

**WESTERN NEBRASKA COMMUNITY  
COLLEGE**

**STUDENT HANDBOOK**

**2025-2026**



**Western Nebraska  
Community College**

Office of Student Life  
Scottsbluff Main Campus  
308-635-60

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# Purpose of the Student Handbook

The Western Nebraska Community College (WNCC) Student Handbook serves as a compass for students, faculty, staff, and visitors to navigate campus life at WNCC. This document provides expectations of all WNCC community members, resources available, ways to get involved, policies and procedures, community standards, and expectations for students at WNCC. Students are responsible for and expected to know the content of this handbook and all related policies and procedures. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. Students are encouraged to check online at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies) for the updated versions of all policies and procedures.

## About WNCC

### Mission Statement

To provide learning opportunities – enriching lives, invigorating communities, and changing futures

### Vision Statement

A leader in community college education with focus on student success, excellence in teaching, innovative and relevant programs and services, and collaborations supporting dynamic partnerships inside and outside the College.

### Values

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

For additional information regarding the mission, vision, and values of WNCC, please visit the Strategic Plan page found at: <https://www.wncc.edu/about-wncc/about-pdfs/strategic-plan-2023-2027-updated.pdf>

## Accreditation Information

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

Consumer information can be found at: <https://wncc.edu/about-wncc/consumer-information/index>

## Being a College Student at WNCC

### Paying for College

#### Business Office

Students registered for classes at WNCC are expected to have tuition and fees paid in full before or by the first day of classes unless other arrangements, such as a payment plan, have been set up and approved through the Business Office.

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

#### Payment Plans

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

#### Non-Payment

All financial obligations must be in good standing (satisfactory) before the student is allowed to register for additional semesters. In the event a student has a past due account, they may be in jeopardy of being withdrawn from current classes and having a hold placed on their account to prevent future enrollment, living in college housing, or receiving a disbursement,

If a student is experiencing difficulties paying tuition, fees, or other expenses, please contact the WNCC Business Office at 308.635.6020 for assistance.

## Financial Aid

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

### Types of Financial Assistance

- a. Grants - Grants generally do not have to be repaid. Awards are need-based with funds provided by federal and state governments and WNCC.
- b. Scholarships - Scholarships do not have to be repaid. Criteria may include academic performance, special talents, activity participation, financial need, community service, and other factors. Funds are provided by WNCC, the WNCC Foundation, the State of Nebraska, civic and community organizations, and other sources supporting higher education. Scholarship information and applications can be found at [www.wncc.edu/admissions-aid/financial-aid/scholarships](http://www.wncc.edu/admissions-aid/financial-aid/scholarships)
- c. Student Employment - There are two types of Student Employment at WNCC: Federal Work Study and Institutional Employment. Federal Work Study is an employment program funded by the U.S. Department of Education and WNCC; eligibility is determined by the FAFSA and the amount of Need you have. Any student can apply for Institutional Employment opportunities; the FAFSA is not required for these positions. Student employment positions pay at least at the Nebraska minimum wage rate and provide flexible hours. Students can work up to 20 hours per week, but are not allowed to work during scheduled class times.
- d. [Loans: Low-interest loans that are available to students enrolled in at least six credits each semester. These funds must be repaid. Find more information on loan options \(including parent loans\) and processes, please review https://www.wncc.edu/admissions-aid/financial-aid/student-loans](#).Free

### Application for Federal Student Aid (FAFSA)

- i. All federal financial aid and some scholarships require students to complete the Free Application for Federal Student Aid or the FAFSA. The form must be completed each academic year.
- ii. The FAFSA is available each year by October 1st. Help is available to complete the form. Please contact the AIM Educational Opportunity Center at 308.633.0104 or schedule an appointment with the EducationQuest Foundation at

<https://url.us.m.mimecastprotect.com/s/MfAcCERL1Vc3E8E1hwh8h7D02h?domain=app.10to8.com/>

- iii. Satisfactory Academic Progress (SAP) - All students must make progress toward their educational goals to continue receiving federal financial aid. The SAP Policy can be found at [www.wncc.edu/admissions-aid/financial-aid/policies](http://www.wncc.edu/admissions-aid/financial-aid/policies)

## Academic Policies

### Advising & Registration

WNCC strives to help students achieve their academic goals through personal academic advising. Advisors can assist students in identifying appropriate programs of study and help students draft an academic plan outlining the courses to meet the requirements for graduation. This academic plan can be modified each semester based upon course offerings and student progress.

All new first-year students will meet with an academic advisor in the Student Success Center who will help plan the students' first semester of classes at WNCC. Students are assigned an academic advisor per college [policy 500.2500.79](#).

Each student is then assigned a faculty advisor who has special training and experience in the student's academic field of interest. Faculty advisors will help students plan their class schedules after the first semester and provide their advisees with ongoing information and assistance in meeting educational goals. The faculty advisors can also be of assistance to students in their efforts to achieve satisfactory academic progress and connect with other support resources on and off campus. Students can find their assigned faculty advisor in their Student Planning portal. Questions concerning work in a specific course should be discussed with the course instructor. The student's faculty advisor can answer general questions on scheduling and planning the academic program at any time and particularly during registration advising sessions. The faculty advisor's approval is required for all courses a student wants to take each semester. This approval is requested and granted through the Student Planning tool in the WNCC portal.

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

### Adding/Dropping/Withdrawning

- Adding a Class
  - Students may add a class during the first five (5) class days of a semester or within the first three (3) days of an eight-week session. Tuition and fees are assessed on all courses added.

- Dropping a Class
  - Students may also drop a course during the first ten (10) class days of a full 16-week semester course or the first five (5) days of an eight-week course with no penalty (the course will not appear on the student's transcript). A student will have a proportionate amount of time to drop a class during any shorter-term course. Classes dropped during this time are refunded at 100%.
- Withdrawing from a Class
  - The official withdrawal period begins after the first ten (10) class days of each regular semester and ends when 60% of the term has expired as outlined in the official WNCC calendar. The official withdrawal period for eight-week courses begins after the first five (5) class days.
  - If a student withdraws from an individual course, they will receive a grade of "W" which is reflected on the student's permanent academic transcript. This grade can be given only during the semester in which the student officially withdraws; it cannot be given retroactively. A posted grade of "W" cannot be changed to another grade later.
  - Students who fail to withdraw officially receive a grade of "F." Withdrawal from individual classes after the official withdrawal period is not permitted unless a student withdraws from the College, or the student completes the "Appeal for W Grade after Last Day to Drop" form available in the Registrar's Office.
  - Students may or may not receive a refund when withdrawing from a course, depending on the percentage of time expended. Federal financial aid is recalculated during this time, and refunds may be owed. Students should be sure to contact the Financial Aid Office to understand the ramifications.
  - Students who wish to withdraw from a class during the withdrawal period procedure through the Registrar's Office. Students who cease to attend a course and fail to withdraw officially through the process made available through the Registrar's Office remain registered for the course and will receive a grade regardless of intent.
  - To drop an online course, students should download the online drop form from the WNCC portal, complete and sign it (<https://www.wncc.edu/academics/academics-pdfs/2021-drop-add-form-updated.pdf>). The student is responsible for communicating with their instructor(s) with a request to withdraw. The instructor then responds to the student with a grade calculated at the time of withdrawal and the last date of attendance. The student should copy the instructor's response and email their request along with the drop form to [registrar@wncc.edu](mailto:registrar@wncc.edu). Completed forms can also be faxed to 308.635.6732 or mailed to the WNCC Registrar's Office, 1601 East 27th Street, Scottsbluff, NE 69361. The drop is processed according to the date when the student first contacted the instructor.
  - Summer and Eight-Week Classes

- The official withdrawal period begins after the first three (3) days of the semester and ends when 60% of the class is expended.
- Class Registration
  - Degree-seeking students are encouraged to register for courses as close to the opening day of registration as possible. Registration is completed online through Student Planning available via Classlink on MyWNCC. First-semester students will work with an academic advisor to learn how to utilize Student Planning and how the registration process works.
  - After the first semester, students are required to meet with the faculty advisors at least once every semester to check in before courses are approved for the next term.
  - To change an intended program of study and/or the student's faculty advisor, please contact Career Pathways & Advising at [pathways@wncc.edu](mailto:pathways@wncc.edu) or 308.635.6000.
- Withdrawal from the College
  - There are times when personal issues may force a student to withdraw from the College completely. Students should be fully aware of the consequences of withdrawal from the College.
  - A student will receive a grade of "W" on all courses in which they are enrolled at the time of withdrawal. Grades of "W" have the potential of impacting grade point calculations when courses are repeated.
  - A student remains responsible for any tuition and fees, room and board, and other charges
  - If a student is receiving financial aid, they must speak with the financial aid office to discuss the ramifications of withdrawal on current and future financial aid opportunities.
  - If a student is facing disciplinary action, withdrawal from the College does not negate the action.
  - During the official withdrawal period (until 60% of the course time is completed):
    - Complete the WNCC Drop-Add Form available in the Registrar's Office. Each instructor needs to sign the form and provide a last date of attendance. In an emergency, staff from the Registrar's Office can assist in contacting instructors.
    - Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
    - Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Veterans Affairs Office.
  - After the official withdrawal period has passed:

- Complete the “Request for Total Withdrawal after the Last Day to Drop” form available in the Registrar’s Office. The total drop must be for extenuating circumstances only.
- The Dean of Student Success and the respective Dean of Instruction, Associate Dean of Instruction, or their designee must approve the withdrawal.
- Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
- Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Affairs Office.

## Academic Integrity

Academic integrity forms a fundamental bond of trust between colleagues, peers, instructors, and students, and it underlies all genuine learning. At WNCC, there is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged “borrowing” of proprietary materials, copying answers or papers, using crib sheets or unauthorized help during exams, altering tests, or passing someone else’s work as one’s own. A student can be accused of an academic integrity policy violation by an instructor, staff member or another student(s). Please [see AP-561 “Academic Integrity”](#) for more specific and detailed information, including WNCC’s process for handling alleged violations of academic integrity. Using Generative Artificial Intelligence (AI) or LLM (Large Language Models) to generate course work in a manner not expressly allowed by the instructor or assignments that are expected to be student-generated may be a violation of Academic Integrity. For AI/LLM specific questions or course specific questions, please contact the individual instructor and refer to the course syllabus.

## Class Attendance

### Absent from Class

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

Persistent tardiness or absences from class will have an impact on a student’s ability to be successful. It is an expectation that if a student will be absent from class the student will communicate directly to the instructor(s) and work with them to make up the absence if possible. Each course offered at WNCC has an established attendance policy that can be found in the course syllabus each semester per [policy 500.1400.79](#)

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

<https://www.wncc.edu/academics/office-of-the-registrar>

- Emergencies
  - If a student must miss class due to an unforeseen circumstance (accident, bereavement, serious illness, etc.), the student should contact their instructor or instructors prior to the absence to discuss or arrange to make up the missing work. Instructors may ask for documentation that validates the absence; instructors are expected to make reasonable arrangements for the completion of missing work per Institutional Guideline 520.
  - If an emergency forces a student to be absent from class for an extended period of time, students should contact the Office of Student Life at 308.635.6050 for assistance.
- School Sanctioned Activities
  - Students participating in sanctioned school activities will not be penalized for missing class if the student and instructor have met prior to the absence and have arranged to complete all missing work. Students are responsible for discussing the absence and missing assignments with the instructor, along with a plan for completion, before the scheduled activity date. Instructors are expected to make reasonable arrangements for the completion of the work that is missing for these students. Students who know they will be absent due to school activities should speak with their advisor on alternative course selections that may fit in better with the activity schedule.
- Disabilities & Accommodations
  - If a student believes it may not be possible to abide by the absence policy because of issues related to a disability, the student must contact the Dean of Students Office before the academic semester begins or as soon as the need arises to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related class absence is made on a case-by-case basis.
  - To submit a request for accommodation, students must complete the following form and include applicable documentation:  
[https://cm.maxient.com/reportingform.php?WesternNebraskaCC&layout\\_id=17](https://cm.maxient.com/reportingform.php?WesternNebraskaCC&layout_id=17)
  - For additional information, please see [policy 500.4600.17](#),
- Military Duty
  - A student responding to a lawful deployment order through a branch of the United States armed forces may avail themselves of specified course alterations or modifications by requesting a Military Leave of Absence (MLOA) through their instructor. Military leave policy relates to students who are registered for

classes at WNCC, whether by face-to-face or distance learning instructional delivery. For additional information, please see policy 500.0715.14 at:  
<https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies-pdfs/student-services/500-0715-14.pdf>

- Religious Observation
  - A student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.
- Medical Withdrawal
  - WNCC recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a medical withdrawal, which permits students to take a break from college life and their studies so that they may receive treatment and later return to school with an enhanced opportunity to achieve their academic goals. It is imperative for students considering a medical withdrawal to meet with Financial Aid and the Registrar's Office before finalizing a full drop.

## Grades

- Grading Scale
  - Grade point averages (GPA) are computed on all credits taken at WNCC excluding those courses awarded through non-traditional credit or taken on a Pass/No Pass basis.
- Student Classification
  - A full-time student is defined as one taking 12 or more credits per semester.
- Grade Appeals
  - Students may appeal the final grade in a course in accordance with the stipulations outlined below. The student must initiate such an appeal no later than three (3) weeks after the day final grades are posted. Please [see PP-562](#) for all official details.
  - A student who questions their final course grade must adhere to the following steps in the order presented:
    - Step 1: Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student may then go to Step 2.

- Step 2: Visit with the appropriate associate dean, division chair, or designee to discuss the issue. If the concern remains unresolved, the student may continue to Step 3.
    - Step 3: Elect to file a written grade appeal to the Dean of Instruction, associate dean, or VP of Academic Affairs for referral to the Peer Review Committee.
- A formal grade appeal may not be filed until Steps 1 and 2 above have been completed. A formal grade appeal may be filed if:
  - There is a dispute over the numerical calculation of the grade, or
  - The grade assigned appears arbitrary and not indicative of the student's performance.
- Students who question an instructor's personal treatment of the student may discuss the matter with the Chief Student Services Officer as described in the Student Handbook.

## Academic Probation and Suspension

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

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

The College reserves the right to limit the course load of any student experiencing academic difficulty and to recommend changes in the curriculum assigned. Additional information can be found in [policy number 500.4150.86](#).

- Academic Probation
  - A student will be placed on academic probation when their cumulative GPA falls below a 2.0. To continue enrollment, the student will be required to meet with their academic advisor and develop a course of action to move forward academically.
- Extended Academic Probation
  - If a student on academic probation earns a semester GPA of 2.0 or better but still has a cumulative GPA below a 2.0, the student will be placed on extended academic probation. To continue enrollment, the student will be required to meet with their academic advisor and develop a course of action to move forward academically. A student is removed from academic probation or extended academic probation when both the cumulative and semester GPAs are above a 2.0.

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

## Academic Reinstatement

After being academically suspended and seeking re-enrollment at WNCC, the student must submit a petition to the Registrar ([registrar@wncc.edu](mailto:registrar@wncc.edu)), who convenes the Academic Appeals Committee, to be considered for reinstatement. The petition must be received in the Registrar's Office 14 days prior to the start of the academic semester. If a student is reinstated, they will be placed on extended academic probation and required to meet the conditions indicated above. If a student is denied reinstatement, they may appeal the decision to the Chief Academic Officer.

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

Financial aid and athletic eligibility rules are not equivalent to the above rules of scholastic eligibility. Financial aid information can be found at <https://www.wncc.edu/admissions-aid/financial-aid/index> and in:

- Administrative Procedure 502: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/ap-502-financial-aid-return-of-title-iv.pdf>
- President's Procedure 503: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies-pdfs/student-services/pp-503.pdf>
- President's Procedure 504: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies-pdfs/student-services/pp-504.pdf>

## WNCC Student Resources (arranged alphabetically)

### Athletics

All students are invited to join in the excitement of Cougar athletics! Our men's and women's athletic teams are some of the best in the region, and there is little to compare

to the excitement in Cougar Palace when the community is cheering its hometown teams to victory!

The College is a member of the National Junior College Athletic Association, Region IX, which consists of colleges from Nebraska, Wyoming, Montana, and Colorado. WNCC boasts intercollegiate sports for women in volleyball, basketball, softball, and soccer. Men's sports include basketball, baseball, and soccer. WNCC gear can be purchased at the WNCC Bookstore or online at [wncc.edu/student-life/bookstore](http://wncc.edu/student-life/bookstore). For schedules and additional information about our teams, go to [wnccathletics.com/landing/index](http://wnccathletics.com/landing/index)

## Blackboard

Blackboard Ultra is a web-based course management system designed to allow students and faculty to participate in classes delivered online or to share online materials and activities to complement face-to-face teaching and learning. Blackboard Ultra enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, lectures, and more. Blackboard Collaborate is a webinar system that allows students to connect real-time to a class from home. Students will utilize Blackboard Ultra & Collaborate throughout their enrollment at WNCC.

## Buddy's Books & Bistro

Buddy's Books and Bistro is operated by WNCC on the Scottsbluff campus and is your source for textbooks and general merchandise, such as art supplies, school supplies, novelties, greeting cards, and College apparel, which is also available online. New and used books are sold at the beginning of each semester and can be delivered to the Alliance and Sidney campuses; please allow for two business days if requesting books be delivered to Alliance or Sidney from Scottsbluff. Books may also be purchased online at [wncc.edu/student-life/bookstore](http://wncc.edu/student-life/bookstore). If the text is to be used again, books are purchased back by the Bookstore at the end of each semester for resale.

## Career Pathways

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

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

- Academic Advising

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

Professional advisors are located in the Career Pathways & Advising Office within the Student Success Center.

Faculty advisors also assist students in their efforts to achieve satisfactory academic progress and connect with other support resources on and off campus. The faculty advisor's approval is required for all courses a student wants to take each semester. This approval is requested and granted through the Student Planning tool in the WNCC Portal. Students are invited to contact the Career Pathways & Advising at 308.635.6000 for any questions related to academic advising, career planning, and strategies for student success.

## Childcare

The Western Nebraska Child Development Center (WNCDC) is a joint venture of the Community Action Partnership of Western Nebraska (CAPWN) and WNCC and serves to provide childcare for qualified WNCC students.

The WNCDC is licensed by the State of Nebraska to care for children between the ages of six weeks and five years. In August 2000, the center became accredited through the National Association for the Education of Young Children to ensure a quality environment for children. Head Start Centers are also located at the center.

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

## Communication

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

The WNCC Mobile app is an additional resource for members of the WNCC community to use to stay up to date on general information, events, important dates, and more. The WNCC Mobile app can be found in the app store.

Cancellation of Classes/Campus Closures/Emergency Notification - WNCC has implemented a First Response system which can communicate urgent messages utilizing multiple methods of communication (automated voice communication, email, and text message). To enable this system, you must inform the College of your preference for communication. To update your notification information, log into your MyWNCC portal and click on "Self-Service." In Self-Service, click on the user link, which will bring up the emergency preference updates. In the event of a class being canceled due to an unforeseen instructor absence, students will be notified through their WNCC email accounts, as well as through course emails in Blackboard.

## Computer Labs & Print Stations

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

## Cougar Cupboard

The Cougar Cupboard, located on the Scottsbluff campus, aims to assist students who may be food insecure or need assistance in obtaining basic need toiletries or similar. WNCC understands a student's ability to perform and succeed academically is directly connected to having sufficient nutrition. Students can utilize the Cougar Cupboard or request emergency assistance at any campus site by contacting the Office of Student Life at 308.635.6050.

## Counseling

Wellness is a lifestyle that maximizes human potential. It involves striving for growth—socially, physically, emotionally, intellectually, spiritually, and in a career—and having a positive state of mind. WNCC Counseling Services strives to help students achieve their highest potential. The College's licensed counselors provide short-term counseling services to all students upon request and at no additional charge. Students typically have six (6) sessions available to them per semester. Counseling is not typically available during the summer.

Personal counseling is available at all three locations by appointment to discuss concerns about school, relationships, parents, identity concerns, substance use and abuse, divorce, or other personal issues.

To schedule an appointment, call 308.635.6050. If you or someone you know needs support, please reach out for assistance. For emergencies, please contact emergency personnel by calling 911 or 988.

## Dining Services

All students living in college housing at Scottsbluff are required to participate in a 19- or 14-meal plan program. Meal plans include two components to ensure flexible and fulfilling options: all-you-care-to-eat meals and Flex Dollars (\$75 with the 14-meal plan and \$100 for the 19-meal plan). Flex Dollars may be used to purchase a meal for visiting family or friends in the Bishop Dining Hall. Additional funds may be added to Cougar Dollars at any time. Purchased Cougar Dollars includes a 10% bonus based on the amount purchased. Meal options are also available for students living off-campus.

Students may decrease their meal plan during the first week of classes only. Students may increase their meal plan at any time. There is no sharing of meal plans. Flex Dollars may be used to purchase additional meals. Students not on a meal plan may not sit in the Dining Hall during serving hours. Students must present their WNCC I.D. to enter the Dining Hall. Students may request a meal to-go but must leave the Dining Hall once they are served.

## Disability Services

All students have the right to the same educational opportunities. WNCC provides a variety of accommodations to provide access for individuals with disabilities. The Dean of Students Office aims to resolve issues related to disability access, provide equal access for individuals with disabilities, facilitate the development of reasonable accommodations for students, provide services and accommodations to qualified students, and serve in an advisory capacity to faculty and staff. Eligible students have access to: auxiliary aids and services (note takers, scribes, interpreters, and electronic textbooks), modifications (extended test times, distraction-free environments, variety of delivery methods), assistive technology (electronic devices, physical modifications of environment) and more.

## Health & Wellness Resources

WNCC policy prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees on College-owned or controlled property or as a part of any College activities.

A complete copy of WNCC's drug and alcohol policies are available electronically for students at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](http://www.wncc.edu/about-wncc/leadership/board-of-governors/policies). Any student or employee of the College who violates this policy is subject to disciplinary action. State and federal laws and any applicable city ordinances pertaining to the possession and use of alcoholic beverages and illicit drugs shall also be enforced.

Additionally, WNCC publishes information pursuant to the Drug-Free School and Community Act (DFSCA), including a Biennial Report, outlining the College's efforts under the Act. The DFSCA materials address Standards of Conduct; Legal Prohibitions

and Sanctions; Health Risks of Drug and Alcohol Use; Disciplinary Actions; and Drug and Alcohol Services. These materials are accessible online on the College's Website under Consumer Information and Safety at the following: [www.wncc.edu/about-wncc/consumer-information/index](http://www.wncc.edu/about-wncc/consumer-information/index).

The College does not provide on campus pharmacy, hospitalization, or surgical services. While the College does not have a health center on campus, the physical and mental wellbeing of students is a priority for WNCC. The College has strong working relationships with many community resources to assist students with ongoing physical or mental needs. Please reach out to the Student Life Office for contacts and assistance. In an emergency, students are directed to call 911.

## Panhandle Resources

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

For individuals who have no insurance, CAPWN has services available on a sliding discount basis according to family size and income. You may contact CAPWN's Health Center by calling 308.632.2540 or toll free at 1.888.448.9665. Additional resources can be found in the table below. This list is provided for information purposes only. This is a partial list, and inclusion of an organization does not imply endorsement, nor does omission imply disapproval.

Addition Counseling and Consultation Services, Inc. (ACCS, INC.,)	308.633.1390
Alcoholics Anonymous	877.266.3632
Box Butte General Hospital	308.762.6660
Cirrus House	308.635.1488
CrossRoads Resources, LLC	308.7472054
Educational Service Unit 13 Psychological and Behavioral Health	308.635.3696
Evals by Eck	308.762.2723
Healthy Choices Counseling	308.632.8236
Hot Springs VA Medical Center	605.745.2000
Human Services Inc.	308.762.7177
Independence Rising	308.633.7025
Karuna Counseling	308.249.7853
Mental Health Alliance	866.228.2636
Midwestern Behavioral Health Services	308.641.8409
Nebraska Family Helpline	888.866.8660
Nebraska Gambling Hotline	800.552.4700
Northeast Panhandle Substance Abuse Center	308.282.1101
Options in Psychology LLC	308.632.8547
Panhandle Partnership	308.633.3818
Psychiatry & Behavioral Health	308.635.3888
Region 1 Behavioral Health Authority	308.635.3173
Regional West Medical Center	308.630.1268
Western Community Health Resources	308.747.2054
Wyo-Braska Area of Narcotics Anonymous	866.466.3673

## Housing

WNCC provides on campus housing designed not only to provide a safe and secure living environment for students, but to also help students become engaged in campus life, which is built on the foundation of co-curricular activities and programs which positively contribute to student success.

Students can choose to live in the following residential environments: Conestoga Hall (Scottsbluff); Horizon Hall (Scottsbluff); Pioneer Tower (Scottsbluff); Unit A (Sidney) or Unit B (Sidney). Students attending WNCC in Alliance can contact the Chamber of Commerce or [Box Butte Development Corporation Relocation website](#) for information regarding available rooms and apartments.

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

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

- All domestic and international students are required to submit an immunization record for proof of immunization for measles, mumps, and rubella before attending WNCC. Students will be required to upload proof of the MMR vaccine to complete the housing application.
- Students must acknowledge the seriousness of meningococcal disease and understand the vaccine is highly recommended for students living in campus housing.
- WNCC recommends students receive vaccinations for: tetanus, diphtheria, and pertussis (Tdap), polio, hepatitis A and B, human papillomavirus, varicella (chickenpox), influenza, and pneumococcal.
- For all international students, a TB test is also required within 6 months of enrollment.

## ID Cards

Students enrolled in classes at WNCC are required to have a student identification card at the beginning of each semester. A student ID is required for accessing College meal plans, printing services, and admittance to College activities such as athletic events, fine arts, or other programming opportunities.

In Scottsbluff, the College has a partnership with the Road Runner Bus which provides free shuttle rides with a valid student ID and sticker. The student ID in Sidney also allows access to the Cheyenne County Community Center.

In the event of an emergency, students will be asked to show their student IDs with no exception. Students are expected to carry their WNCC ID with them at all times on college campuses and at college-sponsored events.

## Insurance

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

## International Students

The richness of our student body at WNCC is in the diversity of the students enrolled at the college. WNCC has students from approximately thirty (30) countries enrolled. International student enrollment represents approximately ten (10) percent of the student body. The campus community and the community at large are supportive and embrace the cultural diversity of our students. If you are an international student, the Assistant Registrar located on the Scottsbluff campus serves as the International Student Services Specialist and is available to assist you with questions you have. Please contact 308.635.6104.

## Library (Learning Commons)

The WNCC library is located in the main building on the Scottsbluff campus with a branch location at the Sidney site. The Alliance Public Library welcomes students and patrons. In addition, there is a learning commons in the lower level of the Alliance campus building. For assistance email [library@wncc.edu](mailto:library@wncc.edu).

eHelp assists students, staff, and faculty with access and basic technical problems using the WNCC portal, WNCC e-mail, and Blackboard. eHelp assistance is available by phone, chat, text, or through an ever-expanding online knowledge base on the eHelp website. Please contact eHelp by phone at 308.635.6071, by email at [ehelp@wncc.edu](mailto:ehelp@wncc.edu), or by text at 308.225.5015.

## Lost & Found

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

## Math Center

The Math Center is available for students who need assistance in mathematics. Students may receive help from tutors or use computer programs to provide help in

specific areas. The Math Center is open for assistance during the daytime and evening and is located in the main building on the Scottsbluff Campus.

## Military & Veterans Services

Military & Veterans Services provides academic, career, and financial assistance to qualified veterans at no cost, as well as a variety of organized activities. The goal of the Veteran's Center is to ensure academic success – whether that means graduation or transferring to a four-year institution – through persistence and ease of access to services. This is also an approved site for VA Work Study. Military & Veterans Services is the certification site for Veterans Administration (VA) educational benefits including:

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

All military-connected students and family members are encouraged to visit the office. Please contact [www.wncc.edu/student-life/student-services/military-veterans-services](http://www.wncc.edu/student-life/student-services/military-veterans-services) or contact by phone 308.635.6152 for more information.

\*"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## New Student Orientation

New Student Orientation (NSO) is a three-part program. The first portion is held in tandem with Registration Days. The second portion is an ungraded course in Blackboard that all incoming students are enrolled in. The final part is in person and held prior to the beginning of each semester for all new and transfer students. The program contains information for students and families and friends on college and federal compliance requirements and therefore must be completed (no exceptions). NSO is designed to help students understand how to navigate Western Nebraska Community College and the community at large. Students will receive information regarding NSO from the Office of Student Life. For more information, please contact [studentlife@wncc.edu](mailto:studentlife@wncc.edu).

## Parking

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

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

In the event of an accident at a campus location, those persons involved should notify the appropriate police/sheriff’s department and the Health and Safety Director, Campus Resource Officer, or Security Personnel in Scottsbluff and Student Services in Alliance and Sidney.

## Safety

WNCC takes safety and security seriously. Security personnel are available and do patrols of the campus. The Campus Resource Officer, who is a trained police officer, is available during the academic year and does patrols of the campus. Resident Assistants and Student Life Coordinators are on call outside of business hours to help address any emergencies. WNCC has video surveillance to assist in safety and security measures. WNCC employs a Health and Safety Director to oversee safety and security on campus.

## SPiN Program

The Single Parents in Network (SPiN) consists of networking, educational, and group meetings on the Scottsbluff campus to help students deal with personal, academic, or career concerns. All students who are single parents are welcome to attend these meetings. Qualified members of SPiN may also be eligible to receive nominal financial assistance and access to free educational materials. To apply, please complete the general [TRIO SSS application](#). For more information, please contact 308.635.6190.

## Student Life

Many of the most beneficial experiences and lasting impressions in college are those acquired outside of the classroom through co-curricular activities. Student activities and programs at WNCC are varied to appeal to the interests and meet the needs of all students. Event information can be found on the WNCC Mobile app and on the calendar located at the Student Life Office.

Cougar Council (Student Government) is the official voice of students at WNCC. As part of the College’s shared governance structure, Officers and representatives are elected annually by the student body to serve as the direct liaisons between the College and the students. The members of Cougar Council are elected each spring by general ballot, and the recommendations of Cougar Council are brought forward to the Student Services Council. For more information, contact the Office of Student Life at 308.635.6050.

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

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

A list of current student organizations is located at [wncc.edu/student-life/get-involved/index](http://wncc.edu/student-life/get-involved/index). For more information, contact the Office of Student Life at 308.635.6050 in Scottsbluff, 308.763.2000 in Alliance, and 308.254.7430 in Sidney.

## Testing & Tutoring Center

The Academic Testing & Tutoring Center is located in the Main Campus Building on the Scottsbluff Campus. The center's hours are 8am to 5 pm Monday & Wednesdays, 8 a.m. – 7 p.m., Tuesday & Thursdays, and 8 a.m. – 4 p.m. Friday. During Finals Week, the center is open 8 am to 7 pm Monday-Thursday, and 8am to 4 pm on Friday.

Appointments are strongly encouraged and REQUIRED during Finals. The center provides a wide range of placement testing, including Accuplacer and CLEP, entrance exams for the WNCC nursing program, certification testing, as well as national testing for ACT, SAT, the Test of Adult Basic Education, ServeSafe. Staff also proctor exams for other institutions, including Chadron State College and UNL. In addition, the Professional Testing Center located in the Harms Building administers a variety of professional certification exams. The Tutoring Center offers WNCC students one-on-one or small group tutoring services, which encourages their potential as independent learners. For additional information contact the Academic Testing & Tutoring Manager at 308.635.6072. For Alliance specific testing, please call 308.763.2000. For Sidney specific testing, please email [testcenter.sidney@wncc.edu](mailto:testcenter.sidney@wncc.edu) or call 308.254.7430.

## TRIO

TRIO programs are federally funded under Title IV of the Higher Education Act of 1965. These programs offer educational opportunities that help students overcome barriers to postsecondary education.

TRIO Student Support Services (SSS) fosters support for students who are traditionally underrepresented and helps improve financial and economic literacy. SSS helps increase student retention, graduation from WNCC, and transfer to a 4-year college or university. Services provided by SSS include individualized academic advising (understanding majors, course selections, etc.), information on Federal student financial

aid programs and scholarships, assistance completing financial aid applications (including FAFSA), financial and economic literacy workshops, activities to assist transfer to four-year colleges and universities (college tours), individualized career exploration, Supplemental Grant Aid (scholarships for eligible SSS participants).

TRIO SSS has specific eligibility requirements as outlined by federal regulations. For questions, please reach out to TRIO at 308.635.6190 or email [trio.team@wncc.edu](mailto:trio.team@wncc.edu). We encourage all students to apply for TRIO SSS and they can do so by visiting our online application.

Eligibility requirements, as defined in the federal regulations: Must be a citizen or national of the United States or meet the residency requirements for Federal student financial assistance, have an academic need in pursuing postsecondary education successfully, and must also meet one or more of the following additional eligibility criteria:

Income guidelines: taxable income is 150% or less of federal poverty

First-generation college student: neither parent(s) who raised you for than 50% of the time had a four-year degree prior to your 18<sup>th</sup> birthday

Disability: as defined by Section 504 of the ADA

## Writing Center

The Writing Center provides help for students in all phases of writing whether for an English class or in preparation of a paper for another course. Students taking Developmental Writing and Basic Writing are required to spend time each week in the center. Other students are welcome to seek assistance as needed. The Writing Center is open during normal business hours. For assistance outside of these hours, please call 308.635.6114 or email [smithy1@wncc.edu](mailto:smithy1@wncc.edu). The Writing Center is located in the main building in Scottsbluff and in the library in Sidney.

## Student Rights & Responsibilities

### Relevant Laws

**Campus Security Act** - In compliance with federal regulations, WNCC annually compiles reports that indicate the institution's current security program and crime statistics. The Campus Security Act of 1994 (34 CFR Part 668) requires the College to report campus crime statistics for the following categories: murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter. The campus crime statistics reports are available from Student Services or online at

[wncc.edu/about-wncc/consumer-information](http://wncc.edu/about-wncc/consumer-information) or through the Office of Postsecondary Education at [ope.ed.gov/campussafety](http://ope.ed.gov/campussafety).

**Clergy Act** - The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require institutions of higher education to publish an annual report by October 1st of each year containing three years of campus crime statistics. The campus crime statistics reports are available from the Office of Student Life or Student Services or online at [Campus Safety \(wncc.edu\)](http://CampusSafety(wncc.edu)) or through the Office of Postsecondary Education at [ope.ed.gov/campussafety/#/](http://ope.ed.gov/campussafety/#/).

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

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

**Copyright Information** - WNCC is committed to the education of its students and endeavors to make students aware of the policies that govern the use of printed and online materials. In general, copyright infringement occurs when a person makes a copy of any copyrighted work, such as music, video, software, cartoons, photographs, stories, or novels, without permission (i.e., a license) from the copyright owner and without falling within the specific exceptions provided for under the copyright laws. Employees and students are prohibited from using WNCC's network to access, download, upload, or otherwise share copyrighted materials without permission, making fair use, or falling under another exception under copyright law.

**Equal Access Policy** - WNCC seeks to make all programs, services, including electronic, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WNCC provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the College. For assistance or further information, students with disabilities should contact the Dean of Students at 308.635.6050. Additional information is available in the Dean of Students Office.

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

- Right to inspect and review education records.
- Right to request amendment of education records.
- Right to limit disclosure of "personally identifiable information" contained in education records.
- Additionally, students have the right to file a complaint with the U.S. Department of Education: Family Policy and Compliance Office - U.S. Department of Education 4000 Maryland Avenue, SW Washington, DC 20202-4605.
- In compliance with FERPA, the following items are considered directory information and are available upon request: student's name, address, telephone listing, email address, date and place of birth, major field of study, enrollment status (e.g., undergraduate or graduate; full-time or part-time), grade level, dates of attendance, degrees, honors, and awards, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, height and weight of members of athletic teams
- In the event a student does not want the directory information released, he/she must submit, in writing, the specific information to be withheld from the office of the registrar. This process must be done each semester so that the exclusion is to apply.
- The FERPA revisions of 1998 permit schools to notify parents of students who are under the age of 21 if such student is found responsible for violating institutional policies regarding alcohol and other drugs.
- Authorization for Release of Information - Students who wish to provide confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals may make this authorization online through their WNCC portal.
- Questions related to FERPA may contact the Office of the Registrar at 308.635.6012.

**Non-Discrimination Statement** - WNCC does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation, in its policies, practices, and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid as expressly prescribed by institutional policy, state, and federal laws, regulations and executive orders. No college student, employee, volunteer, or visitor shall engage in discrimination, harassment, or retaliation toward a college student, employee, volunteer, or visitor.

Persons violating these policies will face strict discipline up to and including suspension, expulsion, termination, or be subject to legal proceedings. Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in policy has the right to and should file a complaint utilizing the applicable Presidential Procedure. Copies of WNCC Presidential Procedures can be obtained from the Student Services Office or can be found at [www.wncc.edu/about-wncc/leadership/board-of-governors/policies](http://www.wncc.edu/about-wncc/leadership/board-of-governors/policies). Inquiries concerning the application of these policies, laws, and/or regulations may be directed to the College's compliance officer for the Civil Rights Act(s), Title IX of the Education Amendments of 1972, Americans with Disabilities Act(s), and Section 504 of the Rehabilitation Act of 1973:

Lisa Gion, Chief Human Resources Officer WNCC  
1601 East 27th Street Scottsbluff, NE 69361  
308.635.6105

Or concerns can be directed to: Director, Office of Civil Rights, U.S. Department of Education One Petticoat Lane; 1010 Walnut Street, Suite 320 Kansas City, MO, 64106-2106

**Sex Offender Registration Act - Western Nebraska Community College** is committed to creating a community free from violence and fear. To assist in this effort, the following information is being made available to the campus community. Nebraska State Statute, §29-4002 declares that sex offenders present a high risk to commit repeat offenses and the efforts of law enforcement agencies to protect communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses, and who live in their jurisdiction. Because of that, the Legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act. The State of Nebraska maintains a list of registered sex offenders. This information may be accessed at the Nebraska Sex Offender Registry website at <https://sor.nebraska.gov/>. At this web site, you will be given the opportunity to search by name, region, or location. This information is to be used to provide public notice and information about a registrant so a community can develop and construct a plan to prepare themselves and their families. Sex offenders have "always" been in our communities. The notification process is intended to remove their ability to act secretly. Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal, or written threats of harm are illegal and may result in arrest and prosecution.

## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational institution that receives federal funding. WNCC strictly prohibits any form of sexual harassment, which includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the College's sexual harassment grievance and investigation procedure. College policy also prohibits retaliation against a person for reporting sexual harassment or participating in the investigation or resolution of such a complaint.

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

Lisa Gion, Chief Human Resources Officer WNCC  
1601 East 27th Street Scottsbluff, NE 69361  
308.635.6105

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

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

Title IX and Response to Allegations of Sexual Harassment- Consistent with state and federal laws, College policy prohibits retaliation against a person for reporting discrimination and sexual harassment or participating in the investigation or adjudication of such a complaint.

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

- Title IX Deputy Coordinator, Paula Abbott, Sidney Campus Director, WNCC 371 College Drive, Sidney, Nebraska 69162 308.254.7404 or [abbott@wncc.edu](mailto:abbott@wncc.edu)
- Title IX Deputy Coordinator, Ryan Burgner, Athletic Director, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361 308.635.6798 or [brugnerr@wncc.edu](mailto:brugnerr@wncc.edu)
- Title IX Deputy Coordinator, Luke Stobel, Dean of Student Success, WNCC 1601 East 27th Street, Scottsbluff, NE, 69361, 308.635.6132 or [stobell2@wncc.edu](mailto:stobell2@wncc.edu)

## **Procedures for Sexual Harassment/Misconduct Complaints**

All allegations of sexual harassment, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation are addressed following the procedures set forth in the College's "Sexual Harassment Grievance and Investigation Procedure." This procedure and other Title IX resources are available on the College's website at the following: [www.wncc.edu/about-wncc/consumer-information/title-ix-compliance](http://www.wncc.edu/about-wncc/consumer-information/title-ix-compliance)

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

## **Complaint Process (Academic and others)**

WNCC strives to provide the highest quality of service, and the best student experience possible. Students are encouraged to report any complaints or observed violations of state, federal, and local laws with appropriate staff members. Please refer to President's Procedure (PP) 562, "Student Complaints and Grievances" for additional information. If a student is unsure of how to direct an issue, they should contact the Office of Student Life:

Phone: 308.635.6050

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

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

Phone: 402.471.2847

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

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

Phone: 1.800.621.7440

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

Filing a Complaint with the Office for Civil Rights - If you wish to file a complaint with the Office for Civil Rights, you are encouraged to send your complaint to the Office for Civil Rights.

Web: <https://ocrcas.ed.gov/>

# **Student Conduct**

## **Standards**

Western Nebraska Community College embraces the duty to develop policies and procedures which cultivate an environment that is conducive to learning and promote a sense of community. The College reserves the right to convene hearing boards and/or to waive or extend any deadline or take any other action provided such action does not unduly prejudice the affected students. The Student Code of Conduct may be amended at any time at the discretion of Western Nebraska Community College. Changes made to the Code of Conduct will be published to the College community.

The purpose of the Student Code of Conduct, referred to as the Code of Conduct, is to ensure a safe and educationally productive environment for students, employees, and community. Behaviors (conduct) that adversely affects a student's membership in the academic community shall result in appropriate disciplinary action. Board Policy 560 outlines the specifics of the student disciplinary process for non-academic misconduct: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/ap-560-student-discipline-non-academic-conduct-administrative-procedure.pdf>

All students at WNCC are expected to familiarize themselves with the policies and regulations that make up the Code of Conduct. WNCC requires each student to obey the rules and regulations established by the College and all local, state, and federal laws. Please refer to Board Policy 560 for more information. Students are responsible for following the Student Handbook; individual academic programs may have additional rules and expectations. Student conduct, regardless of affiliation, association, or participation, is subject to disciplinary action.

## **Authority and Jurisdiction**

The responsibility of administration of the discipline system delegated by the President of WNCC has been given to the Dean of Students. In turn, this officer may delegate authority to other groups or individuals for handling violations of the Code of Conduct.

All Code of Conduct activities shall be monitored by the Dean of Students to ensure consistency and equity.

All disciplinary sanctions, imposed institution-wide, will be reported to the Dean of Students for record-keeping purposes. The College attempts to handle discipline matters at the lowest possible level by recognizing a variety of hearing officers. Each hearing officer is an administrator, faculty or staff member, or student at WNCC. Hearing officers adjudicate cases when violations are alleged. The hearing officer is authorized to exercise active control over the proceeding in order to elicit relevant information, to

avoid needless consumption of time, and to prevent harassment or intimidation of witnesses.

## Ethical Standards

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

- A student when charged with an allegation of a violation has the right to a notice of the violation and an opportunity to be heard. For infractions where suspension, dismissal, or expulsion may be imposed, a student will have additional rights as set forth in the subsequent sections.
- All students are subject to the Code of Conduct. The term “student” includes all persons enrolled at the College, either as an in-person student or an online student, whether full-time or part-time. The term “student” also includes:
  - A person who withdraws from enrollment at the College after allegedly violating the Code of Conduct, but before the charge is adjudicated.
  - A person once enrolled as student, not officially enrolled for a particular term in which an offense is committed, but who has a continuing relationship with the College.
  - A person living in any College residence hall, although not enrolled at the College.
  - A person participating as a learner in a program or activity sponsored by the College, even if such program is conducted away from College premises, in any location, including other states and countries.
  - Students who are accused of committing a violation of the Code of Conduct while they are enrolled at the College may still be held responsible for the violation even if they later withdraw from the College prior to a resolution of the alleged violation.
- The ethical rules, standards, and conduct regulations at WNCC also apply to recognized student organizations. A recognized student organization is responsible for a member’s conduct from the time the student is admitted to membership until the earlier of the student’s permanent termination from membership or is awarded a certificate or degree.
- Students and student organizations are expected to adhere to all established regulations. WNCC is committed to maintaining a high standard of ethical

integrity. A student will be assessed and evaluated based on the actions of the individual, not on their status, or role or other identifiers. Character is developed through experience and integrity is cultivated through adversity. At WNCC, we feel students are a product of their collective experiences and must claim responsibility for their own conduct.

- The regulations established are not designed to define prohibited conduct in absolute terms and therefore should be interpreted broadly. Moreover, the College cannot foresee every circumstance that may arise. A student or student organization may be subject to disciplinary action for conduct not specifically delineated in the Code of Conduct when such conduct is deemed detrimental or disruptive to the mission, purposes, or goals of the College. Attempting, abetting, or being an accessory to any act prohibited by these conduct regulations shall be considered the same as a completed violation.

## College Amnesty Policy

Students who call 911, seek medical or emergency assistance, or similar for a person experiencing adverse reactions to drugs, alcohol, or other substances may not be required to submit to the standard student conduct process. Students may be asked to meet with the Dean of Students or their designee for alternative requirements or to provide information on the situation.

## Violations of the Code of Conduct & College Policies

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

1. Abuse of the Student Conduct System - No student shall abuse the College disciplinary or student conduct system, including but not limited to:
  - a. Filing a malicious or frivolous complaint.
  - b. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the student conduct system.
  - c. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - d. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - e. The institution of a student conduct code proceeding in bad faith.
  - f. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - g. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.

- h. Harassment (verbal or physical) and/or intimidation of a witness or member of a Student Conduct Board prior to, during, and/or after a Code of Conduct proceeding
  - i. Failure to comply with the sanction(s) imposed under the Code of Conduct.
  - j. Influencing or attempting to influence another person to commit an abuse of the Code of Conduct.
- 2. Aiding or Abetting
  - a. Aiding and abetting is defined as helping, procuring, or encouraging another person to engage in non-academic misconduct.
- 3. Arson and Fire Hazard
  - a. No student shall start a fire or create a fire hazard on College-owned or operated property. Willful damage to property by fire shall be prosecuted as arson when appropriate.
  - b. No student shall turn in a false fire alarm or bomb threat or misuse of fire safety equipment or fail to report a fire or other extremely dangerous condition when known or recognized on WNCC property.
- 4. Assault
  - a. Assault is defined as intentionally and unjustifiably pushing, striking, or causing reasonable apprehension of such harm to any person.
- 5. Bullying
  - a. Bullying is defined as engaging in repeated and/or severe, aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.
- 6. Computer, Computer Networks, or Technology Misuse
  - a. This includes, but is not limited to, the computer resources of students, faculty, staff, or visitors. Any violation of Board Policy 809 (Acceptable Use) will result in disciplinary action.
  - b. Computer Identification and Access
    - i. No student shall use another individual's identification or password; create access into the computing network in such a way that will bypass the College security systems; attempt unauthorized access or use of College computing resources or data; gain unauthorized entry into a file to copy, use, read, change the contents, or for any other purpose; conduct an unauthorized transfer of a file; violate software licenses or copyrights while using College equipment; or use computing services in any way which may violate College policy or federal, state, or local laws.
  - c. Misuse or Abuse of Computers or Computer Networks
    - i. Tampering with or misuse, alteration, or abuse of any computer, computer system, service, program, data, network, cable television

network, or communication network including telephone or computer lines and wireless networks.

d. Theft or Other Abuse of Computer Facilities and Resources

- i. Theft or other abuse of computer facilities and resources is defined as but is not limited to: Unauthorized entry into a file, to use, read, or change the contents of it for any other purpose. Unauthorized transfer of a file.
- ii. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official.
- iii. Use of computing facilities and resources to send obscene or abusive messages.
- iv. Use of computing facilities and resources to interfere with normal operation of the College computing system.
- v. Use of computing facilities and resources in violation of copyright laws.

7. Damage to Property

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

8. Disorderly Conduct

- a. No student shall engage in conduct that is disorderly or indecent, including public urination; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the College community.
- b. A person commits disorderly conduct if one: Engages in fighting, assault, and battery; Makes unreasonable noise and continues to do so after being asked to stop; or disrupts a lawful assembly of persons.
- c. Harm to Person - No student shall cause physical harm or threaten to cause physical harm to another person, nor shall any student take any action which creates a danger to any person's health, safety, or personal well-being.
  - i. Mental or bodily harm to others includes conduct that includes but is not limited to the following: Intentionally inflicting mental or bodily harm upon any person; Attempting to inflict mental or bodily harm upon another person; Taking reckless, but not accidental, action from which mental or bodily harm could result to another person; Causing a person to believe that the offender may cause mental or bodily harm; Non-academic assault; or Coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person; hazing, defined as an act which endangers the mental or physical health, or the safety of a student or which destroys or removes public or private property for the purpose of

initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

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

9. Disruption of Ethical Standards Process

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

10. Drugs and Alcohol

- a. WNCC policy prohibits the use, possession, or sale of alcoholic beverages on College property (except as expressly approved by the Board of Governors) or public intoxication. Equally, WNCC prohibits the consumption, possession, or sale of controlled substances and/or the presence of persons under the influence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored off- campus functions.
- b. No student shall unlawfully manufacture, use, possess, distribute, or dispense alcohol or any controlled substance or illegal drug or misuse any legal substance for the purpose of intoxication.
- c. No student under the legal age shall possess, sell, purchase, or consume alcoholic liquor, beer, or wine.
- d. No student of legal age shall purchase or sell or provide to a person under legal age any alcoholic liquor, beer, or wine.
- e. No student shall alter or be in possession of an altered driver's license or other form of identification for the purposes of acquiring alcohol or for the purposes of entering any place where alcohol is being served.
- f. No student shall misuse or abuse legal drugs or narcotics. No student shall misuse or abuse legal supplements.
- g. No student shall be in possession of a device(s) (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

11. Failure to Comply with Official Request

- a. No student shall fail to comply with any reasonable and lawful request (verbal, written, or other) of the College officials including, but not limited to, College Resource Officers (police), first responders (fire and paramedic

- personnel), Residence Life staff, College maintenance staff, security officers, and other College administrators acting in an official capacity of their duties.
- b. Failure to comply includes identification misuse or failure to produce official ID. Transferring, lending, borrowing, misrepresenting, or altering College identification is strictly prohibited at Western Nebraska Community College. No student shall refuse to present their College identification to a College official upon request. WNCC Student ID cards are nontransferable, and students may not lend their ID cards or use the ID cards of other students for any reason.

**12. Fire Alarms and Safety Equipment**

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

**13. False Information, Forgery, and Fraud**

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

**14. Gambling**

- a. WNCC prohibits gambling of any kind on its premises or at official functions. Exceptions may be made for official student activities purposes and will require specific permission. No money shall be bet or won at any gambling-themed events. Raffles for fundraisers may be permitted with specific special permission (i.e., 50/50 raffles).

**15. Harassment**

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

**16. Hazing**

- a. No student shall engage in hazing. The definition of hazing is Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with another person) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, affiliation with, or the maintenance of membership in a student organization and causes or creates risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury. Please see BP-563 for specific details about hazing and hazing prevention at WNCC.

**17. Keys, Misuse or Unauthorized Possession**

- a. No student shall use or possess any College key, key card, or key fob (hereinafter "key") without proper authorization.
- b. No student is allowed under any condition to have a College key duplicated.
- c. A student who has been issued a key by the College agrees to utilize the issued key appropriately and will take all necessary precautions to assure the College issued key is safeguarded.
- d. In the event the College issued key is unaccounted for and/or missing, the student will immediately notify the College or the department to which the key was issued to inform them of a missing key.
- e. The College retains the right to assess the student the cost to replace a key or to rekey the College facility to which the key provided access (sub-master key).

**18. Obstruction/Disruption of College Activity**

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

**19. Posting**

- a. No student, student organization, college office, nor outside community member or group shall post flyers, posters, banners, or any other material without prior approval from the Office of Student Life.

**20. Retaliation**

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

**21. Safety Equipment Misuse**

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

**22. Sexual Exploitation of Adults**

- a. The sexual exploitation of adults occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit or advantage anyone other than the one being exploited.  
Exploitation occurs when a person, for any purpose, knowingly engages in or condones acts or behaviors including, but not limited to: Allowing other individuals to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., FaceTime, Snapchat, Skype, or live streaming of images) without consent of all participants. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts [including genitalia, groin, breasts, or buttocks] in a place where that person would have a reasonable expectation of privacy). Non-consensual digital, video, or audio

recording of nudity or sexual activity. Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity. Intentionally or recklessly exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals.

**23. Sexual Exploitation of Minors**

- a. The sexual exploitation of minors is defined as when a person, for any purpose, knowingly engages in or condones acts or behaviors including but not limited to: Causes, induces, entices, coerces, or permits a minor to engage in, or be used for, the making of child pornography. Causes, induces, entices, or coerces a minor to engage in, or be used for, any explicit sexual conduct. Manufactures, generates, creates, receives, distributes, reproduces, delivers, or possesses with the intent to deliver, including through digital or electronic means, whether by computer, any child pornography. Possesses child pornography.

**24. Skateboards/Bicycles/Motorcycles/Rollerblades**

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

**25. Smoking (Tobacco, Smoke, and Vape-Free)**

- a. The College prohibits tobacco use and the purchase of tobacco on all property owned or operated by the College. The College's Tobacco, Smoke, and Vape-Free College policy is found in the Board Policy BP-311.
- b. WNCC's Tobacco, Smoke, and Vape-Free College Policy prohibits the use, sale, advertising, and sampling of all tobacco products on all College locations by all persons. This includes all buildings, vehicles, grounds, sidewalks, patios and parking lots, and other outdoor areas owned and/or operated by Western Nebraska Community College.
- c. Products used for cessation of tobacco use approved by the U.S. Drug and Food Administration, including alternative nicotine products, such as nicotine patches or medication, shall be allowed on College property as long as the product does not produce smoke or vapor emissions. Compliance with this policy shall be the responsibility of all employees, students, and visitors.

**26. Stealing, Theft, and Vandalism**

- a. No student shall steal or attempt to steal public or private property. No student shall be in possession of stolen property.
- b. No student shall steal and/or damage property of the College or property of a member of the College community, other personal or public property, on or off campus.

- c. No student shall steal or attempt to steal the intellectual property of any person or the College.
- d. No student shall knowingly give assistance or information to aid in the action of theft.
- e. No student shall engage in willful or malicious destruction or defacement of College- owned or operated property. This includes, but is not limited to, physical property destruction using paint or sidewalk chalk, or damage created by skateboards or rollerblades.

**27. Student Housing**

- a. No student shall violate any College housing / residence life policy or regulation; any such violations will be subject to disciplinary action. Please see the Residence Life Manuel for specific housing rules, regulations, procedures, and processes: <https://wncc.edu/student-life/residence-life/index>

**28. Student Organization Conduct**

- a. Please see the Student Organization Handbook for all details about student organization conduct, policies, and procedures.
- b. No student organization shall act in a manner that does not promote responsible citizenship or uphold the spirit and expectations of the College.
- c. All student organizations must develop and ensure new members are onboarded to what the student organization's mission, purpose, academic expectations, bylaws, non-discrimination policy (College), and utilization of funds entails.
- d. Student Organization Use of Alcohol
  - i. No College funds, including those raised by a student organization, may be used either directly or indirectly for the procurement of alcoholic beverages or other drugs.
  - ii. No student organization shall sell alcoholic beverages or other drugs.
  - iii. No student organization may utilize alcoholic beverages or other drugs as contest prizes.
  - iv. No student organization shall enter into an agreement with any establishment regarding the sale of or distribution of alcoholic beverages or other drugs.

**29. Trespass/Unauthorized Entry**

- a. No student shall gain access to any College facility in a forcible or unauthorized manner.
- b. No student shall occupy a College facility that has not been reserved through the appropriate College office.

**30. Violation of any College Policy, Rule, or Regulation**

- a. Defined as the disregard or violation of any College policy, rule, or regulation published in hard copy or electronically on the College website.

**31. Weapons, Firearms, and Explosive Materials**

- a. No student, employee, visitor, or any person shall unlawfully possess or use firearms, explosive devices, or weapons of any kind.
- b. The following weapons are prohibited on all properties owned, rented, or leased by WNCC, but violations are not limited to the following items:
  - i. Guns (ghost guns, shot gun, etc.,)
  - ii. BB guns
  - iii. Air pistols
  - iv. Rifles
  - v. Knives with at least a 2½ inch blade
  - vi. Martial art devices
  - vii. Bows and arrows (crossbow, etc.)
- c. No student shall use a weapon or instrument to simulate a weapon in acts that endanger or threaten any person.
- d. The College prohibits permit holders who are authorized to carry a concealed handgun pursuant to Nebraska law from carrying a concealed handgun into or upon the property of Western Nebraska Community College.
- e. The illegal possession, use, or sale of firearms, ammunition, major or minor explosives, or any lethal weapon is forbidden and subject to college discipline as well as criminal sanctions. The College prohibits permit holders who are authorized to carry a concealed handgun from carrying a concealed handgun into or upon the property of Western Community College Area, which operates WNCC.

### 32. Violation of Federal, State, or local Law

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

## Administration of Cases

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating the Code of Conduct, these are the procedures to be used in resolving the charge. Please see Administrative Procedure 506 – Student Discipline for Non-Academic Misconduct for specific procedural information: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/ap-560-student-discipline-non-academic-conduct-administrative-procedure.pdf> Appeals of decisions can be found on page four of AP-560. For matters of disciplinary probation or suspension, please refer to Policy Number 500.4100.79: <https://www.wncc.edu/about-wncc/leadership/board-of-governors/policies-pdfs/student-services/500-4100-79.pdf>

## **Student Conduct Records**

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

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

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

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

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

## **Voter Registration Information**

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