

WESTMORELAND COUNTY COMMUNITY COLLEGE

STUDENT HANDBOOK

2026 - 2027

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Welcome to Westmoreland County Community College and to the Wolfpack! As a member of the Wolfpack, you are never alone on your journey. Our faculty and staff stand ready to guide, encourage, and challenge you to achieve your goals. Just as wolves thrive through teamwork, you can count on your pack to provide the resources, expertise, and encouragement you need to succeed both in and out of the classroom. Here, we are committed to creating a safe, welcoming, and purposeful environment where every student is valued and supported on your journey to a meaningful career. You are part of the Westmoreland community now, and your Wolfpack is with you every step of the way.

Sincerely,

Anthony M. Underwood, Ed.D.,
Vice President of Student Affairs

About the College

Westmoreland County Community College

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

Mission/Vision/Values

MISSION

Driving student success, developing a skilled workforce and strengthening communities through education.

VISION

We envision a future where our students lead and uplift the communities of Southwestern Pennsylvania - driving regional growth, resilience, and opportunity through education.

VALUES

1. Academic and Professional Excellence: We strive to offer high-quality, purposeful education; rigorous programs; and promote critical thinking, intellectual curiosity, and lifelong learning.
2. Community Engagement: We are committed to providing opportunities for all individuals and organizations in our communities to participate in educational, social, and civic initiatives.
3. Innovation and Adaptability: We foster an environment where innovation, creativity, and a willingness to adapt to changing needs and technologies are embraced.
4. Student Success and Support: We are dedicated to providing resources, guidance, and support to help all students with their academic, personal, and professional growth.
5. Integrity and Accountability: We pursue the highest ethical standards in all our actions and hold ourselves accountable for our decisions and behaviors.

WESTMORELAND'S PRIORITIES

- Become more student focused.
- Improve our systems and processes to achieve operational excellence.
- Align our culture with our values by empowering our employees and by providing the systems they need.
- Place Westmoreland County Community College on a firm financial footing to deliver on the long-term promise of our mission.

Academic Calendar

This calendar is subject to change . An up-to-date calendar can be found on the portal at my.westmoreland.edu . Since Westmoreland provides classes in a variety of formats, deadlines for adding, dropping and withdrawing from classes varies as well. Refer to your billing statement for dates relevant to your courses. Two 15-week semesters (fall, spring); two 12-week sessions (fall, spring); one 10-week, one 8-week and two 5-week summer sessions . Classes are conducted weekdays, evenings, Saturdays and on-line.

2026-2027 Academic Calendar

Fall 2026

Faculty Return/Prep	Aug 13-14
Classes Begin	Aug 17
Labor Day (College Closed) Faculty	Sept 7
Development (3-5 p.m.) Faculty	Sept 22, Nov 5
Development (No Classes) Thanksgiving	Oct 6
(College Closed)	Nov 25 - 29
Exams or Class Days (Faculty in Attendance)	Dec 7-10 & 12
Faculty Prep Day	Dec 11
Grades Due	Dec 14 (Noon)
Winter Break (College Closed)	Dec 24 - Jan 1

Spring 2027

Faculty Return/Prep	Jan 7 - 8
Classes Begin	Jan 11
Martin Luther King Day (College Closed)	Jan 18
Faculty Development (3-5 p.m.)	Feb 9, Apr 15
Faculty Development (No Classes)	Mar 9
Spring Break	Mar 24 - 28
(College Closed Mar 25-26)	
Exams or Class Days (Faculty in Attendance)	May 3 - 6 & 8
Commencement	May 7
Faculty Prep Day	May 10
Grades Due	May 10 (Noon)

Summer 2027

10-Week Session Classes Begin	May 24
Memorial Day Holiday (College Closed)	May 31
Independence Day Observed (Closed)	July 5
10-Week Session Classes End	July 30
10-Week Session Grades Due	Aug 2 (Noon)
1st 5-Week Session Classes Begin	May 24
Memorial Day Holiday (College Closed)	May 31
1st 5-Week Session Classes End	June 25
1st 5-Week Session Grades Due	June 28 (Noon)
8-Week Session Classes Begin	June 7
Independence Day Observed (Closed)	July 5
8-Week Session Classes End	July 30
8-Week Session Grades Due	Aug 2 (Noon)
2nd 5-Week Session Classes Begin	June 28
Independence Day Observed (Closed)	July 5
2nd 5-Week Session Classes End	July 30
2nd 5-Week Session Grades Due	Aug 2 (Noon)

About the College

Westmoreland Locations

Westmoreland County Community College Youngwood Campus
145 Pavilion Lane
Youngwood, PA 15697
724-925-4000

Westmoreland-Advanced Technology Center
1001 Technology Drive, Suite 1009
Mt . Pleasant, PA 15666
724-925-4269

Westmoreland-Indiana County
439 Hamill Road
Indiana, PA 15701
724-357-1404

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

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

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

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

Accreditation

Westmoreland County Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, 267-284-5011. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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

The Culinary Arts, AAS and Pastry Arts, AAS programs (Apprenticeship and Non-Apprenticeship) are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF). These programs have been identified by the ACFEF as "Exemplary" and have received a Grant of Accreditation and Exemplary status through December 31, 2027.

The Dental Assisting and Dental Hygiene programs are accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Associate of Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) 9355 –113th St. N, #7709 Seminole, FL 33775, 727-210-2350).

The Medical Assisting Diploma, Youngwood campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, 727-210-2350.

The Nursing AAS program is approved by the Pennsylvania State Board of Nursing. The Nursing AAS program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326;404-975-5000; www.acenursing.org.

The Practical Nursing Program is approved by the Penns ylvania State Board of Nursing.

Programs of Study: Degrees, Certificates & Diplomas

Westmoreland offers the associate of arts degree (AA), the associate of fine arts degree (AFA), the associate of applied science degree (AAS), the associate of science degree (AS), diploma and certificate programs. Click here to visit the college website for the listing of Programs of Study.

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

About the College

Founded: 1970

Location: Youngwood, PA. Approx. 6 miles south of Greensburg.

Phone: 724-925-4000

Online: https://westmoreland.edu/

Enrollment: Approximately 4,000 full & part-time students.

Faculty: 77 full time & approx 349 part time teaching faculty.

Youngwood Campus:

The Youngwood Campus comprises four buildings: Student Achievement Center, Health and Culinary Center, Science Innovation Center and the Business and Industry Center. It also includes athletic fields.The college is home to high-tech equipment and experienced faculty that support students every day. Westmoreland students can take advantage of small class sizes and a flexible schedule. The college is also home to advanced manufacturing programs that are in demand in the region.

The Student Achievement Center is home to academic offices, the Library, classrooms, a 300-seat amphitheater, College Store and cafe. A gymnasium, indoor running track and fitness center are also located here as well as an Event Center, which is available for public use.

Students have access to the Student Achievement Center, including study spaces and computer labs, Monday through Saturday until 9:00 p.m.

The Health and Culinary Center is home to five (5) High-Fidelity Nursing Simulation Labs. It also houses additional academic and administrative offices, classrooms, laboratories, a culinary arts complex and a dining facility. Several multipurpose rooms provide settings for a variety of conferences and seminars for business and industry.

The Science Innovation Center is a 18,500-square-foot state of the art addition that integrates lecture and lab into one classroom and brings all of the college's allied health and science programs together under one roof. It also includes student study space, faculty offices and a café. It is also, home to a dental hygiene clinic run by students and faculty, a 420-seat theater and an art gallery where student work is on display.

The Business and Industry Center contains administrative offices, classrooms and the NEW MADE @Westmoreland where you can unleash your inner maker and let innovation spark. Also housed within the Business and Industry Center are offices for PA CareerLink® and the Workforce Investment Board.

Off-Campus Centers:

In addition to the main campus in Youngwood, Westmoreland provides access to quality educational opportunities in Indiana, Latrobe, Mt. Pleasant, Murrysville, New Kensington. The college also offers public safety training for fire, police and emergency service responders at the Public Safety Training Center located near Smithton.

Advanced Technology Center (ATC):

Westmoreland's Advanced Technology Center (ATC) offers state-of-the-art labs and classrooms for a variety of careers in manufacturing and other technically-oriented areas.

The facility occupies 73,500-square-feet of space at RIDC-Westmoreland in Mt. Pleasant (the former Sony plant) and features technology equipped classrooms; specialized labs for hands-on training; open, flexible instructional space that allows for collaborative learning; administrative offices; and a student lounge.

Classes are conducted days and evenings, and ample free parking makes the ATC a convenient choice. Plus, academic counseling, tutoring and other tools needed for success are available at the center.

Indiana County Center:

The Indiana Center is a great starting point for students to pursue careers in allied health professions. Indiana offers technology-equipped classrooms, a videoconference meeting room, and fully equipped laboratories, including computer, biology, chemistry, phlebotomy, and nursing labs. A student lounge area, WIFI, and ample parking are also available, along with accommodations for workforce development training.

Latrobe Center:

Westmoreland Latrobe Center opened in fall 2015 and houses general and computer classrooms, a collaborative classroom, labs for biology, chemistry and allied health, faculty and administrative offices, a conference room, student study areas and multipurpose rooms for student and community activities. Ample free parking and easy access to downtown make this a convenient choice. Plus, academic counseling, tutoring and other services are available at the center.

The following programs are offered at the Latrobe Education Center:
Phlebotomy/Speciman Processing, Certificate
Practical Nursing, Diploma

Murrysville Center:

Westmoreland Murrysville Center features technology-equipped classrooms, a distance learning classroom, computer center, science laboratory, accommodations for workforce development training, student lounge, and plenty of free parking. This center is also home to training for the Emergency Medical Services.

About the College

New Kensington Center:

The New Kensington Center is a great starting point for students looking to explore their next steps in higher education and for employers interested in workforce development training. Academic counseling, tutoring, technology, and other tools needed for academic success are available at the center.

Westmoreland New Kensington houses seven technology-equipped classrooms, two computer classrooms, a science laboratory, a small student computer laboratory and two student lounge areas with WIFI. Ample parking is available behind the building near the main entrance.

The center is also home to PA CareerLink – Alle-Kiski, which provides employment services to the community.

Public Safety Training Center (PSTC):

The facility features a two-story Class A burn building and six-story tower with an attached residential building that simulates industrial, commercial and residential structures. Also on site are an administration/classroom building, outdoor firing range, rope rescue and confined space rescue areas, structural collapse area, chlorine railcar, ponds and additional training props.

The practical applications of the academy are taught at the Public Safety Training Center (PSTC). The PSTC features a 16 station, 50 yard outdoor shooting range with a stone base and cement pads at all the required qualification yardages. In addition to the shooting range, the facility also offers an apartment complex with breachable doors for dynamic entry or simunitions training. The grounds are also used for simulated traffic stops and active shooter situations. The training possibilities are endless.

The center is home to a variety of continuing education programs, including:

Firefighting
Rescue Training
Hazardous Materials Training
Law Enforcement
Police Academy
Lethal Weapons Programs
Emergency Medical Services

Crime Statistics/Reporting

The Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal Law that requires colleges and universities to disclose certain timely and annual information about crime and security policies.

All public and private institutions of post-secondary education participating in Federal student aid programs are subject to this act. In addition, Pennsylvania State Board of Education adopted regulations implementing the College & University Security Information Act, (Act 73 of 1988).

Visit the College's website here, to view the Annual Safety & Security Report.

College Safety

Whether you're going to college for the first time or are returning for another year, it's important to review and remember top safety tips to ensure you're taking the right precautions.

The following college safety tips can help you avoid dangerous situations, or help should you find yourself in a risky situation.

Don't allow technology to make you unaware of your surroundings.

- The key to avoiding a potentially dangerous situation is to recognize it as such. This is nearly impossible if you aren't paying attention to situations you may be walking into.

Never walk alone at night.

- If you are on campus and are concerned about getting to your vehicle safely at night, call campus security and they can help.

Utilize locks.

- While it's easy to become relaxed in college life, there are some habits that should always remain standard. Locking your car doors and lockers should be one of them.

Carry some emergency cash.

- It's good to have some cash on you at all times, just in case.

Know your way around campus.

- Take time to become familiar with campus landmarks and streets so that you are able to navigate your way around.

Avoid becoming inebriated and losing control.

- It's far too easy for others to take advantage of you or a situation if you can't think or act rationally.

Always have emergency contacts on you or in your device.

- Program emergency phone numbers into your cell phone. At the Youngwood campus, the Park Police can be reached at 724-925-4250 or at 4250 from any campus phone. In an emergency, call 911.

Locate the emergency call boxes/phones on campus.

Student Right-To-Know

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

Before submitting a request, please note: Requests must be in writing via either hard copy or email. Submit a request online via email below. Requests for information must be specific as to the record(s) desired. A reason for the request is not required.

Please visit the college website here for more information on submitting a request.

A response to the request will be issued within five (5) business days from the time it was received by the Open Records Officer. The requester may be charged duplication and postage fees in keeping with the standards set by the Office of Open Records. For more information about the new Right to Law, click here.

Enrollment Information

Registration Made Easy

- **Register for Classes**, students must be logged into:

MyWestmorelandStudent

- Next, follow the Registration Steps.
- When you are finished, contact your advisor for confirmation.
  - Every Westmoreland student is assigned an advisor who assists new and returning students in planning coursework for the first semester, and additional semesters as needed.
  - If you are in a health profession, or an international student, or a student-athlete, you are not eligible for self-registration and will need to contact your advisor about registration
- **Tuition and Fees** - The college reserves the right to change tuition and fees without prior notification before the beginning of any academic session.
- **Scholarships** - Any new or returning, credential-seeking student is eligible to apply for foundation scholarships.
- **Payment Plan** - The tuition monthly payment plan allows students to pay for tuition and fees over a period of five, four, or two payments depending on the term and time of enrollment. A deposit is required when a student sets up a payment plan in addition to a $25 set up fee.
- **Buy Books** - Westmoreland County Community College is now partnering with Ambassador to fulfill your book and course materials needs!
- **International Admissions** - Please follow the admissions steps listed on the website, and don't hesitate to contact us if you have questions or need guidance at any point in the process.

Personal Information Change

The Personal Information Change form is to be used to change name, address or telephone number.
This form is available at the MyWestmoreland portal under "Student Resources ." It is the responsibility of each student to keep their personal information record updated.

Financial Aid

Financial aid is a grant, scholarship, loan or employment opportunity that assists students with educational expenses. Most financial aid is awarded on the basis of financial need, or the difference between the cost of education (tuition, fees, books, transportation, etc.) and the amount parents and/or students can contribute toward these expenses.

Westmoreland participates in several state and federal financial aid programs. Our staff is always available to help students and their families navigate the steps involved in applying for and receiving aid. Click here, Financial Aid, to visit the college's website for more information.

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

As always, the Financial Aid office maintains an open-door policy and a knowledgeable counselor will be available to assist during the times mentioned below:

Office Hours
Monday through Friday 8 a.m. - 5 p.m.

Contact
Financial Aid Office
724-925-4000
financialaid@westmoreland.edu

Basic Eligibility Criteria
To qualify for federal financial aid, you must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA). You also must demonstrate that you meet baseline educational and citizenship requirements. Click here to visit the Federal Student Aid website.

One Big Beautiful Bill Act Information
Federal Student Aid is changing significantly for students and parents beginning with the 2026-27 aid year due to the passage of the One Big Beautiful Bill Act (OBBBA), also referred to as the Working Families Tax Cut Act, on July 4, 2025. Summer 2026 aid will not be affected by these changes. A summary of changes are listed below. For full details visit the Department of Education/Federal Student Aid Website: https://studentaid.gov/announcements-events/big-updates

Tips for Completing the FAFSA:

- Make sure to include the Federal School Code 010176
- Make sure to sign your application or include your FSA ID and your parent's FSA Id when filing electronically.
- Create account early: Create your Federal Student Aid (FSA) ID at least several days before filing to allow immediate identity verification.
- Identify all contributors: Determine if a parent, stepparent, or spouse must contribute financial information.
- Generate contributor IDs: Every contributor needs their own distinct FSA ID to access and sign the form.
- Use permanent emails: Avoid using high school student email addresses that expire after graduation.
- Gather records beforehand: Have Social Security numbers, driver's licenses, and current bank statements ready.
- If selected for verification, you will be required to turn in additional documentation to the Financial Aid Office.
- Before a financial aid award can be determined, your file will need to be completed and verified. Failure to submit the documents will result in your financial aid file being closed and no award being issued.
- The Priority Date to have everything completed for Westmoreland County Community College is May 15 . All federal verification documents should be submitted no later than July 1 to ensure on-time packaging.

Enrollment Information

Satisfactory Academic Progress Policy 3.12

Federal and state regulations governing student financial aid mandates that instutions of higher education establish standards of "Satisfactory Academic Progress" (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs. The Satisfactory Academic Progress (SAP) standards apply to all students seeking federal Title IV financial aid, regardless of whether a student has received Title IV financial aid in the past. Federal regulations require that all students receiving federal financial aid make continued progress in their educational programs and toward their educational goals. CFR 34 668.34

Federal financial aid programs include:

- Federal Pell Grant
  Federal Pell Grant Special Rule for Children of Certain Deceased Servicemembers and Public Safety Officers (formerly Federal Iraq and Afghanistan Service Grant)
- Federal TEACH Grant
- Federal Supplemental Opportunity Grant (SEOG)
- Federal Direct Student Loans (including Parent Loans)
- Federal Work Study

Failure to meet SAP Requirements may also affect your eligibility for:

- State Financial Aid Programs
- VA Educational Benefits
- Westmoreland County Community College Scholarships
- Scholarships awarded by entities outside of the school with a SAP requirements for award eligibility
- Other financial assistance programs awarded by Westmoreland County Community College

IMPORTANT: Students may be academically eligible to continue to take courses at Westmoreland, but be ineligible for federal financial aid. Students who regain financial aid eligibility will not be able to receive financial aid for any previous term during which they were ineligible for aid.

Program of Study
A student must declare an eligible program of study to be eligible to receive federal financial aid.

Process of Determining Satisfactory Academic Progress (SAP):
In accordance with the HEA regulations, the Financial Aid Office will monitor SAP after grades are posted at the end of each term (fall, spring, and summer).

Satisfactory Academic Progress (SAP) Standards:
Qualitative Standard (Cumulative Grade Point Average) –A student must maintain a minimum cumulative grade point average of 2.0. Cumulative GPA is calculated by dividing the total number of quality points earned by the total credit hours attempted for which the student received grades. Credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the census date, defined as the day following the last day for registration and payment as outlined in the College catalog, of each academic term, or for which the student received a grade.

Quantitative Standard (Completion Rate) –A student must maintain a minimum cumulative completion rate of 67%. A student's completion rate can be calculated by dividing the number of credit hours completed by the number of credit hours attempted. Transfer credits should count as both attempted and completed credits.

Maximum Timeframe –A student must successfully complete the program of study within its timeframe. Federal regulations specify that the timeframe may not exceed 150% of the published length of the program. Students fail the maximum timeframe measure at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they reach the maximum timeframe. However, students who are not meeting the Maximum Timeframe criteria can submit an appeal to have request their eligibility be extended if there are extenuating circumstances.

Satisfactory Academic Progress Review
Students are evaluated at the end of each academic term (fall, spring and summer). The appeal procedure is detailed on the College website. The review process will assign a status for each student of:

SATISFACTORY: Student has met progress standards and is eligible for aid for the following semester or academic year.

WARNING: Student has not met progress standards, but may continue receiving federal aid. Student is encouraged to seek tutoring to assist with the improvement of his/her GPA and progress. A student in the 'Warning' category is calculated based on cumulative evaluation through prior term enrollment.

UNSATISFACTORY: Students who fail to meet the conditions of a Warning or continue to be Unsatisfactory, which are to maintain a minimum cumulative GPA of 2.0 and a minimum cumulative completion rate of 67%, will be placed on Unsatisfactory. Students who are placed on Unsatisfactory forfeit their financial aid.

MAXIMUM TIME-FRAME: A student is no longer eligible to receive Federal or State financial aid at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe for earning his/her program of study.

PROBATION: Probation occurs when students on Unsatisfactory or Maximum Time Frame have had their SAP appeal and Academic Plan approved by the Satisfactory Academic Progress Appeal's Committee for financial aid reinstatement. Students in the status of probation will have their financial aid eligibility reinstated for the term on which the appeal was approved. Students placed on Financial Aid Probation will have their financial aid eligibility reinstated for one payment period. A student may receive Title IV aid for a subsequent payment period only if the student satisfies the College's SAP standards or the College determines that the student has satisfied the requirements of an approved Academic Plan.

Enrollment Information

CONTINUED PROBATION/UNSATISFACTORY: Students may remain on Continued Probation status for as long as needed to raise their cumulative GPA above a 2.0 as long as they maintain a 2.3 term GPA each semester and complete at least 6 credit hours in the Fall and Spring, and 3 credit hours in the Summer. Students with a completion rate of less than 67%, must complete all attempted classes taken during the probation period to remain on continued probation. That means that each continued probation student must have a 2.3 GPA in the classes they were enrolled in and did not withdraw, or have or make failing or incomplete grade(s). The student will be cleared from probation when their cumulative GPA reaches a 2.0 or higher and/or their completion rate is 67%. Students who fail to meet the requirements stated above, must submit an appeal to be considered for future financial aid eligibility.

CONTINUED PROBATION/MAXIMUM TIMEFRAME: Students may remain on Continued Probation status provided they have a minimum cumulative GPA of a 2.0, a 2.3 term GPA each semester and complete at least 6 credit hours in the Fall and Spring, and 3 credit hours in the Summer. That means that each continued probation student must have a 2.3 GPA in the classes they were enrolled in and did not withdraw, have failing or incomplete grade(s), and remain in the program as stated on the student's appeal. Students who fail to meet the requirements stated above, must submit an appeal to be considered for future financial aid eligibility.

DENIED: If the appeal is denied by the SAP Appeal's Committee, no further financial aid will be awarded to the student until the conditions of the SAP policy have been met. The student will be responsible for the payment of all tuition, fees, book charges, and any other costs associated with enrollment. The student may submit an appeal in subsequent terms if they do not regain satisfactory academic progress after one term of their previous appeal being denied.

Appeal/Review Deadlines

Students wishing to appeal their SAP status of 'Unsatisfactory' or 'Max Timeframe' must submit a completed SAP appeal form, with relevant supporting documentation, to the Office of Financial Aid no later than the deadlines posted on the website for each term. Please refer to the Satisfactory Academic Progress Procedures on the www.westmroeland.edu website. Students who have both an Unsatisfactory and Max Timeframe statues must submit an Unsatisfactory Appeal Form.

Regaining Eligibility

If a student fails to meet the satisfactory academic progress standards in the current term, but meets the standards in a future term, the student will regain satisfactory status and can once again be eligible to receive federal Title IV aid. In such cases, financial aid eligibility will begin with the academic semester after which the student re-establishes satisfactory progress. Students cannot retroactively regain eligibility for a term for which they were not previously eligible. Students must complete the term and regain satisfactory academic progress to be eligible for federal Title IV aid for the next term.

In such cases, financial aid eligibility will begin with the academic semester after which the student re-establishes satisfactory progress. Students cannot retroactively regain eligibility for a term for which they were not previously eligible. Students must complete the term and regain satisfactory academic progress to be eligible for federal Title IV aid for the next term.

Developmental Coursework

Developmental credits for which students receive a pass/fail are counted towards credits attempted. Note: Maximum of 30 attempted Developmental credits are funded with federal financial aid. This restriction holds for all the federal grants and loans described on this site. You can, however, still receive federal financial aid payments for credit-bearing course work, subject to your ability to meet the Satisfactory Academic Progress Policy.

Repeated Courses

All Repeated courses will be counted in the total number of attempted credits for SAP calculation. The school will use the most recent letter grade earned for the course towards the GPA calculation for SAP. A student who passes a course (with a letter grade of D or higher, may retake the class one additional time and receive financial aid for that course. W grades do not count against total number of retakes.

Incompletes

Courses with an "I" (incomplete) will be considered as courses attempted, but not successfully completed. Although Westmoreland's academic policy provides students up to an additional semester to complete an incomplete (I) grade, one or more "I" grades can adversely affect the Minimum 67% Pace of Completion component of the Satisfactory Academic Progress Policy. The incomplete automatically changes to an F grade if work is not completed by the date specified by the instructor, not to exceed one semester. At the end of the following semester, whatever grade is earned for the incomplete course will be used in the SAP calculation for that term. Previous SAP calculations will not be adjusted for an "I" grade that has been converted after the calculation was completed unless the "I" grade was originally posted in error.

Transfer Credits

Transfer credits accepted by Westmoreland County Community College will be included in overall attempted credits, but not the GPA calculation. Attempted credits will be used in the calculation of Maximum Time Frame and Completion rate.

Change in Program

A change of program does not "reset" SAP. All attempted and completed credits are used when calculating GPA, Completion Rate, and Maximum Time Frame. Students must make sure that they have their correct program of study "active" on their school record and must only take coursework that is required to complete that program of study. SAP evaluation is completed on the most recently added, highest level, "active" program on a student's record.

Enrollment Information

Self-Paid Enrollment
All periods of enrollment at Westmoreland must be included when calculating SAP regardless of whether or not federal financial aid was previously received.

Notification
Students will be notified via the student's Westmoreland email account and their current SAP Status will be listed on the Student's Portal. It is also the responsibility of the student to be aware of these guidelines and his/her academic progress in his/her educational program.

State Grant Academic Progress
Academic progress requirements for state grant programs can vary from the federal academic progress policy. Academic progress requirements for the Pennsylvania State Grant are communicated directly to recipients with their state grant notification by PHEAA (Pennsylvania Higher Education Assistance Agency); questions about appeals for Pennsylvania State Grant eligibility must be directed to PHEAA at 1-800-692-7392 or www.pheaa.org.

Academic Forgiveness

Students returning to Westmoreland County Community College after a four-year absence may petition that the credits with D and F grades earned during their previous enrollment at the college be removed from the computation of the cumulative grade point average. This petition may be made only after completion of 12 additional college-level credits after the student returns with a grade point average of 2.0 or higher for these 12 credits. Once approved, previously earned credits with D and F grades are not used for calculating the student's grade point average, however, they remain on the transcript with an appropriate notation. Students should meet with the counselor or their faculty advisor to initiate the process.

Financial Aid for Military Students

Students receiving VA benefits may select any program that is approved by the Department of Veteran Affairs leading to a degree offered at Westmoreland County Community College.

Before you register for classes, check with the Veterans Education Certifying Official, who is located in the Financial Aid office, to learn whether your program is approved by the VA.

Please click here and visit the college's web page to see more information on:
Chapter 33 (The Post 9/11 GI Bill)
Chapter 35 (Survivor's and Dependents Educational Assistance Program DEA)
Chapter 30 (Veterans GI Bill)
Chapter 31 (Vocational Rehabilitation)
Chapter 1606 (Reserves/National Guard)
Chapter 1607 (Reserve Educational Assistance Program)

Certification of Enrollment
For all chapter benefits, the certifying official must notify the DVA of your enrollment each semester. It is your responsibility to contact the Financial Aid office each semester when you are fully registered for a term. Your enrollment will be certified with the Certifying Official shortly thereafter. Each time you add, drop or withdraw following certification, you must contact the Certifying Official.

What documents should be provided to Westmoreland's Certifying Official?

DD-214 Member 4 Copy (Certificate of Release or Discharge from Active Duty). Please turn this document in to the Financial Aid.

Copy of official transcripts from all previous colleges and military transcripts (if applicable) should be submitted to the Registrar's Office.

Copy of Kicker Program documentation (if applicable).

Notice of basic eligibility (NOBE) if you are in the Reserves.

Certificate of Eligibility (you will receive this from the regional VA office once a determination on your eligibility is made). Prior to receiving your COE, you may submit a copy of the screen showing your eligibility as listed from on your eBenefits and WAVE Benefits page.

Copy of Veteran's Request for Certification

Copy of Veteran's Initial Request to use Benefits

Important

It is your responsibility to notify the Veterans Education Certifying Official when withdrawing, adding, or making any changes to your schedule. You can stop at our office and bring a copy of your official withdrawal showing the date(s) of withdrawal.

Chapter 33 (The Post 9/11 GI Bill®). The veteran is responsible for any overpayment incurred as a result of not completing courses. In the event a veteran does not complete a course, schools should follow their established student refund policy. VA will work with student to resolve overpayment.

The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question.

Students receiving GI Bill® benefits must meet the Standards of Academic Progress as defined in the Westmoreland student handbook. The college maintains the same SAP policy for recipients of Federal Financial Aid and GI Bill® Benefits.

This school certifies your enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans' Affairs at 1-888-442-4551 or online. You may be required to create an account.

Information about qualifying pay rates and payment dates is available only through direct contact between the student and the Department of Veterans Affairs.

The certifying official is responsible for the accurate and prompt certification of enrollments and changes in enrollment of eligible students to the VA.

Student Success

Educational Planning

When you start at Westmoreland, you'll be assigned either a counselor or a Pathways Advisor. This person will be your main point of contact and will guide you through your first 24–30 college credits. As long as you remain in good academic standing, your Pathways Advisor will continue to work with you until it's time to transition to a faculty advisor. In some degree programs, you may have both a counselor/advisor and a faculty advisor from the very beginning.

Transitioning to a Faculty Advisor

After completing about 24–30 credits, you'll be assigned a faculty advisor. This is usually a professor in your program of study who can help you focus on completing your degree and preparing for your career. Your faculty advisor will work with you to make sure you meet all the requirements for graduation and reach your professional goals.

Counseling

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

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

Crisis management Counseling is confidential and free.

Career Services

The Career Connections Center (CCC) offers resources and services to help you explore your options and prepare for your future career.

The CCC offers:

- Career Exploration & Planning : Learn about different career paths, majors, and industries that align with your interests and strengths. Create a clear plan for your next steps after college. Explore your interests, including opportunities you may not know exist.
- Job Search Support: Get help writing your résumé and cover letter, preparing for interviews, and developing job search strategies. Gain confidence in networking and interviewing.
- Workshops & Events: Attend employer panels, networking events, and skill-building workshops to gain a better understanding of workplace expectations and career readiness skills.
- One-on-One appointments: Meet with a CCC team member to discuss your specific career questions and goal

How to Get Started

- Visit Us Early: You don't have to wait until graduation—stop by your first semester!
- Make an Appointment: Schedule a meeting through ConexEd. Meetings can be in-person or virtual.

Transfer Services

A transfer counselor's role is to assist students in determining the academic requirements of the transfer institution and to select coursework at Westmoreland that will meet those requirements . The sooner you know where you want to transfer and what your transfer major will be, the sooner we can determine what classes you need to take for transfer. Every transfer institution has unique transfer requirements. It is important to make sure you communicate with your advisor every semester to ensure you have access to the most recent transfer information. Transfer information can also be accessed on our University Transfer website. Some of the resources include:

- Course equivalency information
- Academic check sheets specific to your major
- Transfer institution course catalogs and website.

It is also recommended that students connect with the transfer admissions counselor where they hope to transfer to determine appropriate course work and specific institutional information.

Support Services

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

Act 101

The Higher Education Equal Opportunity Program Act 101, established by the Commonwealth of Pennsylvania in 1971, provides counseling, tutoring, and other supportive services and resources for students so that they can succeed in college and reach their goals . The Westmoreland ACT 101 Program is located in the Student Services Success Center, located in the Student Achievement Center, Room 360 at the Youngwood campus.

To be eligible for ACT 101, participants must meet academic and income criteria and be full-time residents of Pennsylvania For more information about Westmoreland's ACT 101 program, check the website, call 724-925-4000, email act101@my.westmoreland.edu or stop by the Student Services Success Center, SAC 360A.

KEYS Program (Keystone Education Yields Success)

KEYS is a collaboration between the Department of Human Services and the Pennsylvania Commission for Community Colleges . The KEYS Program assists those receiving TANF (Temporary Assistance of Needy Families) and/or SNAP (Supplemental Nutrition Assistance Program) while completing their course of study at Westmoreland County Community College For more information call 724-925-4106, email keysprogram@ westmoreland.edu or stop by the Student Success Center, SAC 360.

The Benefits of Participating in the KEYS Program include:
Referrals for academic support Assistance from a student facilitator to help you achieve your educational goals.
Connections to other community service agencies
Advocacy to your county assistance office
Assist you in obtaining supportive services available through your county assistance office
Incentives & Participant reimbursements available based upon grant funds.

Student Success

PAW (Partners at Westmoreland: Fostering Success) PAW is a program for students under the age of 28 who experienced foster care and/or out-of-home placement at any time in their youth. PAW provides access to support and resources to help students reach their academic and career goals.

For more information about PAW, check the website, call 724-925-4000, ext. 3816, email wansorl@westmoreland .edu or stop by the Student Services Success Center, SAC 360

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

To learn more or to apply for the program, stop by the TRIO offices in the Student Achievement Center, Room 360, email trio@my.westmoreland.edu or call 724-925-4006.

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

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

Pennsylvania Office of Vocational Rehabilitation (OVR) OVR provides vocational rehabilitation services to help people with disabilities prepare for, obtain, or maintain employment . To apply, individuals need to contact their local OVR office. A directory list is available at this link: **Disability and Vocational Rehabilitation.**

RISE Program
Students with intellectual and developmental disabilities to earn a college credential and prepare for sustainable employment. In this selective admission program, students can study either baking/pastry, culinary arts, early childhood education, HVAC, office administration, or plumbing, security professional, social work and they are provided with additional support to increase their college success and build career readiness skills. Click below for more information and links to the application are available on the college's website.
RISE Program

Computer Resource Center

The Computer Resource Center (CRC) located in SAC is equipped with several computers, two printers, and a scanner. The center maintains an open atmosphere and several quiet work areas where students can come to collaborate, study, print class materials, and get technical assistance.

Computers are loaded with the latest software. If you need assistance, the CRC is home to our walk up IT Help Desk, which is staffed Monday through Friday from 8am to 5pm. They can help with any technical issues, problems with accounts, retrieve print outs from the lab computers, or scan documents for you.

Tutoring & Learning Services

Tutoring & Learning Services offers Westmoreland students tutoring and other educational services which are essential to academic success.

Tutoring

Tutorial services for credit courses are available through Tutoring & Learning Services at no cost to students. Tutoring sessions are conducted on a limited individual or small group basis. A staff of professional, peer and volunteer tutors can provide students with assistance. Tutoring for various general courses such as math, reading/writing, biology and psychology is available. Assistance for other subjects varies and may not be available for all courses. Please check with the office to find out what subjects can be supported. Students additionally have access to a free online tutoring service called Brainfuse which can be accessed from any location through D2L.

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

Testing Services

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

Student Success

Career Connections Center

Westmoreland's Career Connections Center (CCC), located on the Youngwood campus in SAC 120, offers resources and tools to help students with all phases of career development, from choosing a major, to starting a job or internship search, preparing for an interview and more. Appointments can be made by using the link on the website:
Welcome to the Career Connections Center

- Explore their major and career interests
- Develop job search and networking strategies
- Identify internship/practicum and job opportunities
- Write their resumes and prepare for interviews
- Connect with employers and develop career readiness skills.

Online Learning-Convenience & Flexibility

Online, Remote, and Blended course delivery methods offer a complementary alternative to the traditional in-person learning environment. These methods of learning allow students to complete courses (and in some cases, degrees) from any location at convenient times that fit any schedule.
Westmoreland currently uses Desire2Learn (D2L) as a Learning Management System and Zoom for Remote and other options. The various course formats offered are detailed below.

Course Delivery Methods

Westmoreland offers several course delivery methods that provide opportunities for both synchronous and asynchronous instruction. Faculty are encouraged to discuss the differences in instructional styles with their students.

Face-to-Face

Instruction is delivered live, in-person at one of Westmoreland's campuses or centers. Courses meet synchronously in a face-to-face setting at a scheduled classroom location, date, and time.
The institution LMS may be needed to access some course materials.
Course Modality Indicator: # (Example: PDV 101 01)

Online

Courses are delivered online using the institution's LMS. A computer or laptop is recommended for participating and completing online course work.
Students interact with their instructor and classmates via online discussions, assignments, group projects, and adhere to deadlines set within the LMS.
Course Modality Indicator: W (Example: PDV 101 WA)

Blended

Instruction is split between learning activities in the LMS and the classroom. Courses meet synchronously in a face-to-face setting at a scheduled classroom location, date, and time. No more than 50 percent of the course work shall occur outside of the classroom.
Synchronous activities include planned instruction and/or testing.
Course Modality Indicator: B (Example: PDV 101 BA)

Remote

Instruction is delivered synchronously via the institution's web conferencing platform as scheduled.

Students interact with their instructor and classmates via the web conferencing platform and other LMS assigned activities.
Course Modality Indicator: R (Example: ENG 161 RA)

Blended Remote

Instruction is delivered synchronously via the institution's web conferencing platform as scheduled and split between learning activities in the LMS. No more than 50 percent of the course work shall occur outside of the classroom.

Students interact with their instructor and classmates via the web conferencing platform and other LMS assigned activities.
Course Modality Indicator: BR (Example: BUS 120 BRA)

The College Library

The Library is located in the Student Achievement Center on the Youngwood Campus.

- Library Hours are: Monday-Friday 9am-4pm
- Digital resources are available 24/7
- Email: library@westmoreland.edu for assistance; staff will respond M-F, 8:00 am to 5:00 pm
- Staff are available at the Library in the Student Achievement Center Monday-Friday 9am - 4pm
- Closed Saturday and Sunday and Holidays based on the Academic Calendar

Click here for the link to the Library's homepage.

The College Store

The College Store is located in on the Youngwood campus in the Student Achievement Center building and is operated for the convenience of students, faculty and staff. In addition to supplies for classes, the store stocks Wolfpack Athletics and Westmoreland clothing and gift items.

The store accepts payment by cash, check, MasterCard, Visa or Discover.

Westmoreland County Community College is now partnering with Ambassador to fulfill your book and course materials needs!

If you plan to use financial aid or scholarships to purchase your books and course materials, you will need to wait until your awards package is ready.

**All other materials (college clothing, supplies, etc.) have to be purchased at the bookstore itself. You can contact the College Store directly to ask about shipping on all other items, other than books.

Students attending classes at Westmoreland locations other than the Youngwood campus will purchase books through Ambassador and receive free shipping to their Westmoreland location.

Student Success

College Closing/Class Cancellation Information

Information on class cancellations and college closings due to inclement weather or other emergency situations the college uses the RAVE Mobile Safety system to create alerts. The system allows for push notifications to email and mobile phones. You must be signed up for the ALERTS.

How to sign up – Use this link. You must be a currently enrolled student or an employee of the college to sign up for the RAVE alerts.

Other notification platforms – In addition to the RAVE alerts, the college will:

- Post a notification on the website.
- Post a notification to Facebook
- Post a notification to Instagram

The best way to see announcements on social media is to follow us on Facebook and Instagram.

STUDENTS – Always check D2L for updates from your faculty. You should also check your class syllabus for faculty contact information.

Wireless Internet

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

Transportation

Students are responsible for their own transportation to and from the college . Bus transportation is available via the Westmoreland County Transit Authority and schedules can be obtained by calling 1-800-221-WCTA .

Student Parking

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

ADA and van-accessible parking is available in all campus parking lots and marked accordingly. Overflow parking when lots are full is available behind the Health and Culinary Center (Lot F).

Vehicle Regulations

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

Fines may be paid at the Enrollment Center located in the Student Achievement Center on the Youngwood Campus. All fines are financial obligations to the college. Westmoreland reserves the right to with-hold grades, transcripts or diplomas until all fines have been paid in full.

OFFENSE	FINES
Trespass	$10
Blocking Traffic/Walkways	$10
Parking in the Fire Lane	$10
Not Parked between Lines	$10
Use of Restricted Parking without a Permit	$10
Use of Disabled Parking without a Permit	$50

Disabled Student Parking

Students who wish to use the disabled student parking areas must have either a valid handicap license plate from the state or a state-issued plaque indicating the individual has a disability. A temporary parking permit may be issued for short-term use only. Students can contact Park Police at 724-925-4250 to obtain the temporary permit.

Student Use of Buildings

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

Intercollegiate Athletics, Intramurals and Leisure Programs

Intercollegiate sports competitions include; Baseball, Men's and Women's Basketball, Men's and Women's Bowling, Men's and Women's Cross Country, Men's and Women's Golf, Women's Softball, and Women's Volleyball.

Fall semester sports include; Men's and Women's Cross Country, Women's Volleyball, Men's and Women's Golf, and Exhibition Season Baseball.

Winter sports include; Men's and Women's Basketball and Men's and Women's Bowling.

Spring sports include; Baseball, Men's and Women's Golf, and Softball.

Cross Country, and Golf compete for honors in the Western Pennsylvania Collegiate Conference; while all sports compete for regional and national honors that are sponsored by the National Junior College Athletic Association.

All student-athletes must satisfy the eligibility provisions of the National Junior College Athletic Association and the Academic Student Policy of the college.An intramural program, incorporating a variety of sports, is offered for all full- and part-time students who wish to enter team or individual tournaments regardless of their ability levels . Offerings are available for women and men as well as in a coeducational format . The key ingredient to participation is interest, not skill level.

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

The outdoor facilities include softball, baseball, three soccer fields, and a 5k and 8k cross country course. Students are encouraged to utilize the facilities for their leisure use so a pattern of lifelong physical fitness
is developed.

Children are not permitted in the gymnasium, unattended.

Food Service for Students

AVI Fresh provides fresh food daily on the Youngwood campus for our students, faculty and staff. Westly's Cafe, located in the Main Entrance of the Student Achievement Center, and Up & Atom Cafe, located in the Science Innovation Center. Please refer to the website for further information.

Student Life

The Student Life Office enriches the college experience through events, activities, and programs as well as student clubs and organizations . These projects for student involvement help promote personal, social, and intellectual growth and leadership development .
To achieve this mission, the department will work to:

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

Student Government Association

The Student Government Association (SGA) is the representative voice of the student body . Executive board officers promote and represent the rights and interests of students and provide oversight of all other student organizations . The SGA also serves as a liaison between students, faculty, and administration. Officer positions are open to any student enrolled in a credit program at the college within the guidelines stated in the Student Government Association Constitution.
The purpose of the Student Government Association is to:

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

Meetings of the SGA occur regularly to discuss issues and concerns within the college community, especially those directly affecting students, and seeking solutions to them . Each recognized student organization must send representation to these meetings, where they are allowed to report on organization issues, activities and seek support for their endeavors . The SGA serves as a liaison between students, faculty, and administration.

Student Organizations

Student Organizations Joining a student organization offers growth opportunities like leadership, communication, teamwork, time management, and more . They are also a great way to make social connections and engage in service projects . All student clubs and organizations must be recognized officially by the Student Government Association and the college in coordination with the Student Life Office. Some groups are co-curricular, meaning that they are associated with an academic program or major . Others grant membership by invitation after meeting specific academic requirements, including Phi Theta Kappa International Honor Society (Alpha Upsilon Upsilon chapter) . Other groups focus on shared interests . For a list of active organizations, please visit the Student Life web site at https://westmoreland .edu/ student_life/ student-organizations/index.html

Student Policies & Procedures

Code of Student Conduct 3.10

Purpose and Rationale

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

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

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

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

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

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

Definitions

Student Rights and Responsibilities

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

Standards of the Student Code

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

a . Engaging in behavior that is discriminatory, bullying, harassing, or abusive to any individual or groups of individuals on the basis of their gender, gender identity, race, color, creed, religion, ethnicity, age, marital status, military status, national origin, sexual orientation, and/or disability .Violations can occur through various modalities including email, texts, phone calls, social media, and/or in-person .

b . Intentionally, or knowingly, engaging in conduct that endangers the life or property of another individual or entity .This includes the threat of harm, attempt of harm, or actual harm to oneself, another person, or the cause for a reasonable fear of such harm .Threatening behavior can include written statements, actions, gestures, etc , and can occur via emails, texts, phone calls, social media, verbally, in writing, and/or in-person .

c . Engaging in conduct that is disorderly, lewd, or otherwise disruptive to the learning and/or educational process .

d . Engaging in sexual contact with another person without consent .This type of conduct is referred to as sexual assault (Please see Title IX Policy as a cross-reference) .

e . Stalking (including through social media), dating or domestic violence committed by one student against another that occurs on or off campus that negatively affects the learning environment of the student/s (Please reference Title IX Policy) .

f . Engaging in any act of hazing, or any other kind of initiation to any student organization or athletic organization .

g . Engaging in retaliation of any kind .

h . Unauthorized use of electronics or other devices that make audio, visual, or photographic recordings .

i . Interfering with the normal operations of the college .

j . Interfering with classroom instruction .

II . Westmoreland students are expected to preserve the health, safety, and welfare of the campus community . Violations of this standard include:

a. Entering, or remaining, in any lab, classroom, office, building, or campus facility after closing time without proper authorization .
b . Use, possession, distribution, sale or purchase of illegal substances on college property or at college sponsored events .
c . Use, possession, sale, or purchase, of alcoholic beverages without following the procedures as outlined in the college's Student Drug and Alcohol Policy .
d . Use, possession, or sale of illegal drugs (Please reference the college's Student Drug and Alcohol Policy)
e . Incapacitation due to the use or abuse of alcohol or a controlled substance, or appearing in an intoxicated or altered state on college premises, at college-sponsored events, or while officially representing the college - particularly when there is a danger to self, others, or property .
f . Smoking in areas of the campus not designated as smoking areas .
g . Operating a motor vehicle in a reckless manner .
h . Use, possession, sale, purchase or concealment of any firearms, licensed or unlicensed, including BB/ Pellet guns, sling shots, and sharpedged objects which can be used as weapons, explosives or dangerous chemicals .
i . Theft, willful defacement or willful destruction of college property or personal property of others .
j . Theft, including, but not limited to intellectual property such as work products and computer software, either physically or through unauthorized invasion of computer files.
k. Using another person's ID to gain access to the data communications network or the Internet .
l . Using the data communications network for private or personal business or for any other purpose which is inconsistent with the research or instructional needs of the college .
m .Failure to identify oneself when requested to do so by a college administrative official, security officer, faculty, or staff member .

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

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

Procedures for Dealing with Violations to the Code of Student Conduct

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

Reporting a Violation

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

Investigation of an Alleged Charge of Misconduct

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

Disciplinary Actions

1 . As aforementioned, the respondent will be informed of the alleged violation of the Code of Student Conduct in writing, and subsequently scheduled for a Conduct Meeting .
2 . During the Conduct Meeting, the respondent will have the opportunity to present their side of the alleged violation .
3 . All steps will be taken to resolve the charges through mutual agreement and to determine the appropriate disciplinary actions .Steps to resolve the conduct violations could include mediated discussions with students and/or faculty, letters of apology, and letters of corrective action .A written summary will be provided at the conclusion of any mutual agreement .
4 . If a mutual agreement is not reached, then the student will receive notification of disciplinary action within three (3) working days .
5 . Disciplinary actions can include, but are not limited to:
    a . Educational Sanctions- A student may be assigned a paper, a project, and/or readings which must be completed within a prescribed timeframe and are designed to help students who violate the Code of Student Conduct reflect and learn from their violations .
    b . Probation- Terms of probation may include restricted access to designated areas of campus (e g .Cafeteria, Library, etc) and/or restricted participation in college activities or athletics . If a student violates the restrictions imposed, or becomes involved in any other violations of conduct while on disciplinary probation, additional sanctions may be imposed after a meeting with the vice president of Enrollment Management, up to and including suspension or dismissal from the College .Probationary notice is to be given to the student in writing with the terms of the probation and the rationale carefully detailed .
    c . Written Warning- A Written Warning is a letter from the vice president of student affairs to a student found in violation of the Code of Student Conduct. The specific violation is to be stated in the letter along with a rationale for why it violates the Code of Student Conduct, and it will be copied to the President of the College .
    d . Restitution- Any student found in violation of the Code of Student Conduct that has an associated expense to the college or members of the campus community may be required to make financial restitution to all parties involved .Failure to do so within a given period of time could result in further disciplinary action .
    e. Monetary Fines- Monetary fines could be imposed in cases where deemed necessary .
    f . Community Service- an unpaid service to the benefit of the campus community, or community at large .Failure to comply within a given period of time could result in further disciplinary action .
    g. Dean's Hold- A hold applied to the student's account that prohibits all academic and financial transactions without the consent of the vice president of student affairs.
    h . Mandated referral to an evaluation by psychologist, or mental health professional .
    i . Withdrawal for a Course- The vice president of student affairs, or designee, may choose to withdraw a student from a course or transfer them to another section .
    j . Classroom Removal- A faculty member may temporarily remove a student from class who disrupts the educational environment . If thefaculty member removes the student for more than one class session, he/she will submit a written report within 48 hours of the incident for review by the vice president for student affairs . AConduct Meeting will be scheduled on a priority basis and decisions as to whether or not a student can return to class will be made in consultation with the faculty member .
    k. Suspension- Suspension shall be a specific period of time in which a student is prohibited from enrolling at the institution .Typically, a student who is suspended will receive a "W" for all of his/her courses .
    l . Expulsion- Expulsion is the immediate removal of a student from the college prohibiting future enrollment at the institution .Typically, a student who is suspended will receive a "W" for all of his/her courses .

Appeal Process

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

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

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

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

1 . The appeal must be presented in written form, and should include all facts .This should include particular dates, times, actions, and people involved .

2 . All parties asked to appear at the hearing will be given five business days' notice of the hearing. They will also be given a written statement of charges and the procedure which will be followed in the hearing .In order for a hearing to take place, a quorum of three members must be present with at least one of whom must be faculty and/or staff .The Judicial Board will assume responsibility for its procedural operation which will include electing a chairperson and conducting hearings according to the following guidelines:

a . Hearings shall be conducted in private .

b . Admission of any person, not a party to the hearing, shall be at the discretion of the chairperson .

c . The complainant and/or the accused student are responsible for presenting his or her own case.

d . Both the student and complainant shall have the right to present witnesses and shall have the opportunity to cross examine the other's witness.

e . Relevant records, exhibits and written statements may be admitted as evidence for consideration by the Judicial Board, at the discretion of the chairperson .These records, exhibits and written statements must be submitted to the chairperson at least three days before the Judicial Board meets .

f . Formal rules of civil and criminal procedures, and/or technical rules of evidence, will not be strictly applied in Judicial Board proceedings .

g . There shall be a transcript of the hearing, provided by the college, in the form of an electronic recording .No unauthorized recording devices will be permitted in the room .The record shall become the property of the college .

h . After the hearing, the Judicial Board shall meet in closed session to determine, by majority vote, whether the student's appeal should be upheld and/or to determine a different sanction .

i . All proceedings presented to the Judicial Board should be kept confidential.

j. The Judicial Board's decisions and recommended sanctions shall be prepared in writing within five business days and directed to the vice president of student affairs . The decision of the Judicial Board is final.

Children on Campus

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

Animals on Campus Policy 3.17

Introduction

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

Scope

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

Policy

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

b. A service animal or professional therapy dog accompanied by a qualified handler or professional trainer in certain areas open to the general public, subject to the restrictions and requirements set forth in the applicable Pennsylvania state statutes;

c. Animals used as part of an academic, or college sponsored, program.

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

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

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

Definitions:

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

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

Procedure for Resolution Involving Grades and Academic Issues

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

•The student should make an appointment with the faculty member and discuss the problem.

•If the student feels that he/she cannot meet with the faculty member, he/she should seek the advice of his/her faculty advisor and/or counselor.

•If he/she has seen the faculty member and is still not satisfied, the student should make an appointment with the division dean to whom the faculty member reports.

•If the concern is not resolved at the division level, the student should make an appointment to see the vice president of Academic Affairs.

•If the concern is still not resolved after meeting with the vice president of Academic Affairs, the student may request an appointment with the president . The decision of the president in these matters is final.

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

Academic Dishonesty

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

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

- Cheating: the use or attempted use of unauthorized materials, information or other aids in an academic exercise
- Fabrication: the unauthorized falsification or creation of any information or citation in an academic environment
- Facilitating academic dishonesty: helping or attempting to help another to commit a dishonest academic act
- Plagiarism: the use of the works of another as one's own in any academic environment .

Faculty Responsibilities

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

Vice President of Academic Affairs Responsibilities

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

Student Appeal Process

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

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

Penalties

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

Academic Dishonesty Appeals Hearing

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

Ethical Statement for Student Computer and Data Communications Network Use

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

Some prohibited forms of communication include:

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

Some prohibited forms of behavior include:

•Creating excessive noise or other actions that interfere with the work of others in the computer lab

•Using the computer system's capabilities to represent another person's work as your own; this action is considered a form of plagiarism

•Using another student's ID to gain access to the data communications network or allowing others to use your network ID

- Malicious attempts to harm or destroy another person's data, including uploading or creating computer viruses
- Attempting to gain unauthorized access to data, software or systems
- Using the data communications network for personal or private business

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

Student E-Mail Policy 3.13

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

A student's Westmoreland e-mail account will serve as the official e-mail account through which the College will communicate when communicating via e-mail .

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

This policy encompasses all use of student e-mail regardless of the platform .

Access

Students are provided with a Westmoreland email account and allotted five gigabytes (5 GB) of storage space after acceptance to the College .Access is discontinued after graduation, an absence of six consecutive semesters (two years), or upon disciplinary determinations .

Use

Students are expected to use email appropriately in accordance with the Student Code of Conduct otherwise the student's improper use of student email could result in a violation of the Code of Student Conduct .

Misuse

Access to Westmoreland email may be revoked if misused in ways that could harm the College community .

Examples of misuse include, but are not limited to,

- Transmitting or storing filed documents that include forgery, plagiarism, or violations of copyright laws; emails or files that are obscene, abusive, threatening, or otherwise harassing; or messages that contain viruses, worms, spyware, or any form of malware .
- Violating laws or regulations or encouraging illegal activity.

- Interfering with others' ability to conduct institutional business.
- Incurring costs to the institution for commercial or personal financial gain.
- Providing a third-party with email addresses obtained from the institution without written consent.

Acceptable Use

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

Prohibited Use

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

Termination of Student E-Mail

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

Disclosures

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

Copyright Policy 3.26

Westmoreland County Community College will adhere to the provision of the U .S .copyright law (Title 17, United States Code, Section 101 et .seq .), including the Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization Act (TEACH Act), and other federal copyright laws as they are adopted .Students are required to comply with all local, state, federal, and international copyright laws, and with college policies regarding the use of copyright-protected materials at Westmoreland.Whenever copyright protected works are used and fair use does not clearly apply, Westmoreland requires students to obtain written permission from the copyright owner .Downloading, uploading or transmitting files containing copyright protected works without the permission of the copyright owner is prohibited by Westmoreland policy- a violation of which may subject an infringer to Westmoreland disciplinary action, is illegal, infringes the copyright owner's rights, and may result in legal liability for the infringer and the Westmoreland.

Copyright Policy and the Law

Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C.101-1332, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound records; and
8. Architectural works.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

17 U.S.C. 102
Fair Use

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by 17 U.S.C. 106, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

17 U.S.C. 107

Guidelines as Outline in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions"
The purpose of the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Uses of Music" is to state the minimum and not the maximum standards of educational fair use under 17 U.S.C. 107 .The guidelines are not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 .There may be instances in which copying that does not fall within the guidelines may nonetheless be permitted under the criteria of fair use.

Prohibited Use
Fair use guidelines exempt, the following are prohibited actions:

- Copying of print materials and sheet music to create or replace or substitute for anthologies, compilations, or collective works . This prohibition against replacement or substitution applies whether copies of various works or excerpts are accumulated, or reproduced and used separately.
- The use of its technology systems, including, without limitation, use of its website, email system, intranet, digital studios, computer labs, and bulletin board systems ("Technology Resources") in connection with illegal activities, including such activities as circumvention of access control or copy protection technology, unauthorized file sharing, or other methods of downloading, copying, distributing, or sharing copyright-protected works without the permission of the copyright owner, or in connection with making copyright protected materials available for downloading, copying, distributing, or sharing by others without the permission of the copyright owner.
- Copying of or from works intended to be "consumable" in the course of study or teaching . These works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
  - Copying without inclusion of the copyright notice that appears on the printed copy.

Copyright Infringement
Anyone who violates any of the exclusive rights of the copyright owner or of the author as provided in 17 U.S.C. 106A(a) is an infringer of the copyright or right of the author. The legal or beneficial owner of an exclusive right under a copyright is entitled, subject to the requirements of 17 U.S.C. 411, to institute an action for any infringement of that particular right committed while he or she is the owner of it. 17 U.S.C.501(a)–(b).

Westmoreland has the right, but not the obligation, to monitor and review any use of the Technology Resources. Westmoreland may monitor user IDs and passwords used to access the Technology Resources, may review information stored or sent using the Technology Resources (including emails and attached files), and may remove and save a copy of such information in Westmoreland's sole discretion.

Westmoreland may utilize technological methods such as traffic shaping, content filtering, or user tracking to identify, block, and/or thwart activities deemed in Westmoreland's sole discretion to be potentially illegal or necessary to conserve the Technology Resources or manage their usage. Westmoreland may retain copies of any information stored on or sent using Westmoreland's Technology Resources, even if the originator of such information deleted such information.

Westmoreland reserves the right to restrict or terminate user access to the Technology Systems or to disable a user ID and/or password at any time without notice if Westmoreland believes that the user has violated this policy, or any state or federal law. Westmoreland reserves the right at all times to disclose, without notice to the user, any information necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Westmo-reland's sole discretion if Westmoreland believes a user has violated any of portion of this policy or any other Westmoreland policies or guidelines.

Westmoreland investigates notices of copyright infringement submitted to Westmoreland's designated copyright agent and takes appropriate actions under the DMCA, including re-moval of infringing materials from the Westmoreland website. Students are responsible for reading, understanding, and personally complying with this policy and all other Information Technologies policies set forth in the Student Handbook.Students who violate Westmoreland's policies are subject to disciplinary action by the College, which may include ter-mination of access to the Technology Systems, disciplinary probation, suspension, and dismissal from Westmoreland, as further provided in Westmoreland's student policies. In addition, a student may face personal legal liability, including civil and criminal penalties for infringement of copyright and other intellectual property laws, which may include injunctions restraining infringing activities, monetary damages, prison time, attorney's fees, and court costs.

References: Visit the policy manual on the college website to access the active links.

Anti-Hazing Policy 3.25

References:
Pennsylvania Senate Bill 1090, amending Title 18 of the Pennsylvania Consolidated Statutes by adding a chapter, Chapter 28, Anti-hazing.

Policy
All acts of hazing are prohibited at Westmoreland County Community College. No Westmoreland student, individually or as part of a registered student club or organization, is permitted to engage in behavior that is likely to cause physical or psychological harm to any other person within the college community. Such behavior is a violation of this policy, the Code of Student Conduct, and may be considered a criminal act in the Commonwealth of Pennsylvania.

Policy Overview and PA Law
All acts of hazing are prohibited. No student or Westmoreland County Community College registered student club or organization shall engage in an act that is likely to cause physical or psychological harm to any other person within the college community.

Under the Pennsylvania Crimes Code, 18 Pa.C.S. §§ 2801 et seq., hazing is defined as follows:
A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student, applicant or admitted individual into or with an organization, or for the purpose of continuing or enhancing a minor or student, applicant or admitted individual membership or status in an organization, causes, coerces or forces a minor or student, applicant or admitted individual to do any of the following:

1. Violate federal or state criminal law;
2. Consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or current student, applicant or individual to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature; and
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student, applicant or admitted individual.

The definition of hazing does not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Hazing is also a crime and constitutes a summary offense. If the hazing results in or creates a reasonable likelihood of bodily injury to a minor or student, applicant or admitted individual, it is a misdemeanor of the third degree.
Aggravated hazing, a felony of the third degree, results from hazing that causes serious bodily injury or death to a minor or student, coercion or the force of alcoholic consumption or drug by the minor or student.
The College, and organizations, are subject to criminal penalties for intentionally, knowingly and recklessly promoting or facilitating hazing or aggravated hazing.
Consent is not a defense to a criminal charge of hazing or a charge under the College's Code of Student Conduct.

Definitions Organization(s) - An association, corporation, fraternity, sorority, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization, or the College.
Hazing - Any action, situation, activity or complicity in activity, which recklessly or intentionally endangers the mental, emotional, and/or physical health or safety of a student or alumnus or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any College organization.

Reporting All individuals within the college community, i.e., students, staff, faculty, and administrators have a responsibility to report acts of hazing. A reporting form can be found in the Student Life section of the official college website under the Campus Security page.
Any individual student or student group found responsible for hazing or participating in hazing activities is subject to disciplinary action by the College as well as possible criminal prosecution under the Commonwealth of Pennsylvania Law.

Jurisdiction and Procedures
1. Charges of violations of this policy by an organization should be referred to the Vice President of Student Affairs.
A. In all cases of alleged violations of this policy, the organization advisor, college advisor, and/or other relevant parties will be notified.
B. During the period of formal investigation or adjudication of alleged violations of this policy, all new member-related activities, organization activities, and/or college recognition/sponsorship of the organization may be summarily suspended.
2. Charges of violations of this policy by a student should be referred to the Vice President of Student Affairs in accordance with the Code of Student Conduct.
3. Organizations and individuals may also be criminally charged with a violation of the Pennsylvania Anti-Hazing Law, 24 P.S. 5351 et seq.

Violations and Sanctions
Violations and sanctions will be determined in accordance with the Westmoreland County Community College Code of Student Conduct.

References: Visit the policy manual on the college website to access the active links.

Drug and Alcohol Policy 3.11

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

Alcohol and Drug Use

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

Alcohol

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

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

Controlled Substances

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

1. No student shall, or attempt to, possess, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of controlled substances, abuseable volatile chemicals, dangerous drugs as defined by state and federal law, steroids, "designer drugs" (i.e., substances such as the inappropriate/illegal use of prescription drugs, use of inhalants, use of herbal, natural, or look-alike controlled substances), any other intoxicating or mood-altering substance, or behavior altering drugs at the College, on the College property, or while attending on-campus or off-campus College sponsored activities.
2. Possession of any pipe, syringe, hypodermic needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug is strictly prohibited.
3. College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sell of illicit drugs or alcohol and will advise students that convictions or violations of these laws can lead to fines and/or imprisonment.
4. Students seeking assistance or educational materials regarding drugs and other controlled substances should contact the Counseling personnel located in Student Success Services in the Student Achievement Center on the Youngwood Campus.

Violations

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

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

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

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

References:

-Visit the policy manual on the college website to access the active links.

Alcohol/Drug Related Issues

Substance Abuse Helpline of Westmoreland County

1-844-897-8927 Provides support and information for individuals and families struggling with substance abuse issues 7 days a week 7 p.m. to 2 a.m.

Gateway Rehabilitation

724-853-7300 or 1-800-472-1177
www .gatewayrehab .org Provides inpatient, detox, and outpatient therapy locations in Greensburg, New Kensington, Monroeville and various other locations.

SPHS Behavioral Health

1-800-220-1810 www.sphs.org
Provides outpatient therapy, partial hospitalization, case management, etc . Locations in Greensburg, Monessen, Latrobe and New Kensington.

Domestic and Sexual Violence
Blackburn Center 1-888-832-2272 or 724-837-9540
www .blackburncenter .org Provides education, emergency shelter, counseling and support groups, and legal assistance hotline provides 24/7 support and information.

Mental Health/Crisis/Suicide Prevention
Crisis Text Line Text HOME or HOLA to 741741
www .crisistextline .org Provides 24/7 crisis support and information.

Westmoreland County Crisis Hotline
1-800-836-6010 Provides 24/7 local crisis support and information.Mobile crisis unit provides face-to-face intervention for those needing immediate assistance.

National Suicide Prevention Lifeline
Call or Text 988 https://988lifeline.org
www .suicidepreventionlifeline .org Provides 24/7 support and information.

United Way of Pennsylvania
Call or Text 211 https://www.uwp.org/programs/2-1-1/
Provides resources in your community help with a utilities bill housing assistance after-school programs for kids.

Westmoreland County Community College

https://westmoreland.edu/student_life/services/mental-health-matters.html

https://westmoreland.edu/student_life/services/community-resources.html Comment end

Smoking/Tobacco and Tobacco-Related Products-Free Policy 2.2.6

In an effort to provide a safe and healthy working and learning environment, Westmoreland County Community College adopts the following Smoking/Tobacco and Tobacco-Related Products-Free Policy:

Rationale: Westmoreland County Community College has a responsibility to its students, staff, faculty and visitors to provide a safe and healthy environment. Research shows that smoking and exposure to secondhand smoke are significant health hazards for both smokers and non-smokers. Improperly discarded cigarette butts and other smoking and tobacco product residue are environmental pollutants that pose dangers to humans and wildlife. In addition to these hazards, smoking and discarded cigarettes may create fire hazards and increased cleaning, maintenance, and repair costs; exacerbate student and employee illness resulting in lost class and work time; decreased productivity; and increased healthcare and insurance costs. In light of the above findings, Westmoreland County Community College will become entirely smoke (smoking) and tobacco-free.

Definitions:
Smoking- means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for circumventing the prohibition of smoking in this Article.

Tobacco and Tobacco-Related Products- means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulations of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Electronic Smoking Device- means any product containing or delivering nicotine or any other substance intended for human consumption that is used by a person in any manner for inhaling vape or aerosol from the product. The term includes such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor.

Smoking and Tobacco Use Prohibited on the Westmoreland County Community College Youngwood Campus and all Education Centers- All employees, student, visitors, and other College constituents are prohibited from using any smoking, tobacco and tobacco-related products on all college-owned and college-operated property. This includes the Youngwood location as well as all Center locations.

Promotion and Sale of Tobacco Products Prohibited on the Westmoreland County Community College Youngwood Campus and all Education Centers- The advertising, sale, or promotional distribution of tobacco or other smoking-related products on campus is prohibited.

Compliance: The success of this policy depends on the thoughtfulness, civility and cooperation of all members of the campus community, including visitors. Compliance is grounded in an informed and educated campus community. As with all campus policies, it is a standard and reasonable duty of all Westmoreland students, employees and visitors to comply with the provisions of this policy.

Students are subject to disciplinary actions per the Code of Student Conduct if found in violation of this policy. Employees are subject to disciplinary actions per the Discipline Policy if found in violation of this policy. Visitors who do not comply with this policy will be asked kindly to comply and, if they refuse, will be asked to leave the premises by security personnel.

Dissemination of Policy: Signage- This policy will be disseminated by publication on the college web page(s) and included in all appropriate publications containing college policies affecting students, employees and visitors. All college building entrances and college property access points will exhibit appropriate signage informing students, employees and visitors of the existence of this policy.

Student Policies & Procedures

Family Educational Rights and Privacy Act - FERPA

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

At the present time, the following information is maintained in a student file:
1. Application form
2. Permanent transcript
3. Placement assessment scores
4. Course approval forms (i.e. course substitution forms, course waiver forms, advanced standing forms, etc.)
5. Graduation information (when applicable)

Any student wishing to inspect the contents of his or her academic record may do so by emailing: records@westmoreland.edu with the subject line "Request for Academic Record Review." Students may inspect their academic record in person during normal working hours (Monday through Friday, 8 a.m. - 5 p.m.), provided they have made a written request at least two working days in advance (accommodations may be made for students who are able to demonstrate inability to review records in person).

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

Directory Information may include: student's full name, home address, email address, academic program, dates of enrollment, age, degree, honors, certificates awarded, enrollment status, and participation in official recognized activities.

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

Since Directory Information does not include grades, financial data or any other strictly personal data, we expect very few students will wish this information withheld. If, however, you do not wish directory information released without your signed consent, please complete a Request to Prevent Disclosure of Directory Information form which can be found under Student Resources in the portal at My.Westmoreland. This request to keep Directory Information confidential will be placed in our file and no information will be released unless a signed release form is presented with your signature. Any further questions you may have concerning this may be directed to the Information Center by calling 724-925-4000.

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

Information for Students with Disabilities

Federal law prohibits us from making preadmissions inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decision.

If you require special services because of a disability, please notify counselor Disability & Student Behavioral Intervention Services at 724-925-4000.

This voluntary self-identification allows Westmoreland County Community College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to the College.

Data Classification and Security Procedure

This Policy applies to all Westmoreland County Community College employees and third party contractors creating, storing or maintaining College Data.

Public Speech Policy 3.30

Purpose

To embrace free speech and the right of free expression of the members of the Westmoreland County Community College campus and balance those rights with protections against unlawful activity in accordance with the First Amendment to the Constitution of the United States, Article I, Section 7 of the Constitution of Pennsylvania and applicable federal and Pennsylvania law.

Policy

Westmoreland County Community College is an institution of higher education and its campuses are devoted to the pursuit of learning and the advancement of knowledge through the free exchange of ideas. The free exchange of ideas includes not only the right to speak but the right to listen. The institution must be a place where all ideas may be expressed freely and where no alternative is withheld from consideration. The only limits on these freedoms are those dictated by law and those necessary to protect the rights of other members of the college community and to ensure the normal functioning of the institution.
The freedom of expression does not mean that individuals or groups may say whatever they wish, whenever they wish, and wherever they wish. Public expression in the form of speech and advocacy may be exercised at such times and places and in such a manner as to assure orderly conduct, the least possible interference with college responsibilities as an educational institution, protection of the rights of individuals in the use of college facilities, and reasonable protection of persons against practices that would make them involuntary audiences.
The college may restrict expression that violates the law, falsely defames a specific individual, constitutes a genuine threat or unlawful harassment or other expression unprotected by the First Amendment , or unjustifiably invades substantial privacy or confidentiality interests. This policy primarily governs expressive activity on College property, in College-controlled spaces, and at College-sponsored activities. Off-campus or online expression is

not subject to restriction or discipline merely because it is offensive, unpopular, or contrary to College values. The College may respond to off-campus or online expression only where permitted by law, including where the expression falls within a category of unprotected speech, violates applicable law or College policy, or has a legally sufficient nexus to College programs, operations, safety, or the rights of others. These are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner inconsistent with the college's commitment to a free and open discussion of ideas.

Scope
The Public Speech Policy applies to Westmoreland County Community College students, faculty, staff, and volunteers as well as vendors and other non-College individuals, entities, and their representatives when engaged in expressive activity on College property, in College-controlled spaces, or at College-sponsored activities.

Faculty, Staff, and Students
Faculty, staff, and students may speak, write, assemble, and engage in spontaneous expressive activity in College spaces open to such activity without prior approval, subject to content- and viewpoint-neutral time, place, and manner rules. Expression may be limited only if it (1) is unlawful or otherwise unprotected by the First Amendment (including true threats, incitement to imminent lawless action, obscenity as defined by law, unlawful harassment defamation, or targeted invasion of legally protected privacy rights), or (2) materially and substantially disrupts College operations—for example, blocking access, interfering with classes or scheduled events, or preventing others from speaking. Disagreement, offense, or discomfort with a viewpoint does not constitute disruption.

Non-Westmoreland County Community College Individuals or Organizations
This section applies to (a) visitors and organizations not affiliated with Westmoreland County Community College ("College") and (b) invited speakers sponsored by a College office, department, or recognized student organization ("Host").

Access and forums

Outdoor areas of campus that are open to the public may be used for expressive activity without prior approval, subject to content- and viewpoint-neutral time, place, and manner rules. For purposes of this policy, such areas include outdoor areas generally open for pedestrian use, but do not include areas where expressive activity would interfere with safety, access, instruction, clinical or testing environments, construction, parking or traffic control, College operations, or previously scheduled activities.

Use of indoor spaces requires a reservation or sponsorship consistent with normal facility-use procedures.

The College does not deny access, sponsorship, or space based on the speaker's viewpoint or anticipated reaction to that viewpoint.

Host responsibilities

Hosts must follow reservation procedures, applicable laws, and College rules; coordinate logistics (e.g., room setup, amplification, crowd management); and ensure participants comply with this policy.

The College may charge standard, published fees for facilities or services (e.g., cleanup, staffing) but may not vary costs based on the content or viewpoint of expression or on anticipated audience reaction. Any security, staffing, facilities, custodial, parking, or equipment charges must be based on objective, content-neutral, and viewpoint-neutral criteria, such as expected attendance, time, location, duration, facility needs, and actual operational requirements. Fees may not be increased because of the speaker's viewpoint, the controversial nature of the topic, or anticipated opposition to the message.

Rules of conduct (apply to everyone, regardless of viewpoint). Expression may be limited, relocated, paused, or ended only if it:

Is unlawful or unprotected (e.g., true threats, incitement to imminent lawless action, obscenity as defined by law, child sexual abuse material, unlawful harassment, defamation, or targeted invasion of legally protected privacy rights), or materially and substantially disrupts College operations or the protected expression of others. Examples include blocking ingress/egress; interfering with classes, labs, scheduled events, or office operations; seizing or obstructing a venue; sustained noise that prevents ordinary use of adjacent instructional spaces; vandalism or property damage; or acts/credible threats of violence.

Time, place, and manner

Reasonable operational or safety limitations may be enforced on event location, capacity, amplification, and duration. These limits must also allow alternative channels for expression.

Large events (e.g., expected attendance above a published threshold) must follow reservation timelines; small, spontaneous gatherings remain permitted in outdoor areas that are open to the public so long as they do not cause material disruption. The College shall publish the applicable threshold, reservation timelines, and responsible office for large events. Large-event requirements shall be applied in a content-neutral and viewpoint-neutral manner.

Disclaimers

Speech by non-affiliates or sponsored guests is their speech, not the College's. Hosts and speakers may be required to include a standard disclaimer to that effect.

Enforcement and process

Enforcement will be content- and viewpoint-neutral. This means the College may regulate when, where, and how expressive activity occurs to protect safety and the normal operation of the College, but it will not regulate speech based on what is being said, what opinion is being expressed, or whether the message is popular or unpopular.

Where feasible, staff will first offer reasonable alternatives (e.g., relocation, volume adjustment, queueing). Repeated or serious violations may result in suspension of the event, removal from campus, or loss of reservation privileges, consistent with applicable procedures and law. A person or Host whose request for space is denied, relocated, conditioned, or materially limited may request prompt review by the Vice President of Student Affairs or designee. The review shall be completed as soon as practicable, taking into account the scheduled date of the activity.

Title IX Policy and Complaint Procedure 3.35

Introduction
On April 19, 2024, the Department of Education Office for Civil Rights issued new Title IX regulations (DOE Regulations) which direct how educational institutions must address incidents of sexual assault and harassment involving both students and employees. These most recent regulations have significantly changed schools' obligations with regard to investigating and adjudicating incidents of sexual assault and harassment involving their students and employees. Consequently, changes are now required to the Westmoreland County Community College (College) current Title IX Policy and Complaint Procedure (Current Policy). This new policy is intended to replace in its entirety the Current Policy at the College. The intent of this policy is to comply with DOE Regulations. Any conflict in terms of this policy and DOE Regulations are to be resolved in favor of the DOE Regulations.

Nondiscrimination Policy
Westmoreland County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, gender identity or expression, veteran status, union membership or any classification protected by state or federal law or the proper exercise by an Association member of their rights guaranteed by the Pennsylvania Public Employer Relations Act Number 195.

Notice of Nondiscrimination
The College, on an annual basis, sends notice of nondiscrimination to all students, bargaining units, and employees. The College notifies applicants for admission and employment upon application. The following is an example of the College's notification.

- The College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.
- Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.
- The College's Title IX Coordinator is the Vice President Enrollment Management for students and the Executive Director/Human Resources for staff.
- The College's nondiscrimination policy and grievance procedures can be located at https://westmoreland.edu/about/policies/nondiscrimination.html

- To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://westmoreland.edu/about/policies/equal-opportunity-laws.html

Title IX- Complaints of Sex Discrimination- Grievance Policy
The College has adopted grievance procedures that provides for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education programs or activities, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the DOE Regulations.

Title IX- Complaints of Sex Discrimination – Grievance Procedure

Definitions
Complainant means:
(1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or the DOE Regulations; or

(2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or the DOE Regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or the DOE Regulations.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the recipient's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or the DOE Regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the DOE Regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, or pregnancy or related conditions, that is:

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality
of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that
it limits or denies a person's ability to participate in or benefit from the recipient's education
program or activity (i.e., creates a hostile environment). Whether a hostile environment has been
created is a fact-specific inquiry that includes consideration of the following:
(i) The degree to which the conduct affected the complainant's ability to access the
recipient's education program or activity;
(ii) The type, frequency, and duration of the conduct;
(iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
(iv) The location of the conduct and the context in which the conduct occurred; and
(v) Other sex-based harassment in the recipient's education program or activity; or

(3) Specific offenses.
(i) Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
(ii) Dating violence meaning violence committed by a person:
(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
(a) The length of the relationship;
(b) The type of relationship; and
(c) The frequency of interaction between the persons involved in the relationship;
(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
(C) Shares a child in common with the victim; or
(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
(1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
(2) Provide support during the recipient's grievance procedures or during an informal resolution process.

Complaints
The following people have a right to make a complaint of sex-based harassment, requesting that the College investigate and make a determination about alleged sex-based harassment under Title IX:

- A complainant which includes"
    - A student or employee of the College who is alleged to have been subjected to conduct that

could constitute sex discrimination under Title IX; or

- A person other than a student or employee of the College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at time when that individual was participating or attempting to participate in the College's education program or activity.
- A parent, guardian, or other authorized legal representative with the legal authority to act on behalf of the complainant.
- The College's Title IX Coordinator
    - When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX.

The College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to include the plural are applicable.

The College is not permitted to consolidate complaints if consolidation would violate FERPA. Consolidation would not violate FERPA when a postsecondary institution obtains prior written consent from eligible students to the disclosure of their education records.

General Provisions

The College requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decision maker may be the same person as the Title IX Coordinator or investigator.

The College presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The College has established the following timeframes for the major stages of the grievance procedures:

- Evaluation as to whether to dismiss or investigate the complaint: ten (10) business days
- Investigation, if necessary, will be completed within sixty (60) days with a determination to follow within 10 (ten) business days:
- Appeals from a dismissal or determination must be filed within twenty (20) days.

The College will endeavor to make a determination of all complaints within ninety (90) days of the date of filing.

The College has also established the following process that allows for the reasonable extension of time frames on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay. All written notification must be sent to the Title IX Coordinator via email. Additionally, if the Title IX Coordinator or Title IX investigator requests a delay, all correspondence will be sent via the College's email.

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The College will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by federal or state law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Written Notice of Allegations:

Upon initiation of these Title IX grievance procedures, the College will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- The College's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an investigative report that accurately summarizes this evidence. Both parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- The College's Standards of Student Conduct and Employee Conduct and Work Rules Policies prohibit knowingly making false statements or knowingly submitting false information during grievance procedures [include the link to these policies].

If, in the course of an investigation, the College decides to investigate additional allegations of sexbased harassment by the respondent toward a complainant/s that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

Dismissal of a Complaint

The College may dismiss a complaint if:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Westmoreland's education program or activity and is not employed by the College;
- The College obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the College will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing.

The College will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, the College will at minimum:

- Offer supportive measures to the complainant as appropriate
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the College's education program or activity.

Investigation

The College will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on the College- not on the parties-to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The College will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

The College will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- The College will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- The College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

The College will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

The College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The College will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- The College will provide an equal opportunity to access the same written investigative report that accurately summarizes the evidence. All parties will be provided an equal opportunity to access the relevant and not otherwise impermissible evidence upon request.
- The College will provide a reasonable opportunity to review and respond to the investigative report.
- The College will take reasonable steps to prevent and address the parties and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedure.

Questioning the Parties and Witnesses

Westmoreland will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

The College will not conduct live hearings. The College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decision maker to ask such questions during individual meetings with a party or witness
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decision maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the decision maker to evaluate the questions and limitations on questions:

- The decision maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible.
- Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decision maker will give a party an opportunity to clarify or revise a question that the decision maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions:

- The decision maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible.
- The decision maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Determination Whether Sex-Based Harassment Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the College will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
    - A description of the alleged sex-based harassment;
    - Information about the policies and procedures that the College used to evaluate the allegations;
    - The decision maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
    - When the decision maker finds that sex-based harassment occurred, any disciplinary sanctions Westmoreland will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the complainant, and, to the extent appropriate, other students identified by the College] to be experiencing the effects of the sex-based harassment; and
    - The College's procedures and permissible bases for the complainant and respondent to appeal.
- The College will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
- Coordinate the provision and implementation of remedies to a complainant and other people the College identifies as having had equal access to its education programs or activities limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education programs or activities.

- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Appeals
The College will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would damage the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, the College will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decision maker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal the College offers will be equally available to all parties.

Informal Resolutions, if offered
In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The College will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any. The College will not offer informal resolution to resolve a complaint when such a process would conflict with federal, state, or local law. Before the initiation of an informal resolution process, the College will explain in writing to the parties:

The allegations;

- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Supportive Measures
The College will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the College's education programs or activities or provide support during the College's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include crisis counseling and referrals to community resources.

Disciplinary Sanctions and Remedies
Following a determination that sex-based harassment occurred, the College may impose disciplinary sanctions, which may include but are not limited to those noted in the Standards of Student Conduct or the College Employee Conduct and Work Rules Policy.

Student Policies & Procedures

Residency Policy 3.14

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

Commonwealth of Pennsylvania Residency
To establish residency in the state of Pennsylvania, you must demonstrate continuous residence for twelve consecutive months prior to registration at Westmoreland County Community College .

Documentation must be received prior to the start of the term.

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

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

Additional exceptions can be made whose status indicates that they are in or transitioning out of child welfare or juvenile justice systems.

Veterans and their Dependents (House Bill 131)
Westmoreland County Community College allows veterans, their spouses, and dependent children; military personnel, their spouses, and their dependent children; and civilian personnel working on a military base, their spouses, and dependent children, who are admitted to a community college, to be charged the in-state, in-county rate, provided that the student is a resident of the state on the first day of the semester.

County Corporate Sponsorship
Westmoreland County Community College allows students whose residency is out-of-county, but who are employed by a company located in Westmoreland County that offers a tuition payment plan, to pay in-county rates as long as the Human Resources department of the company verifies this each semester by letter on company's letterhead and tuition payment plan.

Documents for Residency:

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

Withdrawal Policy 3.15

The withdrawal period for any college course begins after the 20% point of the session and runs until the 75% point of the session. The specific dates are set by the length of the term and students may withdraw from the course by following the withdrawal process as specified in the Student Handbook.

Students wishing to withdraw after the 75% period of the session may request to do so for extenuating circumstances and with appropriate documentation. These cases will be reviewed by a committee, chaired by the Director of Student Success.

Extenuating circumstances that are related to a medical illness should follow the Medical Withdraw Policy.

Extenuating circumstances that are related to military service should follow the Military Withdraw Policy.

Medical Withdrawal Policy 3.34

Students who wish to withdraw from all classes due to medical reasons should complete the Request for Medical Withdrawal form. Requests are reviewed by a committee and all decisions are final; there is no appeals process.
All approved requests for medical withdrawals will result in withdrawal from all classes enrolled at the time of the request and the assignment of "MW" grades for all courses taken during the semester requested. A medical withdrawal is "All or Nothing." It is not possible in this process to withdraw medically from some classes while remaining enrolled in others. All approved requests for medical withdrawals will result in withdrawal and assignment of MW grades for all courses enrolled at the time of the request. Students who do not desire a Medical Withdrawal or desire to withdraw only from selected classes should use the Student Withdrawal Request form. Requests must be submitted no later than the dates published on the request form. Medical withdrawals must be submitted by "the last day of class per student's schedule" for the semester in which the medical situation occurred. The last day of class may not be the same for all courses on a student's schedule. If the end date has passed, a student will not be eligible to petition for a Medical Withdrawal for those courses that have ended prior to receipt of completed Medical Withdrawal documents. Requests for a retroactive medical withdrawal, after the conclusion of a semester, will not be considered. Appropriate supporting documentation with a recommendation of a full medical withdrawal from a physician or therapist is required. Guidelines for documentation can be found at the bottom of the Medical Request Form.

Students are still financially responsible for all enrollment costs whether withdrawal is approved or denied. Students who are withdrawn from all courses may be reported to the National Student Clearinghouse as "withdrawn," which can result in students who receive financial aid to be entered into loan repayment status.

Medical withdrawal requests will only be approved once in a 12 month period.

Military Withdrawal Procedure

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

Transgender Student Policy Related to Gender Identity and Expression 3.18

Westmoreland County Community College has created policies intended to provide direction for people on campus with varied gender expressions.

Purpose

This policy sets forth guidelines to address the needs of transgender, non-binary and gender nonconforming students. Westmoreland Community College is committed to creating a safe campus environment for transgender, non-binary & gender non-conforming students. This policy cannot anticipate every situation that might occur with respect to transgender, non-binary & gender nonconforming students as the needs of each individual must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender, non-binary & gender non conforming students while maximizing integration and minimizing stigmatization of the individual. Students who are considering or are in the process of transitioning to the gender they identify with, should consult with their campus Student Success staff for guidance and assistance with their transition in the campus environment. Likewise, any transgender, non-binary & gender nonconforming student who believes they have been discriminated or retaliated against, for any reason, should contact the College Title IX Officer.

Scope

This applies to credit and noncredit College students.

Names & Pronouns

Using appropriate names and pronouns is an important way of establishing norms of respect with the students. For everyone, using appropriate names and pronouns signals your willingness to be inclusive. A student has the right to be addressed by the name and pronoun that corresponds with an individual's gender identity. A court-ordered name or formal surgical or medical gender change is not required. Additionally, transgender students have the right to dress in a manner consistent with their gender identity, consistent with College policy.

Privacy

All students have the right to discuss their gender identity openly, or to keep that information private. College administrators, faculty and staff should not disclose information that may reveal an individual's transgender, non-binary and gender non-conforming presentation to others unless or until the individual student requests or consents to such disclosure.

OFFICIAL STUDENT RECORDS

Legal Name Change

If a student has legally changed their name,then legal documentation must be provided so that academic records can be updated accordingly. Students can refer to the Student Handbook or the Student Portal for additional procedures.

Preferred Name Change

The college recognizes that as a community many of its members use names other than their legal names to identify themselves. The college acknowledges that a "preferred name" can and should be used wherever possible in the course of college business and education. To foster a College environment that is inclusive and that encourages self-expression, Westmoreland has established guidelines whereby any current student may use a chosen first name on campus. We strive to have this name used wherever their legal names are required by law, industry standard, or strong business need.

Restroom/Locker Room Accessibility

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

Policy Definitions

Sex Assigned at Birth - The sex, male, female or intersex, that a doctor or midwife uses to describe a child at birth based on their external anatomy. Also referred to as biological or legal sex.

Gender Spectrum - The concept that gender exists beyond a simple man/woman binary model but instead exists on a continuum. Some people fall towards more masculine or feminine aspects, some people move fluidly along the spectrum, and some exist off the spectrum entirely.

Gender Identity - One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

Cisgender - A term used to describe a person whose gender identity aligns with those typically associated with the sex assigned to them at birth.

Transgender - An umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

Non-Binary - An adjective describing a person who does not identify exclusively as a man or a woman. Non-binary people may identify as being both a man and a woman, somewhere in between, or as falling completely outside these categories. While many also identify as transgender, not all non-binary people do. Non-binary can also be used as an umbrella term encompassing identities such as a-gender, bi-gender, gender-queer or gender-fluid.

Gender Non-Conforming (GNC) - An umbrella term for those who do not follow gender stereotypes, about how they should look or act based on the female or male sex they were assigned at birth.

Gender-Fluid - A person who does not identify with a single fixed gender or has a fluid or unfixed gender identity.

Gender Expression - External appearance of one's gender identity, usually expressed through behavior, clothing, body characteristics or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

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

Preferred (or Chosen Name) - A chosen name (sometimes known as a preferred name, a nickname, or a name-in-use) is the use of a name, usually a first name, that is different from a person's legal name. There are many reasons why someone may use a chosen name.

Personal (or Preferred) Pronoun - Pronouns are how we refer to each other in the third person and serve as a reflection of gender identity and expression. Similar to using a chosen name, respecting the pronouns of a student, faculty or staff member supports a positive and inclusive campus culture. ie. She/Her/Hers, He/Him/His, They/Them/Theirs, Ze/Hir/Hirs.

Solicitation Policy 5.4

The college's buildings and facilities are provided for the primary use of students, faculty, and staff.

Soliciting, selling, or distributing literature or materials by college students is regulated by the Office of Student Development and may only take place following guidelines established by that office.

Soliciting, selling, or distributing literature or materials by college employees is regulated by the office of Human Resources and may only take place following guidelines established by that office.

Soliciting, selling, or distributing literature or materials by persons or organizations not directly affiliated with the college is regulated by the office of the vice president/ Administrative Services and may only take place following guidelines established by that office.

These guidelines are intended to protect the rights of the students, to maintain the aesthetic quality of the college, and to make it possible for divergent views to be expressed in an orderly manner.

Communicable Disease Student Procedure

Purpose Westmoreland County Community College is committed to assuring that necessary training and precautions are taken with regard to communicable diseases. The College adopts this communicable disease policy for students in an effort to provide a safe educational environment and control communicable diseases and the threat of pandemics on campus. This policy is based upon established rules and regulations of local government officials, the Pennsylvania Department of Education (DOE), the Pennsylvania Department of Health (PA DOH) and the Center for Disease Control (CDC).
Scope This policy includes all students at Westmoreland County Community College and defines a student as being enrolled in a credit or noncredit course.
Definitions A communicable disease is an illness that is capable of being spread to a susceptible host through the direct or indirect transmission of an infectious agent or its toxic product by an infected person, animal or arthropod, or through the inanimate environment. 28 Pa Code Chapter 27. Communicable Disease shall include those diseases listed in 28 Pa Code Chapter 27 as well as those diseases contributing to an outbreak as declared by either the local government officials, the PA DOH, or the CDC. Examples of communicable diseases include, but are not limited to: chickenpox, mononucleosis, conjunctivitis, hepatitis A, B, and D, acquired immune deficiency syndrome (AIDS), AIDS-related complex, positive HIV antibody status, COVID-19 and other forms of highly contagious influenza, measles, meningitis, tuberculosis, and pertussis. **Practice and Procedure** 1. College students who have symptoms of, are infected with, or have a reasonable basis for believing that they are infected with a communicable disease have an ethical and, in some cases, legal responsibility of reporting this fact to the College in order to protect themselves and prevent the

spread of the disease to other students and College employees. A report should be communicated immediately. The College abides by all state and federal privacy laws and does not intend to deprive students of the rights afforded them by these statutes by adopting this policy.
2. Students who wish to report a communicable disease should report the disease to the vice president, Enrollment Management. Those who have questions regarding their reporting obligations under this policy may make confidential inquiries to their advisor, counselor, or the vice president, Enrollment Management. Inquiries made regarding the interpretation or application of this policy will remain strictly confidential. Any medical information received by the College regarding a student's medical condition will be handled in accordance with this policy.
3. Students shall not be denied access to the College solely on the grounds that they have possible symptoms of a communicable disease unless such exclusion is authorized by law. However, if students are experiencing symptoms they should seek medical treatment at their medical provider. In addition, students are encouraged to not report for classes, clinicals, labs, school sponsored activities, athletic practices/games nor come into any College facility until such time as the symptoms subside and they have medical clearance to do so.
4. In the case of a pandemic or similar emergency as declared by local, state, or national officials, the College is committed to adhere to the governmental guidelines for student safety as issued by state and federal agencies such as DOE, the PA DOH and CDC. In these cases, the College will issue appropriate directives that must be adhered to by all students.
5. Students who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise appropriate health authorities. Local health authorities as well as the PA DOH and CDC can offer guidance and counseling to these students about measures that can be taken to prevent the spread of infection and to protect their own health.
6. Medical information relating to the communicable disease of a student will be kept strictly confidential and disclosed to responsible College officials only on a need to know basis in accordance with applicable law including, but not limited to, the Family Educational Rights and Privacy Act. No person, group, agency, insurer, employer, or institution will be provided any medical information without the prior specific written consent of a student unless required by law.
7. If a student reports a communicable disease condition, the student may be excluded from physical attendance at the College until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. In addition, when appropriate, remote learning arrangements can be made for the student.
8. Students admitted to any School of Health Professions program may have additional requirements, as specified by each program's student policies or handbook. These students may be required by law to report all suspected communicable diseases.
9. The final determination of whether a student who has contracted a communicable disease is able to remain at school will be made by the vice president, Enrollment Management as based upon professional medical evaluation results and recommendations. The attendance of such a student on campus or at any College activity may be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

Student Travel Policy (Non-Athletic)

Purpose

This policy establishes the minimum requirements for college-related, non-athletic student travel in order to reduce risk, ensure accountability, and provide clear expectations for students and college employees.

This policy is not intended to regulate every informal or incidental activity involving students who happen to be members of the same class, program, club, or student organization. For example, students in a recognized organization may independently decide to meet at a local movie theater, gather for a meal, attend a community event on their own, or make a brief local trip to pick up donated items or routine supplies for a campus activity. Such small, short, low-risk, and informal activities generally do not require the full student travel approval process, provided they are not formally sponsored as College travel, do not involve overnight travel, do not require College-arranged transportation, do not present elevated safety concerns, and do not cause reasonable confusion that the activity is an official College trip.

A trip should be treated as covered by this policy when it is advertised, approved, funded, required, supervised, coordinated, or represented as an official College activity; when students are traveling in connection with a course, program, conference, competition, service-learning experience, leadership activity, or recognized student organization function; or when the College's name, resources, employees, vehicles, funding, or formal approval are used in a manner that reasonably makes the travel a College-sponsored activity. When there is uncertainty about whether an activity falls within this policy, the sponsoring employee, advisor, department, or student organization should consult the Office of the Vice President of Student Affairs or their designated representative before advertising or conducting the travel.

Scope

Applies to all Westmoreland County Community College students participating in official, college-related travel that is:

1. Academic (courses, labs, clinical/field experiences, conferences, competitions, program visits, academic service-learning), or
2. Non-academic (student clubs/organizations, leadership trips, Student Government, official student engagement travel).
3. Athletic travel is covered by a separate procedure.

Definitions

1. Academic Travel: Travel primarily tied to instruction, academic programs, or curriculum-related experiences.
2. Non-Academic Student Travel: Travel sponsored/recognized by the College for student life, leadership, service, or clubs/organizations.
3. Trip Leader: The Westmoreland County Community College employee responsible for planning, supervision, documentation, and emergency response for the trip.

Required Approvals

1. Travel may not be advertised, booked, or conducted until approved.
2. Academic Travel Approval:
    a. 2.1. Requires approval by the appropriate Dean (based on the academic area sponsoring the trip).
3. Non-Academic Student Travel Approval:
    a. 3.1. Requires approval by the Vice President of Student Affairs or their designee.
    b. 3.2. The approving authority may require additional conditions (e.g., staffing ratio, itinerary change, cancellation thresholds).

Required Documentation and Deadlines

1. All student travel must have a Student Travel Authorization Packet submitted by the Trip Leader.
2. Deadline (minimum): Submit at least 15 business days before departure. Trips involving overnight lodging or out-of-state travel should be submitted at least 30 calendar days before departure.
3. The packet must include:
    3.1. Trip Summary
    - Trip title and purpose (academic or non-academic)
    - Sponsoring department/organization/program
    - Trip Leader name and cell phone number

    3.2. Roster of participating students + Emergency Contacts
    For each student:
    - Full name
    - Cell phone number or information on how a student can be reached
    - Emergency contact name, relationship, phone number
    - Any disclosed medical needs or accessibility accommodations relevant to safety (handled discreetly)

    3.3. Itinerary (Location + Timeline)
    - Departure date/time and return date/time
    - Full schedule with addresses for:
        - Lodging (if applicable)
        - All major activities/events
        - Planned meal/meeting locations (as feasible)
        - Check-in times/method (see Section 9)

    3.4. Lodging Information (if applicable):
    - Hotel name, street address, and main phone number
    - Rooming plan (student names by room) maintained by Trip Leader (not publicly posted)

    3.5. Transportation Plan
    - Mode(s) of travel (college vehicle, charter, personal vehicle, air/rail)
    - Driver(s) and supervision plan
    - For any College-arranged ground transport: vendor name + contact info

    3.6. Campus Parking/Vehicle Information (if students leave vehicles on campus)
    - Campus lot location where vehicles will be parked
    - Vehicle list (make/model/color/license plate) for any vehicles left on campus during the trip
    - Acknowledgment that vehicles are parked at the owner's risk (see Section 12)

Supervision and Staffing Expectations

1. A faculty or staff trip leader is required for any same-day student trip that travels more than 50 miles one way from the college location of departure or that is expected to take students outside the college's normal service area. This requirement may be waived on the professional judgment of the Vice President of Student Affairs or their designee.
2. Overnight trips should include two (2) Westmoreland County Community College employees when feasible; if not feasible, the approving authority may approve with added safeguards.
3. Trip Leaders must maintain the roster, emergency contacts, and itinerary on their person (paper or offline-accessible digital copy).

Student Eligibility

1. Participation may be denied if a student:
    a. 1.1. Fails to complete required paperwork/waivers by the deadline,
    b. 1.2. Has an active conduct restriction that makes participation unsafe or incompatible with trip requirements,
    c. 1.3. Does not meet academic/program requirements for the activity (when applicable).
2. Required Student Acknowledgments (Waiver/Agreement)
    a. 2.1. Before departure, each participant must sign a Student Travel Acknowledgment confirming:
    b. 2.2. They will follow Westmoreland County Community College policies (including conduct and non-discrimination policies).
    c. 2.3. They understand expectations for safety, behavior, and cooperation with Trip Leaders.
    d. 2.4. They understand that violating expectations may result in removal from the trip at their own expense, when applicable.
    e. 2.5. They understand Westmoreland County Community College may change or cancel travel due to safety, weather, or operational needs.

Communication and Check-In Requirements
Each trip must include a basic, enforceable communications plan.

1. The Trip Leader will provide students with:
   1.1. Trip Leader cell number
   1.2. After-hours emergency instructions
   1.3. Meeting/check-in times and locations
2. Students must:
   2.1. Carry a charged phone when feasible
   2.2. Respond to check-ins (group text, roll call, app, or in-person)
3. Minimum check-ins:
   3.1. At departure
   3.2. Upon arrival at destination
   3.3. Daily (for multi-day trips)
   3.4. Before return departure
   3.5. Upon return to campus, or at the point of departure from the event.

Transportation Safety Rules

1. College Vehicles
   1.1. Only authorized drivers may operate Westmoreland County Community College vehicles.
   1.2. Seat belts required at all times.
   1.3. No alcohol or illegal substances at any time during travel, or during the event.
2. Personal Vehicles
   2.1. Use of personal vehicles for official travel must be disclosed in the packet and approved.
   2.2. Drivers must attest they have:
      2.2.1. A valid driver's license
      2.2.2. Current registration
      2.2.3. Insurance meeting Pennsylvania minimum requirements (or the state of registration)
      2.3. Westmoreland County Community College does not insure personal vehicles and is not responsible for damage, citations, towing, or impound.
3. Charter/Bus/Vendor Transport
   3.1. Use reputable, licensed vendors as identified and required by the Purchasing Office.

High-Risk Activities (Restrictions)

1. Trips may not include activities that materially increase risk without explicit written approval by the approving authority and any additional risk controls required, including but not limited to:
   1.1. Firearms/weapons activities
   1.2. Watercraft operation (other than standard ferry public transport)
   1.3. High-adventure activities (e.g., climbing, zip lines, whitewater rafting)
   1.4. Activities requiring specialized waivers from third parties

Property, Parking, and Liability Limits

1. Students are responsible for their personal property. Westmoreland County Community College is not responsible for loss, theft, or damage to personal items during travel.
2. If students leave vehicles on campus, vehicles are parked at the owner's risk. Westmoreland County Community College does not guarantee security beyond normal campus operations.

Incident Response and Emergencies

1. The Trip Leader must:
   1.1. Call 911 for emergencies.
   1.2. Notify Westmoreland County Community College administration according to internal protocols (Trip Leader should carry the appropriate on-call/public safety contact list).
   1.3. Document significant incidents as soon as practicable (what happened, time, location, actions taken, witnesses).
   1.4. For medical situations: follow emergency responders' guidance and contact the student's emergency contact when appropriate and permitted.

Student Conduct Expectations

1. Students are representing Westmoreland County Community College and must comply with:
   1.1. All Westmoreland County Community College conduct expectations,
   1.2. All applicable laws,
   1.3. All rules of venues, lodging, and transportation providers.
2. Consequences for misconduct may include removal from the trip, referral to the student conduct process, and/or financial responsibility for resulting costs.

Cancellations, Changes, and Weather

1. Westmoreland County Community College may cancel or modify travel due to weather, safety, vendor issues, low participation, or other operational needs.
2. The Trip Leader must communicate changes promptly and update the itinerary/contact plan.

Appendix A: Student Travel Authorization Packet

Trip Information
- Trip title/purpose:
- Type: (Academic, Non-academic)
- Sponsoring academic program/department/student organization:
- Trip Leader (name/cell):
- Destination(s):

Approval
- Dean approval (Academic) — Name/Signature/Date, or
- Vice President of Student Affairs (Non-academic) — Name/Signature/Date

Roster + Emergency Contacts (attach)
- Student name / cell / emergency contact name & phone

Itinerary
- Dates/times/addresses for lodging and activities

Lodging (if applicable)
- Hotel name/address/phone:
- Rooming list (maintained by Trip Leader)

Transportation Plan
- Mode(s) of travel:
- Drivers (if applicable):

Vehicles Left on Campus (if applicable)
- Parking lot/location:
- Vehicle list (make/model/color/license plate):

Glossary of Key Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Key Terms

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

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

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

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

First-Generation Student - A student who does not have a parent who has completed a 4-year college degree .Colleges often have free programs, support services and scholarship opportunities designated for these students .

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

Grade Point Average (GPA) - The Grade Point Average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted. Courses numbered below 100 are not calculated into the grade point average.

Evaluative Symbols (Included in GPA)

Grade	Academic Achievement	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0

Evaluative Symbols (NOT Included in GPA)

Grade	Academic Achievement	Grade Points
P	Pass (at least satisfactory)	2.0
NP	No Pass	0.0
TA	Transfer in A	4.0
TB	Transfer in B	3.0
TC	Transfer in C	2.0
TD	Transfer in D	0.0
CR	Credit Awarded	
D**	Academic Forgiveness	
F**	Academic Forgiveness	
AU	Course Audit	0.0
WF	Withdrawn Failure	0.0

Non-Evaluative Symbols

Grade	Academic Achievement	Grade Points
I	Incomplete	
I^	Incomplete for P/NP Courses	
RD	Report Delayed	
W	Withdrawal	0.0
M	Military Withdrawal	0.0
MW	Medical Withdrawal	0.0

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

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

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

Intercollegiate Athletics - Sports between Westmoreland and other two-year colleges, including: basketball, baseball, softball, golf, volleyball, bowling and cross country in the NJCAA Region 20. The college is affiliated with the National Junior College Athletic Association (NJCAA).Students must satisfy the eligibility provisions of the NJCAA to participate in intercollegiate athletics.

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

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

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

Glossary of Key Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Government Association (SGA) - The SGA represents the students of Westmoreland and acts as the governing body for all recognized student organizations . Composed of an Executive Board and student organization representatives, the SGA provides an opportunity for all students to have their voices heard and create positive change on campus. For information, please contact sga@mywestmoreland.edu

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

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

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

Glossary of Key Terms

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

- **Official Transcript** - A copy of the transcript provided by Westmoreland's registrar that has the seal of the college registrar. Official transcripts are often required by employers or for transfer to 4-year institutions . Official transcripts must be requested online and/or through the student portal.

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

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

Undergraduate - An undergraduate is a student at a college or university who has not yet earned a bachelors degree.

Wolfpack - Westmoreland County Community College's mascot.

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

College in the High School (CHS)/Dual Enrollment / Dual Enrollment / Early College - Dual Enrollment

College in the High School (CHS)/Dual Enrollment - These courses are taught in your high school or career technical center (CTC) by high school and CTC faculty. These courses are typically dual-credit, meaning students earn both high school and college credit.

Dual Enrollment - The program applies to any high school student who is simultaneously enrolled in Westmoreland courses and high school courses.

Early College/Dual Enrollment - These classes are taken on-line or at a Westmoreland location and are taught by a Westmoreland instructor. These courses may be dual credit depending on whether your high school or CTC supports this model. Students are billed regular tuition and fees for Early College courses. Students who are Indiana and Fayette County residents who are using an Early College course to fulfill high school graduation requirements simultaneously may be eligible for in-county tuition rates. This applies to those students who are also attending a bordering Westmoreland, Indiana, and Fayette County school district.

Acronyms

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

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

CEC - Campus Events Committee - Student group that assists in planning and organizing student life activities on campus.

Tutoring and Learning Services – Offers Westmoreland students educational services that are essential to academic success. The free online tutoring service Brainfuse is also available to students through their courses in D2L.

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

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

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

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

Keys - Keystone Education Yields Success programs help recipients of TANF and SNAP attending Westmoreland County Community College with the successful completion of their course of study.

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

SGA - Student Government Association is a student run governing organization for the student body.

TRIO - is a federally funded support program that strives to help students succeed in college, continue to enroll in courses and either graduate or transfer to a senior institution.