

Policies

Updated on: Monday, August 14, 2023

Academic and student policies are published on the college website, look for Policies (Student Handbook) on www.wvc.edu. *It is the student's responsibility as a student to read and know these policies.*

Nondiscrimination and Harassment policies

WVC is committed to a policy of equal opportunity in employment and student enrollment. It is the policy of WVC to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

WVC will provide reasonable accommodations for qualified students with disabilities. To request an accommodation, please contact:

Wenatchee and Omak campuses: WVC Student Access Director, Wenatchi Hall 2133, 509-682-6854, (TTY/TTD) 509-682-6853, sas@wvc.edu.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the executive director of human resources and Title IX Coordinator, Wenatchi Hall 2322M, 509-682-6445, title9@wvc.edu, or on our website at www.wvc.edu.

Harassment

Racial harassment is defined as physical or verbal conduct that is maliciously intended to harass, intimidate or humiliate a person or persons on account of race, color or national origin and that causes severe emotional distress, physical injury, or damages or destroys the property of another, or threatens and places a specific person or group of persons in reasonable fear of harm.

Sexual harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self worth on the basis of gender or sexual preference.

Students who feel that they are being harassed should report it to the executive director of human resources or, in the case of sexual harassment, email title9@wvc.edu. Information on the formal complaint process is available on the WVC website or through the human resources office on the third floor of Wenatchi Hall.

Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

FERPA has specifically identified certain information known as directory information that may be disclosed without student consent. WVC has designated the following information as directory information and will release this upon request, unless the student has submitted a request for non-disclosure:

- Student name
- Major field of study
- Enrollment status
- Dates of attendance
- Participation in recognized sports
- Degree or certificate earned
- Term degree or certificate awarded
- Honors

WVC does not publish a student directory. However, in compliance with the Solomon Amendment, WVC is required to supply student names, addresses, phone listings, date/places of birth, levels of education and degrees received to military recruiters if properly requested.

One exception of permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is described as follows:

- A person employed by WVC in an administrative, supervisory, academic, research or support staff position.
- A person or company with whom WVC has contracted, such as an attorney, auditor or collection agent.
- A person serving on the board of trustees or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, WVC discloses education records without consent to officials of another school in which a student intends to enroll.

Restricting Release of Directory Information

According to FERPA, students can request that the institution not release any directory information about them. Institutions must comply with this request, once received, if the student is still enrolled.

If a student wishes to restrict directory information, they should realize that your name would not appear in the commencement bulletin and other college publications. Also, employers, loan agencies, scholarship committees and the like will be denied any of their directory information and will be informed that WVC has no information available about such a person at WVC.

If a student wishes to block the release of their directory information, they may do so by providing a written authorization to the registrar's office. Forms are available in the admissions/registration office. This authorization will remain in effect for only one year from the time it is signed. Students must provide WVC with a new authorization form each year they are enrolled if they wish to continue the block on their directory information.

Students Rights Under FERPA

FERPA affords students certain rights with respect to their education records. They are as follows:

- The right of the student to inspect and review their record within 45 days of the date that their request for access is received. Students can submit a written request to the registrar, identifying the record they wish to inspect. The registrar will make arrangements for access and notify them of the time and place where the record may be inspected. If the registrar does not maintain the record the student wishes to inspect or review, the student will be advised of the correct official to whom the request should be addressed.
- The right of the student to inspect the contents of a student's folder, regardless of their financial status with the institution. However, an institution is not required to release an official transcript if the student has a past debt to the college.

- The right of the student to request an amendment of their educational record if they believe it is inaccurate or misleading. The student may ask WVC to amend a record that they believe is inaccurate or misleading. The student may write to the registrar clearly identifying the part of the record to change and specifying why it is inaccurate or misleading. If WVC decides not to amend the record as requested, the student will be notified of the decision in writing and advised of their right to a hearing to consider the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. This refers to the student's right to allow others access to all or part of their educational record that would normally not be allowed under FERPA. A student can specify who is to receive the information and what portions of their educational record WVC is authorized to release. This authorization would remain in effect until the student notifies the admissions/registration office.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by WVC to comply with the requirements of FERPA. The Family Compliance Office will investigate each timely complaint. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Emergency Situations

If non-directory information is needed to assist or resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency.

Title IV Student Complaint Process

The Higher Education Act prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates" (20 U.S.C. §1094 [c][3][A]). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws" (34 C.F.R. §600.9). The Washington State Board for Community and Technical Colleges maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For more information, contact SBCTC Student Services Office, 360-704-4315.