

Student Affairs & Admission Information

Food Services

Cafeteria services are available in Hale 'Ākoakoa (Campus Center) and limited grab-and-go food items are available at The Hub Coffee Shop in Hale La'akea (Library Learning Commons). Several campus buildings are equipped with vending machines. There are a variety of fast food restaurants in nearby Kāne'ohe town.

Parking

There is no charge for parking, but parking is permitted in designated areas only. Cars parked in restricted areas may be towed away at the owners' expense. The College assumes no liability for damage to or thefts from automobiles parked on campus.

Parking is permitted in the parking lots and along the roads marked for parking. No parking is permitted on the grass or in restricted areas indicated by signs or red or yellow markers.

Parking for disabled persons is provided in specially marked stalls. Special placards issued by the City and County of Honolulu are required to park in these marked stalls. Vehicles without a valid placard are in violation of HRS Sec. 19.150 and may be towed away at owners' expense, in accordance with City Ordinance Sec. 15-24.11 (3d).

Bookstore

The Windward Community College Bookstore is operated for the convenience of the College's students and staff and members of the community. Textbooks, related reference materials, and some supplies are available.

The Bookstore is located in Hale 'Ākoakoa and is open Monday-Friday, 8:00 a.m. to 3:30 p.m. Phone 808-235-7418.

Health Services

The College provides no health services. Students are eligible to participate in a group health insurance program. Information may be secured through Student Affairs. Programs offering certain free or low cost health services are available at the Windward Comprehensive Health Center, adjoining the campus.

Lost and Found

Articles which are lost and found are taken to/or held at the Security Office in Hale Alaka'i 125, phone 235-7355.

Housing

The College has no dormitories and does not assist students in locating housing.

Attendance

Regular class attendance is expected of all students. Students who stop attending classes or never attended classes are likely to receive an F grade and are responsible for any tuition/fees. To avoid this, official withdrawal must be made by the deadline. Refer to the Academic Calendar or Schedule of Classes for drop/withdrawal dates.

Electronic Channels for Communicating with Students

UH email is the official means of communication within the university/college. Students are responsible for checking their email account frequently and consistently to remain current with the university/college communications. Students are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.

Student Conduct

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH Windward Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available in the Office of the Vice Chancellor for Student Affairs or online at www.hawaii.edu/apis/apis/ep/e7/e7208.pdf.

Impermissible Behavior

The University of Hawai'i Code of Student Conduct defines impermissible behavior. Students alleged to have violated this policy are subject to the disciplinary procedures of the College. Copies of the hearing procedures are available in the Office of the Vice Chancellor for Student Affairs, Vice Chancellor for Academic Affairs, and the library.

Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

Cheating

Includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented

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idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Student Academic Grievance Procedures

The College has adopted the University of Hawai'i's Policy and Procedures for Student and Applicant Complaints and Grievances. Copies of the procedures are available in the Office of the Vice Chancellor for Student Affairs. Students may also file complaints of discrimination with:

The Office of Civil Rights
U.S. Department of Education
Old Federal Building
50 United Nations Plaza, Rm. 239
San Francisco, California 94102
Phone: 415-556-7035

Students having concerns about educational and civil rights matters are encouraged to contact:

Vice Chancellor for Student Affairs
Windward Community College
45-720 Kea'ahala Road
Kāne'ohe, Hawai'i 96744
Phone: 808-235-7466

Student Grievance Procedures

The College maintains formal procedures for resolving complaints and grievances brought by students who believe a faculty member has acted improperly or in a manner inconsistent with the student's customary academic expectations. These procedures are contained in the WCC Policy Guidelines Manual, No. 4-6. The manual is available in the Office of the Vice Chancellor for Student Affairs, the Office of the Vice Chancellor for Academic Affairs, and the library. The following is a general summary of the steps in resolving a complaint. Students who have a complaint are urged to consult Policy No. 4-6 for more information if they wish to go beyond Step 2 below.

The WCC Academic Grievance Procedures protect students' freedom of expression, right to orderly and fair grading and evaluation, and right to confidentiality. These are defined in more detail in the policy.

Students who have a complaint must follow strict timelines to have their complaint resolved under this policy, as follows:

Step 1. Within 14 calendar days after a student has become aware of the problem, she or he must attempt to resolve the matter with the faculty member involved.

Step 2. If the matter is not resolved, the student may discuss the matter with the faculty member's Dean. This must be done within 7 calendar days after the last scheduled meeting with the faculty member. The Dean has 7 calendar days to resolve the complaint.

Step 3. If the student is not satisfied with the results of Step 2, he or she may file a written complaint with the Vice Chancellor for Academic Affairs. This must be done within 7 calendar days after notification by the Dean. The Vice Chancellor for Academic Affairs has 14 calendar days to resolve the matter.

Step 4. If the matter is not satisfactorily resolved by the Vice Chancellor for Academic Affairs, the student may file a written grievance with the Chairperson of the Academic Grievance Committee. This must be done within 7 calendar days after notification by the Vice Chancellor for Academic Affairs.

Within 10 calendar days, the Academic Grievance Committee must convene a hearing, detailed procedures for which are contained in the Policy Guidelines Manual. The Committee informs the Chancellor of its findings and recommendations within 5 calendar days after the close of the hearing. The chancellor's decision is final within the University.

The process of addressing allegations of discrimination are described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures and in CCCM No. 2210, UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. Copies are available at the Office of the Vice Chancellor for Student Affairs.

Students may also file complaints of discrimination with the Office of Civil Rights, Region IX, Henry M. Jackson Federal Building, 915 Second Avenue, Rm. 3310, Seattle, WA 98174-1099. Phone: 206-220-7900, FAX: 206-220-7887.

Educational Rights and Privacy of Students

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i Windward Community College are hereby notified of the following:

1. It is the policy of Windward Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.