

### **Nonresident waiver for United States citizens and INS Permanent Residents**

The Washington State Board for Community and Technical Colleges has authorized the colleges to waive a portion of the nonresident tuition rate for United States citizens and INS permanent residents who have not met the above criteria for in-state residency. WVC honors this automatic waiver at the time the students apply.

### **Resident Tuition for Washington High School Graduates Who Are Not United States Citizens**

Effective July 1, 2003, Washington state law was changed (House Bill 1079) to make certain students who are not permanent residents or citizens of the United States eligible to pay resident tuition rates when they attend public colleges and universities in this state. To qualify for resident tuition rate, you must complete an affidavit/declaration/certification if you are not a permanent resident or citizen of the United States, but have met the following conditions:

- Resided in Washington state for the three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school,
- OR**
- Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma,
- AND**
- Continuously resided in the state since earning the high school diploma or its equivalent.

If you meet the above criteria, once you have an application for admission on file, submit a signed affidavit to the admissions/registration office. Please note that only affidavits with an original signature can be accepted. Do not fax or e-mail a copy to WVC.

## **Policies**

Academic and student policies are published on the college website at [www.wvc.edu](http://www.wvc.edu). Look for Policies (Student Handbook) under the Site Index. ***It is your responsibility as a student to read and know these policies.***

### **Nondiscrimination and Harrassment**

WVC is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, in accordance with state and federal laws. Harrassment is a form of discrimination.

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.

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 vice president of administrative services at 509.682.6515, a representative of the Omak campus at 509.422.7850, the executive director of human resources at 509.682.6445, or on our website at [www.wvc.edu](http://www.wvc.edu).

If you feel that you are being harassed, you should report it to the vice president of administrative services, the administration office of the Omak campus or the executive director of human resources. Resolution options may include mediation through a liaison between parties, a face-to-face meeting between parties, or filing a formal complaint with the vice president of administrative services or the executive director of human resources. Information on the formal complaint process is available from either of these administrators.

### **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
- Quarters of attendance (including current enrollment)
- Degrees and awards received
- Extracurricular activities, height/weight of athletic team members, awards received, most recent previous educational agency or institution attended.

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, you can request that the institution not release any directory information about you. Institutions must comply with this request, once received, if you are still enrolled.

If you wish to restrict directory information, you 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 your directory

information and will be informed that we have no information available about such a person at WVC.

If you wish to block the release of your directory information, you 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. You must provide WVC with a new authorization form each year you are enrolled if you wish to continue the block on your directory information.

### **Students Rights Under FERPA**

FERPA affords you certain rights with respect to your education records. They are as follows:

- The right to inspect and review your record within 45 days of the date that your request for access is received. Submit your written request to the registrar, identifying the record you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the record may be inspected. If the registrar does not maintain the record you wish to inspect or review, you will be advised of the correct official to whom the request should be addressed.
- The right to inspect the contents of your student folder, regardless of your financial status with the institution. However, an institution is not required to release an official transcript if you have a past debt to the college.
- The right to request an amendment of your educational record if you believe it is inaccurate or misleading. You may ask WVC to amend a record that you believe is inaccurate or misleading. 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, you will be notified of the decision in writing and advised of your right to a hearing to consider the request for amendment. Additional information regarding the hearing procedure will be provided to you when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent. This refers to your right to allow others access to all or part of your educational record that would normally not be allowed under FERPA. You can specify who is to receive the information and what portions of your educational record WVC is authorized to release. This authorization would remain in effect until you notify 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.

### 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.

### 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.

## Academic Policies

### Student Records and Grades

#### Changes to Address, Phone Number or E-mail

Changes to your address, phone number(s) or e-mail address can be made either by completing a Records Change form or through the MyWVC Portal on the WVC website. You will need your SID and PIN to use the MyWVC Portal. The Records Change form must be signed and can be mailed, faxed or brought in to the admissions/registration office. Name changes must be done in person with picture ID.

#### Grades and Grade Policy

WVC does not mail out grades to students at the end of each quarter. To access your grades, use the Transcript function on the MyWVC Portal.

*Note: Financial aid eligibility and veterans' benefits may be affected by the application of some of these policies (e.g., withdrawal from class, incomplete grade, auditing a class, etc.).*

*Please contact the financial aid office and your adviser if you are considering a change in your class schedule.*

Grades used in computing grade point average are:

Grade	Point Value
A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3
C .....	2.0
C- .....	1.7
D+ .....	1.3
D .....	1.0
D* .....	0.7
F .....	0.0

\* The “D-” letter grade will no longer be assigned at WVC after spring 2012.

Grades not used in computing grade point average are:

P .....	Pass
Y .....	Work in Progress
W .....	Withdrawal
N .....	Audit
I .....	Incomplete
NP .....	No Pass
* .....	Removed Grade

*“Pass” definition: a grade of “C” or higher earns a pass; a lower grade earns a no pass or an F.*

### Calculating Your GPA

Your GPA is calculated by dividing the total number of grade points earned by the total number of credit hours completed. Here’s an example:

Class #1 5 credits. Grade is an A (value of 4.0).  
Grade points=5x4=20

Class #2 4 credits. Grade is a B (value of 3.0).  
Grade points=4x3=12

Class #3 5 credits. Grade is a C (value of 2.0).  
Grade points=5x2=10

This gives you a total of 14 credits and 42 grade points.  
Therefore, your GPA would be: 42 grade points/  
14 credits =3.0

### Pass/Fail

Students may enroll in classes on a pass/fail basis by submitting a written request to the admissions/registration office by the 10th day of the quarter. Students who complete these courses satisfactorily receive a “P” on their transcripts. Students who fail to complete the courses satisfactorily receive an “F.”

Students are cautioned against taking courses in their major or minor on a pass/fail basis. In most cases, a maximum of 10 pass/fail credits may be applied toward

degree requirements at WVC.

### Grade Change

A change of grade must be executed within two quarters, excluding summer, after the grade is earned. Initiating a grade change is your responsibility. The course may still be repeated for a different grade after the deadline for grade changes has passed. Contact the instructor to discuss the process for grade changes.

### Work in Progress

The “Y” designation indicates that you are registered in an ongoing class. It may be used where the pace of work is largely dependent on you in courses such as independent project classes or open laboratory/clinic classes. If you do not complete the class within one year, you must re-enroll if you want credit.

### Withdrawal

A “W” designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office.

Instructors may choose to administratively withdraw a student who does not attend the first two days of class, but the responsibility of withdrawing still lies with the student. Do not assume an instructor will withdraw you for not attending class. When in doubt, check the student portal to determine if you are still registered for the class or contact the admissions/registration office. Failure to formally withdraw from class will normally result in a failing grade. You can withdraw through the Registration function on the MyWVC Portal. You can also submit a Course Change form, available in the admissions/registration office.

### Military Withdrawal

Students submitting proof of being called into military service may receive credit and/or refund of fees as follows:

A full refund will be made upon receipt of call-up notification letter and a “W” grade will be recorded,

OR;

You may receive an “I” or “Y” with approval from the instructor(s) and no refund will be made or the chief student services officer may grant a degree prior to induction into the armed forces. No refund will be made.

### Audit

The “N” designation indicates that you have elected to take a class with the understanding that no credit will be earned and no grade given. If you choose to audit a class you do not have to take the tests, but the instructor may require reasonable attendance and class participation. Full tuition and fees are charged for classes taken on an audit basis. Changes from credit to audit are permitted until the end of the 35th day of instruction. The instructor’s written approval is required after the fifth day of instruction. You

will need to turn in a completed Course Change form, with the instructor’s signature, to the admissions/registration office to change a class to an audit status.

### Incomplete

The “I” designation indicates that you have been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by you and the instructor. It is your responsibility to initiate this contract. Contract forms are available in the admissions/registration office. The maximum length of a contract is two quarters, excluding summer. An “I” grade is changed to an “F” if the terms of the contract are not met within the time specified.

### Pass/No Pass

The “P” or “NP” designation may be given in developmental and prior learning assessment. A “C” grade or higher earns a “pass”; anything lower earns a grade of “no pass.”

### Student Record Retention

Records pertaining to student activities related to admissions and registration (i.e., WVC transcripts and grades, schedule changes, graduation, etc.) are to be maintained per the General Retention Schedule supplied by the Washington State Board for Community and Technical Colleges. In many cases WVC’s practice for record retention exceeds the minimum requirements set forth in this state Retention Schedule.

### Setting Aside of Low Grades for GPA Calculations

This provision permits you to remove poor academic records that no longer reflect your current academic performance. Only petitions to set aside all grades in a particular quarter will be considered. This option is not available for singular courses within a quarter. Grades that are set aside are not removed from your transcript. Rather, an “\*” notation is placed next to the grade which indicates that the course will no longer be used when calculating a new cumulative grade point average. Credits that are set aside cannot be used to fulfill any requirements for graduation. Please note that federal financial aid regulations do not recognize grade “set-asides.” You may only petition for a set-aside provision twice during your time at WVC. You may petition to set aside a quarter which has at least one grade that is a “C-” or lower OR where the quarterly GPA is below 2.0.

Two consecutive quarters of full-time class work with a GPA of 2.0 or better is required as evidence of your changed academic performance. Part-time students can qualify for low-grade set aside by completing 30 consecutive college-level credits with at least a 2.0 GPA. At least two calendar years must pass before a grade(s) can be set aside under this provision. Exceptions to these procedures can be made by petition to the Academic Regulations Committee. Only grades earned at WVC can be set aside under this policy. Petition forms are available in the admissions/registration office. Completed petition forms should be returned to the



admissions/registration office.

Caution: Although WVC makes provisions for setting aside past grades for the purposes of GPA calculation, do not assume that other colleges you transfer to will compute your GPA in the same manner. They may accept the credits and use the set-aside grades for their calculations. WVC can only set aside grades earned at WVC. WVC cannot set aside grades from other colleges.

### Repeating a Course

You may repeat any course. Only the credit and grade earned in the last attempt are calculated in your GPA, unless the course description in the WVC Catalog specifically states you can repeat the course for credit. Courses repeated for credit, however, do not normally count toward the completion of a degree or certificate. Repeated courses will be designated with an “R” next to the grade on the transcript.

This only applies to courses taken at WVC. Courses taken at other colleges cannot be used to repeat a class on your WVC transcript.

**Please note:** Repeating courses may affect students’ financial aid eligibility. For more information, visit the Financial Aid Policies page at [www.wvc.edu/financialaid](http://www.wvc.edu/financialaid).

### Honors

A president’s list and a dean’s list are compiled at the end of each quarter to recognize outstanding student achievement. Honorees are announced publicly. In order to qualify, you must meet the following criteria:

- Earn at least 12 credits in courses numbered 100 or above. (“I,” “P,” “NP” and “Y” designations do not count toward the 12-credit minimum.)
- Earn a 4.0 GPA for the president’s list.
- Earn a 3.5 - 3.99 GPA for the dean’s list.

Honors are listed at graduation for students with a cumulative GPA of 3.5 or higher.

If you carry at least 12 credit hours and have a cumulative GPA of 3.2 or higher, you are eligible to join the local chapter of Phi Theta Kappa, the national community college honor society. Phi Theta Kappa encourages scholarship, leadership and service. Members of Eta Rho (Wenatchee campus) and Alpha Kappa Eta (Omak campus) are active at the local, state, regional and international levels.

### Emergency Messages

Individual messages: A message will be delivered to a student during a class in case of a medical emergency. The delivery of more routine messages of a non-emergency nature cannot be accommodated. Requests to deliver an emergency message should be made to the admissions/registration office.

Other emergency messages: The general public will be notified of any changes from normal college operations through local radio stations and newspaper websites, the

WVC home page ([www.wvc.edu](http://www.wvc.edu)) and WVC Facebook page, and through emergency text alerts for those who have signed up for this service. If you do not hear a message regarding college operations, assume that the college is operating on its normal schedule. To sign up for emergency text alerts, visit [www.wvc.edu/emergency/](http://www.wvc.edu/emergency/).

### Academic Standards Procedure

The Academic Standards Procedure at WVC has been established to ensure that the college resources are used in the best interest of all current and future students. The procedure helps to ensure that students with academic difficulties are made aware of the many educational resources available to them. You are encouraged to assume responsibility for your own academic progress.

The three levels of unsatisfactory academic performance are Warning, Probation and Suspension.

### Academic Warning

A student attempting six or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. Students on Warning status will receive a letter advising them of their academic standing. The transcript will be endorsed “Academic Warning.” Students will remain on this status until their cumulative GPA is 2.0 or higher.

### Academic Probation

If a student who is on Academic Warning attempts six or more graded credits for a second time, and his or her quarterly GPA falls below 2.0, the student will be placed on Academic Probation. Students on Academic Probation will receive a letter informing them of their academic standing, and their transcript will be endorsed “Academic Probation.” Students on probation will have a registration hold placed on their account. They will be unable to make changes to their class schedule for the current quarter and will be unable to register for future quarters until they have met with their adviser and completed the probation form. Students will remain on Probation status until their cumulative GPA is 2.0 or higher.

### Academic Suspension

If a student on Academic Probation attempts six or more graded credits, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Suspension. Students on Academic Suspension will receive a letter informing them of their academic status, and their transcript will be endorsed “Academic Suspension.” Suspended students will be dropped from any classes they are enrolled in for the upcoming academic quarter(s). Students returning from Academic Suspension will be required to complete the following:

1. Submit a completed petition for readmission form to the student services office.
2. Complete a readmission interview with a counselor.

During the interview, you should be prepared to:

- Identify the reasons for poor academic performance.
- Present a plan for eliminating the factors contributing to poor academic performance.
- Review your educational goals.
- Present an educational plan that includes proposed course schedules for the next one to three quarters and how those courses relate to an educational goal.

3. Be reinstated by the college.

### Academic Forgiveness

If you stop attending WVC while on Academic Warning, Probation or Suspension status, you will remain at that level for a period of at least three years (or 12 academic quarters). If during that time you have not returned to WVC, your student records will be updated to remove you from your previous academic deficiency status.

### Academic Regulations Committee (ARC)

Petitions for waivers of college policies are initially reviewed by the WVC Registrar. Such petitions may include, but are not limited to:

- Late changes in class status (i.e., credit to audit, past quarterly deadline withdraw)
- Set aside of low grades from previous quarters
- Substitution of graduation requirements
- Taking more than 18 credits in one quarter

After reviewing the petition, the registrar will either make a ruling on the petition or forward it to the appropriate WVC administrator for further review/ruling.

Petitions for readmission after an academic suspension are reviewed by a WVC counselor.

All petitions must be in writing and submitted on the appropriate form, available through the admissions/registration office.

After the initial decision on a petition is made, the student can appeal this decision to the WVC Academic Regulations Committee. Filing for an appeal is completed through the student services office.

All appeals must be in writing. Petitioners may appear in person before the committee but are not required to do so. It is the responsibility of the student to be fully aware of the policies and procedures that govern a specific program in which the student is seeking enrollment or is currently enrolled.

### Plagiarism

Matters of academic dishonesty such as cheating or plagiarism are referred to the chief student services officer or designee. More information on disruptive behavior and the WVC Discipline Code is detailed in the student handbook that is available through the student programs office and online at [www.wvc.edu](http://www.wvc.edu).

## Transcripts

### Official Transcript

An official transcript is a copy of your permanent academic record. It is signed by the registrar. Your transcript will be released only on your written request, accompanied by your signature.

The Transcript Request form is available in the admissions/registration office or it can be downloaded from the WVC website. When requesting a transcript, please complete all lines on the form, include your WVC student ID number and be sure to sign the form. We cannot process your request without your signature. Mail, e-mail or fax the completed form to the admissions/registration office. An incomplete form may be returned and can delay processing your request.

The transcript may be withheld if you have not met all financial obligations to WVC. Picture ID is required if you are picking up your transcript at the admissions/registration office.

Transcripts cannot be released to a third party unless we have written permission from you. For more information, please call 509.682.6836.

### Unofficial Transcripts

You can access your unofficial transcript through the MyWVC Portal. You will need your SID and PIN to get this information. This is the way you would view your grades received at WVC.

### Transcript Evaluations

You may request an evaluation of your transcripts at any time. It is important to do so to verify how far along you are to earning your degree or certificate and what classes you have left to take. To request an evaluation, complete the evaluation request form and return it to the admissions/registration office.

When an evaluation is being done, credits from WVC will be evaluated first, then any transfer credits from other colleges (if accepted), and then any non-traditional (non-graded) credits. If you have attended another college, it is important to have had official copies of those transcripts sent to WVC before requesting an evaluation.

WVC can do an evaluation with unofficial transcripts for advising purposes, but you must have an official copy of these transcripts on file if you want to use credits from other colleges toward a degree at WVC.

Student services will process evaluations for academic degrees only (both transfer and non-transfer). Evaluations for technical degrees or certificates will be sent to the appropriate vocational dean.

You can run an audit of your current academic record against any degree or certificate listed for WVC to view

your progress toward graduation at [www.wvc.edu/courses/degreeaudit/](http://www.wvc.edu/courses/degreeaudit/). At this time, the degree audit only uses credits earned at WVC, as well as courses you are currently enrolled in. It does not display transfer credits from other colleges. If you wish to use those credits in a degree evaluation, complete an evaluation request form (available on the WVC Transcripts page, [www.wvc.edu/directory/departments/transcripts/](http://www.wvc.edu/directory/departments/transcripts/)) and return it to the admissions/registration office. If you have questions about your evaluation, take it to the admissions/registration office or call 509.682.6839 or 509.682.6835, or e-mail [registrar@wvc.edu](mailto:registrar@wvc.edu).

### **Transfer Credits**

A maximum of 60 credits from regionally accredited colleges and universities may be applied toward a WVC degree, meeting either requirements or electives, at the discretion of the credential evaluator, dean or program director. The following is a list of those organizations that grant regional accreditation in the United States:

Middle States Association of Colleges & Schools  
Middle States Commission on Higher Education  
New England Association of Schools & Colleges  
Commission on Institutions of Higher Education  
New England Association of Schools & Colleges  
Commission on Technical & Career Institutions  
North Central Association of Colleges & Schools  
The Higher Learning Commission  
Northwest Commission on Colleges & Universities  
Southern Association of Colleges & Schools  
Commission on Colleges  
Western Association of Schools & Colleges  
Accrediting Commission for Community Colleges  
Western Association of Schools & Colleges  
Accrediting Commission for Senior Universities

Up to 15 credits of restricted elective may be accepted from schools whose curriculum has been evaluated by the American Council on Education (ACE).

Transfer credit is not awarded for the following types of coursework: (1) courses taken at colleges that are not regionally accredited, (2) non-credit courses and workshops, (3) remedial or college preparatory courses (i.e., student orientation classes), (4) sectarian religious studies.

Transfer courses with less than a “D” grade (or 1.0) cannot be used to satisfy a graduation requirement.

Upper division courses (usually numbered 300-400) will only be applied toward a degree distribution area if a similar course exists at WVC. The credit evaluator may allow some other upper division courses to be used as restricted electives, depending on the nature of the course work.

Credits from semester schools are multiplied by 1.5 to convert them to quarter credits. For example, 2 semester credits = 3 quarter credits, and 3 semester credits = 4.5 quarter credits.

If you have attended colleges and/or universities outside of the U.S., you must provide your transcripts and an evaluation of those transcripts by a qualified evaluation agency. You should request a course-by-course evaluation to maximize the credit that may be transferred to WVC. A list of foreign education credentials services is available through the admissions/registration office.

More on these policies are available under Policies (see Site Index) on the WVC website at [www.wvc.edu](http://www.wvc.edu) or from the student services department:

### **Other Policies**

- Drug-Free Workplace
- Equal Opportunity
- Financial Aid
- Freedom of Inquiry and Expression
- Military Withdrawal
- Nondiscrimination
- Racial Harassment
- Refunds
- Sexual Harassment/General Harassment
- Student Records (FERPA)
- Student Right to Know