

CONDUCT AND GRIEVANCES

ACQUAINTANCE WITH POLICIES, RULES AND REGULATIONS

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the Student Services Office. The College holds each student responsible for compliance with these policies, rules, and regulations. For a complete listing of College policies and their specific procedures, please visit the Conduct and Grievances webpage at www.wc.edu/campus-resources/conduct-grievances.

ACADEMIC INTEGRITY

Academic integrity is fundamental to the education mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Faculty may request, through the appropriate instructional dean, that an allegation of Academic Integrity violation be reviewed for possible academic sanction. Appeals concerning academic sanctions may be made through the Academic Appeals Procedure.

ALCOHOL AND DRUG POLICY STATEMENT

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any controlled substance, abusable inhalant, performance-enhancing drug, designer drug or any other intoxicant behavior-altering drug on College District premises or off premises at a College District-sponsored activity, function, or event.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under the policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

APPEALS (DUE PROCESS)

Weatherford College recognizes the importance of providing an opportunity for students to appeal the decisions made by college administrators, committees, and faculty and staff. Particular care is taken to provide safeguards for students if any action significantly alters their status at the College. In cases in which the accused student disputes the facts and/or penalties upon which the findings were based, an appeals committee shall hear such charges. The appeals committee shall be impartial and shall be designated by the Vice President of Academics and Student Services. The appeals committee shall preside over a fair hearing for the student and holds the authority to affirm, modify, remand, or reverse sanctions. The student and the College may be represented by counsel during the appeals. Weatherford College has three standing appeal committees: Student Discipline Appeals, Academic Appeals, and Technical Program Appeals.

The Student Discipline Appeals committee will convene for a student disputing the facts and/or sanctions due to violations of the Student Code of Conduct and will follow the procedures set forth in the Student Discipline Policy. Students disciplined for violations of the student code of conduct shall be informed of their due process rights and may request their appeal in the Office of Student Services.

The Academic Appeals committee will convene at the end of each term for a student who has been placed on academic suspension. A student may request their appeal in the Office of the Vice President of Academics and Student Services.

The Technical Program Appeals Committee will convene for a student disputing the facts and/or penalties due to violations of program specific rules and regulations and will follow the procedures set forth in the Student Discipline Policy. The committee addresses concerns of students involved in admissions based programs. These programs may have additional rules and regulations that apply to these programs and their students only. Students disciplined within an admissions-based program shall be notified of their due process rights and may request an appeal through the Office of Student Services.

Any student disciplined pursuant to the Student Discipline Policy has several appeals available. Students who have exhausted the first two levels of appeal may petition the College President in writing to review the decision, within ten business days of receiving notice of the appeal committee decision. The College President will follow the procedures set forth in the Student Discipline Policy. If the College President affirmed or modified the decision of the appeals committee or if the time for a response has expired, the student may appeal the decision to the Board in writing.

BULLYING

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and/or ostracism, all of which are prohibited activities at Weatherford College and college sponsored events. Bullying can occur in written or verbal expression, expression through electronic means or physical conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other college employee who shall notify the Executive Dean of Student Services. A report may be made orally or in writing.

COMPLAINTS

Weatherford College encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach an acceptable outcome the student, the student may initiate the formal complaint process by filing a written complaint form. The student complaint form is found online at www.wc.edu, and in the Office of Student Services. Completed forms should be directed to the Executive Dean of Student Services. The Executive Dean will then forward be directed to the Executive Dean of Student Services and then forwarded to the appropriate administrator who can address the concern. If the student did not receive the relief requested, the student may request a conference to the next level of administration by following the student complaint policy. When addressing a student complaint, the college will follow the institution's student complaint policy, unless the complaint is regarding discrimination, harassment, retaliation, disciplinary decisions, or commissioned peace officers employed by the college. These alleged grievances are adjudicated through separate policies and have varying due process procedures.

DISCIPLINARY ACTION

Disciplinary action may originate with the Executive Dean of Student Services or designee or in other units of the College District, which may initially deal with the alleged misconduct. A faculty member, staff member, or student shall report any student violation that is not resolvable through an informal process if he or she believes that disciplinary action may be warranted. Any such referral(s) to the Executive Dean of Student Services shall be in writing and shall be signed by the college official making the referral.

The Executive Dean of Student Services or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and/or the college official who referred the matter. After the initial investigation, the Executive Dean of Student Services or designee may issue one or more of the following:

1. Take no action.
2. Take administrative action to counsel, advise, or admonish the student.
3. Forward the grievance to an appropriate administrator/committee
4. Take disciplinary action against the offending student.

The discipline of students at Weatherford College is, in all but the case of expulsion, a part of the education process. Disciplining students is intended to be instructional and help students ultimately discipline themselves. A student shall be subject to discipline for violation of College policies and procedures, including the rules outlining expectations for student conduct (see Student Handbook). If a student commits an infraction or engages in misconduct, the college may impose penalties outlined in the Student Discipline Policy.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College's record retention schedule and kept separate from the student's academic record.

DISCRIMINATION, HARASSMENT & RETALIATION

Weatherford College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of the College policy and is prohibited.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, other college employee, or the appropriate college official listed below:

Reports of discrimination based on disability may be directed to the ADA/ Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

- Name: Dawn Kahlden
Position: Director of Special Populations
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: 817-598-6350

Reports of discrimination based on sex, including sexual harassment and sexual harassment in the form of sexual violence, and bullying may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

- Name: Adam Finley
Position: Executive Dean, Student Services
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: 817-598-8831

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President. A report against the College President may be made directly to the Board.

GRADE DISPUTES

Questions regarding individual grades or how they are calculated should be directed to the course instructor. A student disputing a grade should contact the course instructor no later than 30 days after the grade is awarded. If not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instruction administration. The administrative hierarchy is:

1. Department Chair or Program Director
2. Instructional Dean
3. Vice President of Academics and Student Services
4. College President

Disputes involving clerical errors, such as grade transposition or data entry, will be addressed by the Student Services Office.

SCHOLASTIC PROBATION AND ACADEMIC SUSPENSION

Weatherford College has three academic terms in which academic standing is calculated, fall, spring, and summer. Good Academic Standing is defined as a cumulative GPA of 2.00 or greater and earning a term GPA of 2.00 or greater. Students whose work does not meet the minimum academic standard at the end of a term are placed on scholastic probation during the next term for which they are enrolled.

REQUIREMENTS FOR A STUDENT ON SCHOLASTIC PROBATION:

- Enrollment must be assisted by an academic advisor.
- Individual academic plan will be created by an advisor.
- Academic advisor can place restrictions on number of hours and selection of classes.

A student will remain on scholastic probation until their cumulative GPA is 2.00 or greater so long as their term GPA is 2.00 or greater. A student who withdraws from all coursework while on probation will continue on probation for the next enrollment term.

A student on scholastic probation whose cumulative GPA is below 2.0 and fails to maintain a 2.0 Term GPA will be placed on Academic Suspension for the next term of enrollment. A student on academic suspension can sit out one term and return under scholastic probation or make their intent to enroll before the Academic Appeals Committee. The Academic Appeals Committee will assist the student with enrollment and will establish a prescribed action plan for the student to follow.

REQUIREMENTS FOR A STUDENT ON ACADEMIC SUSPENSION:

- Enrollment must be assisted by the Academic Appeals Committee
- Individual academic plan will be created by the Academic Appeals Committee
- Academic Appeals Committee will assign an advisor for the student to work with individually.

A student who maintains a 2.00 term GPA will be placed on scholastic probation for their next term of enrollment until their cumulative GPA is 2.00 or greater. A student who withdraws from all coursework while on academic suspension will continue on academic suspension for the next enrollment term.

A student on academic suspension whose term GPA is below 2.0 will be placed on academic suspension II for the next term of enrollment. A student on academic suspension II can sit out two terms and return under scholastic probation or make their petition to enroll before the Academic Appeals Committee. The Academic Appeals Committee will determine to readmit the student or enforce suspension. If the committee agrees to readmit the student, the committee will prescribe a course of action for the student follow.

REQUIREMENTS FOR A STUDENT ON ACADEMIC SUSPENSION II:

- Enrollment must be approved by the Academic Appeals Committee
- Individual academic plan will be created by the Academic Appeals Committee
- Academic Appeals Committee will assign an advisor for the student to work with individually.

A student on academic suspension II who maintains a 2.00 term GPA will be placed on scholastic probation for their next term of enrollment until their cumulative GPA is 2.00 or greater. A student who withdraws from all coursework while on academic suspension II will continue on academic suspension II for the next enrollment term.

A student on academic suspension II whose term GPA is below 2.0 will be placed on academic dismissal. A student's transcript will depict Academic Dismissal, and future enrollment must be approved by the Vice President of Instruction and Student Services.

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Weatherford College forbids employee conduct constituting sexual harassment of students. The college forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or to a college employee. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, or administrator. Additionally students can contact the Human Resources Director at 817-598-6276 to report any alleged prohibited contact from a college employee. Students reporting any alleged prohibited contact from another student should contact the Title IX coordinator at 817-598-8831.

STUDENT CONDUCT

The conduct of Weatherford College students, both on and off campus, is expected to be that of any responsible adult in a public place. Students should consider at all times the effect of their actions on the reputation of the college. It is recognized that each student has the inherent right of free speech and free thought. However, it is also recognized that these rights must be extended to all individuals.

With these statements as guidelines, the college reserves the right to immediately suspend any students found guilty of a felony, found guilty of the possession or use of narcotics, engaged in action that disrupts or interferes with regular college classes or college-sanctioned functions, found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. Any student suspended or expelled under this policy may appeal the ruling before the appropriate committee (see Appeals (Due Process)).

A complete set of policies regarding student conduct may be found in the current student handbook available online at www.wc.edu.

TOBACCO USE POLICY

Weatherford College prohibits the use of any type of tobacco products on college grounds and in college buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. The use of "vapor" or electronic cigarettes are prohibited in any classroom or building on college property. This prohibition shall also apply to spaces leased by the College. The use of tobacco products shall be permitted in private vehicles parked on College property provided any residue is retained within the vehicle.