

KNOW THE RULES

or other sponsored activities imposed by the Chief Enrollment and Student Success Officer or designee.

17. The term “effective consent” as applicable to sexual misconduct means words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.

Discrimination/Harassment Grievance Procedure

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Any person believing that they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the College. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy (hereinafter referred to “Policy Violations”). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

College Complaints and Reporting

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator (“EO”). The EO staff members are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the EO is:

Title IX Coordinator
Washington State Community College
Office of Human Resources
Marietta, OH 45750
740.568.1899

Complaints and reports should be made as soon as possible after an incident. The EO coordinates and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaints or report:

- Leave a private voice message for the EO;
- Send a private e-mail to one of the EO staff;
- Mail a letter to the EO office;
- Visit one of the EO staff (it is best to make an appointment first to ensure availability);
- Report to another trusted College official (e.g., Professor, Coach, Advisor) who will provide information as required under the policy to the EO.

If there is a complaint about the EO or any staff member that is part of the EO Office, or if the EO or EO staff has a complaint, that complaint should be filed with the President of the College. The President will appoint another trained individual to take the place of the EO for purposes of the complaint.

Student Disability Discrimination Grievance Procedures

Washington State Community College is committed to the ideal that all students should be free from discrimination, whether intentional or unintentional, throughout their educational pursuit at the college. If, at any time, students feel that they have been subject to discriminatory actions or denied entitled rights on the basis of disability (issues related to policies and procedure regarding physical accessibility, academic adjustments, disability harassment, retaliation, exclusion because of disability, or any other discriminatory action), resolution can be sought by filing a written grievance with the Coordinator of Student Disability Services located in the Office of Student Disability Services (OSDS) in the Center for Student Success the Carson K. Miller Library building. The Coordinator will promptly investigate the situation and determine action within ten (10) working days. Resolution of the issue may be reached at this level.

Grievance issues not resolved with the OSDS, or if the complaint is against the OSDS, students may file a written statement regarding the nature of the complaint to the Student Success Coach, located in the Center for Student Success - Library building. The Student Success Coach serves as the Section 504 /ADA coordinator for civil rights compliance at Washington State Community College. Section 504 /ADA regulations incorporate appropriate due process standards (the right to present witness, the right to representation). The Human Resource Specialist will make every effort to provide prompt resolution to complaints filed on the basis of disability. All grievances will be promptly and impartially investigated and evaluated and students will be informed of the findings and resolution

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decision within thirty (30) working days of receipt. If resolution has not been reached at this level, students may file a grievance with the Office of Civil Rights, or the Ohio Civil Rights Commission.

Student grievances will be confidentially filed and maintained in either the OSDS or the Human Resource Office. The grievance will be discussed only on a need to know basis with the involved parties. The student complainant's name will be kept confidential to the degree possible given the nature of the complaint. Retaliation against a student who files a complaint of discrimination or persons who participate in related proceedings is prohibited by law.

Students may seek resolution at any time during this process by filing a complaint with the U.S. Department of Education, Office of Civil Rights, at 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

If discrimination has occurred, be assured that Washington State Community College will take the appropriate corrective action for resolution.

Judicial Appeals Process

The following Judicial Appeal Process shall apply for any student who elects to appeal a decision made under the College Conduct Policy. Personnel who participated in the initial decision will not participate in the decisions of the Judicial Board.

1. Any person who wants to appeal a decision under the College Conduct Policy may do so by requesting in writing a meeting with the Student Appeals Committee. The request must be submitted to the Vice President for Academic Affairs within five working days of the original decision. (For the purposes of this policy, "working days" shall be defined as any days from Monday through Friday that the College is open.)
2. A meeting of the Student Appeals Committee will be scheduled by the chairperson within ten (10) working days of receipt of the student's appeal and notify the student of the time and place of the meeting. In the appeal, the student may present evidence or information on his or her behalf and may be accompanied by a faculty/staff member of his or her choice. The faculty/staff member may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so by the chairperson. The chairperson of the Student Appeals Committee must supply a written answer to the student within five working days of the date the

appeal is heard. The Student Appeals Committee shall keep a written summary of the proceedings. The written summary and any other materials pertinent to the review shall then be forwarded by the chairperson of the Student Appeals Committee to the Vice President for Academic Affairs.

3. If the student is not satisfied with the disposition of the appeal by the Student Appeals Committee, he or she may appeal in writing the decision of the Student Appeals Committee to the president of the College or designee. The appeal must be filed within five working days after the receipt of written notice of the decision of the Student Appeals Committee.
4. The decision of the president of the College or designee must be rendered within five working days and is final.
5. The appeal may be withdrawn by the student at any point in the appeal process.

The Student Appeals Committee shall consider judicial appeals as well as matters of academic concern, including but not limited to, student probation, student dismissal, and academic requirements.

The committee will be composed of two co-chairs, two faculty representatives from each academic division, one representative from Student OneStop, the Vice President of Institutional Advancement or designee and the College Registrar. Two student representatives will be appointed to the committee for judicial appeals. A quorum consists of four committee members, including no fewer than two faculty members. The members of the Student Appeals Committee are appointed by the President.

Smoke Free Campus

In order to promote the health of our students, faculty, staff, and visitors, the College campus is designated as a smoke- and tobacco-free environment. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., cloves bidis, kreteks), electronic cigarettes/vaping, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less, smokeless, chew, snuff) and nasal tobacco (e.g. snus). Faculty, staff, and students violating this policy are subject to disciplinary action. For more information, please visit <https://www.wsc.edu/about/policies-compliance/>

Field Trips

The College recognizes that field trips are necessary and