence and investigative reports beforehand, to have a support person/advisor present, and to present their version of the facts and circumstances surrounding the alleged incident of sexual misconduct. Care will be taken to preserve the rights of complainants to privacy without sacrificing the rights of respondents to due process. The Civil Rights/Title IX Coordinator will conduct a hearing based on the alleged incident(s) of sexual violence and a determination of culpability will rest on the evidence presented and reviewed, using a "preponderance of the evidence" (i.e. more likely than not) standard of proof. Formal hearings for incidents involving students will follow judicial procedures used by Student Services. Formal hearings for employees will follow procedures established by Human Resources.

## **Disciplinary Action**

In the event that the investigation reveals that discrimination, sexual harassment, sexual violence, dating violence, domestic violence, sexual assault, stalking, discrimination based on sex, retaliation or other inappropriate or unprofessional conduct (i.e. sexual bullying) (even if not unlawful) has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension, and/or immediate termination. If it is determined that inappropriate conduct has occurred, the college will act promptly to eliminate the offending conduct and where appropriate, the college will also impose disciplinary action. The college will take steps to prevent the recurrence and remedy the effects of any sexual misconduct by taking the appropriate action, which may, depending upon the circumstances, include but not be limited to, disciplinary action, reprimand, change in work assignment, loss of privilege, mandatory training or suspension, expulsion and/or immediate termination.

The outcome and sanctions of a civil rights investigation can become part of the educational record or the employment record of a respondent. This information will not be further released or disclosed except to the extent required or authorized by applicable law.

Circumstances under which such information may be released or disclosed include, but are not limited to, the following:

- Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation for students and/or employees.
- The college may release publicly the name, nature of the violation and the sanction for any respondent who is found in violation of a college policy that constitutes a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/ vandalism of property and kidnapping/abduction.

# STUDENT POLICIES & PROCEDURES

## Possible Sanctions

### Possible Sanctions for Student Respondents

**Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions/responsive actions.

**Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any college policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate.

**Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the college. This sanction will be noted as a Suspension on the student's official transcript.

**Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend college-sponsored events. This sanction will be noted as an Expulsion on the student's official transcript.

**Withholding Diploma:** College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

**Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including college registration), for a specified period of time.

**Other Actions:** In addition to or in place of the above sanctions, college may assign any other sanctions as deemed appropriate.

### Possible Sanctions for Employee Respondents

#### Warning

#### Required Training

#### Job Reassignment

#### Suspension with or without Pay

#### Termination

#### Other Actions

## Appeal

Either the complainant or respondent may file an appeal of any decision concerning the resolution of an investigation related to this policy. An appeal by either party must be made in writing to the office of the Civil Rights/Title IX Coordinator within fifteen days of receipt of the notice of resolution of the matter. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:

- If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual error and/or details of each relevant fact that was omitted from the investigation.
- If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.
- If the appeal alleges relevant or substantive issues or questions concerning interpretation of college policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
- If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely basis.
- If the appeal alleges either that action or inaction of the supervisor in response to the findings of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and basis for this allegation.

No disciplinary or other action based upon the original complaint findings shall be taken against the respondent during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by an impartial decision-maker. The entire process, from complaint to notification of resolution and appeal, shall not exceed 60 days.

## Time Frame

The college seeks to fully resolve all reports within sixty days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond sixty days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, or other unforeseen circumstances. In the event that the process exceeds these time frames, the college will notify the complainant and respondent of the reason(s) for the delay and the expected adjustment in time frames. Timelines set forth herein may also be extended upon mutual agreement of the parties.

# STUDENT POLICIES & PROCEDURES

## Education and Training

The college is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the college community in the area of unlawful discrimination and sexual misconduct.

In the area of responsive education and training, the college is committed to ensuring that all college personnel designated as investigators, counsellors and adjudicators in the area of unlawful discrimination and sexual misconduct will receive specialized and regular training, and will be cognizant of the special needs of complainants, while also ensuring the rights of respondents.

The college has a dedicated webpage on its website to address concerns related to unlawful discrimination and sexual misconduct and will contain relevant information regarding the college's policies, procedures, information updates and ongoing training opportunities for the college community with respect to information on the various areas of unlawful discrimination and sexual misconduct, opportunities for community assistance, and the resources available in the event of unlawful discrimination and sexual misconduct.

## Documentation

The college shall maintain documents related to complaints under this procedure as required by law. The Civil Rights/ Title IX Coordinator shall be primarily responsible for records related to all civil rights complaints.

## Reporting Options Outside of the College

The college's complaint procedures are administrative in nature, and are separate and distinct from the criminal and civil legal systems. The college encourages individuals to pursue whatever remedies are available to them, through internal or external complaint resolution processes. The following external agencies may also receive and investigate complaints of civil rights violations:

PA Human Relations Commission (PHRC)  
Pittsburgh Office  
300 Liberty Ave, Pittsburgh, PA 15222  
412-565-5395

Office for Civil Rights  
U.S. Department of Education Headquarters  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
| Facsimile: (202) 453-6012 TTY#: 800-877-8339  
| Email: [OCR@ed.gov](mailto:OCR@ed.gov) | Web: <http://www.ed.gov/ocr>

Equal Opportunity Employment Commission (EEOC)  
Pittsburgh Office  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
1-800-669-4000

## Reporting to the Police

In cases involving potential criminal misconduct, the college encourages individuals to report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If the conduct is reported to the college, the individual will be informed of his or her option to also report any potential criminal activity to the police. Members of the college Security Offices are available to assist the complainant in contacting the police.

The procedures described above will apply to all complaints involving students, staff or faculty members (with the exception that unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements to the extent those agreements do not conflict with federal or state compliance obligations). Redress and requests for responsive actions for complaints brought against non-members of the community, such as guests and third party vendors, are also covered by these procedures.

## Residency Policy

Residency requirements are established for the purposes of assessing tuitions and fees. Residency is determined on a student's true and fixed home, and for a dependent student (as defined by the IRS) is determined by the parent's residence.

### Commonwealth of Pennsylvania Residency

To establish residency in the state of Pennsylvania, you must demonstrate continuous residence for twelve consecutive months prior to registration at Westmoreland County Community College. Documentation must be received prior to the start of the term.

### Westmoreland County Residency

To establish residency in Westmoreland County, a student must demonstrate continuous residence for at least four months. Documentation of proof of residency must be received prior to the start of the term

Exceptions may be made for students moving into Westmoreland County if they can provide documentation that demonstrates an intent to remain in Westmoreland County. These exceptions may include a move due to employment, or parent's employment or for other purposes than attending college full-time. All documentation of proof is necessary. Further, a student may also need to demonstrate financial independence as a part of establishing residency.

### Veterans and their Dependents (House Bill 131)

Westmoreland County Community College allows veterans, their spouses, and dependent children; military personnel, their spouses, and their dependent children; and civilian personnel working on a military base, their spouses, and dependent children, who are admitted to a community college, to be charged the in-state, in-county rate, provided that the student is a resident of the state on the first day of the semester.

### Documents for Residency:

- PA Driver's License showing current address
- PA State ID Card with current address and issue date
- Voter Registration Card
- Utility bills in student's name
- Documentation from employers

# STUDENT POLICIES & PROCEDURES

## Animals on Campus

### Introduction

Westmoreland County Community College strives to create a safe environment conducive to learning. As such, the Westmoreland campus community, in accordance with applicable state and federal laws, outlines the requirements for accessibility, behavior, and treatment of animals on campus within the below Policy.

### Scope

This policy applies to all students, employees, and visitors to the Youngwood Campus or Centers.

### Policy

- 1 All domestic animals on College property, including open space, athletic fields, playing fields and intramural areas, must be leashed and under personal control of the owner at all times. Animals are not to be tied to or secured to trees, posts, shrubs and/or left unattended. Each owner is responsible for his/her animal, including clean-up.
- 2 To protect public health and safety, animals are not permitted in College buildings, subject to the following exceptions:
  - a. A service animal assisting an individual with a disability;
    - i. The service animal must be under the control of its handler. Where it is not readily apparent that an animal is a service animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform,
    - ii. Westmoreland may exclude a service animal if the animal is not housebroken; would pose a direct threat to the health, safety or property of others that cannot be reduced or eliminated by a reasonable accommodation; is out of control and the individual does not take effective action to control it; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual,
    - iii. Westmoreland is not responsible for the care or supervision of service animals. Individuals handling a service animal are responsible for the control of their animals at all times and for ensuring the immediate clean-up and proper disposal of all animal waste. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws,
    - iv. Although Westmoreland may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages to property,
  - b. A service animal or professional therapy dog accompanied by a qualified handler or professional trainer in certain areas open to the general public, subject to the restrictions and requirements set forth in the applicable Pennsylvania state statutes;
  - c. Animals used as part of an academic, or college sponsored, program.

3 Emotional support animals are not allowed on campus without prior approval. If a student has a diagnosis that is included in Section 504 of the Rehabilitation Act of 1973 or Title II of the American with Disabilities Act, then the support animal will be considered in the request for accommodations that is coordinated by the Counselor for Disability Services. Students must follow the accommodation request process.

4 All animals on a Westmoreland campus must have current vaccinations evidenced by a tag on the animal or a vaccination certificate in the immediate possession of the owner.

5 A control agency will be called to remove and impound disruptive, aggressive, unattended or at-large animals. All animals are subject to the applicable county and/or borough codes regulating animals.

### Definitions

**Service Animal:** A "service animal" is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, and the work or tasks performed by the animal are directly related to the individual's disability. This definition encompasses all "service animals" as defined by the applicable regulations to the Americans with Disabilities Act.

**Domestic Animal:** Domestic animals are those species of animals that normally and customarily share human habitat and are normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals, but not including feral or wild animals. Service animals are not considered domestic animals for the purpose of this policy.

## Withdrawal Policy

A student who wishes to initiate the course withdrawal process should talk with their instructor and/or advisor or counselor. The withdrawal period begins at the end of the drop period that is typically after the third week of class, or at the 20% point in their course. From the 20%-60% point, a student may withdraw from a course by completing an official withdrawal form. An official W (withdrawal) grade will be noted on the transcript. After 60% of the course and before 90%, the student must secure the instructor's permission for withdrawal from the course. After 90% of the course, students may not withdraw with the exception of excused withdrawals.

## Medical Withdrawal Policy

Students may apply to withdraw from courses for medical reasons. Failure to officially withdraw may result in recording of failing grades. Students who wish to withdraw due to medical reasons should complete the Student Account Adjustment Request form that may be obtained by contacting the Records Office or visiting the My.Westmoreland portal. All approved requests for medical withdrawals will result in the assignment of "W" grades for each course. Requests must be submitted to the Director of Admissions & Registrar no later than the dates published on the request form.

# STUDENT POLICIES & PROCEDURES

## Military Withdrawal Policy

Whenever any member of the PA National Guard or other reserve component of the armed forces of the United States shall be called or ordered to active duty, other than active duty for training, including, in case of members of the PA National Guard, active State duty, the college shall grant the member or member's spouse a military leave or absence from their education. The member or member's spouse shall receive an "M" (Military Withdrawal) on their transcript for all classes they are unable to complete due to a military leave of absence.

## Transgender Student Policy Related to Gender Identity and Expression

Westmoreland has created policies and procedures intended to provide direction for people on campus with varied gender expressions. We encourage students and staff to speak with the Office of Student Services for guidance on navigating the policies and practices of the college.

### Privacy

Transgender students have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender student decides when, with whom, and how much private information to share. Information about a student's transgender status can constitute confidential medical information under privacy laws.

Faculty, staff and administrators should not disclose information that may reveal a student's transgender status or gender non-conforming presentation to others. Such personal or confidential information may only be shared with the transgender student's consent and only with faculty, staff, and administrators who truly need to know to perform their jobs.

## Records and Documents

### Name Change

The college recognizes that as a community many of its members use names other than their legal names to identify themselves. The college acknowledges that a "preferred name" can and should be used wherever possible in the course of college business and education. However, if a legal name change has taken place, please provide legal documentation so that your academic records can be updated accordingly.

A legal name change can be initiated through the state of the person's legal residence. Once this is accomplished, the student can go to the local Social Security office to get a new Social Security card, and then use that to change everything else, including a driver's license or state-issued ID.

### Campus In-Use Name Policy

In order to change a name on institutional records such as a transcript, please follow instructions outlined in the change of name procedure which can be obtained from the Registrar.

## Directories & Identification

### Email Account

Once a student completes a Change of Name Form with the Registrar's Office and it is approved, they may contact the Information Technology Help Desk ([helpdesk@westmoreland.edu](mailto:helpdesk@westmoreland.edu)) to request an update to their email display name with their preferred name. Please note that the student's actual username always remains the same from the initial creation, typically from the original legal name. Students can request this change by emailing the college's Information Technology Help Desk at [helpdesk@westmoreland.edu](mailto:helpdesk@westmoreland.edu).

### Westmoreland ID Card

The college recognizes that it is important for a student's college identification card to reflect their current appearance and name. In order to meet this need, we offer the following options:

- If the student has legally changed their name and has changed their name with the Registrar's office, they can obtain a new ID card with your new name from Student Services, Room 130.
- If the student has not yet changed their name, they can obtain an ID card that only lists their first initial and last name. Please contact Student Services for further information.
- If the student has set a preferred name, then they may use their preferred name on their ID card. Please see the Registrar's Office for assistance.

Westmoreland does not discriminate on the basis of gender or sexual orientation. Westmoreland is committed to creating an inclusive environment for all students. If you have noticed something that could help to make the campus friendlier to gender diversity, please feel free to contact one of the offices below:

### Student Services

145 Pavilion Lane, Youngwood Campus  
724.925.4000

### Office of Administrative Services

145 Pavilion Lane, Youngwood Campus  
724.925.4000

### Restrooms

The college is committed to having safe and accessible campus restrooms. Gender-inclusive (GI) restrooms are available in some campus buildings. Gender-inclusive restrooms provide a safe and comfortable facility for all, regardless of gender identity and expression. All students have a right to safe and appropriate restroom facilities, including the right to use the restroom that corresponds to the student's gender identity, regardless of the student's sex assigned at birth.

# STUDENT POLICIES & PROCEDURES

## Policy Definitions

**Transgender/Gender Non-Conforming-** Anyone whose gender identity and/or gender expression does not match society's expectations of how an individual who was assigned a particular sex at birth should behave in relation to their gender.

**Gender Identity** - An individual's sense of being either male or female, man or woman, or something other in-between.

**Gender Spectrum** - A linear model, ranging from 100% male to 100% female, with various states of androgyny in between. The gender continuum or matrix is a multidimensional extension of the spectrum that includes additional gender identities outside of the spectrum. Both terms challenge the traditional notion of the gender binary, in which only male or female genders are acknowledged.

**Gender Expression** - The external characteristics and behaviors that are socially defined as masculine or feminine, such as dress, mannerisms, speech patterns, and social interactions.

**Biological or Legal Sex** - The sex legally assigned to an individual at birth, usually reflected in a birth certificate.

**Title** - This includes a prefix such as "Mr.," "Mrs.," "Miss" and "Ms." **Legal Name** - The name legally given to an individual, which may be memorialized on a birth certificate, a court order, or certificate of naturalization.

**Preferred First Name and Pronoun** - The name and pronoun used by a transgender student that corresponds to the student's gender identity/expression.

## Solicitation

Only authorized students, student groups or personnel are allowed to sell goods to Westmoreland students, faculty or staff on the Youngwood campus, the Advanced Technology Center, or at any education center site. Individuals and groups must obtain permission from the Student Life Office, Student Center, Founders Hall.

Westmoreland offers a variety of services and activities designed to enrich the learning experiences of all students without regard to race, color, national origin, sex, sexual orientation, disability, age or religion. These services are available without charge to students enrolled in credit classes.

# GLOSSARY OF KEY TERMS

**Academic Advisor** - An individual (usually a faculty member) who helps students decide what courses to take and chose a major of study. Academic advisors also make certain students fulfill graduation requirements and provide guidance when the student has academic difficulties.

**Academic Calendar** - A list of important dates for the academic year, including vacation breaks, registration periods and other pertinent information.

**Academic Probation** - A student whose cumulative grade point average (GPA) falls below a designated number (2.0) can be placed on academic probation. Students who are placed on academic probation are limited in the number of credits they can take and must meet with a counselor or advisor. If the GPA does not improve, students may be prohibited from registering for classes for a designated number of semesters.

**Accreditation** - Approval given to a college that meets accepted standards concerning its academic programs, library facilities, faculty, policies, physical plant, financial assets and similar criteria is known as accreditation.

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

**Advisor** - An individual who helps students decide what courses to take and what major of study to choose. Academic advisors also help students with fulfilling graduation requirements and provide guidance when the student has academic difficulties. Westmoreland has faculty advisors, pathways advisors and counselors available to advise students.

**Articulation Agreement** - Articulation refers to the transfer of credits among colleges and universities. An articulation agreement is a signed document stating that one college will accept the courses from another college. Articulation agreements are in placed between Westmoreland and a number of area college, including California University of PA, Seton Hill University, Saint Vincent College and University of Pittsburgh at Greensburg, among many others.

**Associate Degree** - A degree granted by community and junior colleges after successful completion of the credits equivalent to two years of college work. A student can receive an associate of arts, an associate of fine arts or an associate of applied science, depending on the curriculum pursued.

**Auditing** - When auditing a course, credits earned do not apply towards a degree program. At the end of the semester, the course will be assigned an AU in place of a letter grade to denote that the course was audited. At Westmoreland, a student may enroll in a class with the status of "auditor." A student may also request that their status be changed to "auditor" at the end of the second week of the semester. The instructor must give written approval for all requests to audit a course. Financial aid does not pay for audited courses. Full tuition and fees are required to audit a course.

**Bachelor's Degree** - A degree awarded upon completion of a four-year program of study by a college or university. It is also called a Baccalaureate Degree.

**Blended (Hybrid) Courses** - The instruction for these courses is split between learning activities online (no more than 50%) and in a classroom/lab setting, based on subject matter. Students and instructor will meet at least once a week at a designated day and time; students will also complete work asynchronously (outside of the classroom) for the remaining class time.

**Certificate** - A certificate is granted by community and junior colleges after successful completion of a specific number of courses in a curriculum. This number is less than the equivalent of two years of college.

**College Catalog** - The college catalog provides students with information on academic programs, course descriptions and other academic information. Westmoreland's college catalog is found on the college website.

**Commencement** - The ceremony held upon completion of a student's academic studies; this is also known as graduation.

**Community College** - A community college is a two-year, public college funded by local or state governments. It offers transfer and career programs leading to associate degrees, diplomas or certificates.

**Comprehensive Examination** - An examination that can be given to students at the end of their studies to determine their knowledge of their majors. At many institutions, students must pass "comps" to graduate.

**Core Curriculum** - A core curriculum is the heart of a program of study. These are the required courses a student must take to graduate. Core curriculum includes a variety of classes to make sure students receive a well-rounded education. Elective classes are taken in addition to core curriculum.

**Corequisite** - A course that can be taken at the same time as another course. For example, if intermediate algebra is a corequisite for physical science, then both courses can be taken during the same semester.

# GLOSSARY OF KEY TERMS

**Dean** - A dean is an administrator who is in charge of the faculty and/or a division in the college.

**Developmental Classes** - Sometimes referred to as remedial classes, developmental classes focus on basic college-level skills such as reading, writing and math. Students who earn a certain score on standardized testing may be required to take developmental classes before enrolling in a course.

**Drop/Add** - Drop/add refers to changing from a specific course (dropping a course) or adding a new course during a specific time period early in a semester. At Westmoreland, questions concerning drop/add should be directed to the Student Services Success Center in Founders Hall, room 130 or by calling the Information Center at 724-925-4000.

**Early High School Enrollment** - Early high school enrollment introduces students to the advantages of postsecondary education and helps students make a successful transition to the culture and expectations of college life. Students enrolled in the Early Enrollment Program will have the opportunity to experience college life while simultaneously completing their high school requirements. The program's intent is not to speed up the high school curriculum, but to provide an early start on a collegiate career.

**Education Centers** - The seven locations of the college, outside of the Youngwood location, that offer day and evening classes. The seven centers are: Westmoreland-Advanced Technology Center, Westmoreland-Fayette County, Westmoreland-Indiana County, Westmoreland-Murrysville, Westmoreland-New Kensington and Westmoreland-Public Safety Training Center.

**Elective** - A course that students may choose to take that is not part of the required curriculum.

**Family Educational Rights and Privacy Act (FERPA)** - The federal law that pertains to access to students' educational records. According to FERPA, any student over the age of 18 must sign a paper giving written permission for the college to share information with families or friends.

**Final Exam** - An examination taken at the end of each term to test students' knowledge of the material covered in a class throughout the term. Grades on finals may carry more weight than other grades received during the term.

**First-Generation Student** - A student who does not have a parent who graduated from college. Colleges often have free programs, support services and scholarship opportunities designated for these students.

**First-Year Experience** - A series of activities designed to help students transition successfully to college, such as orientation, first-year seminar, a learning community or a common reading experience. First-Year Experience may be brief or last the entire academic semester.

**Grade Point Average (GPA)** - The college uses a letter system with points assigned to each letter grade. These points are used to calculate students' overall grade point average (GPA).

**A** = 4 Excellent

**B** = 3 Good

**C** = 2 Satisfactory

**D** = 1 Passing (Less than satisfactory)

**F** = Failing

**I** = Incomplete - Grade to be determined upon completion of hours.

**W** = Withdrawal

**AU** = Audit No Credit

**Z** = No report from your instructor

**Grant** - A monetary award that does not have to be repaid. Grants are often related to financial need or membership in a specific group.

**Hold** - A hold is a notation placed on a student's records that indicates that he or she has a need to complete something required by the college. A student may have a hold due to an outstanding financial obligation to the college, such as unpaid fees, unreturned equipment or overdue library books. A hold could also be placed on a student's record for disciplinary or academic reasons. If a student has a hold on their account, the student may be unable to access academic documentation from the college, such as a transcript, until the hold is resolved.

**Humanities** - Humanities include the study of English, foreign languages, history, philosophy, art, music or photography. These subjects explore the experiences of human thought and emotion. They are meant to support a spirit of inquiry (i.e, a willingness to explore ideas) and reflection leading to better understanding of cultures throughout history and the present.

**Intercollegiate Athletics** - Sports between Westmoreland and other two-year colleges, including: basketball, baseball, softball, golf, volleyball, bowling, cross country and soccer in the Western Pennsylvania Collegiate Conference. The college is affiliated with the National Junior College Athletic Association (NJCAA). Students must satisfy the eligibility provisions of the NJCAA to participate in intercollegiate athletics.

**Internships** - Offer students hands-on, applied experiences in a student's desired career field. Internships may award pay and/or academic credit for students who participate.

**Intramurals** - This program incorporates a variety of activities for students within the college, including team or individual tournaments for anyone who wishes to participate, regardless of their ability level. The main focus of intramural activities is interest and enjoyment, not skill.



# GLOSSARY OF KEY TERMS

**Learning Outcomes** - Specific knowledge and/or skills identified by the institution, academic department or instructor that students are expected to gain from their learning experiences.

**Loan Programs** - Provide financial assistance to students who qualify and must be repaid with interest.

**Federal PLUS Loans** - PLUS loans are for families who have dependent children going to college that help pay for the cost of college. PLUS loans are offered through the federal government. Parents must apply for PLUS loans separate from the student, the FAFSA does not automatically apply to you for PLUS loans.

**Federal Stafford Loans** - Also known as Direct Loans. Loans from the federal government that are based on family's financial need as determined by completing the FAFSA. When you complete the FAFSA you are automatically applied for Federal Stafford loans. Federal Stafford loans come in 2 types: subsidized and unsubsidized. Subsidized loans do not have interest added when a student is attending college while unsubsidized loans do. Federal Stafford loan require repayment beginning 6 months after a student graduates.

**Supplemental Loans** - Supplemental loans are for students and/or families offered through private lenders, not the federal government. The FAFSA does not automatically apply to you for supplemental loans.

**Major** - The main focus of your studies that is a concentration of courses in a specific field. When you graduate, your diploma, certificate or degree will be awarded in your major field of study.

**New Student Orientation (NSO)** - A one-day event offered before the start of the fall term for new students, providing them with information that will help with college success. Special sessions for guests are typically included as well.

**Office Hours** - Times when faculty are available either in their offices or online to help with any questions or issues students may have. Faculty list their office hours on the course syllabus.

**Online Courses** - Classes that are conducted completely online via a course management system, such as Blackboard. Students have the option of using a personal computer at home, campus lab, library, etc. to complete their course work. Some online courses may require real-time collaboration at specific dates and times using tools in the course management system.

**Phi Theta Kappa (PTK)** - The national honor society for two-year colleges. Members of PTK often qualify for scholarships when they transfer to 4-year schools.

**Pell Grant** - A federal grant awarded to low-income students. When you complete the FAFSA you are automatically applied for the Pell grant. Since it is a grant, it does not have to be repaid.

**Pennsylvania Higher Education Assistance Agency Grant (PHEAA)** - PHEAA is a grant available to full-time students who are residents of Pennsylvania and meet income requirements.

**Prerequisites** - These are courses that are required before a student can register or enroll for a particular curriculum or take as particular class. Prerequisites are listed in the program descriptions and the course descriptions in the college catalog.

**Quality Points** - The college uses a letter system with associated quality points to computer cumulative grade point averages. See definition "Grade Point Average" for more information.

**Retention** - Re-enrollment or returning for the next academic term; measure of student persistence, progress and/or success.

**Retention Rates** - The amount (or rate) of students who return to complete consecutive, multiple terms at the college. Retention rates are a way to measure how a college is able to support student persistence, progress and success.

**Selective Admission Programs** - Competitive majors that limit the number of students who are allowed in the program. To qualify for a selective admissions program, a student must meet certain requirements such as test scores, GPA, etc. The allied health programs (dental hygiene, nursing, etc.) are examples of these types of programs at Westmoreland.

**Semester** - Also known as terms, semesters are periods of academic instruction that divide an academic year. For example, Westmoreland's academic year consists of fall, spring and summer semesters.

**Service Learning** - A teaching or learning strategy that combines classroom instruction with related community service or volunteer experience.

**Student Government Association (SGA)** - The SGA represents the students of Westmoreland and acts as the governing body for all recognized student organizations. Comprised of an Executive Board and Senators, the SGA provides an opportunity for all students to have their voices heard and create positive change on campus. All Westmoreland students currently-enrolled in credits are welcome to become senators and obtain voting rights by attending a minimum of two SGA Senate meetings.

# GLOSSARY OF KEY TERMS

**STEM Education** - An acronym for the fields of study in science, technology, engineering, and mathematics; STEM majors are emphasized by many institutions as critical areas for solving the complex problems of today's world and its future.

**Student Handbook** - Contains information on academic and student support services, student policies and student life. Westmoreland's student handbook can be found on the college website.

**Syllabus** - A document that outlines a course plan specific to that semester and instructor that includes: instructor's office hours and contact information; course description; list of assignments/projects, quizzes and exams given; expected learner outcomes; textbook information; the grading system used; and a course outline by topic and timeline for the semester.

**Transcript** - A transcript is the college's complete record of a student's grades and credits. Transcripts may be official or unofficial.

**Official transcript** - A copy of the transcript provided by Westmoreland's registrar that has the seal of the college registrar. Official transcripts are often required by employers or for transfer to 4-year institutions. Official transcripts must be requested from the registrar's office (Founders Hall, room 130).

**Unofficial transcript** - A copy of the transcript that is available to students through the My.Westmoreland portal. Unofficial transcripts are not generally valid to be used for jobs or college transfer.

**Transfer Student** - A student who may be transferring into Westmoreland from another college or transferring out to another college after taking courses at Westmoreland.

**Undergraduate** - An undergraduate is a student at a college or university who has not yet earned a bachelor's degree.

**Web Conferencing Courses** - Courses that are offered at two or more locations at specific dates and times through web-conferencing technology. The instructor is at one location using a live video feed that allows for interaction between instructor and students, who may be at another Westmoreland location. Instructors may alternate instructing between any of the locations and students may attend class at any location or from their personal computer elsewhere. In web conferencing courses, students and instructor can see and speak to one another in real time.

**Web Supplemented Courses** - Classes offered face-to-face in a physical classroom and also have additional online course requirements. The use of a course management system, such as Blackboard, is required to access course documents, materials, assignments and grades.

**Wolfpack** - Westmoreland County Community College's athletic teams.

**Work-Study** - Federal work-study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Most students qualify for the federal work-study program and do not have to be identified as low-income to qualify. Federal work-study positions are designed to work around students' class schedules and provide support for college success.

## Acronyms

**ACT 101** - A state grant-funded support program for students who qualify.

**AVI - Food service company, which manages** Westly's Café, The Den and Up and Atom Café. AVI gift cards can be purchased in the bookstore for use at either AVI establishment.

**CAB** - Campus Activities Board - Student group that assists in planning and organizing student life activities on campus.

**CLC - College Learning Center** - The College Learning Center offers Westmoreland credit students comprehensive services which are essential to academic success. Tutoring services and testing services are provided in the CLC.

**CRC - Computer Resource Center** - The Computer Resource Center has computers, printers and scanners for student use. Students can use this area to do research and complete college assignments. Lab assistants are available in the CRC to support students throughout the day and evening hours.

**FAFSA** - Free Application for Federal Student Aid - This must be completed each academic year to determine students' eligibility for financial aid.

**FERPA - Family Educational Rights and Privacy Act** - The federal law that pertains to access to students' educational records. According to FERPA, any student over 18 must sign a paper giving written permission for the college to share information with families and friends.

**GPA - Grade Point Average** - The number that is used to determine a student's progress in college. It refers to the number of quality points divided by the number of credit hours a student has taken.

**SAP** - Satisfactory Academic Progress - Measures students' progress toward graduation as is pertains to eligibility for financial aid. It is determined by the student's completion rate of classes and grade point average.

**SGA** - Student Government Association - The student-run governing organization for the student body.

# GLOSSARY OF KEY TERMS

**TRIO** - A federal grant-funded support program for students who qualify.

**VID - Interactive Videoconference Classes** – VID courses are offered at Youngwood and at other Westmoreland locations at the same time. This allows the students at an education center to participate in classes that are not traditionally offered at the center. Students have face-to-face interaction with the instructor of their course at times and also watch and participate in lectures through a live video feed.

**WON - Online Classes** – Online classes are designated as WON in the class schedule. Online classes allow students to complete coursework using a home computer or a computer at another location. These classes do not have specific meeting days or times and all coursework is completed online.

**WZN - Collaborate Classes** - Classes denoted as WZN in the class schedule are those that meet at a set day and time each week through a live video feed. Students participate from their home computers or mobile devices and are able to interact with the instructor and other students through a web-based platform known as Collaborate Ultra.