WCC Course Policies and Student Resources - Summer 2023

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Book:	WCC Course Policies and Student Resources - Summer 2023		

Description

WILKES COMMUNITY COLLEGE

Wilkes • Ashe • Alleghany

Table of contents

Course Policies
- COVID-19 Student Acknowledgement and Release
- Grading Policy
- Attendance Policy
- Withdrawal Policy
- Conflict Management
- Adverse Weather Announcements
- Recording
- Code of Student Conduct
- Active Shooter Response
- Drug and Alcohol Policy
- Sexual Misconduct Policy

Student Resources
- Financial Aid
- Academic Support Center
- Disability Services
- SAGE
- Pardue Library
- Care Team
- Student Services
- Course Evaluation
- Student Accounts

Student Responsibilities

The College assumes that students taking this class are enrolled for the purpose of learning and are expected to be self-motivated and self-disciplined. Another assumption is that students are accountable for all class activities, concepts, and materials, in addition to policies and procedures.

Learning Environment

Learning is the main purpose of enrolling in WCC courses and disruptive behavior interrupts learning. Disruptive behavior will result in a written warning. Future disruptive behavior will result in being dropped from the class and/or a referral to appropriate WCC personnel.

Student Conduct

- Wilkes Community College is a tobacco free campus.
- Food or drinks are not allowed in computer classrooms.
- Students who arrive late or leave early should enter or leave without disruption.
- Cell phones and other communication devices, including watches with alarms, are to be turned off during class time, except for emergency services personnel who are on call or when the instructor approves.
- Students should comply with Netiquette policies listed under Course Communication section.

Student Acknowledgement and Release

I am a student enrolled at Wilkes Community College and chose to attend in-person classes on a Wilkes Community College campus or off-campus classroom site. I, for myself and for my heirs, personal representatives, and assigns, do hereby acknowledge and agree as follows:

1. Wilkes Community College offers certain courses in person that cannot be offered remotely or online, while other courses may be offered both online and in person. I acknowledge that I have notified Wilkes Community College personnel that I am or may be at high risk for severe illness from COVID-19, but that I wish to attend the in- person course(s).
2. I acknowledge and agree that there are certain inherent risks and dangers associated with my attendance and participation in in-person course(s), and that I may be in contact with or in the vicinity of persons who knowingly or unknowingly may have certain illnesses or sicknesses including COVID-19. I knowingly and voluntarily accept and assume responsibility for any and all the risks and dangers that arise out of, occur during, or relate directly or indirectly from my attendance and participation in in-person course(s) offered by Wilkes Community College.
3. I hereby release, waive, discharge and covenant not to sue Wilkes Community College, Wilkes Community College Foundation, Inc., and their directors, trustees, officers, employees, agents, successors and assigns, and each of them, of and from any liability resulting from any personal injury, accident, illness or sickness, including death, however caused, arising from, or in any way related to my attendance and participation in in-person class(es) offered by Wilkes Community College campus.
4. I also agree to indemnify, defend and hold Wilkes Community College, Wilkes Community College Foundation, Inc., and their directors, trustees, officers, employees, agents, successors and assigns, and each of them, from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees arising from or in any way related to my attendance and participation in in-person class(es) offered by Wilkes Community College campus.

Grading Scale

A 10-point grading scale is used college-wide.

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Failure

Absences

Students who know of upcoming absences should notify their instructors in advance; if advance notice is not possible, students should contact instructors immediately upon their return to class.

Absences will be counted from the first meeting of the class. **State regulations require that all students must enter and participate in class prior to the census date (10% point) for each course in order to remain enrolled in the course. Instructors are required to mark students who fails to attend a course prior to the census date as a "No Show".**

Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student and/or faculty should notify the Dean of Student Services, in writing, of the extenuating circumstances that occurred prior to the ten percent (10%) date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the Dean when the absences were due to unforeseeable and uncontrollable circumstances and approved by the appropriate division faculty. The Dean's decision regarding reinstatement may be appealed to the Vice President of Instructional Support and Student Services within two (2) business days. The Vice President's decision is final.

Faculty members who choose, or are required by outside agencies to include class attendance as a factor in determining students' final grades, will include this requirement in their course syllabi. For example, students enrolled in Basic Law Enforcement Training must attend 100% of the total contact hours for the course as mandated by the NC Criminal Justice Education and Training Standards Commission. Some classes may specify stricter attendance policies in the syllabus.

Instructors are required to withdraw the student when two consecutive weeks are missed in any term before the published withdrawal date (75% point of the term). If a student has been in contact with the instructor and is making academic progress toward passing the course, the instructor may request the division dean's approval for leniency. If the instructor, department chair, division dean, and the Vice President of Instruction approve, then the student will not be withdrawn from the course.

Students will receive a W grade up to the published withdrawal date (75% point of the term). After the published withdrawal date (75% point of the term), students will not be withdrawn from the course, but will be awarded the grade they have earned.

Co-Requisite Courses

If a student is withdrawn from a course due to attendance that has a required co-requisite course, the student shall be removed from the co-requisite course, unless a waiver has been granted by the division dean or Vice President of Instruction for the student to take the course without being enrolled in the required local co-requisite course.

If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and is withdrawn from the required RISE co-requisite course due to attendance, the student will be withdrawn from the gateway course. Example: If a student is withdrawn from ENG-011 Writing and Inquiry Support due to attendance, the student will be withdrawn from ENG-111 Writing and Inquiry.

If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and is withdrawn from the required gateway course due to attendance, the student will be withdrawn from the RISE co-requisite course. Example: If a student is withdrawn from ENG-111 Writing and Inquiry due to attendance, the student will be withdrawn from ENG-011 Writing and Inquiry Support.

Extenuating Circumstances

If a student has been withdrawn from a course due to any of the absence policies above and has an extenuating circumstance (court orders, natural disasters, medical issues, or other extreme circumstances) for missing the class(es), the student may submit an appeal to the instructor to be reinstated in the course. If the instructor, department chair, division dean, and the Vice President of Instruction approve, then the student will be reinstated.

Excused Absences

An excused absence is defined as a planned absence with prior notification to the instructor or an unplanned extenuating circumstance. In addition to court orders, natural disasters, medical issues, a pandemic, or other extreme circumstances, the following will also be considered excused absences:

College-Related Activities

Student must submit appropriate documentation to the instructor a minimum of five business days prior to the events. If documentation is not submitted at least five business days prior to an event, permission for the absence will be at the discretion of the instructor. In addition, if a student has an excessive number of absences or has unsatisfactory academic performance in the course at the time of the absence, the instructor will inform the student whether he or she will be permitted to miss class. Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make up of work. Once the absence has been approved, the student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection with courses; intercollegiate athletic contests; statewide, regional, and/or national organization events; scholarship events; and student academic competitions and award ceremonies. High school-related activities of Career and College Promise (CCP) and Early College High School (ECHS) students will be considered the same as college-related activities.

Religious Observances

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Curriculum students may obtain a form from the office of the Vice President of Instruction. Continuing education students may obtain a form from the office of the Vice President for Continuing Education. Students attending classes at the Ashe Campus or Alleghany Center may obtain a form from the chief administrator at those locations. The student must provide a written request to each instructor five business days prior to an absence for religious observance(s). (If the day(s) of observance fall within the first four days of class, such request shall be made to the senior administrative officer for curriculum or continuing education courses.) Instructors will forward the request to the office of either the senior administrative officer for curriculum or continuing education as appropriate for filing. Students requesting absences as required by their faith shall be given the opportunity to make up any tests or other work missed. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the course.

Military Absences

The College shall allow any enrolled student who is in the United States Armed Forces, who has received temporary or permanent re-assignment as a result of military operations, and any National Guard service member placed onto State active-duty status during an academic term, to be given an excused absence for the period of time the student is on active duty.

It is the student's responsibility to notify the instructor for these days to be considered excused absences. Excused absences will be marked on the roster. Please note there may be financial aid implications for excused absences.

Student Voluntary Withdrawal from Course(s)

Ten Percent (10%) Date

A student may withdraw from a course for a partial refund on or before the official ten percent (10%) date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official ten percent date (10%) date of the semester, the withdrawn course(s) will not be included on the transcript.

Last Date to Withdraw

A student may voluntarily withdraw from his/her courses through the seventy five percent (75%) point in a semester/term. A student will not be allowed to voluntarily withdraw from courses past the published last date to withdraw. After the last date to withdraw, a student will be awarded the grade they earned in the course. All applicable deadlines will be published in the College's official calendar.

It is the student's responsibility to withdraw from course(s) if he/she cannot meet the requirements of the course. The student should first consult his/her instructor and advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid staff member before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility.

To officially begin the withdrawal process, the student should complete the Withdrawal Request Form.

In the case of a withdrawal, the student will receive a "W" which will not be included in the grade point average but will appear on the student's official transcript.

Faculty cannot withdraw a student from a course after the published withdraw date (75% point of the term). However, an administrative withdrawal (student receives a "W" grade) may be granted after the seventy-five percent (75%) point for extenuating circumstances (military, court orders, natural disasters, or other extreme circumstances) and must be approved by the division dean and Vice President of Instruction.

Student Involuntary Withdrawal

Students who register for a course and do not attend classes prior to ten percent (10%) point will be dropped by the instructor as a "No Show."

Students may be withdrawn if they fail to meet the attendance for curriculum programs policy (5.2.1) prior to the published withdrawal date (75% point of the term).

Students may be administratively withdrawn from courses for disciplinary reasons subject to the student discipline policies.

If a student withdraws from a course that has a required co-requisite, the student will be withdrawn from the co-requisite course, unless a waiver has been granted for the student to take the course without being enrolled in the co-requisite course.

If a student is required to take a Reinforced Instruction for Student Excellence (RISE) co-requisite course and withdraws from the required RISE co-requisite course, the student will be withdrawn from the gateway course. Example: Student withdraws from ENG-011 Writing and Inquiry Support, then the student will be withdrawn from ENG-111 Writing and Inquiry.

Go to www.wilkescc.edu/resources to view the full policy and other related policies/procedures.

Conflict Management

If a student has a problem with the class or a disagreement with the instructor, then he/she first needs to arrange a conference or see the instructor during office hours. The purpose of the conference is for the sharing of points of view, questions, and information. The Student Grievance Process in the WCC Catalog provides information for further action, if needed.

To learn more visit www.wilkescc.edu/student-grievance-process/

Adverse Weather Announcements

WCC posts announcements about weather-related closings on the WCC Homepage, phone greeting, and through local media. Announcements for the Alleghany, Ashe, and Wilkes campuses may vary, so students are encouraged to seek accurate information from local sources. Public school announcements do not apply to WCC. If classes are canceled due to weather, students should continue work on assignments. If classes are delayed, students should report to the class that would normally be in session at the time the college opens. If class is canceled due to weather or emergency, the instructor will provide make-up work or schedule an extra class meeting the next time the class meets. If classes are canceled on the final day of class, instructors will send an email about completing course work including, but not limited to, final assignments, final exam, and makeup time (if required). Students are responsible for checking their email accounts for relevant information. If email is unavailable, students should contact the instructor for instructions by phone no later than the first day the college reopens for faculty and staff. Under no conditions will a student receive a grade, other than "Incomplete," until all work assigned by the instructor has been completed.

Recording

Face-to-face lectures may be recorded by the instructor (audio and video) and made available to students registered for this class using the lecture capture system. Use of lecture capture is intended to supplement the classroom experience. Duplication or redistribution of lecture capture recordings is prohibited without appropriate consent.

Code of Student Conduct

Students are responsible for knowing the information, policies, and procedures outlined in the Code of Student Conduct. The college reserves the right to make changes to the code as necessary and once those changes are posted online, they are in effect. Go to Student Conduct to view the code, additional conduct related policies/procedures, and a listing of campus contacts.

Active Shooter Response

In your orientation to the college, you probably watched a video on Active Shooter Response to learn about SELF—steps you can take to help protect you and others in the event of an on-campus emergency involving an active shooter. If you have not seen the video yet, please view it on the WCC web page https://www.wilkescc.edu/wccpd/

Your instructor will discuss how these SELF steps apply to your classroom and how the WCC Care Team can help to prevent a crisis.

S--Survey

E--Evacuate

L-- Lock Down

F-- Fight Back

Drug and Alcohol Policy

Wilkes Community College enforces a Drug and Alcohol Policy and maintains a Drug and Alcohol Prevention Program. By law, the Department of Education requires WCC to distribute the policy to students and employees. For more information visit the Student Conduct page on our website. If you have questions concerning the policy, please contact the Drug and Alcohol Awareness Coordinator in Student Services at 336-838-6147.

Title IX Sex Discrimination and Harassment

What is Sexual Harassment?

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of WCC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (commonly referred to quid pro quo harassment); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to WCC's Education Program or Activity; or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as those terms are defined under other federal laws, including the Clery Act and the Violence Against Women Act.

Sexual Discrimination and Harassment Policy/Procedure

Go to www.wilkescc.edu/prevent to access a complete copy of WCC's Title IX Sex Discrimination and Harassment Policy/Procedure, and other Title IX related information. Incidents of sex discrimination and harassment should be reported to the Title IX Coordinator or a Deputy Coordinator. Prompt reporting is encouraged.

Reporting Contacts

Name	Population Served	Phone Number	Email
Sherry Cox, Title IX Coordinator	Faculty and Staff	336-838-6422	spcox072@wilkescc.edu
Scott Johnson, Deputy Title IX Coordinator	Curriculum and Continuing Education Students	336-838-6141	sajohnson366@wilkescc.edu
Debbie Woodard, Deputy Title IX Coordinator	Basic Skills and Continuing Education Students	336-667-5368	drwoodard792@wilkescc.edu

Support

Confidential resources are available on campus. Community resource information is available at www.wilkescc.edu/prevent.

WCC Information

Name	Department	Phone Number	Email
Lynda Black, LLC	Student Services Office, WCC	336-838-6148	lkblack932@wilkescc.edu
Michael Roupe, LLC	Student Services Office, WCC	336-838-6147	rsroupe085@wilkescc.edu

Student Resources

Resources are intended to support and promote learning at Wilkes Community College; to learn more about student resources visit the student resources page at https://www.wilkescc.edu/resources/.

Resource Connections Center

WCC is committed to helping students connect with resources that support success both in and outside the classroom. Students who are concerned that a financial need may prevent them from completing their degree or certification should contact the Resource Connections Center for help with the following:

- Financial Emergencies
- Tuition/Books/Fees/Licenses
- Housing Needs
- Utilities and Internet
- Transportation
- Food Insecurity/Prowler Food Pantry
- Community Resources

Location

3rd Floor – Thompson Hall

Staff

Erin Smith, Director of Resource Connections/Social Worker

336-838-6290; ecsmith460@wilkescc.edu

Find additional information about our services at, https://www.wilkescc.edu/resource-connections/

Financial Aid

Financial Aid at Wilkes Community College includes Pell Grant, NC Community College Grant, NC Education Lottery Scholarship, WCC Scholarships, private/outside scholarships, and private loans. Important things for you to know, as a WCC student receiving financial aid, are available on the Financial Aid website. When on the Financial Aid website click on the appropriate tab to find detailed information about the following:

- Other Types of Aid
- Conditions of Award/Withdrawal Policy
- Pell Recalculation Date (PRD)
- Return to Title IV (R2T4)
- Satisfactory Academic Progress
- WCC Foundation Scholarships

Veteran's Education Benefits

Students who are receiving VA benefits for attending school must meet the VA requirements for the chapter they are receiving. For information on applying for VA benefits or Veteran benefit eligibility please refer to www.va.gov. For more detailed information refer to the Veteran's Education page and click on the tabs listed below:

- Steps to Complete
- Requirements

Academic Support Center

The Academic Support Center (ASC) provides free tutoring at all campus locations and online. Appointments for in-person or online tutoring can be made by clicking on the Tutoring Icon in Prowler.

Tutoring is available for a variety of subjects including writing, math, computers, business, science, health sciences, study skills strategies, and more. Appointments are suggested; however, drop-ins are welcome.

- The Wilkes Campus ASC is located in the Learning Commons on the second floor of Window World Hall. Proctored testing for make-up exams is available in the Testing Center.
- The Ashe Campus ASC is in room 306 of Messer Hall. Proctored testing is offered for make-up exams.
- The Alleghany Center ASC is in room 103.
- The Herring Hall ASC is located in room 2128; Health Sciences tutoring is provided by appointment.
- Online tutoring is available for all students by appointment.

Additional information about center locations and hours can be found at https://www.wilkescc.edu/asc.

Contact the ASC Welcome Desk at 336-838-6566 or Stephanie Darnell, ASC Director, at 336-838-6187 or skdarnell029@wilkescc.edu for assistance.

Disability Services

Disability services are received through the Office of Disability, Inclusion, and Diversity (ODID), which is located on the third floor of Thompson Hall. Students should call 336-838-6560 for more information and guidance on accessing accommodations at Wilkes Community College under the ADA.

Students with documented disabilities may receive assistance with academic and physical accommodations by contacting the ODID Director, providing the necessary documentation, and completing the Accommodation Request Form (located on the website.) This is a confidential, student-directed process. Students should request accommodations at least three weeks prior to the beginning of a semester. Accommodations for requests made after the three-week deadline will be provided by the college to the extent possible. No accommodations will be made for those not registered with the Office of Disability, Inclusion, and Diversity.

For more information, visit the WCC Disability Services webpage or contact the Director of Disability, Inclusion, and Diversity at 336-838-6560 or rmmacemore052@wilkescc.edu.

SAGE (Supporting Academic Goals for Education)

SAGE provides free tutoring, scholarship opportunities, mentoring, transfer advising and campus visits, educational enrichment activities, and other resources for those eligible to participate. Students are encouraged to visit SAGE, third floor Thompson Hall, and apply for membership.

Pardue Library

Pardue Library is located in the Learning Commons on the second floor of Window World Hall. https://www.wilkescc.edu/library/

The Library provides free online access to ebooks, streaming videos, periodicals, newspapers, research assistance, and more on campus and from home using your WCC username and password.

Research Guides

Use a research guide to help you find information about a topic or an assignment, or to learn more about services and resources provided by Pardue Library. https://researchguides.wilkescc.edu/

Assignment Calculator

Use this tool to estimate how much time you'll need to complete a research project and to create a schedule, with deadlines, to keep you on track. https://researchguides.wilkescc.edu/assignmentcalculator

Ask-A-Librarian

Have a quick question for a librarian? Just ask! Not sure what to ask? Try asking for help finding resources or ask a librarian to check the quality of your information. Ask-A-Librarian

Book-A-Librarian

Schedule an appointment with a librarian for an in-depth research consultation through Book-A-Librarian.

Care Team

The purpose of the Care Team is to serve as a resource for students, faculty, and staff who have concerns regarding alarming, problematic, worrisome, and/or disruptive student behavior. The goal is to support students who may be in distress and/or whose behavior is of concern to others before situations rise to crisis levels. If you observe and/or are made aware of student behavior that leaves you feeling concerned, worried, and/or alarmed, trust your instincts and SAY SOMETHING. The Care Team can assist with the student of concern and, in some cases, provide you with suggestions as to how you can assist the student directly.

Anyone can report alarming, problematic, worrisome, and/or disruptive behavior to the Care Team by speaking directly to a team member, submitting an online form at www.wilkescc.edu/care, or by calling Campus Police. Once a report is submitted, the report will be forwarded to the chair of the Care Team and the Chief of Campus Police. Reporting information to the Care Team may assist in the observation of a larger pattern of behaviors. When in doubt, please submit a report and allow the Care Team to review. In emergency situations, immediately report the information to Campus Police (336-838-6275) or call 911.

For more information about Care Team, please visit www.wilkescc.edu/care or contact the Dean of Student Services at 336-838-6141.

Student Services

Student Services supports the instructional programs, responds to student needs, and fosters academic, personal, and social development. Services include admissions, career planning, counseling, academic advising, housing information, placement testing, registration and student records, drug education, student financial aid/veterans' benefits, employability services, and student activities.

Student Services is located in Window World Hall. The normal hours of operation are Monday through Thursday, 8 a.m. to 6 p.m., and Friday, 8 a.m. to 3 p.m. An abbreviated schedule is followed during the summer term.

Course Evaluation

Students may have the opportunity to evaluate this course and instructor during the semester. The purpose of course evaluations is to provide constructive feedback on course improvement.

Internet course students are expected to complete the online course evaluation.

If the course is not selected for a formal evaluation, students may give a written evaluation to the division dean.

Student Accounts

All students are issued accounts for Office 365, Self-Service, Office 365, Moodle, and more, for more information go to the WCC Prowler page at www.wilkescc.edu/wccprowler.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc. Prior to testing via an online platform or at an approved testing center, students are required to show proof of identity by providing official photo identification. College accounts are to be used solely by the student assigned to the account. Users may not allow access to their accounts by other persons, including relatives or friends. All users are responsible for protecting the confidentiality of their account. See Policy 7.4 – Electronic Signatures.

The college's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users attempting to access college resources while outside of the United States will see their access denied. Users are expected to exercise responsible, ethical behavior when using all college computer resources. See Policy 7.2 – Internet and Acceptable Use.

The college authorizes peer-to-peer file sharing applications only for college related activities. Students must not use nor share digital material illegally, including documents, videos, music, games, or other copyrighted material without the consent of the copyright holder. See Policy 7.6 Peer to Peer File Sharing.

Go to www.wilkescc.edu/resources to view related policies/procedures.

Office 365

Upon admission to the college, students are issued an Office 365 account which includes email. Online students are encouraged to check email daily because this will be the primary method instructors will use for communication in online courses. The college also communicates with students on items such as:

- financial aid award letters
- tuition payment announcements

Multi-Factor Authentication and Password Reset

Multi-Factor Authentication (MFA) requires users to provide more than one method of authentication when accessing WCC resources off campus or changing security preferences or passwords. Users must have at least two methods for MFA and Password Reset.

Self-Service

Upon admission to the college, students are issued a Self-Service account. Students utilize their Self-Service account to:

- register for classes.
- review tuition bills, and more.

Moodle

Moodle is a learning management system used for delivery of online, hybrid, and other courses at WCC.