



Wayne
County
Community
College
District

STUDENT HANDBOOK

STUDENT HANDBOOK

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THE WCCCD STUDENT HANDBOOK

The Student Handbook describes the resources that are available to WCCCD students. It also contains many policies and procedures important to students. Because we want your experiences at WCCCD to be as meaningful as possible, we encourage you to read this handbook carefully and treat it as a valuable resource document.

Wayne County Community College District reserves the right to make administrative changes regarding any item in the Student Handbook. In the event that a conflict should occur between the contents of this book and WCCCD policies and procedures, the latter will prevail.

WELCOME TO WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

On behalf of the faculty, staff and administrators, it is my privilege and pleasure to welcome you to the Wayne County Community College District. We are honored with the privilege of offering you a wide range of experiences and services at WCCCD. In providing these services and opportunities, we pride ourselves in being an open, friendly, caring, culturally sensitive and service-oriented institution of higher education. Thank you for giving us the opportunity to live up to the reputation that we believe we have not only earned, but continue to build on, since this college district admitted its first students in 1969.

The Student Handbook describes the many resources that are available to WCCCD students. Because we want your experiences at WCCCD to be as meaningful as possible, we encourage you to read this Handbook carefully and treat it as a valuable resource document.

As a student here, there will be many opportunities for you to participate in out-of-class activities. Let me encourage such involvement on your part. Your participation in lectures, concerts, student clubs, the honors program and student leadership opportunities can be an important part of your educational experience. Additionally, the out-of-class activities can aid you in the world of work.

As the academic year begins, we can proudly proclaim that this District has enjoyed over five decades of service to the citizens of Wayne County. Here you will find a faculty committed to innovative teaching and learning. The staff and administration are committed to providing service at the highest possible level.

I am pleased to extend a hearty welcome to our new and returning students, We are glad to have you with us.

Finally, please feel free to visit the staff members and offices listed in the Student Handbook. If you need more information, or just want to visit and chat we are here to help you maximize your skills and to optimize the opportunities available to you at WCCCD.

Sincerely,

Dr. Curtis L. Ivery
CHANCELLOR

A WELCOME FROM THE ASSISTANT TO THE CHANCELLOR FOR STUDENT SUCCESS

Dear Student:

Welcome to Wayne County Community College District and congratulations on making the decision to continue your education and develop skills for jobs in the 21st Century. I am confident that you will find the necessary resources for your success here at WCCCD. Since our doors opened in 1967 we have made it our mission to provide students with an exceptional educational experience by not only providing academic coursework, but also providing supportive programs and services necessary for our student's success.

This handbook will be a useful guide to you throughout your journey here at WCCCD. In it you will find information on various aspects of college life including academic support services and programs, student activities, academic advising, career planning, and transfer credit to name a few. WCCCD Student Services staff members along with the faculty, staff and administrators of all Divisions have made your academic and career achievement our priority. Your success is our success, so I encourage you to take full advantage of all the services/programs available to you. We look forward to serving you throughout your educational journey at WCCCD. Feel free to contact us at (313) 496-2634 for additional information. You can also visit our website at www.wcccd.edu.

Sincerely,

Brian Singleton
VICE CHANCELLOR OF STUDENT SUCCESS



Wayne County Community College District's Mission

Wayne County Community College District's mission is to empower individuals, businesses, and communities to achieve their higher education and career advancement goals through excellent, accessible, culturally diverse, and globally competitive programs and services.

Wayne County Community College District's Vision

Wayne County Community College District will be known as a premier community college and innovator in the areas of high quality academic and career education, talent development in support of regional economic growth, diversity and inclusion, and technological advancement.

Wayne County Community College District's Purpose

The purpose of WCCCD is to equip students for successful living and responsible citizenship in a rapidly changing local, national and global community. The District does this by providing accessible, accredited, affordable, cost-effective, quality educational opportunities for the development of intellectual skills, employment skills, personal growth, and/or transfer to a baccalaureate degree program. In fulfilling this purpose, the District furthers cultural, economic and workforce development in the communities served. In all our efforts, the District strives to meet the needs and exceed the expectations of those the District serves.

MISSION STATEMENT FOR THE DIVISION OF STUDENT SERVICES

The mission of the Division of Student Services is to recruit, retain, and assist students in preparing to enter, persist and graduate from Wayne County Community College District.

To accomplish this mission, the Division of Student Services offers the following enrollment and support services to students:

- Admissions and Records
- Adult Education Program
- Academic Advising
- Academic Support Programs
- ACCESS Programs for Special Populations
- Assessment Testing
- Career Planning and Placement Services
- High School and Community Outreach
- Registration
- International Student Admissions
- Orientation
- Student Activities and Student Government
- TRIO
- Transfer Programs
- Veterans Affairs
- Recruitment
- Financial Aid

THE WCCCD BOARD OF TRUSTEES

Vernon C. Allen, Jr.	Chairperson, District 3
Sharon P. Scott.....	Vice Chairperson, District 9
Marla J. Edwards-Wheeler	Secretary, District 6
Asm N. Rahman	Treasurer, District 2
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James J. Wagner.....	Member, District 7
Susan C. Steeby.....	Member, District 8
Dr. Curtis L. Ivery	Chancellor



CAMPUS LOCATIONS

Wayne County Community College District has five campuses located strategically throughout Wayne County. They are:

Downriver Campus

21000 Northline Road, Taylor MI 48180-4717

Telephone: (734) 946-3500

The Downriver Campus sits on 98 acres of farmland and woods. The grounds include a seven-acre woodland preserve that contains a winding path used for nature walks. The campus is conveniently located near Interstate 94 and Interstate 75. The campus offers a full range of liberal arts transfer courses that fulfill general education requirements for both degree and certificate programs.

Curtis L. Ivery Downtown Campus

1001 W. Fort Street, Detroit MI 48226-3001

Telephone: (313) 496-2758

The Downtown Campus is an 180,000 square foot complex, which once served as the Penn Central Railroad Station in Downtown Detroit. The campus is accessible by three major freeways: The John C. Lodge, Interstate 94 and Interstate 75.

Eastern Campus

5901 Conner Street, Detroit MI 48213-3457

Telephone: (313) 922-3311

The Eastern Campus was completed in 1982 on a 26.3-acre site on the east side of Detroit. The campus offers a full range of courses that fulfill general education requirements for both associate degree and certificate programs. The campus also offers specialized vocational and technical programs.

Northwest Campus

8200 W. Outer Drive, Detroit MI 48219

Telephone: (313) 943-4000

In August of 2008, the Northwest Campus was relocated to its current beautiful, multi-building, 32-acre site at 8200 West Outer Drive in Northwest Detroit. This campus replaces the original 22-acre site on Greenfield Road that was acquired in 1974, and was the first permanent campus for WCCCD.

Ted Scott Campus

9555 Haggerty Road, Belleville MI 48111-1404

Telephone: (734) 699-7008

Situated on 117-acres, the Ted Scott Campus is the fourth permanent instructional center of Wayne County Community College District. The campus was completed in 1981. Part of the site remains in its natural wooded state with another portion presently being farmed.

Mary Ellen Stempfle University Center

19305 Vernier Road, Harper Woods MI 48225-1201

Telephone: (313) 962-7150

Accreditation

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools accredits Wayne County Community College District at the Associate's degree level.

SECTION II: CONTACTS AND HELPFUL INFORMATION

Where to go and who to contact:

Academic Advising.....	Division of Student Services
Academic Procedures.....	Campus President Office
Admissions Procedures.....	Admissions/Records
Appealing Grades.....	Campus President Office
Assessment (Academic Placement) Testing.....	Division of Student Services
Books & Supplies.....	College Bookstore
Campus Administration.....	President's Office
Class Schedules and Catalogs.....	Admissions Office/Student Services
Continuing Education.....	School of Continuing Education & Workforce Development
Credit by Examination.....	Division of Student Services
Degree Plans.....	Division of Student Services
Dropping a Course.....	Admissions /Records
Emergencies.....	District Police Authority
Evening Activities and Administration.....	President's Office
Billing and Account Balance.....	Webgate
Grades.....	Admissions/Records
Grants/Loans.....	Financial Aid Office
Disability Services.....	Campus President Office
International Students.....	Division of Student Services
Job Placement and Employment.....	Career Planning & Placement Services
Lost & Found.....	District Police Authority
Non-Credit Programs.....	School of Continuing Education & Workforce Development
Posting Information On-Campus.....	Campus President Office
Refunds.....	Finance Division/Student Accounts
Safety & Security.....	District Police Authority
Scholarships (Federal & State).....	Financial Aid Office
Private Scholarships.....	Division of Student Services
Student Clubs and Organizations.....	Division of Student Services
Student Discipline.....	President's Office/District Judicial Officer
Student Government.....	District Student Services
Transcripts.....	District Records
Transferring to a University.....	Division of Student Services
Tuition and Fee Payments.....	Webgate
Tuition Payment Plans.....	District Student Finance Office
Withdrawing from the College.....	Admissions/Records Office

Division of Student Services Contacts/Locations

Questions related to the information contained in this student handbook can be answered in the following offices:

DIVISION OF STUDENT SERVICES:

801 West Fort Street
Detroit, MI 48226
(313) 496-2634



Common Terms and Abbreviations

Academic Advisor: A member of the District staff who helps students set educational goals and select courses.

Add: During any single semester, to enroll in an additional course or courses after your initial registration.

Admission: A person must complete an application for admission, be accepted and receive acknowledgment of acceptance.

Career & Technical Courses: Courses that lead to the Associate of Applied Science Degree or certificate in a technical or occupational program. These courses are designed to aid the student in developing entry-level and specific skills to be used in the job market after completion of a certificate or associate degree program. Consult an academic advisor regarding the transferability of these courses if you plan to attend a four-year college or university.

Catalog: The book containing course descriptions and certificate and degree requirements along with general information and policies and procedures about the District.

Class Schedule: A booklet that is published prior to each semester listing classes, sections, dates, times, instructors' names and meeting places for the courses offered in the coming semester. This booklet is used for preparing your class schedule each semester.

Course Load: The number of semester credit hours or courses in which a student is enrolled in any given semester.

Credit/Non-Credit: Credit classes are those that award academic credit and apply toward a degree or certificate. Non-credit classes do not apply toward a degree and are usually offered as continuing education or workforce development courses.

Developmental Studies Courses: Sometimes referred to as remedial courses, developmental courses are designed to improve skills in reading, writing, and mathematics. Because of the nature of these "brush-up" courses, the credit earned will not count toward graduation or degree requirements but will be calculated into your WCCCD grade point average. These courses do not transfer to other colleges or universities.

Drop: The act of officially withdrawing from a particular course or courses. See the class schedule for official "Last Day to Withdraw" dates. It is the student's responsibility to drop courses by the date published. Tuition paid on dropped courses will not generally be refunded or credited after the published refund date (see the class schedule for these dates).

Electives: Courses that are not specific to your major but are needed for most college degrees. Electives generally give students choices among a list of courses and are selected for personal interest, skill development or to increase one's knowledge or understanding. It is best to select your elective courses upon the advice of your advisor.

Full-time Student: A student who is enrolled in 12 semester hours or more during a regular semester.

GPA: Grade Point Average. Grade points are earned from the final grade issued for each course and are determined by multiplying the number of points for each grade by the number of semester hours the course is assigned. For example, a student who takes a three-semester hour course and earns an “A” accumulates 12 grade points for that course. Your grade point average is computed by dividing the amount of grade point values earned by the number of semester hours attempted during the semester.

Grade point values are assigned as follows:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

E = 0.0

Lab Hours: The number assigned to the hours a student spends each week in a laboratory or other special learning environment.

Lecture Hours: The number of hours a student spends each week in the classroom portion of a class other than the hours required for the laboratory or other specialized learning environments.

Major: The subject or field of study in which the student plans to specialize. For example, one “majors” in accounting, automotive technology, business, chemistry, art, etc.

Part-time Student: A student who is enrolled less than 12 semester hours during a regular semester.

Prerequisite: A requirement that must be satisfied before registering for a specific course. Completion of a prerequisite ensures that you have the skills necessary to be successful in the next level course.

Registration: The official process for enrolling in courses, (online or on campus). This involves selecting courses with the help of an advisor, completing the registration process and paying tuition and fees. Check the District’s Class Schedule for registration dates and times.

Semester: A term denoting the length of time a student is enrolled in a specific course or courses. For example, there are two long semesters in the Fall and Spring (15 weeks each), and an assortment of regular length and shorter length semesters in the Summer.

Semester Hours: Semester Hours are the unit of credits earned for course work, also referred to as Credit Hours. Each college course is worth a certain number of semester hour credits. This number, in general, is assigned to correspond with the number of hours a course meets each week. Courses that include a laboratory experience may be exceptions to this rule. Check the Catalog or current Class Schedule for the credit hour value of any course you wish to take.



Syllabus: An outline for a course created by the instructor that outlines all expectations for a course including material to be covered, tests, quizzes, papers, assignments, etc.

Transfer Courses: Courses that are designed to transfer to another college or university. Students need to consult with an advisor about the transferability of specific courses. Because a course will transfer does not necessarily guarantee that it will apply toward the requirements for your chosen major.

Transcript: A copy of a student's academic record.

Withdrawal: The act of ending enrollment in all registered classes. All students seeking withdrawal must go through an official process. It is the student's responsibility to withdraw officially from the College by the appropriate date. See the academic calendar published in the Class Schedule for further information.



SECTION III: POLICIES AND PUBLICATIONS

STUDENT RIGHTS AND RESPONSIBILITIES

General Statement

No student shall engage in conduct detrimental to the College community. The conduct of every student should reflect well on the institution and in no case should that conduct include behavior prohibited by policy, regulation or law. Conduct shall be deemed detrimental to the College community if:

- a) It results in injury, damage, or loss to students, faculty, or administrative personnel of the District, or to buildings, structures, or other property under College control, or
- b) It hinders the District in the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher learning, or
- c) It consists of any act or acts prohibited under Municipal, State, or Federal regulations and law, committed on the premises controlled or owned by the District, or
- d) Students fail to maintain a current official mailing address in the Office of Admissions and Records or gives a false address.

It is the right of every WCCCD student to attend classes or any District function in a safe learning environment. It is the responsibility of every student to familiarize themselves with the content of this Handbook and be aware that the following violations will be subject to disciplinary action imposed by the District:

1. Interference with Persons and Facilities

- a. No student shall deliberately obstruct or restrain the lawful movement of another member of the District community.
- b. No student shall deliberately obstruct or cause to be obstructed access to or egress from District buildings or structures, nor shall any student deliberately obstruct or interfere with the approved scheduled uses of such buildings.

2. Personal Abuse

No student shall deliberately injure, threaten, or degrade a member of the District community.

3. Use and Possession of Alcoholic Beverages

No student shall possess or consume alcoholic beverages on property owned and/or leased by the District.

4. Use, Possession or Sale of Drugs

No student shall possess, use, sell or distribute any quantity, whether usable or not, of any illegal drug, narcotic or controlled substance as defined in the Michigan Controlled Substance Act.



5. Use and Possession of Weapons and Explosives

No student shall possess or use any firearm, ammunition, drug paraphernalia, or weapon on District/campus property except as a duly authorized law enforcement officer or for legitimate classroom instruction.

6. Misuse of District/Campus Documents

No student shall forge, alter, or misuse District documents, forms, records or identification cards.

7. Soliciting, Selling, Publicizing

- a. No student shall engage in the business of soliciting or selling any services, activities, or goods, or make contracts for the delivery thereof, or sell or offer for sale tickets or goods, activities, or services, or solicit for any purpose whatsoever in facilities owned or under the control of the District without written permission from the Vice Chancellor of Student Services and/or the administrator in charge of the specific campus.
- b. No student shall erect or otherwise display any sign or poster in a building or property owned or under the control of the District which advertises or otherwise calls attention to any product, service or activity without the permission of the Vice Chancellor of Student Services or the administrator in charge of the specific campus.

8. Use of College Name

No student shall use the District's name without express written authorization from the Vice Chancellor of Student Services except to identify affiliation with the District. Approval or disapproval of any program, project, policy, or position may not be stated or implied by any person without written authorization from the Chancellor of the District.

RELEASE OF DIRECTORY INFORMATION

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Wayne County Community College District designates the following information categories as public information (also known as "Directory Information"). The institution may disclose such information for any purpose at the District's discretion.

Category I

Name, address, telephone number, dates of attendance, class and District issued e-mail address.

Category II

Previous institution(s) attended, major field of study, awards, and honors (including the Dean's List), and degree(s) conferred (including dates).

Category III

Past and present participation in officially recognized sports and activities, physical factors (height, weight and photo), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 (FERPA) and amendments. To withhold disclosure, written notification must be received in the Office of the Vice Chancellor of Student Services, Wayne County Community College District, prior to the second week of classes for the semester you are attending. Forms for use in requesting this withholding of disclosure are available in the District Office of Student Services.



Wayne County Community College District assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Compliance with FERPA is regulated by: The Director of Family Policy Compliance, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

PUBLICATIONS

The following publications are published for student information:

COLLEGE CATALOG

The College catalog is a book containing course descriptions, certificate and associate degree requirements, policies and general information about the College. The catalog is published every two years, can be found on our website at www.wcccd.edu.

CLASS SCHEDULE

The class schedule is a web based document that is published prior to each semester's listing of classes, sections, dates, times, instructors names and meeting places for the courses offered in the coming semester. This booklet is used for preparing your class schedule each semester. The class schedule is available on our website at www.wcccd.edu.

STUDENT HANDBOOK

The WCCCD Student Handbook is a valuable guide for information about policies, services and programs offered through WCCCD. Students can obtain a copy of the **Student Handbook online at www.wcccd.edu**.

COMPUTER USE POLICY

WCCCD's computing and networking resources and facilities are intended to support the District's mission. The District provides a variety of information technology resources to students. All users have a responsibility to use computing and networking resources in an effective, ethical and legal manner. All users are responsible for the integrity of the manner in which computing and networking resources are used.

Acceptable use of computing resources must always reflect academic honesty and the highest ethical and moral responsibility. Appropriate use demonstrates respect for intellectual property, ownership of data and system security regulations. The following statements address the District's policies concerning the use of computing, networking resources and facilities.

INFORMATION TECHNOLOGY

The District Director of Information Technology (IT) is responsible for the administration of this policy.



USE OF DISTRICT RESOURCES

Use of District computing resources and facilities require that the user act in compliance with District policies and procedures. Failure to comply may result in restriction or revocation of access to computing resources. Computing and networking resources include, but are not limited to: District-owned host computer systems, servers, data, storage devices (such as CD-ROMs, hard/zip drives and flash drives), and all electronic communications controlled, or accessed directly or indirectly by the District or by any user.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant local, state, federal and international laws, District policies and procedures, and contractual agreements.

Unacceptable Use

- Sending or forwarding chain e-mail (i.e. e-mail containing instructions to forward the message to others); or
- Transmitting any content that may be considered offensive, harassing or fraudulent; or
- Downloading and installing unauthorized software, music (i.e. mp3 files), etc.

INFORMATION MOVEMENT

Users are strictly prohibited from accessing or exchanging information that is inconsistent with District policy, including pirated software, unauthorized passwords, and inappropriate written or graphic materials (i.e. pornography).

EQUAL OPPORTUNITIES STATEMENT

It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.



SECTION IV: ENROLLMENT SERVICES

Admission to WCCCD

Admission to Wayne County Community College District is automatic for those who are 18 years of age or older. Admission to specific programs is not automatic. The application for admission can be completed online at www.wcccd.edu. Applications may also be obtained from the Office of Admissions and Records at any of the five campuses. For those under 18 years of age, the possession of a high school diploma or approval of a parent, guardian or school is required for admission. Current high school students may apply for enrollment in classes by presenting written permission from a parent or guardian and from their high school principal and a Dual Enrollment application. Persons under the age of 16 must reapply and be approved for each semester for which they intend to enroll regardless of previous enrollments. Applications for persons under the age of 16 are not available online and must be submitted to the Office of Admissions and Records.

Program Admission

In addition to the admissions application to the College, some programs require the completion of a Program Admission Form. Students must complete this official Program Admission Form that may be obtained from the Student Services Office, the Office of Admissions and Records or from the Chief Academic Officer at the campus. Additionally, to register for courses in technical degree and certificate programs, except for specified introductory courses, students must have applied and been accepted for formal program admission as specified in the College Catalog.

RESIDENCY

Students residing in the College district will be assessed resident tuition rates. The College District is defined as the whole of Wayne County with the exception of the following cities and townships: Dearborn, Dearborn Heights, Garden City, Highland Park, Livonia, Northville, Plymouth, and part of Canton Township. Residency can be verified by voter registration card, driver's license, tax returns, rent receipts or state identification card.



WCCCD STUDENT IDENTIFICATION CARD

Every student is required to obtain an official WCCCD student identification card. The ID may be obtained at your District Police Authority by showing a copy of your current registration form and a valid State ID or drivers' license.

Your ID card should be kept in a secure location as it may be requested when accessing District programs, services and locations. There is no cost for your initial card however, there is a replacement cost of \$10.00 for a lost card or stolen card. To obtain a replacement card, show a copy of your current registration form and a valid State ID or drivers' license to the District Police Authority.

Your student identification card is also known as the One Card. Your student ID/One card may be used to access printing and copying services at any the District's Campus locations once money is placed on the card. To place money on your One Card, place the card into the card loader machine. The display will show the current balance on the card and you may then choose the amount that you want to add to your One Card in increments of \$1.00, \$5.00, \$10.00, or \$20.00. Machines are located in the Atrium at the Downtown Campus and in the LRC at the Downriver, Western, Eastern and Northwest Campuses.

You must have a One Card to access library services and resources in the LRC. To use your One Card to borrow LRC books and access other LRC resources online you will need to complete a One Card Form to activate it as a library card. Although you can borrow books immediately after activating your One Card, it can take up to two weeks to be able to have remote access to the library link for online services.

ADDRESS CHANGES

Students are required by District policy to maintain a current official mailing address in the Admissions and Records Office. If your official address changes after your initial enrollment or if you move during the course of the semester, it is your responsibility to ensure that your address is current. You may officially request a change of address by completing and submitting a Change of Data Form to the Admissions and Records Office at the campus you are attending. Veterans who have a change of address after certification must also report such changes to: Wayne County Community College District, Veterans Affairs, 801 W. Fort Street, District Office, 2nd Floor, Detroit, MI 48226.

ORIENTATION

WCCCD maintains an online Orientation Program which is accessible via the College's web site at www.wcccd.edu. New students should plan to visit the orientation site to obtain pertinent information that can aid in your success at WCCCD. Each campus has computer labs that are available to students to access the orientation site.

ACADEMIC ADVISING

Academic advising is a multi-faceted activity that helps students realize the maximum benefits from their educational experience. Academic advising professionals are available to assist students with the following:

- Clarifying values and goals
- Understanding the nature and purpose of higher education
- Exploring educational and career options
- Planning an educational program that is consistent with needs, interests and abilities
- Selecting courses appropriate for your chosen program
- Assisting with planning for transfer to a four-year institution
- Assisting you with monitoring your progress
- Connecting you with the support services available on campus

Students are encouraged to meet regularly with the academic advising staff when planning for a new semester. Students should also seek the assistance of the advising staff during the course of the semester to help monitor and offer suggestions to ensure your success, and as needed for any questions that may arise. To make contact with an advisor, please visit the Student Services Office at your campus. Staff in the Student Services Office can provide you with the hours during which advising is available.

HOW TO CHOOSE A MAJOR

Many entering students feel uncomfortable because they are either undecided or tentative about what major or career path they will choose. It is quite normal for students not to declare a major immediately. Moreover, most of those who have declared a major will change their minds before they graduate. Most new students have never taken a course in over half of the areas in which WCCCD offers majors. Students should feel comfortable using a semester or two to investigate different career fields and experiment with different courses and fields of study. Certainly, soon into your educational journey you will want to make a decision to ensure that you reach your goals without having taken too many unnecessary courses.

Note: All students applying for financial aid must declare a major from the list of majors that have been approved by the Department of Education.

Some tips for selecting your major:

- Visit the Career Planning and Placement Office. This office can assist you with completing career interest inventories that might suggest possible careers for you and the majors that would prepare you for that career.
- Read titles and courses descriptions of various courses offered at WCCCD, noting those titles that sound interesting or arouse your curiosity.
- Investigate the majors offered at WCCCD seeking the assistance of an academic advisor.
- Focus on career interests. Find out what majors professionals in those careers tend to choose.
- Analyze your own curiosities and aptitudes. Carefully examine those things that are important to you and how they might influence your career decision-making.
- Talk with instructors. Ask them about their careers or careers in the area they teach.



HOW TO PLAN FOR TRANSFER

Many students attending WCCCD are beginning a journey toward a bachelor's degree program, taking their freshman and sophomore requirements here while planning to transfer to a senior college or university. Many students will choose to obtain an associate degree prior to transferring to their chosen senior institution. Getting an associate degree is encouraged because it equips students with a marketable degree should interruptions occur in completing the bachelor's degree.

Some tips that will ensure that you make an easy transition from the community college to the university setting include:

- Begin planning early – meet with a WCCCD advisor to learn how to transfer to a college and universities.
- Once you have selected a transfer institution, make contact with an advisor at that school as well.
- Make certain you understand the freshman and sophomore level requirements of your chosen university.
- If you are uncertain about where to attend upon completing your program at WCCCD, investigate college web sites, write for information about programs you are interested in, and/or plan a trip to one or more colleges to become familiar with their environment, faculty and programs.
- WCCCD will host "College Fair" programs where representatives from senior colleges and universities will be on-site to speak with students. Plan to attend one of these events.

TRIO PROGRAM

Wayne County Community College District offers to low income, first-generation college students a number of specialized transfer services commonly known as the TRIO Program. Funded by the United States Department of Education, this Transfer Program assists eligible students with transferring to a four-year institution upon earning an Associate Degree at Wayne County Community College District. Program participants are offered a variety of activities to assist them in achieving their transfer goals. These activities are designed to assist students in earning high grades, increase their knowledge of transfer requirements at various colleges and systematically search for financial resources to attend the college of their choice. By enrolling in the TRIO Program you will be able to systematically outline a concrete plan for achieving your goals. The services provided include:

Financial Aid Assistance

The program will assist students with the financial aid process.

Scholarship Search

Several databases are available for students to explore the range of resources available at various colleges.

Proficiency Exam Workshops

Workshops are available to acquaint students with the types of placement exams required at various colleges.

Tours to Michigan Colleges and Universities

Tours of colleges and universities in Michigan are offered each year.

Leadership Workshops

Local and regional workshops are available to enhance leadership skills.



Cultural Enrichment Programs

Program participants have an opportunity to attend concerts, dance performances, musicals and other cultural events.

How Students Can Benefit from the TRIO Program

The Transfer Program offers a number of advantages to students.

- It can reduce stress associated with the transfer process.
- It helps students make informed decisions about course selections, university requirements and graduation.
- It can enhance your leadership skills.

For further information about the TRIO Program please contact:

TRIO Director

Curtis L. Ivory Downtown Campus

801 W. Fort

Detroit, MI 48226

(313) 496-2634

ACADEMIC ASSESSMENT COURSE PLACEMENT

What is Assessment Testing?

All first-time students with the intent to pursue a degree or certificate program must be assessed for skills in reading, writing, and mathematics prior to registering for classes. Accuplacer is an assessment which takes approximately two hours to complete. If a student has attended another college or university they may be exempt from assessment testing. Official transcripts must be provided proving that courses in basic English, writing and mathematics have been completed.

What do my assessment scores mean?

The results of your assessment do not affect your admission to WCCCD. Students who meet the "open door" admission requirements are automatically admitted to the College. However, the results of your assessment will be used by the College to assure that you are placed in courses appropriate for your skill level in English and Mathematics.

How do I schedule my assessment?

Visit the Student Services Office at your campus to complete the Accuplacer Assessment. Plan to stay at least two hours for your session. It is suggested that you prepare for assessment prior. Please visit the for more information and practice questions to help you prepared. You must present your student identification and government issued phot identification.

SECTION V: FINANCIAL AID

FINANCIAL AID

Financial aid is any source of funding available to assist students to pay for the costs of a college education. It helps to cover school expenses, including tuition, housing, books, supplies and transportation. Most Federal assistance is based on demonstrated financial need. The four types of financial aid are grants, loans, scholarships and work-study. Generally grants are for undergraduate students and do not have to be repaid. The grant amount is based on need, cost of attendance and enrollment status.

Applying for Financial Aid:

Most Financial Aid is awarded based on the completion of the FAFSA (Free Application for Federal Student Financial Aid), which can be accessed online at www.fafsa.gov. This form is used by the Department of Education to perform an analysis of a student's financial need. WCCCD will usually receive your ISIR (Institutional Student Information Record) within 3 to 5 working days following the online submission of your application. A new or renewal FAFSA is required every year. The submission of accurate information is necessary in order to avoid a delay in processing your application. Apply for aid early, read everything the Department of Education or WCCCD sends to you, and respond quickly to any requests for additional documents.

The following criteria must be met before a student can receive financial aid:

- You must be enrolled at Wayne County Community College District.
- You must be a U.S. citizen or eligible non-citizen with a valid social security number.
- You must have a high school diploma or a GED or pass an approved "ability to benefit" test.
- You must be enrolled in an eligible program as a regular student seeking a degree or certificate.
- If you are a male between the ages of 18 and 25, you must be registered with the Selective Service.
- You cannot receive financial aid from two schools during the same semester.
- You must be making Satisfactory Academic Progress.

Verification Requirements:

As a participant in the Title IV Quality Assurance Program, we must select a population of students for verification review. This process requires you to verify the data reported by you and/or your parent/spouse on the FAFSA. If selected, you must provide additional documentation to the Financial Aid Office in order to complete the verification process. Sometimes the verification process requires submitting online corrections to your FAFSA. If your status cannot be verified with the appropriate agency, you will be required to provide Selective Service, Department of Homeland Security, and/or Social Security documentation.

All requested documents must be properly completed and submitted to the Financial Aid Office before your financial aid can be awarded.

Determination of Student Eligibility:

A SAR (Student Aid Report) will be mailed to your permanent home address or sent to the e-mail address which you provided when completing your FAFSA. The SAR is a report acknowledging the information you provided on your FAFSA. It contains comments which explain the next steps you must take in order to receive Financial Aid.

Once it has been determined that you are eligible to receive Financial Aid, you will be able to view the amount and type of award you have been granted online at www.webgate/wcccd/edu. You can also view any additional document requirements on Webgate.



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Students who receive financial aid are required by the Department of Education to advance toward their degree by:

- Maintaining at least a 2.0 grade point average (qualitative).
 - A student must maintain at least a “C” average.
- Successfully completing at least 67% of all attempted credits (quantitative).
 - A student must receive a passing grade in at least 2 out of every 3 classes in which he or she is enrolled.
- Completing their program of study within 150% of the credits required to graduate (quantitative).
 - If a major requires 60 credit hours for graduation, a student must complete the program in no more than 90 credit hours.

Students who fail either the quantitative or qualitative test for academic progress after their first year of enrollment will be notified in writing that they have been placed on probation. Students failing either test at the end of their second year of enrollment will be notified in writing that they will be denied financial aid. Instructions on how to appeal based on mitigating circumstances will be included in the notification.



SECTION VI: STUDENT SUPPORT SERVICES

STUDENT SUPPORT SERVICES

CAREER AND TECHNICAL PROGRAM

This program provides supportive services to eligible students enrolled in career and technical programs at Wayne County Community College District.

Program Eligibility

Individuals meeting the definition of an occupational student with one of the eligibility requirements may receive program services.

A Career and Technical Programs Support student is an individual who has:

1. Formally enrolled in an occupational program as identified by Curriculum Code (CIP code).
2. Declared an intent or commitment through a career assessment to formally enroll in an occupational program.
3. Enrolled in a general occupational course or apprenticeship-related instruction for the purpose of job training.

To be eligible for Career and Technical Programs Support Services one or more of the following requirements must be met:

1. Economically Disadvantaged
2. Enrolled in a Non-traditional Curriculum
3. Individual with a Disability
4. Single Parent Individual
5. Displaced Homemaker
6. Limited English Proficiency

Services that are unique for students who qualify for the Career and Technical Program Support are:

Academic Advising
Financial Assistance
Tutoring
Tuition Assistance
Referrals
Career Exploration
Job Preparation
Special Workshops
Study Skills Assistance Workshops

Referrals to both internal and external specialized services.

Internal Referrals Include:

Career Planning and Placement
Division of Student Services
Financial Aid
College Staff/Faculty

External Referrals Include:

Support Groups
Community Mental Health
Social Services Agencies

For further information, please contact:

Division of Student Services (313) 496-2634



DISABILITY SERVICES (ACCESS)

This program provides supportive services to students with disabilities enrolled at Wayne County Community College District.

Program Eligibility

Individuals meeting the definition of a student with a disability who have provided documentation of their disability may receive program services. Participants in the Disability Services program are offered special assistance with:

- Academic Advising
- Financial Assistance
- Tutoring
- Tuition Assistance
- Referrals
- Career Exploration
- Job Preparation
- Special Workshops
- Study Skills Assistance Workshops
- Notetakers
- Interpreters
- Auxiliary Aids

Program participants are also assisted with referrals to both internal and external support services including:

Internal referral services include:

- Career Planning and Placement
- Financial Aid
- Campus Student Services
- College Staff/Faculty

External referral services:

- Support Groups
- Community Mental Health
- Diagnostic
- Social Services Agencies
- Michigan Rehabilitation Services
- Michigan Commission for the Blind

For further information please contact:

Division of Student Services (313) 496-2634



ADULT EDUCATION

The Adult Education Program of Wayne County Community College District is a free, comprehensive program, whose mission is to enhance the educational, cultural and economic development of the community by assisting students to improve their educational, career and personal options. Students must be 18 years or older to qualify for the Adult Education Program at WCCCD.

For further information, please contact the Adult Education Office at: (313) 496-2731

Adult Education Orientation

All students wishing to enroll in the Adult Education Program must complete orientation, which takes four (3) hours. Students receive information on the Adult Education Program, policies and procedures, and take a tour of the campus. Students also complete the TABE (Tests of Adult Basic Education), for appropriate placement in classes. At the conclusion of the orientation, an Individual Learning Plan is completed, which will provide direction for completing the program.

Through Career Exploration Courses students are acquainted with the demands of the world of work. Instructors and counselors assist students with resume preparation, job search and interview skills, and selecting appropriate attire for interviews.

CAREER PLANNING AND PLACEMENT SERVICES

The Career Planning and Placement Office assists students in identifying full-time, part-time and graduate employment opportunities. Current job openings are posted in all Campus Career Planning and Placement Offices at the campuses. Students are also given assistance in exploring a variety of Internet job posting sites. On-campus employer interviews are regularly scheduled for students. College-wide Job Fairs are held 2-3 times each year.

Individuals may explore occupational information using such resources as the Holland Self Directed Search, that helps individuals find education and occupation plans to match their personality type. Students and graduates also receive assistance in preparing resumes, cover letters and in improving interviewing skills through use of employability development programs located in the Career Planning and Placement offices. Job-seeking skills workshops are also offered at each campus. Students receive assistance in identifying interests, aptitude and abilities, and relating them to various career choices.



TESTING SERVICES

The Career Planning and Placement Office administers health related programs (HOBET) at the College several times during the year. The Holland Self Directed Search is given to Career and Technical Support Service students, and to students in “Career Education” and “Orientation to Community College”. Entrance test for the Nursing Program, Test of Essential Academic Skills (TEAS), is administered by the Nursing department.

TESTING SCHEDULE

To register for the HOBET or the TEAS test, students must consult the Continuing Education Course catalog available at any of the campus Student Services offices or the wcccd website.

EMPLOYMENT LINKS

Please check the Career Planning and Placement website for more information.

LEARNING RESOURCE CENTERS

The Learning Resource Centers (libraries) provide access to both traditional paper resources and electronic resources. Over 70,000 books and over 350 magazines and newspapers subscriptions, over 40 databases and reference sources as well as full internet access are available to support and supplement your coursework. The library’s online catalog is used to locate books by subject, author, title and call number. Terminals that provide access to the catalog are located in a public cluster near the entrance. The catalog list not only materials at your campus, but at all WCCCD libraries.

As a WCCCD student, you may check out materials from any WCCCD library. It is also possible to request the item from other campuses. Access to libraries outside the District, including major academic libraries is possible. Contact the librarian for details.

Circulating books may be checked out for a period of three weeks. Present books at the circulation counter, along with your ID card to check out or renew them for a second three-week period.

The automated library system tracks due dates and will block users with overdue materials from further checkouts until the overdue items are returned. All books are due on the last class day of each semester. Course reserves are available at the circulation counter and online.

Check the “Course Reserves” part of the online catalog to find materials for your course.

Photocopiers are located in each campus library. Printing from full text databases and the Internet are available at a nominal fee.



THE LEARNING CENTERS

The Learning Center has a committed and cooperative staff to assist students with their academic needs. The Learning Center offers basic skills tutoring in math, reading and writing. Assistance in study skills such as time management, note taking, study groups and how to take tests is available. There are computer programs in the basic skills, English as a Second Language, writing and biology. Resource materials including videotapes, textbooks and audiocassettes for telecourses, workbooks, biology models and kits are also available. Learning Centers are available at each of the five WCCCD campuses.

COMPUTER LABS

Computer labs with IBM - PC's are available for any student enrolled in credit or continuing education courses. These computers have both Internet and e-mail access. Students are advised to contact the Computer Lab at the campus for hours of operation.

BOOKSTORES

At each of the five campuses you will find textbooks, reference manuals and supplies at the bookstores. When purchasing books, bring a copy of your registration form to make sure you purchase the appropriate materials for class.

At the end of the semester, you may sell used books back to the bookstore during posted days and hours. Books that are clean and unmarked have higher resale value. Refunds are available only during the first ten days of the semester. Returned books must be clean, unmarked and accompanied by the proper receipt. For questions regarding the purchase or resale of books, please visit the bookstore.



SECTION VII: STUDENT RECORDS

ADMISSIONS / RECORDS AND TRANSCRIPTS

The Admissions and Records Office provides the following services:

- Admissions
- Program Admission
- International student Admission
- Testing Referrals
- Registration

This Office can also be a valuable resource to help the student with completing certain forms and processes related to academic records:

- Transcripts
- Adding and Dropping Classes
- Grade Changes
- Incomplete Grades
- Residency
- Address Changes

District Admissions and Records Office Phone Number: (313) 496-2634

VERIFY ENROLLMENT

Occasionally students may be asked to provide verification of enrollment by an employer, by a parent's insurance company, etc. Students who need to provide verification that they are currently enrolled at WCCCD can request this through the Admissions and Records Office.

To verify enrollment, please contact the Admissions and Records Office: (313) 496-2634

REQUESTING A TRANSCRIPT

ONLINE: You can order and check the status of your request online via Student Webgate. Transcript requests submitted online are processed within 48 hours.

BY MAIL OR FAX:

- Complete the Transcript Request Form which can be found online or in the Office of Admissions and Records at all campuses. You should include the name and address of the college/university or business where you want the transcript to be mailed.
- The Transcript Request Form must be submitted to the District Office of Records located at 801 West Fort Street, Detroit, Michigan 48226. The form may also be submitted online at

* There is no fee to obtain an official transcript but students are limited to 5 official transcripts per year.

You can also forward a letter to the District Records Office to request a transcript.

The letter should include the following information:

- Your full name (your maiden name if applicable)
- Address/city/state/zip
- Student I.D. number (student ID number and/or social security number)
- Date of birth
- Date of graduation, if applicable
- Where transcript is to be sent

Please allow 5 business days to process.

What is an official transcript?

An official transcript is one that has been received directly from the issuing institution. It must bear the College seal, date and an appropriate signature. It is best when sending an official transcript to another college or university or an employer to have the transcript sent directly to that entity, not to the student. In most situations where an official transcript is requested or required, it will not be accepted if removed from a sealed envelope.

What is a student (unofficial) transcript?

A student transcript is an “unofficial” copy and does not bear the College seal or signature of the registrar. Unofficial transcripts can be requested from any campus Office of Admissions and Records. You can also receive a print out of your former coursework during registration or by going into your Web Gate account on the WCCCD web site. Remember, it is not considered “official”. Most employers and transfer colleges and universities will want an “official” transcript. Transcripts issued or mailed directly to a student will be stamped “ISSUED TO STUDENT”.

CREDIT FOR PRE-COLLEGE LEARNING

Wayne County Community College District recognizes that many of our students come to us with a wealth of learning that was achieved through experiences outside a college classroom. The College sponsors several programs that are directed toward helping students convert those learning experiences into college credit that may be applied toward a certificate or degree. These include the Advanced Placement Program, Credit by Examination, the College Level Examination, Credit for Experiential Learning and Credit for Specialized Experience.

Advanced Placement Program/Tech Prep Credit

The Advanced Placement Program is planned and operated cooperatively by the College and several secondary schools. In addition, students who graduate from a participating school’s vocational technical program may also be eligible to receive college credit for competencies completed in high school.

Credit by Examination

Upon the recommendation of the department head, program director, or a program committee, credit may be earned for some courses in the current catalog through special examination. Credit earned in this manner will satisfy degree and certificate requirements.

College Level Examination Program (CLEP)

The CLEP test is based on the premise that individuals acquire knowledge informally throughout their lives. The test allows them to convert this knowledge into college credit. This opportunity may be particularly useful to the occupational career student, adult student, and the student who did not graduate from high school but who has acquired some special expertise.

There are two types of CLEP tests available: the General Examinations, which measure knowledge in basic liberal arts areas (English composition, humanities, mathematics, natural sciences and social science, history), and the Subject Examinations, which measure achievement in 37 specific college courses.

When prior college credit has been earned on a formal basis in the subject area, no CLEP credit will be allowed. Credit is granted for tests with scores that rank at the 50th percentile or higher based on sophomore norms presented in tables of percentile ranks provided by the College Entrance Examination Board, which developed and standardized the CLEP test. A maximum of one year of credit (30 semester hours) may be allowed. This credit will apply toward WCCCD degrees and certificates.



CREDIT FOR SPECIALIZED EXPERIENCE

Wayne County Community College District will grant four semester hours of credit, without fee payment, for Fire Academy, Police Academy, military, conscientious objector, Peace Corps, or Volunteers in Service to America (VISTA) service and experience, subject to the following stipulations:

1. Credit will be granted only for one of these training or service experiences.
2. Credit for military service will be granted only for active duty service of one year or more.
3. Credit for Fire and Police Academy experience will be granted only after completion of academy training, including one year of active duty with a public fire protection or law enforcement agency.
4. Credit for Peace Corps and VISTA experience will be granted only after completion of the appropriate tour of duty.
5. Credit for conscientious objector service will be granted only for those objectors who rendered service to the community as a result of their legally determined conscientious objector status.
6. This credit will not satisfy any part of the 15 credits at WCCCD required for graduation.
7. This credit is general elective credit and does not apply toward the fulfillment of any general education requirement for a degree.
8. To obtain this credit, students must meet the following criteria:
 - a. Be currently registered or have earned credit for at least one WCCCD credited course.
 - b. Present official certificates to the Admission and Records Office attesting to the Fire Academy training (diploma or other official verification); military service (DD 214 preferred); or Peace Corps, VISTA, or Emergency Medical Training experience.

Contact the Division of Student Services.

MICHIGAN TRANSFER AGREEMENT (MTA)

The Michigan Transfer Agreement (MTA) is designed to facilitate transfer from one institution to another. One guiding principle of the agreement is to promote transparency among institutions to ensure accurate transfer information for students. The Michigan Transfer Agreement replaces the MACRAO Transfer Agreement. Students first enrolled Fall 2014 (or later) will not be eligible and should pursue the Michigan Transfer Agreement (MTA) instead. Wayne County Community College District is a member of the Michigan Association of College Registrars and Admission Officers (MACRAO).

The MTA transfer student agreement ensures that a student who completes the MTA Common Core courses at a participating two-year college will have satisfied general education requirements at the participating four-year college. The MTA Common Core of general courses includes the following:

English Composition (6 credit hours). Natural Science/Mathematics (8 credit hours). (Courses must be taken from a minimum of two subject areas. At least one science course must include a laboratory.)
Social Science (8 credit hours). (Courses must be taken from a minimum of two academic disciplines.)
Humanities (8 credit hours). (Courses must be taken from a minimum of two academic disciplines.)
The inclusion of specific courses within a given category is determined by WCCCD. In general, technical, vocational, development and enrichment courses will not be included in the MTA Common Core. Special circumstances may allow for select vocational course acceptance if agreed to by a participating four-year college.

Wayne County Community College District now participates in the Michigan Transfer Network

The Michigan Transfer Network allows students and advisers to view transfer course equivalencies between many Michigan colleges and universities. If you are planning to transfer to another institution in Michigan, or simply see how courses at Wayne County Community College District would transfer to another school, visit the Michigan Transfer Network at: www.michigantransfernetnetwork.org
You can also view a list of the participating institutions along with links to each school's home page, admissions site, and transfer information.



GRADUATION REQUIREMENTS

Prior to the semester the student intends to graduate, he or she must:

- Be officially admitted to the program or their major,
- Obtain and complete an application for graduation,
- Submit the completed form to an advisor, program director, or Campus President Office for review.
- If you ever received a student loan you must complete exit counseling at www.studentloans.gov.

Note: The signature of the advisor, program director, or Campus President Office indicates that they have reviewed the graduation requirements with the student.

It is the student's responsibility to coordinate all degree or certificate requirements for completion with the appropriate advisor, or academic department. If the student does not complete the graduation requirements outlined in the semester requested on the application, he or she must file another application in a subsequent semester.

The District Records Office will send a letter to the student acknowledging receipt of the application for graduation and indicating that the student has been placed on the roster for the next graduation ceremony.

The student will receive a certificate or degree by mail or the student may submit a request to obtain the certificate or diploma on the campus after the semester in which all requirements were fulfilled has ended. Indication of the degree or certificate awarded will be reflected on the College transcript when it has been determined that all requirements have been satisfied. A replacement diploma will be provided for a fee.

For additional information about graduation requirements, please contact the District Records office at 313-496-2631.

Note: All students readmitted to the College after missing four or more regular semesters will be responsible for the curricula and regulations published in the current catalog and other official publications which are in effect at the time of their readmission. In certain cases, dates of program admission may take precedent over dates of College admission for the purpose of meeting program requirements for graduation.

HONORS

Students completing 12 or more college-level credit hours during the Fall or Spring semesters with a minimum grade point average of 3.5 are eligible to be recognized by the President of their campus. These students may also be eligible for membership in Phi Theta Kappa Honor Society.

Graduation With Honors

Students who complete degree requirements with exceptionally high scholastic averages are eligible to receive degrees with honors. Those who have earned a grade point average of 3.75-4.00 are eligible to be graduated Summa Cum Laude; a grade point average of 3.50-3.74, Magna Cum Laude; a grade point average of 3.25-3.49 Cum Laude. In computing the grade point average, all courses taken at Wayne County Community College District are considered.



SECTION VIII: CAMPUS LIFE

ATHLETICS

The goal of intercollegiate athletic activities is to develop each participant as an individual – an individual who has greater respect of him/herself and others, and who learns to appreciate more fully the need and value of teamwork, cooperation and effective interpersonal relations. As a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA), the College fields teams in basketball (men and women), golf, volleyball, cross-country and bowling.

WCCCD STUDENT GOVERNMENT ASSOCIATION

The WCCCD Student Government Association is the official governmental body for students at all five campuses. Serving as a conduit to the WCCCD administration, the Student Government Association represents the interests of all WCCCD students through student representation at the District. Its purpose is to promote leadership development and student programs, to encourage a sense of civic responsibility among all WCCCD students, to unify students at all the campuses in order to best attend to the concerns of students throughout the District and to serve as a vehicle by which to communicate these concerns to the District administration.

Appointed campus representatives serve on WCCCD's Student Government Association. Students must have and maintain a cumulative grade point average of 2.5 and be enrolled in a minimum of 9 credit hours per semester.

For more information, contact the Division of Student Services at 313-496-2634.

CAMPUS ACTIVITIES/STUDENT CLUBS

Students are free to organize associations to promote their common interest, provided such organizations are consistent with the provisions of state law and are not contrary to the educational goals of the community college. Applications to organize a club or organization must be approved by the District Office of Student Services. Participation in campus organizations is open to all students.

The Division of Student Services coordinates a variety of programs and services intended to enhance the educational purpose and philosophy of the College. Formal education is only one facet of your educational experience while attending WCCCD. With this in mind, participation in student activities encourages and challenges students to get involved in the College community, participate in planning campus events and grow through experiences found in student organizations. Many educational benefits can be gained through participating in campus life, including the development of leadership, social and interpersonal skills. Opportunities include speakers, special events, off-campus field trips and learning experiences, student government, student clubs and organizations, recreational activities, and social and family events.

The College has established policies related to student activities and the operation of clubs and organizations. All students are required to adhere to these policies and procedures. For additional information on how you can get involved in student activities and campus life, please contact the District Office of Student Services Office at 313-496-2634.

It is the student's responsibility to provide individual liability, health and accident insurance coverage. The College accepts no responsibility for insurance for students who participate in student activities.



DISTRICT POLICE AUTHORITY

To ensure the safety of students at the College, WCCCD has trained, licensed Police Officers at all campuses. District Police Authority personnel are responsible for enforcing federal, state and city statutes as well as WCCCD regulations. These officers will provide you with assistance in emergencies. Students are encouraged to seek their help when necessary. The District Police Authority may be contacted at all times.

The District Police Authority can be reached at the following telephone numbers:

Downriver Campus: (734) 374-3218	Curtis L. Ivery Downtown Campus: (313) 496-2558
Eastern Campus: (313) 579-6918	Northwest Campus: (313) 943-4041
Ted Scott Campus: (734) 697-5182	Curtis L. Ivery District Office Building: (313) 496-2578

LOST AND FOUND

Lost something? Check with the District Police Authority or call the Office at one of the above numbers. Your property should be clearly marked with your driver's license number or in the case of books, with your name.

Emergency Alerts to the Campus Community

Anyone with information warranting an emergency response to a crisis situation should immediately report the circumstances to the District Police Authority and/or the Campus President or their designees who will then report the situation to the Vice Chancellor of Student Services.

In the event that such a situation arises, either on or off campus, that, in the judgment of the District Crisis Management Team constitutes an ongoing or continuing threat, a District wide alert ("Timely Warning") will be issued.

This warning will be issued immediately through the most effective and efficient means available. Methods that will be used in the notification process are postings, e-mails, website and media to students, faculty, staff and the college community.

- Postings approved by the Crisis Management Team will be placed in all conspicuous areas.
- An official e-mail will be sent to the college community
- An official statement will appear on the District's website at www.wcccd.edu under Safety Alert.
- If appropriate, the media will receive an official statement issued only from the District's Office of Public Relations to be released to the public.

Registering for Emergency Alert Notification

Wayne County Community College District values the safety of the college community. Therefore, in the event that an emergency situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a District wide "Emergency Alert Notification" will be issued. The notification will be issued immediately using the emergency contact information provided by students, faculty and staff. To register for Emergency Alert Notification please log onto www.wcccd.edu

- Click Here to Sign up for Emergency Alert Notification
- Log onto Web-Gate using your Account #
- Once in Web-Gate, go to the "Main Menu" and click onto Personal Info/Emergency Contact
- Under Personal Info/Emergency Contact, the student will find "Update E-mail Address" and "Update Emergency Contact" – both should be updated



ANIMALS ON CAMPUS

Pets and other animals (except guide dogs) are prohibited on campus, unless an administrator has given approval of their presence.

CHILDREN ON CAMPUS

The College is not responsible for and asks that students not bring children to class or leave them unattended on campus at any time.

PARKING AND MOTOR VEHICLES

All students have a designated parking area. Registration for all vehicles should be processed at the District Police Authority. Those vehicles that are not registered can be ticketed and/or towed at the owner's expense. Failure to park in designated areas may result in a fine and/or towing of the vehicle. Handicapped parking is designated at each campus location.

DRESS CODE

Students are expected to dress in accord with the dictates of custom and good taste suitable to an environment of higher education.

HEALTH AND WELLNESS

Each campus of WCCCD plans wellness events and activities at various times throughout the year. To incorporate health and wellness into academics, the Division of Student Services schedules classroom presentations on health related topics upon request of faculty.

First aid is not a service provided by the campuses. Health related emergencies should be directed to the 911 emergency response system. Low cost student health insurance applications are made available through the Student Services Office at each campus. This insurance is made available through an outside provider and is in no way associated with the College, nor does the College accept any responsibility for the quality of coverage from outside insurance providers.

THREAT AND BEHAVIORAL MANAGEMENT PROCEDURE

Maintaining a safe environment is a top priority for the administrative team at WCCCD. In order to identify students who may pose a risk to themselves or others, and take appropriate preventative action, the District has established a Behavioral and Threat Assessment Committee, consisting of professionals representing the offices concerned with health and safety on campus.

Concerns regarding unusual or potentially dangerous student behavior should be reported to District Police Authority or the Campus President's Office, which will follow-up appropriately with the Behavioral and Threat Assessment Committee.



SECTION IX: ACADEMICS

GRADING SYSTEM

The following is the grading system used at Wayne County Community College District. All courses in which the student enrolls and earns grades are recorded on the official transcript. Grade points are used to measure a student's academic achievement for the total number of semester hours attempted. Final course grades are posted in webgate.

Grade Points Description

A 4.0	Excellent
B 3.0	Above Average
C 2.0	Average
D 1.0	Below Average
E 0.0	Failure to complete course requirements satisfactorily
CR	Transfer Credit
I Incomplete	The awarding of an incomplete grade is at the discretion of the instructor; as long as the student has been attending the class, is passing and has an unforeseen emergency, an incomplete can be awarded. The "I" can only be given after the 12 th week of the semester.
V Audit	Students auditing a course must make declaration when registering. Veteran and financial aid students are not eligible to audit courses.
W	Withdrawal by the student.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated by multiplying the grade points by credit hours attempted. The cumulative grade point average is the total number of grade points earned divided by the total number of credit hours attempted. Attempted credit hours include "E" grades, even though grade points are not earned. The highest grade is used to calculate grade points for any repeated class.

For example:

English C = 2 x 3 credits = 6 grade points
 Biology B = 3 x 4 credits = 12 grade points
 Math E = 0 x 4 credits = 0 grade points
 Political Science A = 4 x 3 credits = 12 grade points
 14 credits (divided into) 30 grade points = 2.1 GPA

REQUESTING GRADE CHANGES

Students are encouraged to establish a relationship with their instructors and to discuss their progress regularly. If you feel you have received a grade that has been awarded unfairly or incorrectly, please utilize the following grade appeal process:



OFFICIAL PROCEDURE FOR GRADE APPEAL

The Grade Appeal Procedures are The ONLY method by which a student may challenge a final grade issued by an instructor at Wayne County Community College District.

1. The student must contact the instructor after the grade is issued to discuss any change in grade. You must initiate contact within 90 calendar days of the end of the semester (or session) during which you were enrolled. If you are unable to contact your instructor, contact the Campus President.
2. If the student is dissatisfied with the instructor's response, the student may appeal the instructor's decision by obtaining a Student Statement Grade Appeal Form from any WCCCD campus Student Services (Administrative) Office, who will advise students of their Rights & Responsibilities.
3. The Student Information and Course Information section is to be filled out completely and reviewed by the Campus President.
4. The student must complete the Student Statement Grade Appeal Form according to the instructions and provide necessary documentation (copies) and any pertinent information.
5. The student returns the completed packet to the appropriate Campus President.
6. Upon receipt of the completed package, the Campus President will request the instructor to complete the Instructor's Statement Grade Appeal Form within ten business days.
7. Upon receipt of the completed package or, upon failure to receive the Instructor's Statement within ten business days of the mailing date, the Campus President shall either sustain the instructor's grade or recommend a grade change to be carried out by the instructor. The Campus President will communicate the recommendation to the student, the faculty member, and the Chair of the Grade Appeal Committee within ten business days. Failure to receive a response within ten business days from the instructor does not constitute or imply a grade will be changed.
8. A recommendation to change a grade requires that the instructor complete and submit a Change of Grade Form to the Campus President within ten business days after receiving notice of the student grade appeal.
9. Either the instructor or the student may appeal the decision in writing within ten business days to the GRADE APPEAL COMMITTEE, c/o Educational Affairs.
10. If the grade is appealed, the appeal shall be heard by a grade appeal committee that is comprised of:
 - a. One faculty member in the discipline (if possible) but not the instructor whose grade is in dispute. Faculty member is appointed by the faculty collective bargaining unit.
 - b. One representative appointed by the appropriate Student Services Administrator.
 - c. A student representative.
11. Both the student and the instructor should be notified of the date, time, and place of the hearing. Both should be available to the Committee should further clarification be necessary. Attendance is not mandatory.
12. The recommendation of the Grade Appeal Committee will be communicated to the Vice Chancellor for Educational Affairs or successor title, who will either sustain or overturn the recommendation. The student, the faculty member and the Chair of the Grade Appeal Committee will receive a notification in writing of this decision.
13. Either the student or the instructor may appeal the Vice Chancellor's decision within ten business days to the Chancellor or designee by providing an appeal request, in writing, in care of the Vice Chancellor for Educational Affairs/Successor Title. The decision of the Chancellor or designee shall be final. The student, the faculty member and the Chair of the Grade Appeal Committee will receive a notification in writing of this decision.
14. If an administrative Change of Grade is necessary, the signature of the Vice Chancellor for Educational Affairs/Successor Title is required.



Requesting An Incomplete Grade

An incomplete grade is given only when an unforeseen emergency prevents the student from completing the work in a course and is given at the discretion of the instructor (only in the last two (2) weeks of the semester). The student must complete a Student's Request for Grade of Incomplete Form. The form can be obtained at any campus in the Admissions and Records Office.

The student must do the following:

- Attach supporting documentation detailing their emergency situation
- Give the completed form to the instructor.
- If approved, the instructor will complete the Instructor's Report of Incomplete Course Work Form and will submit the completed form to the Campus CAO for appropriate signatures. The form will then be forwarded to the Vice Chairs for Educational Affairs for approval and submission to the District Admissions and Records Office.
- If denied, the instructor will inform the student.

It is College policy that all students who are awarded an incomplete (I) grade shall complete all agreed course assignments by the end of two consecutive terms after the term in which the "I" grade was given. The student is charged with the responsibility of completing the course requirements through the instructor who issued the "I" grade. Failure to complete the course requirements within the two consecutive term limit shall result in a failing grade of "E" replacing the "I" grade. Upon completing all agreed course requirements as detailed by your instructor, the District Records Office will officially record the grade change.

Auditing Classes

Students desiring to audit courses for no credit must indicate, "audit" on the Registration Form for the appropriate classes prior to registering. Students auditing courses pay regular tuition and fees. Credit is not given for an audited course, nor may a change in credit status be made after the student has registered to audit a course. Students who desire to change from credit status to audit status in a course must do so before the class begins. The course is included on the academic record (transcript) as an audit.

DROPPING/ADDING CLASSES

How do I drop a class?

Dropping and adding a class is processed on a drop/add form that can be obtained in the Admissions and Records Office. To drop a class the student must complete the drop section of the form or go to Web-Gate to drop the class(es) online. Classes dropped may entitle a student to a full or partial refund of the actual amount paid.

The time period for 100% or 50% refund can be found in the current class schedule.

Tuition, activity fees and all course-designated fees are refundable, if courses are dropped by the required deadline date. Classes dropped by the student after the refund deadline, will result in a “non-refund.”

How do I add a class?

Once a student is registered and decides to take or sign-up for another class during the semester he/she is currently registered, the student must complete the Add section of the Drop/Add Form. The Admissions and Records Office processes the form to add your additional class or classes. Classes may also be added online by currently enrolled students.

CLASS ATTENDANCE

Students at the College are expected to attend all class sessions. When absence from class is unavoidable, it is the student’s responsibility to make arrangements for make up work, and to determine if announcements relevant to the course were missed during the absence. Make up work is permitted at the instructor’s discretion. Excessive absences may result in a failing grade. Students may not bring children to class or leave them unattended at the campus.

Note: Class attendance can only be monitored and verified by the instructor.

FINAL EXAMINATIONS

Final examinations are held regularly at the end of each semester or session. Students are required to take the final examination at the time and place scheduled in order to receive credit for the course, unless exempt from the examination by the instructor.

STANDARDS OF ACADEMIC PROGRESS

The College maintains that all students should make continued progress toward an educational goal. In an effort to assist students, the College has established the following standards of academic progress:

- I. Good Standing: A student in good standing maintains a 2.0 or above cumulative GPA.
- II. Total credits utilized in computing the cumulative GPA will not include:
 - a. Credit for classes that have been repeated. The lower grade will be dropped and will not be used in determining the GPA.
 - b. Classes with a grade of CR, or V and classes that are dropped during the official drop period (W)
- III. Probationary Status: A student who has a cumulative GPA below 2.0 is placed on probationary status. When a student is placed on probation, the following steps should be followed:
 - a. The student is encouraged to see an advisor for prescriptive assessments and the determination of the appropriate courses to pursue in the future. (It will be the student’s responsibility to contact the advisor to schedule an appointment.)
 - b. The student is encouraged to schedule regular meetings with an advisor during the academic probationary period.
- IV. Continued Probationary Status: A student is placed on continued probationary status when the student’s GPA for a semester is 2.0 or higher, but the cumulative GPA remains below 1.99.

SECTION X: STUDENT CODE OF CONDUCT

The Wayne County Community College District is pleased to present this edition of Student Rights and Responsibilities to the College community. The purpose of the Student Rights and Responsibilities is to set broad guidelines for students in their activities at the College.

This document contains statements of the College's policies and procedures relating to student conduct. It serves as a reference and working guide only. Nothing in this document should be construed as a contract, entitlement or promise. The Student Rights and Responsibilities covers such issues as academic procedures, grading practices, prohibited activities, ethics and related items. Because the statements in this document are intended to represent minimum guidelines only, the absence of a specific policy, statement, procedure or provision should not be construed to be a waiver of such item by the College.

Familiarity and compliance with these regulations and procedures are the responsibility of all College employees and students. The statements made in this document represent minimum guidelines to which students are expected to adhere in their daily activities.

The College reserves the right to take such actions as are determined, at its sole discretion, to be necessary to ensure efficient operations. All statements contained in this document are broad internal guidelines that the College may, from time to time, modify, add to or delete at its sole discretion. Although reasonable efforts will be made to notify persons of changes in the document, such notice is not required.

Unless otherwise provided within this document, questions of interpretation should be directed to the Vice Chancellor of Student Services or their designee.

PHILOSOPHY

Wayne County Community College District believes that democratic processes require the active participation of an educated citizenry. Rapid changes and continued growth in the fields of human relations, technology and industry make the provisions of higher levels of education imperative.

Wayne County Community College District responds to the challenge of educating students by providing a comprehensive curriculum, a program of student activities, and a variety of cultural activities to serve students and the community. Sharing a common mission, the administration, faculty, staff and students of the District join to create a learning community.

An excellent college education must fit individual needs. The goal of Wayne County Community College District, therefore, is to assist and guide each individual to greater knowledge, understanding and self-fulfillment.

ACCESS TO HIGHER EDUCATION

The policy adopted by the Michigan State Board for Community Colleges ensures that any person who wishes to enroll in a Michigan community college will be admitted if space is available, and if the student is able to benefit from the curricular offerings of the college, provided that such admission is not inconsistent with the best interest of the applicant, other students or the orderly operation of the college.

COLLEGE JURISDICTION

The College is defined as any District-owned or controlled property, leased properties or off-site locations where District functions are offered or sponsored, and any community service functions or authorized District sponsored activities on or off campus premises.

ACADEMIC PROCEDURES AND GRADING PRACTICES

Complaints arising from perceived misapplication of academic policy or from classroom or instructional disputes should be addressed first with the instructor. If possible, adjustments should be made at this level and agreements reached.

If the student is unable to reach agreement with the instructor, the student may submit an appeal to the Program Director, Chief Academic Officer or designee responsible for the discipline. Refer to the official grade appeal procedure outlined in this document.

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. Normally, no instructor may be directed to change a grade, however, where mistakes, fraud or bad faith by the instructor is proven, the instructor may be directed to change the resulting grade. The burden for the existence of mistakes, fraud or bad faith on the part of the instructor is the responsibility of the student.

COMPLAINT PROCEDURES: ACADEMIC AND GRADE REGULATIONS

The complaint procedure for academic and grade regulations must be completed within 90 days of the conclusion of the semester or session during which the student was enrolled in the course where the challenged practice occurred or for which the grade is being challenged.

When a student believes that college academic regulations including college grading procedures and/or faculty grading criteria have not been followed, the student should attempt to resolve the issue by discussing the differences of opinion with his/her instructor. All discussions between the student and the instructor concerning the complaint are confidential and should be discussed privately. The points at issue should be well defined to keep the discussion as objective as possible. If the problem between the student and the instructor cannot be resolved at this level, the student should inform the instructor that a formal complaint will be filed. Complaints regarding possible violations of college academic regulations, including grading procedures and/or faculty grading criteria will remain confidential and limited to essential personnel only, except as may otherwise be required by law or court order.

Students wishing to file an official grade appeal should follow the procedure on page 36 of this Handbook.

SCHOLASTIC ETHICS CODE

The purpose of this code is to encourage and promote positive learning and ethical student behavior, define behavior violating scholastic ethics, specify procedures for the determination of the facts of the alleged violation, and to define penalties. It is the responsibility of the student to maintain the highest ethical standards in academic achievement within the positive learning environment provided by the College.



GUIDELINES FOR SCHOLASTIC CODE OF ETHICS

The expectation at Wayne County Community College District is that the principles of truth and honesty will be practiced in all academic matters. Therefore, the College regards acts of academic dishonesty, including such activities as plagiarism or cheating, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of students are discovered, each incident will be handled on an individual basis as deemed appropriate by the instructor. Care should be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation of one or more offenses exists. A description of all such incidents should be reported to the Chief Academic Officer where a file of such occurrences is maintained. The Chief Academic Officer may institute action against a student according to procedures outlined in the Student Code of Conduct in this Student Handbook.

Students assume full responsibility for the content and integrity of the course work they submit. The following is a guide to assist students in observing positive behavior in scholastic ethics.

- Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the instructor;
- Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations only if specifically authorized by the instructor in the class syllabus or at the time of the examination;
- Students must follow all written and/or verbal instructions given by the instructor or designated College representative prior to taking an examination, placement assessments, test, quizzes and evaluations;
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

SCHOLASTIC CODE OF ETHICS VIOLATIONS

Students enrolled in college assume the obligation of conducting themselves in accordance with the highest ethical standards. Actions constituting violations of scholastic ethics include, but are not limited to the following:

CHEATING

Intentional deceit during the pursuit of academic course work, tests, class assignments or activities in any testing area, learning center, clinical setting or tutorial session, or in the gathering of research materials is considered cheating. Cheating includes but is not limited to:

- Copying from another student's test paper or knowingly allowing your test to be copied;
- Using materials during a test that are not clearly authorized by the person giving the test;
- Collaborating with another student during the test without permission;
- Knowingly using, buying, selling, offering, transporting or soliciting any of the contents of a test;
- Taking a test for another person, or permitting another student to take a test for you;
- Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course;
- Intentional misconstruing facts or incidents relating to an evaluated exercise or assignment that would change the earned grade;
- Electronic, internet transmissions or wireless transfer of data.

PLAGIARISM

The representation of the work of others as one's own, including the use of term papers written by others, is plagiarism. The use of another's words, ideas or information without acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.



COLLUSION

Obtaining from or giving to another student unauthorized assistance or material in any course work is collusion.

COMPROMISING INSTRUCTIONAL AND TEST MATERIALS/MISREPRESENTATION/FRAUD

Unauthorized acquisition, tampering with, or alteration of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructor's offices, tutoring labs, testing areas, assessment areas, secretarial offices, College offices and/or other areas is compromising test materials.

COMPLAINT PROCEDURES: CODE OF ETHICS VIOLATIONS

When a person becomes aware of an alleged violation of the Scholastic Ethics Code, the witnessing person will notify the instructor of the class in question as soon as possible. The instructor is responsible for investigating the allegation and, if warranted, officially charging the student with a violation of the Scholastic Ethics Code.

Before taking formal action, the instructor should attempt to solve the matter informally. The instructor is expected to talk with the student immediately or within seven (7) days of becoming aware of the allegation to discuss the alleged violation. This conversation should be conducted confidentially and in private. Pertinent issues should be well defined so that they may be discussed as objectively as possible. If the problem cannot be resolved at this level, then the instructor notifies the student of his/her intent to file a formal complaint. The instructor may then file a formal complaint against the student alleging violation of the code. The following procedures must be followed:

STEP 1: FORMAL COMPLAINT AND MEETING REQUEST

The instructor submits a formal, written complaint to the Chief Academic Officer or his/her designee requesting a meeting to resolve the alleged violation. The instructor must initiate this complaint within seven (7) days of meeting with the student. The Chief Academic Officer or appropriate administrator will convene a Mediation Committee (MC) within seven (7) days of the receipt of the formal complaint and relevant data.

STEP 2: NOTICE TO MEDIATION COMMITTEE

The Chief Academic Officer will notify, in writing, the members of the Mediation Committee (MC) of the scheduled meeting. The MC has the following members:

- The Chief Academic Officer will function as the Mediation Chairperson;
- The student accused of the alleged code violation.
 - * An on-campus representative (excluding an attorney) designated by the student may also attend. The representative's role is limited to clarifying the student's rights and responsibilities under the student code of ethics, and
- The instructor initiating the accusation against the student



STEP 3: MEDIATION COMMITTEE MEETING

The Chief Academic Officer will serve as the MC Chairperson. The committee will discuss the alleged code violation in an attempt to resolve the issue at this level. The meeting of the committee will be closed to observers. If discussion with the committee members does not resolve the dispute to the satisfaction of the instructor and/or student, then the MC Chairperson becomes responsible for making a determination on the complaint and any action to be taken. The MC Chairperson will put his or her determination in writing and will forward copies to the student and instructor within seven (7) days following the MC meeting. If no appeal is taken within the time period provided, the determination of the MC Chairperson will be final.

STEP 4: APPEAL TO THE VICE CHANCELLOR OF EDUCATIONAL AFFAIRS

If either the student or the instructor is dissatisfied with the determination of the MC Chairperson, an appeal may be made within seven (7) days to the Campus President or his/her designee. This appeal must state with specificity the reasons why he or she is dissatisfied with the MC Chairperson's decision. The appeal request will be forwarded to the Vice Chancellor of Educational Affairs or designee. Once the Vice Chancellor or his/her designee has received the appeal, the written record of the original complaint and documentation from the committee chair, the Vice Chancellor or designee may meet with the student and the instructor, separately or together at the Vice Chancellor's discretion, to discuss the appeal. If held, these discussions will take place within fourteen (14) days.

STEP 5: FINAL DECISION

In consultation with the CAO, the Vice Chancellor has discretionary power to uphold, reverse or modify the determination of the MC Chair. Following a review of the recommendation of the committee chair by the Vice Chancellor or designee and the CAO, a written response from the Vice Chancellor will be forwarded to the student, the instructor, and the MC Chair. The decision of the Vice Chancellor of Educational Affairs is final and completes the procedure for alleged student violation of scholastic ethics at WCCCD. The Office of the Vice Chancellor of Educational Affairs will be the repository of records regarding decisions or actions involving these complaint procedures.

DISCIPLINARY ACTIONS

If a student is found guilty of violating scholastic ethics, any one of the following penalties may be imposed:

- A student may receive a zero (0) grade on the test, project, or report from the instructor.
- A student may receive a "Fail" grade (E) as the semester/session grade from the instructor.
- A student may be required to repeat the course by the instructor or the Vice Chancellor or designee.
- A student may receive a formal written reprimand from the Vice Chancellor or designee.
- The instructor may exclude a student from the classroom or class activities for disruptive behavior for the rest of the class period. However, the instructor is expected to receive the approval of the Vice Chancellor of Educational Affairs or designee in order to exclude the student beyond the class period in question.
- The Vice Chancellor of Educational Affairs or designee may suspend a student from classroom or class activities prior to a mediation hearing for a reasonable period of time not to exceed five (5) working days.
- A student may be assessed other penalties as determined by the Vice Chancellor or designee. If a grade must be recorded due to the completion of a semester, the student may receive a grade of "Incomplete" (I) until the case is determined, at which time the "I" will be changed to the appropriate grade.



EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY

I. Equal Opportunity

Wayne County Community College District (“WCCCD” or the “College”) is committed to implementing its policy of equal opportunity for all employees, faculty, and students. The College does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status with respect to its provision and protection of employment and educational opportunities.

A. Equal Employment Opportunity Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at WCCCD, where employment is based upon qualifications and individual performance without discrimination because of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. It is our policy to comply with all pertinent local, state, and federal rules and regulations governing fair employment. It is WCCCD policy to affirmatively promote a system which ensures that equal opportunity is not only a work principle but also an end result.

This policy of Equal Employment Opportunity applies to all terms and conditions of employment, including but not limited to hiring, training, promotion, compensation, discipline and termination. Each WCCCD employee must adhere to the mandate of Equal Employment Opportunity as an integral part of WCCCD’s culture and its procedures. Equal Employment Opportunity is also the law. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. Equal Education Opportunity Statement

WCCCD is committed to providing an educational environment and culture that maximizes the learning potential of all students. It is WCCCD policy to comply with all pertinent local, state, and federal rules and regulations governing equal access to education. To this end, it is the policy of the College to provide equal educational opportunities to all applicants and students without regard to race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in accordance with applicable federal and state laws.

This policy of Equal Education Opportunity applies to all terms and conditions of student admissions, academic evaluations, participation in academic courses, programs, or activities and discipline.

II. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY: HOW WE ACTUALIZE AND SECURE THE COMMITMENT TO EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION

WCCCD is committed to providing a workplace and academic environment free from discrimination and harassment, one in which the College endeavors to provide a level playing field for each of its employees, faculty members, students and contractors. The environment of the College should be characterized by mutual trust and the absence of intimidation, hostility, and demeaning conduct. The accomplishment of this goal is essential to the mission of the College. For that reason, WCCCD will not tolerate unlawful discrimination or harassment. Through its enforcement of this policy, and by education of its employees and students, WCCCD will actively prevent, correct, and discipline conduct that contravenes this policy. This policy is designed to provide a safe and non-discriminatory educational and work environment, and to comply with all pertinent legal requirements,

including but not limited to, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities; relevant sections of the Violence Against Women Reauthorization Act; relevant sections of the Clery Act; Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, and national origin in employment; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which both prohibit discrimination on the basis of disability; Michigan's Elliot-Larsen Civil Rights Act of 1976, our state law which prohibits discrimination in both the employment and education contexts on the basis of race, color, religion, national origin, age, sex, height, weight, and marital status; and other related laws.

A. Prohibition of Sexual and Gender-Based Harassment

The College is committed to maintaining a safe and compliant educational and work environment in which no WCCCD executive officer or administrator, employee, faculty member, student, contractor or visitor ("WCCCD community members") is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any WCCCD program or activity. Gender-based and sexual harassment, including sexual violence, are forms of unlawful sex discrimination. They deprive individuals of their rights to participate in, or benefit from, their association with the College. As one part of its commitment to the provision of equal employment and educational opportunities, the College seeks to work in partnership with its students and employees in order to engage in the prevention of sexual harassment.

Also essential to actualizing its commitment to this policy, and aligned with proactive leadership, WCCCD provides training to WCCCD's leadership and administrators charged with the responsibility of enforcing the prohibition of sexual harassment. This policy is also applicable to and governs the conduct of officers, administrators, employees, and independent contractors. In pertinent part, this policy is applicable to all students. It provides specific guidance to them regarding what affirmative measures they should take in response to being a recipient of perceived or actual sexual harassment.

1. Definition of Sexual Harassment

Sexual harassment is a form of unlawful sexual discrimination. It is prohibited by various laws including Title VII, ELCRA, and Title IX; it is also prohibited under the WCCCD's Prohibition of Sexual and Gender-Based Harassment Policy. Sexual harassment is legally defined as unwelcome conduct of a sexual nature, and includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when:

- (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or is used as the basis for employment decisions or for academic evaluation, or advancement. This is known as Quid Pro Quo harassment; or
- (2) such advances, requests or conduct are sufficiently severe or pervasive, and have the effect of unreasonably interfering with, or otherwise limiting a person's ability to perform his or her employment duties, or prevents that person from participating in, or benefitting from, the College's education programs or activities. This is known as Hostile Environment harassment.

“Quid Pro Quo” (a Latin phrase meaning “something for something”) harassment occurs when employment or academic benefits such as raises, promotions, better working conditions, grades, or recommendations are directly linked to compliance with sexual advances, by someone in a supervisory capacity or who otherwise has the authority or power to either grant or deny such benefits. Quid pro quo is often known as the “put out or get out” bargain, the classic sexual harassment situation. In the employment context, only management or supervisory employees, i.e., someone who can make or bring about tangible employment actions such as firing, demoting, blocking promotions, transferring, or providing performance evaluations, can commit this kind of unlawful sexual harassment. In the education context, quid pro quo harassment occurs when any College employee explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. To put it differently, anyone in the organization with the power and authority to affect the victim’s terms and conditions of employment or education can potentially create quid pro quo harassment.

“Hostile Environment” consists of severe or pervasive conduct which alters the conditions of an individual’s employment or education, and creates an intimidating, hostile, or otherwise offensive working environment. A hostile work environment can be created or caused by anyone in the work environment, including by supervisors, other employees, or third parties (e.g., vendors or visitors). A hostile educational environment can be created by anyone in the educational environment, including by other students, teachers, administrators, or third parties. For example, a student can sexually harass a teacher.

Hostile environment harassment may consist of words or verbal expressions of a sexual nature, offensive sexual materials, unwelcome and/or unconsented to physical contact or physical proximity which encroaches upon an individual’s personal space – all making the work or educational environment toxic. Texts, e-mails, cartoons, or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching may all create a hostile work environment. A hostile environment can also be created by abusive and demeaning conduct which is pervasive, or by a single severe incident.

Whether the conduct is severe or pervasive enough to create a hostile environment depends upon a variety of factors. These include: (1) the degree to which the conduct affected one or more person’s education or employment; (2) the type, frequency, and duration of the conduct; (3) the relationship between the parties; and (4) the context in which the conduct occurred.

The use of sexual stereotypes, or gender-based harassment, may also result in the creation of a hostile work environment. Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity. The conduct does not need to be sexual in nature. The conduct must be so sufficiently severe or pervasive that it interferes with or limits

a person's ability to participate in, or benefit from, the WCCCD workplace or education programs or activities. For example, sexual harassment may consist of a male supervisor's persistent comments to a female subordinate employee that: "you look better in skirts, what's with the pants thing? It looks like you have a dyke thing going on."

It is important to note that sexual harassment may occur between persons of the same gender and persons of different genders. Harassment against an individual identifying as bisexual or transgender may also constitute sexual harassment.

2. Examples

The following examples are illustrative, and are not exclusive, of the various forms of sexual harassment:

- **"Verbal sexual harassment"** includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, vulgar remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "joking" that is sexual in nature and unwelcome, offensive, or demeaning.
- **"Nonverbal sexual harassment"** includes the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds, leering, staring, whistling, obscene gestures; certain content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings, or other forms of communication that are sexual in nature and offensive, sharing visual or auditory records of sexual activity or nudity, and stalking.
- **"Physical sexual harassment"** includes unwelcome, unwanted physical contact, including touching, pinching, hugging, cornering, kissing, fondling, sexualized assault and battery, or rape.

3. The Alleged Harasser's Intention is Not Controlling

While this policy certainly proscribes intentional conduct, it equally prohibits conduct that results in a person being made to feel diminished, degraded or marginalized even if such negative effects were alleged to have been unintended by the perpetrator. Courts assess behavior through the eyes of the victim and not through the intention of the alleged harasser. In other words, unwelcome conduct is viewed not by what the speaker intended, but by how someone was affected by that person's conduct.



III. CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

A. Relationships Between Employees That Are Subject to Mandatory Reporting

WCCCD strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her employees who report directly or indirectly to that person because such relationships tend to create irreconcilable conflicts of interest, or the appearance of such conflicts. Such a relationship may also give rise to the perception by others that employment decisions are predicated on favoritism or other bias. Given the uneven balance of power within such relationships, consent by the subordinate employee is always suspect, and may be viewed by others, or at a later date, by the employee as having been given only as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to the College's healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other corrective action may be taken. If any managerial or supervisory employee of the College enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to him or her, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must immediately notify the Vice Chancellor of Human Resources of the relationship. The Vice Chancellor of Human Resources will review the situation in light of all pertinent facts, and will determine what corrective action, if any, is necessary.

A report or complaint of sexual harassment arising out of such a relationship will be investigated under these policies and procedures in the same manner as any other complaint.

B. Relationships Between Faculty/Administrators/Employees and Students

Romantic relationships, even those based on mutual consent, between faculty and current students, or between administrative employees and current students, are a basic violation of professional ethics and responsibility when the faculty member or administrative employee has any professional responsibility for the student's academic performance or professional future. Romantic or sexual relationships between faculty/administrative employees and current students, which occur outside of the instructional or supervisory context, may also result in adverse consequences. It is the position of WCCCD that the asymmetry of the faculty-student or administrative employee-student relationship means that any sexual relationship between a faculty member and a current student, or administrative employee and a current student, is inherently exploitative and therefore prohibited. Any faculty member or administrative employee who has been found to be in violation of this policy will be subject to disciplinary action, up to and including immediate discharge.



IV. Prohibition of All Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, faculty member, student or contractor on account of his or her race, color, national origin, age, marital or familial status, disability, religion, height, weight, or veteran status or any other characteristic protected by law, where such conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.
Examples of such harassment include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace, online or on campus, of written or graphic material that disparages or shows hostility or aversion toward an individual or group (including through e-mail or text message); the use of physical objects that are inherently harassing or intimidating in nature, such as a Confederate flag, a noose, or a Nazi flag with a swastika.

The following list is not exhaustive, but is included to provide examples of prohibited behavior or conduct:

- A qualified employee or student is excluded from being considered for a promotion or admission due to his racial or ethnic background;
- Depending on a number of factors, including context and/or intention, an employee, faculty member or student who refers to any minority or member of another protected class by inflammatory and disparaging epithets or stereotypes such as "nigger," "porch monkey", "kike," "sheeny", "himey", "camel jockey," "towel head", "spic," "taco head", "queer," or "cripple."
- An employee, faculty member or student circulates or shares inflammatory, deprecating comments or stereotypes about someone's religion, ethnic background, age, or disability, such as commenting that all Muslims are terrorists, African Americans are predisposed to criminal activity, or Jews are money-hungry swindlers.

V. RETALIATION IS PROHIBITED

A. Retaliation Defined

In the harassment context, retaliation occurs when an individual asserts his or her civil rights (a protected activity) and then is penalized for doing so with an adverse action. For example, when an employee reports a complaint of race-based harassment by a supervisor and is then demoted, that demotion may be an act of retaliation. Co-workers can also engage in retaliation through such actions as ostracism, threats, withholding information, or the silent treatment. When a student reports a complaint of sexual harassment by another student and is then intimidated or treated in a hostile or demeaning fashion by other students, that aggression or adverse action may constitute unlawful retaliation. Retaliation discourages others from reporting complaints. The prohibition against retaliation protects an individual's right to report or assert his or her civil rights.

Retaliation can take many forms, including, but not limited to, bullying, isolating, ostracizing, demoting, providing negative references, teasing, extortion, or harassment.

B. How the College Protects Against Retaliation

An employee who reports harassment or a violation of this policy to WCCCD is protected from retaliation as a matter of law. Additionally, any WCCCD employee, faculty member, or student who reports a violation or suspected violation of applicable state or federal law to the Michigan Department of Civil Rights, Equal Employment Opportunity Commission, or any enforcement authority or administrative agency, whether internal or external to WCCCD, or who appears as a witness in the investigation of a complaint, will not be subject to retaliation or other adverse employment or academic consequence. If an employee believes that he/she has been subject to retaliation, he/she is encouraged to immediately report the occurrence(s) to the Vice Chancellor of Human Resources and Administration. Students are encouraged to report retaliation to the Vice Chancellor of Student Services. The Vice Chancellor of Student Services will immediately bring such reports to the Vice Chancellor of Human Resources and Administration.

VI. INDIVIDUALS AND CONDUCT COVERED

This EEO, Non-Discrimination and Anti-Harassment Policy applies to all employees, faculty members, students, and independent contractors. It prohibits harassment, discrimination, and retaliation whether engaged in by fellow members of the WCCCD community, or by someone not directly connected to WCCCD (e.g., job applicants, outside vendors, consultants, prospective students, or visitors).

The conduct prohibited by this policy is unacceptable in the workplace, classroom, and/or in any College-related setting outside the WCCCD campus, such as during work-related trips, meetings and social events; College-related sporting events, trips, or student group activities. Any employee, faculty member, student, or contractor who violates this policy will be subject to disciplinary action, up to and including termination of employment or contract, or expulsion.

WCCCD's policy prohibiting sexual and other harassment apply equally to e-mails, text/instant messaging, and voicemails. No e-mail, text/instant messages, or voicemails should be created or transmitted if they contain intimidating, demeaning, hostile, or offensive material concerning race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status or any other protected characteristic protected by law.

VII. REPORTING ACTS OF UNLAWFUL OR OBJECTIONABLE CONDUCT

A. Complaint Procedure

An environment where discrimination and harassment are proscribed is the responsibility of every WCCCD community member. WCCCD can take corrective action only when it is aware of the existence of problems or violations. Therefore, WCCCD strongly encourages the reporting of all incidents of discrimination, harassment, or retaliation to one or more of the individuals designated in this policy. Early reporting coupled with WCCCD investigation and remediation are often one of the most effective methods of resolving incidents of discrimination, harassment, and retaliation.

An individual may complain about alleged harassment or retaliation by contacting or reporting the matter to a College supervisory employee, to the Vice Chancellor of Human Resources and Administration; the Title IX Coordinator; a campus President; the Vice Chancellor of Student Services or the Chief of the WCCCD Police Authority. All reports made to the individual's supervisor, campus President, Vice Chancellor of Student Services or Chief of the WCCCD Police Authority must, in turn, be immediately reported to the Vice Chancellor of Human Resources and Administration.



The College will not interfere with an individual's right to file a criminal complaint or a charge of discrimination with the EEOC or Michigan Department of Civil Rights. A criminal investigation will be handled separately from an internal investigation regarding a violation of WCCCD's non-discrimination, anti-harassment and no retaliation policy.

All complaints or reports received by the individuals identified in this policy will be reported immediately to the Vice Chancellor of Human Resources and Administration and the Title IX Coordinator, or to the Chancellor, except in instances where one of these individuals is alleged to have committed the harassment. In that instance, the complaint will be reported to the highest level administrator not involved with or connected to the incident.

If an employee is represented by a union, and the terms of the collective bargaining agreement provide for a different procedure for grieving a sexual or other harassment complaint, the terms of the collective bargaining agreement shall apply but function in coordination with the procedures set forth in this policy. Union employees also have the right to externally file reports or complaints with all pertinent law enforcement agencies, or charges of discrimination with either the EEOC or the Michigan Department of Civil Rights.

B. Particular Obligations of WCCCD Officers, Supervisors, Administrators or Management Staff

Any WCCCD officer, supervisor, administrator or manager ("WCCCD Leadership") who receives a complaint of sexual or other harassment or retaliation, or who observes or is otherwise made aware of the commission of sexual or other harassment or retaliation at WCCCD (whether on-site or off-site), is obligated to report such harassment to the Vice Chancellor of Human Resources and Title IX Coordinator, or the Chancellor, except in instances where one of these individuals is alleged to have committed the harassment. In that instance, WCCCD Leadership is required to report the complaint to the highest level administrator not involved with or connected to the harassment incident(s).

Failure of these managerial employees to discharge their reporting obligations will result in the imposition of discipline, up to and including, discharge from employment.

C. False Reporting

Harassment is a grave matter that can have devastating, if not tragic, effects on the lives and careers of individuals. Intentionally false accusations – those with no basis in fact – can have a similar impact. Submitting a report that is made in bad faith, or providing falsified or misleading information in any investigation of a complaint, is strictly prohibited. Doing so will subject the individual who has made an intentionally false report to appropriate disciplinary measures, up to and including termination from employment, termination of contract, dismissal, or expulsion, as determined by the appropriate WCCCD officials. Doing so may also subject that individual to civil and/or criminal liability.

D. Special Reporting Considerations for Students

The College encourages its students to report all concerns regarding any form of harassment. Students may be hesitant to report instances of sexual or gender-based harassment because they fear they may be implicated in the violation of other policies, such as underage alcohol consumption or unlawful drug use or possession. Students may also fear they may be subject to retaliation or reprisal. WCCCD has a legal obligation to protect the well-being of its community, remediating all forms of harassment, and encourages any student experiencing sexual or other harassment to report the misconduct.



VIII. CONFIDENTIALITY

Inquiries and complaints of harassment or discrimination shall be treated with the maximum degree of confidentiality consistent with WCCCD's overriding obligation to investigate. Complete confidentiality can never be promised as the need to investigate the facts always involves the disclosure and investigation of the allegations as well as the identity of the complainant and the alleged harasser. Confidential information will only be disclosed to others on a "need to know" basis. WCCCD prohibits retaliation and will respond immediately to complaints of retaliation.

IX. INVESTIGATION

WCCCD will investigate all complaints of harassment consistent with procedural guidelines developed to ensure their prompt and equitable resolution. Investigations will be conducted promptly, thoroughly and fairly, allowing both the complainant and the accused an opportunity to participate. At no time will the complainant be required to meet with or otherwise be compelled to confront the alleged harasser. Possible investigation outcomes:

1. Making a determination that the complaint is substantiated, which will result in the imposition of disciplinary action.
2. Making a determination that there is insufficient evidence and/or no reasonable cause to conclude that the policy has been violated. In that case, WCCCD will affirm the continuing obligations of the parties to adhere to the policy's requirements.
3. Referral to the appropriate administrative authority to take corrective disciplinary action, up to and including, termination from employment, termination of contract, dismissal, or expulsion.

The imposition of consequences will depend on the nature, frequency, and severity of the offense as well as any history of past discriminatory or retaliatory conduct. Any WCCCD community member, including third parties working with or visiting the College, who violates this policy will be subject to disciplinary action, up to and including immediate termination, expulsion, or termination of contract.

X. QUESTIONS

Questions regarding the meaning or implementation of this policy are encouraged and should be directed to either the Vice Chancellor of Human Resources and Administration or the Vice Chancellor of Student Services.



STUDENT CODE OF CONDUCT VIOLATIONS

Inappropriate and/or illegal student conduct that represent grounds for disciplinary action include, but are not limited to the following:

- Dishonesty, such as knowingly furnishing false information to the College;
- Forgery, alteration or misuse of College documents, records, identification, e-mail or other electronic information;
- Obstruction or disruption of teaching, administration of the College, disciplinary procedures or other College District activities, community service functions or other authorized College District-sponsored activities on or off College premises;
- Physical actions against any person on District-owned or controlled property or at a College/District sponsored or supervised function, or any conduct that threatens or endangers the health or safety of any person. A physical action is an action that results in contact with another, or which places a person in reasonable apprehension of harmful contact;
- Harassment or discrimination of anyone based on race, religion, color, sex, age, height, weight, marital status, national origin, disability, sexual orientation or status as a veteran;
- Psychological actions against any person on College District-owned property or controlled property or at College District-sponsored or supervised activity. A psychological action is any action that terrifies, intimidates, threatens or harasses another, or which places a person in reasonable apprehension of such action. Psychological actions include, but are not limited to: threats, stalking, harassment and discrimination, including the use of e-mail or telephone systems to carry out such action;
- Theft or damage to property of the College/ District or of a member of the College community or of a visitor to the College;
- Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons that can be used to inflict bodily harm to any individual or damage to a building or grounds of College/ District-owned or controlled property;
- Failure to comply with directions of College/District officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so;
- Use of tobacco and tobacco products (smoking) in unauthorized areas;
- Verbal abuse and/or abusive behavior, includes excessive profanity, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused;
- Unlawful possession, use, sale, or distribution or being under the influence of any narcotics or other controlled substances or drug paraphernalia, except as may be expressly permitted by law;
- Engaging in lotteries or other forms of gambling on College/ District-owned or controlled property;



- Leaving unattended minor children on College-owned or controlled property or at College/ District-sponsored or supervised functions without making provisions for them to be cared for or supervised;
- Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security;
- Inappropriate use of electronic devices such as beepers, cellular telephones or any other instrument that might be disruptive in an academic setting;
- Failure to obtain approval from the Campus President or designee, or appropriate administrator for solicitation of any type which involves the College student body, College employees or visitors; posting or distributing information of any kind within the premises of the College; selling of merchandise on College property by a student or a student organization.
- Any form of sexual misconduct

The above violations are illustrative of the type of conduct that will not be permitted, but are not intended to be all-inclusive and will result in discipline up to and including expulsion.



COMPLAINT PROCEDURES: STUDENT CODE OF CONDUCT

In most cases involving disputes, informal discussions to resolve the matter between those persons directly involved should be attempted prior to the filing of an incident report as described below. If no resolution is reached through informal means, a formal incident report may be filed.

Any student who becomes aware of, or has any information regarding a possible violation of the Student Code of Conduct shall immediately report this information to the Campus President who will in turn report it to the Vice Chancellor of Student Services or designee. The failure to report can result in disciplinary action, up to and including expulsion. Any questions concerning the Student Code of Conduct Complaint Procedure, including detailed guidelines and specific requirements, can be obtained from the District Student Services Office.

Any student who makes a complaint knowing it to be false or who makes such complaint in reckless disregard of the truth will also be subject to disciplinary action, up to and including expulsion.

Reports of possible violations of the Student Code of Conduct will remain confidential and limited to essential personnel only, except as may otherwise be required by law or court order.

STEP 1: Formal Complaint – Incident Report

A written incident report of an alleged violation of the Student Code of Conduct will be given to the Campus President and the Vice Chancellor of Student Services. The written incident report is the formal charge and should include a detailed description of the alleged behavior and documentation.

In cases involving behavior which is disruptive to the educational environment or which endangers the health, safety or welfare of any member of the College community, the highest on-site administrator may immediately remove the student from the campus pending completion of the disciplinary process.

STEP 2: Notice to the Student

After receipt of the formal incident report, the student will receive notification of the charges against him or her, including the student's option to have a preliminary meeting with the Associate Vice Chancellor of Student Services or designee. The student has seven (7) days from notification of the violation to contact the Associate Vice Chancellor of Student Services or designee to schedule the meeting. Should the student fail to do so, the Associate Vice Chancellor of Student Services and/or the designee will make a determination as to the charges and the disciplinary action to be taken.

STEP 3: Preliminary Meeting with the Associate Vice Chancellor of Student Services or designee

The Associate Vice Chancellor of Student Services or designee will meet with the student and the individual who initiated the formal complaint. At the conclusion of an investigation, the Associate Vice Chancellor or designee will make a determination as to the charges and the disciplinary action to be taken. In certain situations, the student has the option to appeal this decision to the Student Conduct Review Committee (SCRC).



STEP 4: Appeal to the Student Conduct Review Committee

The SCRC is a group of individuals consisting of staff, students, faculty members and administrators. The student has the option to appeal a decision by the Associate Vice Chancellor of Student Services or designee where the disciplinary decision involved suspension and/or expulsion. This notice must be in writing, signed by the student, and state with specific detail the basis of the appeal. All notices of appeal to the SCRC must be submitted to the Vice Chancellor of Student Services within seven (7) days of the student's receipt of the decision.

STEP 5: Hearing Before the Student Conduct Review Committee

The Vice Chancellor of Student Services or designee will be responsible for scheduling a meeting of the SCRC upon a timely-received notice of appeal. At this hearing, the College will present the charges of all parties' findings and the supporting evidence. The student will then have the opportunity to present his evidence. The student may request specific guidelines on the type, nature and extent of evidence to be presented from the Vice Chancellor of Student Services.

After the hearing, the SCRC will deliberate and make a recommendation. The SCRC may recommend that the action taken by the Associate Vice Chancellor of Student Services or designee be upheld, reversed or modified. This recommendation will then be forwarded to the Vice Chancellor of Student Services for final disposition.

SCRC HEARING PROCEDURES

The hearing will be closed to the public to protect the privacy and maintain confidentiality of the person(s) involved. The student may elect not to provide testimony in his or her own behalf. The members shall be instructed that the student's decision not to provide testimony cannot be used as evidence against the student. After the evidence has been presented by the parties, the hearing committee will make a recommendation.

The hearing process will proceed as specified in the following guidelines:

- The Vice Chancellor of Student Services will appoint a chairperson who will review the procedures with all parties;
- The chairperson will appoint an SCRC member to serve as timekeeper;
- The hearing will proceed in a calm and orderly manner. The chairperson may stop the hearing at any time due to lack of order, or in the best interest of the health, safety or welfare of the persons involved in the hearing;
- Only the committee members and the student may hear all of the testimony given during the hearing;
- The number of witnesses may be limited by the SCRC in the interest of time, efficiency or duplication of evidence;
- Witnesses may speak only to the issue or violation, and not to the general character of the parties;
- Each witness will be limited to ten minutes of testimony and ten minutes of follow-up questioning;
- The individual initiating the complaint testifies first, followed by his or her witnesses;
- The student may ask questions of each witness;
- After the individual initiating the complaint has presented his or her witnesses, the student may present his or her response;



- After the student has presented his or her response, he or she may present witnesses on his or her behalf;
- Any verbal abuse or threats directed toward members of the SCRC or any of the hearing participants is a violation of the Student Code of Conduct and will result in the discontinuance and/or rescheduling of the hearing.

After all the evidence has been presented, the SCRC shall immediately deliberate to come to a recommendation according to the following procedures:

- The vote will be by secret, paper ballot to be collected and counted by the chairperson;
- Every member, including the chairperson, has one vote;
- To vote that a violation of the Student Code of Conduct has occurred, the SCRC members must be convinced by mere preponderance of the evidence that a violation has occurred;
- Each vote must specify the member's decision on two items: (1) whether a violation of the Student Code of Conduct has occurred; and if so (2) if the disciplinary action imposed by the Associate Vice Chancellor of Student Services or designee was proper given the circumstances;
- To reach a recommendation, three of the five SCRC members must agree that a violation of the Student Code of Conduct has occurred. If three of the five so agree, then there must be a majority of the members in agreement as to the recommendation regarding disciplinary action to be taken, if any;
- Upon reaching an agreement, the chairperson will reduce the recommendation(s) to writing, which will be signed by each committee member, then forwarded to the Vice Chancellor of Student Services and the Campus President.

SCRC RECOMMENDATIONS

The SCRC may make one of the following recommendations or other recommendations relating to the resolution of the matter:

- Uphold the disciplinary action imposed by the Associate Vice Chancellor of Student Services or designee
- Withdraw the disciplinary action imposed by the Associate Vice Chancellor or designee
- Impose a lesser or greater disciplinary action.

The Vice Chancellor of Student Services, within seven (7) days, shall review the recommendations of the SCRC and provide the student written notification of his/her final decision and shall provide a copy of that decision to the Campus President, the Associate Vice Chancellor of Student Services or designee, and the SCRC committee chairperson. The decision of the Vice Chancellor is final. The Office of the Vice Chancellor will be the official repository of records regarding decisions or actions involving the SCRC.

The SCRC recommendation(s) sent to the Vice Chancellor of Student Services, Associate Vice Chancellor of Student Services or designee and the Campus President is/are confidential and will remain confidential. Should the student or person bringing the complaint or any witness voluntarily fail to appear before the SCRC after receiving notification, the SCRC has full authority to proceed to a recommendation.



SUSPENSION FROM COLLEGE OR PROPERTY

If an instructor or staff member believes that an individual is engaging in disruptive activities they may:

- Inform the individual that such behavior is a violation of the Wayne County Community College District Student Code of Conduct and may result in the person's suspension and/or removal from the College;
- Notify the Campus Security Department if a threat to their safety or the safety of others is clearly evident;
- Notify the Campus President and the Vice Chancellor Student Services, or his/her designee of the incident. The Incident Report generated by the Campus President or Campus Security is the official means of notification.

A student may be immediately suspended/removed from all College property when his/her conduct:

- Threatens the peace, safety or welfare of any person or group;
- Disrupts or threatens to disrupt educational activities;
- Damages or threatens to damage any physical or personal property.

The decision to suspend/remove a student rests with the Vice Chancellor of Student Services or his/her designee. The Vice Chancellor of Student Services or his/her designee will notify the student by mail of the decision to suspend/remove the student from campus within five (5) days. The student may return to campus with a District Police Authority as an escort only to pick up personal possessions, to attend a meeting with the Vice Chancellor of Student Services or designee, or to participate in a SCRC hearing as requested.

IMMEDIATE REMOVAL FROM CAMPUS

In the event that a student engages in activities or behavior that seriously disrupts the educational environment or which endangers the health, safety, or welfare of any member of the College community, the highest on-site administrator may immediately remove the student from the campus pending completion of the disciplinary process.

DISCIPLINARY ACTIONS

Disciplinary actions that may be imposed on a student for misconduct, violation of law and/or College regulations and policies include:

Restitution: Restitution is repayment. The student must pay for damages to property or for lost property.

Reprimand: A reprimand is a written statement of student misconduct which places on record that a student's conduct in a specific instance did not meet the standards expected at the College. A written reprimand from the Vice Chancellor of Student Services or designee serves as a warning that continued conduct of the type described in the reprimand or other misconduct may result in formal disciplinary actions against the student. At the end of a specified period of time, defined and stated in the reprimand, the student who has displayed the inappropriate conduct will be automatically removed from reprimand status by the Vice Chancellor of Student Services or designee. Other forms of disciplinary action against the student include probation, temporary exclusion, withholding an academic record or degree or suspension.

Probation: Probation is a formal action for violation of College rules and regulations placing conditions upon the student's continued attendance at Wayne County Community College District. After close evaluation of the individual case, the Vice Chancellor of Student Services or designee will specify, in writing, the period of probation and the conditions, including a warning that further violations may result in more severe disciplinary action. Disciplinary probation may be for a specific term or for an indefinite period, which may be extended to graduation or termination of the student's enrollment at the College.

Temporary Exclusion: A temporary exclusion is the prohibition of a student's participation in specific activities of the College for a specified length of time. During the period of exclusion the student cannot participate as a member of the College community in such activities as: registering for courses, attendance in class, participation in or initiation into an honorary society, student organizations, intramural sports and intercollegiate athletics. The conditions of the temporary exclusion will be in writing and remain in effect until the Vice Chancellor of Student Services or designee is satisfied that the obligations to the College have been met.

Expulsion: The permanent prohibition of a student's participation in specific activities of the College for a specified length of time. During the period of expulsion the student cannot participate as a member of the College community in such activities as: registering for courses, attendance in class, participation in or initiation into an honorary society, student organizations, intramural sports and intercollegiate athletics. The condition of the expulsion will be in writing and remain in effect permanently.



STATEMENT OF COMPLIANCE

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Veterans Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993)

Revised 1/2010, 5/30/13, 11/30/17, 1/24/18, 2/2020

Wayne County Community College District is accredited by the Higher Learning Commission
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