

STUDENT HANDBOOK

2023-2024

COLBY

COMMUNITY COLLEGE

CHALLENGE • CREATE • CONNECT



COMMUNITY COLLEGE

Challenge. Create. Connect.

Welcome to Colby Community College!

We are excited you have chosen to be part of another very successful year at Colby Community College (CCC). During the last academic year, CCC was recognized as having the highest graduation rate, highest institutional retention rate, and the largest percentage of enrollment growth among the community college sector in the state of Kansas. CCC is very proud of these accomplishments but fully understands the need to continue to improve. Until the College has a 100% graduation and retention rate, there are still opportunities for improvement to explore and improve.

At Colby Community College, we focus on you, the student. Our greatest accomplishment is helping you achieve your educational goals. Whether you aspire to complete an associate degree or a doctorate, CCC provides a foundation upon which you can build and advance yourself academically, professionally, and personally.

We know the past couple of years have been a challenge with COVID protocols. However, we appreciate all of our students efforts in following protocols to ensure we can maintain face-to-face classes. We are thankful for all that each of you does every day to keep campus safe.

We look forward to another wonderful and productive school year. Every year we continue to improve and you, the student, are a big part of that.

Once again, welcome to CCC-have a great year!

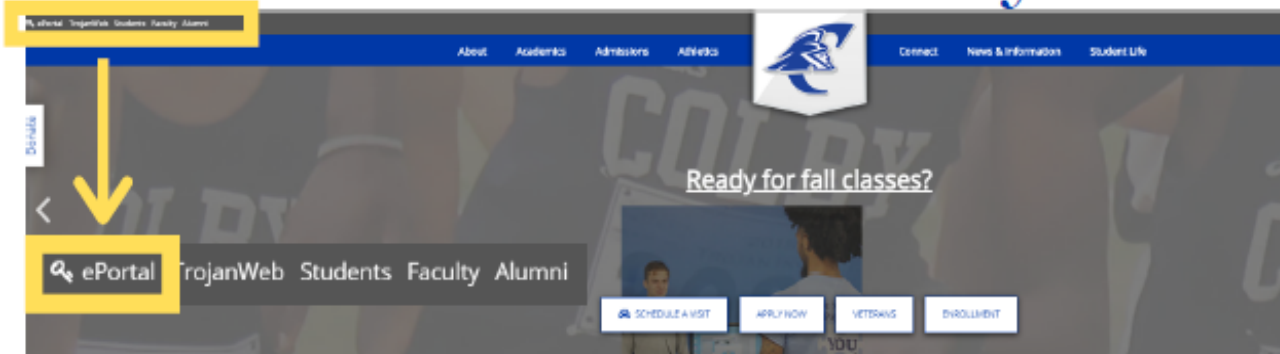
A handwritten signature in blue ink that reads "Seth Macon Carter".

Seth Macon Carter, Ed.D.
President, Colby Community College

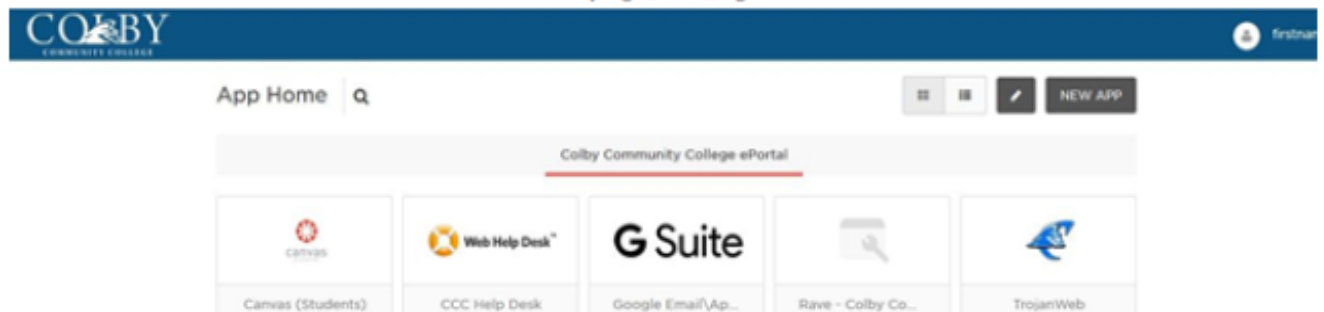
1255 South Range Avenue | Colby, KS 67701 | 888-634-9350 | www.colbycc.edu

Challenge students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

On-Line Services at Colby CC!



To login to ePortal, you will need to enter your Student ID and password that was provided in your welcome email. Your ID should be entered as the 9 digits with no dashes. Your password was included in your welcome email as well. If you cannot remember your password, please contact Admissions at 785.460.4690 to re-set it.



Click on [Canvas](#) to enter the online classroom, get IT Support using the [Web Help Desk](#), and choose [G-Suite](#) to view your email, [Rave](#) to sign up for CCC text alerts, or click on [TrojanWeb](#) to enroll in courses.

ePortal Applications

Email: Every student admitted to Colby Community College will receive a campus email account. This is the only email that staff and faculty use to communicate with students. Be sure to check this email often! If you have another email that you prefer to use, follow the instructions below to forward your email.

Canvas: Many instructors post valuable course material online for students. Whether you are in an online course, face-to-face, or hybrid, it is very important that you are able to log in to your Canvas account.

TrojanWeb: Twenty-four hour access to your unofficial transcripts, billing statements, enrollment, and financial aid information is found here.

Rave: Register with Rave to receive approved CCC emergency communications via text message and email.

Logon to campus classroom computers

Press Ctrl + Alt + Del simultaneously. You will be prompted to enter your username and password.

Username: (Student ID Number) Example: 000012345

Password: (eportal password)

Who We Are

Institutional Mission Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experiences.

Vision Colby Community College will be a national leader in academic and student success to transform the lives in the communities we serve.

Philosophy Colby Community College is dedicated to the belief that each individual in northwest Kansas should have the opportunity to develop and extend skills and knowledge for the attainment of personal objectives. Implicit in this belief is the idea that education is a lifelong process. The college encourages the people who live in this area to participate fully in its program of educational services. The college strives to meet the needs of its students regardless of age, sex, creed, race, aspiration or educational level.

Students attending Colby Community College are the most important people associated with the institution. All students deserve the opportunity to succeed regardless of their specific goals or aspirations. It is the intention of the college to encourage individual success. The individuality of students is respected and their potential is fostered through programs that include excellent classroom instruction, multiple opportunities for leadership, and an organized plan for counseling and advisement. Attending Colby Community College is designed to be a very personal experience for students.

Student Outcomes For each degree offered, there is a specifically defined core curriculum. The courses may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional academic endeavors as well as in the workplace. The college has identified the following expectations for all students who complete a degree at Colby Community College:

- Demonstrate effective oral communication;
- Communicate effectively in writing;
- Apply critical thinking skills;
- Integrate a variety of techniques for problem solving;
- Utilize technology relevant to field of study;
- Evaluate cultural awareness

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**COLBY COMMUNITY COLLEGE
ACADEMIC CALENDAR Fall 2023-Spring 2024-Summer 2024**

[] Classes not in session, instructors on duty

() Administrative Offices Closed

_ Classes not in session, instructors not on duty

August							September							October								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5			3	(4)	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14		
13	[14	15	16	17	18]	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21		
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
27	28	29	30	31										29	30	31						

November							December							January								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4			3	4	5	6	7	8	9		(1)	(2)	3	4	5	6
5	6	7	8	9	10	11	10	11	12	13	14	[15]	16	7	8	9	[10	11	12]	13		
12	13	14	15	16	17	18	17	[18	19]	(20	21	22	23	14	(15)	16	17	18	19	20		
19	(20	21	22	23	24)	25	^{24/} ₃₁	25	26	27	28	29	30	21	22	23	24	25	26	27		
26	27	28	29	30										28	29	30	31					

February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2						5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	(19)	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			^{24/} ₃₁	25	26	27	[28]	(29)	30	28	29	30				

May							June							July							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1						(4)	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	[17	18]	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	[20]	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	(27)	28	29	30	31		^{23/} ₃₀	24	25	26	27	28	29	28	29	30	31				

August	FALL 2023
14-18	Faculty Report/Workdays
14	New Employee In-Service
16	CCC Employee In-Service
18	Registration / Residence Halls Open
21	Fall 16-Wk, 8-Wk 1, and 4-Wk 1 Classes Begin
23	Last Day to Add or Drop with a Full Refund 4-Week 1 Classes
28	Last Day to Add or Drop with a Full Refund 8-Week 1 Classes
28	Certification Day 4-Week 1 Classes
31	Last Day to Add or Drop with a Full Refund 16-Week Classes
31	Last Day to Withdraw from 4-Week 1 Classes
September	
4	Labor Day-No Classes/Offices Closed
6	Certification Date 8-Week 1 Classes
14	Last Day of 4-Week 1 Classes (final exams)
18	Fall 12-Week Classes Begin
19	Grades due for 4 Week 1 Classes by 3p
25	Certification Day 16-Week Classes
25	Last Day to Withdraw from 8-Week 1 Classes
28	Last Day to Add or Drop with a Full Refund 12-Week Classes
October	
11	Certification Day 12-Week Classes
12	Last Day of 8-Week 1 Classes (final exams)
16	Fall 8-Week 2 Classes Begin
17	8-Week 1 Final Grades and 16-Week Mid-Term Grades Due 3p
23	Last Day to Add or Drop with a Full Refund 8-Week 2 Classes
23	Spring 2024 Enrollment Begins
27	FALL 2023 Graduation Applications Due
30	Fall 8-Week 3 AND 4-Week 2 Classes Begin
31	Last Day to Withdraw from 16-Week Classes
31	Certification Day 8-Week 2 Classes
November	
1	Last Day to Add or Drop with a Full Refund 4-Week 2 Classes
6	Last Day to Add or Drop with a Full Refund 8-Week 3 Classes
6	Certification Day 4-Week 2 Class
7	Last Day to Withdraw from 12-Week Classes
9	Last Day to Withdraw from 4-Week 2 Classes
14	Certification Day 8-Week 3 Classes
16	Last Day to Withdraw from 8-Week 2 Classes
20-24	Thanksgiving Break-No Classes/Offices Closed
30	Last Day of 4-Week 2 Classes (final exams)
December	
5	Grades due for 4 Week 2 Classes by 3p
7	Last Day to Withdraw from 8-Week 3 Classes
13	Late Fall Classes Begin
13-14	Last days of 16, 12, and 8-Week 2 Classes (final exams)
15	Last Day to Add or Drop with a Full Refund Late Fall Classes by 2p
17	Certification Day Late Fall Classes
15, 18-19	Faculty Workdays (19 - Grades AND Assessment Due by 3p)
18-19	Staff Workdays - Offices Open
22	Last Day to Withdraw from Late Fall Classes
20-29	College Closed for Winter Break
29	Last Day of 8-Week 3 and Late Fall Classes (final exams)

January	SPRING 2024
2	Grades Due for 8-Week 3 and Late Fall Courses by 3p
3	CCC Administrative Offices Open/Staff Report
10-12	Faculty Report/Workdays
13	Residence Halls Open
15	MLK Jr. Day - No Classes/Offices Closed
16	Spring 16-Week, 8-Week 1, and 4-Week 1 Classes Begin
18	Last Day to Add or Drop with a Full Refund 4-Week 1
23	Last Day to Add or Drop with a Full Refund 8-Week 1
23	Certification Day 4-Week 1 Classes
29	Last Day to Add or Drop with a Full Refund 16-Week Classes
29	Last Day to Withdraw from 4-Week 1 Classes
31	Certification Date 8-Week 1 Classes
February	
8	Last Day of 4-Week 1 Classes (final exams)
9	SPRING 2024 Graduation Applications Due
12	Spring 12-Week Classes Begin
13	Grades due for 4 Week 1 Classes by 3p
19	Presidents Day - No Classes/Offices Closed
20	Last Day to Withdraw from 8-Week 1 Classes
20	Certification Day 16-Week Classes
26	Last Day to Add or Drop with a Full Refund 12-Week Classes
March	
7	Last Day of 8-Week 1 Classes (final exams)
7	Certification Day 12 Week Classes
8	SUMMER 2024 Graduation Applications Due
11-15	Spring Break - No Classes/Offices Open
18	Spring 8-Week 2 Classes Begin
19	8-Week 1 Final and 16-Week Mid-Term Grades Due 3p
25	Last Day to Add or Drop with a Full Refund 8-Week 2 Classes
28	No Classes - Faculty Work Day
29	Spring Holiday - No Classes/Offices Closed
April	
2	Certification Day 8-Week 2 Classes
3	Last Day to Withdraw from 16-Week Classes
8	Fall 2024 Enrollment Begins
11	Last Day to Withdraw from 12-Week Classes
15	Spring 4-Week 2 Classes Begin
17	Last Day to Add or Drop with a Full Refund 4-Week 2
22	Last Day to Withdraw from 8-Week 2 Classes
22	Certification Day 4-Week 2 Classes
25	Last Day to Withdraw from 4-Week 2 Classes
May	
9	Last Day of 4-Week 2 Classes (final exams)
14	Grades due for 4 Week 2 Classes by 3p
15-16	Last days of 16, 12, and 8-Week 2 Classes (final exams)
16	5:30p Commencement Practice @ Event Center
17	6p CCC Commencement @ Event Center
20	Faculty Workday (Grades AND Assessment due by 3p)
27	Memorial Day-Offices Closed
June	
3	Summer Sessions Begin-4-Week 1 and 8-Week Classes
5	Last Day to Add or Drop with a Full Refund 4-Week 1
7	Certification Day 4-Week 1 Classes
7	Last Day to Add or Drop with a Full Refund 8-Week
14	Certification Day 8-Week Classes
18	Last Day to Withdraw from 4-Week 1 Classes
28	Last Day of 4-Week 1 Classes (final exams) - Grades Due July 2
July	
1	Summer Session Begins-4-Week 2 Classes
3	Last Day to Add or Drop with a Full Refund 4-Week 2
4	Offices Closed
8	Last Day to Withdraw from 8-Week Classes
8	Certification Day 4-Week 2 Classes
17	Last Day to Withdraw from 4-Week 2 Classes
26	Last Day of 4-Week 2 and 8-Week Classes (final exams) - Grades Due July 30

Corresponding dates and events can be found at:
<https://www.colbycc.edu/calendar.html>

Important Numbers

Admissions	785.460.4690	Student Union
Advising Center	785.460.5401	Student Union
Comprehensive Learning Center (Tutoring)	785.460.5480	Library
Counseling Services	785.460.5439	Thomas Hall
Financial Aid	785.460.4679	Student Union
IT Department	785.460.5541	Library (Basement)
Library Services	785.460.4689	Library
Registrar	785.460.5509	Student Union
Security	785.460.5508	Student Union
Student Accounts	785.460.4665	Student Union
Student Health	785.460.5502	Student Union
Student Support Services	785.460.5510	Student Union
TeleHealth (at Family Center for Healthcare)	785.405.0501	

Emergency Numbers

Who	Campus Phone	Cell Phone or Off Campus
Ambulance	9-911	911
Fire	9-911	911
Police	9-911	911
Hospital	9-462.7511	785.462.7511
College Nurse	5502	785.460.5502
OPTIONS Domestic & Sexual Violence		1-800-794-4624 (24 hours)
Poison Control Center		1-800-222-1222 (24 hours)
College Counselor	5439 or 4713	785.460.5439/785.460.4713
Suicide Prevention Hotline		800-273-8255 (24 hours)

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Community Resources

The following community contact information is neither a preferred list nor an all-inclusive list of local resources. There are other resources available. Students may contact the Student Health Service to identify local services related to their health and well-being.

Medical Resources

Citizens Medical Center Inc (Hospital)

100 E. College Dr.

(785) 462-7511

Family Center for Healthcare (Clinic)

310 E. College Dr.

(785) 462-6184

Thomas County Health Department

350 S. Range, Ste 2

(785) 460-4596

Mental Health Resources

Brooke Jones

Thomas Hall

(785) 460-5459

Pharmacy Resources

Dillons Pharmacy

1605 S. Range

(785) 462-1510

Palace Drug Store

460 N. Franklin Ave.

(785) 460-7507

Walmart Pharmacy

115 W. Willow St.

(785) 462-8651

Dental Resources

Colby Family Dentistry

770 S. Range Ave. #1

(785) 460-5922

Dr. Karen A. Thummel, DDS

480 W. 4th St.

(785) 460-6800

Vision/Eye Resources

Sam R. Funk, OD

505 N. Franklin Ste. B

(785) 462-3348

Vision Source

1005 S. Range

(785) 462-8251

Other Resources

Kansas Legal Aid

(800) 725-6955

Poison Control

(800) 222-1222

Suicide Prevention Hotline

(800) 275-8255

Teen Dating Abuse Hotline

(866) 351-9474

Options Domestic & Sexual Violence Services

1480 W. 4th St.

800-794-4624 (24 hours)

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- 1. Administrative Office
- 2. Thomas Hall (Classrooms)
- 3. Health Sciences Building
- 4. Ferguson Hall
- 5. Library
- 6. Student Union
- 7. Cultural Arts Center
- 8. Practice Gym
- 9. Pool
- 10. Agriculture & Vet-Tech
- 11. Living Center North & Hines Hall
- 12. Living Center East
- 13. Softball Diamond
- 14. Softball Complex
- 15. Outdoor Activity Area
- 16. Maintenance Shop / Bus Barn
- 17. Becker Memorial Complex
- 18. Embree Hall

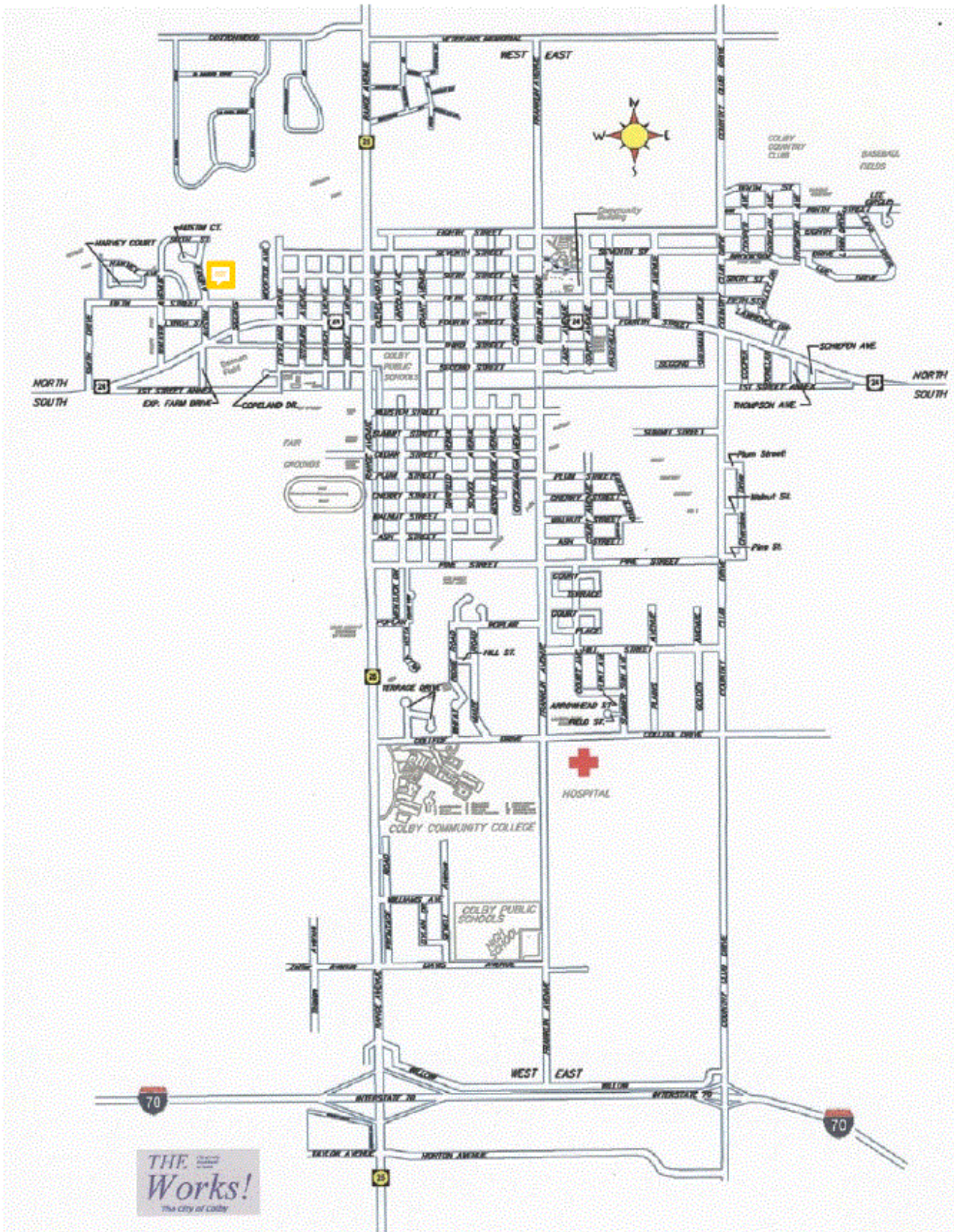
PARKING LOTS
A, B, C, D, E & F



S RANGE AVENUE

WEST COLLEGE DRIVE

The City of Colby



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Campus Hours and Information

CCC Cafeteria/Food Service Enjoy meals prepared for you by Consolidated Food Services each day as it works in your schedule. To-go meals are available upon request. Schedule and hours are as follows:

Hours of Service (During the Academic Year)*		
Mon - Fri	Breakfast	7:00 - 8:30 a.m.
	Continental Breakfast	8:30 - 9:30 a.m.
	Lunch	11:30 a.m. - 1:30 p.m.
Mon - Thurs	Dinner	5:00 - 6:45 p.m.
Friday	Dinner	5:00 - 6:00
Sat - Sun	Brunch	10:30 a.m. - 1:00 p.m.
	Dinner	5:00 - 6:00 p.m.

*Food Service is open on a limited basis during school breaks; schedules are posted.

CCC FitLab The CCC FitLab is open M-F to all students. Hours are posted each semester on the FitLab, located next to the practice gym on campus.

H.F. Davis Library/Comprehensive Learning Center (CLC) The H.F. Davis Library provides numerous resources for CCC students. Additionally, the CLC provides tutoring and proctoring services. Their schedule and hours are as follows:

LIBRARY HOURS
Mon-Thurs: 7:30 a.m. - 12:00 a.m.
Friday: 7:30 a.m. - 5:00 p.m.
Saturday: CLOSED
Sunday: 1:00 p.m. - 12:00 a.m.

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CCC Swimming Pool The CCC Swimming Pool offers both a Lap Swim and Open Swim option. Schedule and hours are as follows:

Open Swim (during school year)		Lap (during school year)	
Mon. through Thurs.	4-7 p.m.	Mon. through Fri.	5-7 a.m.
Fri.	4-6 p.m.	Tues., Thurs., Fri.	11:30 a.m.-1 p.m.
Sat. & Sun.	1-4 p.m.		
Hours are subject to change. Please call (785) 460-5476 to verify times.			

Student Health Located in the Robert Burnett Memorial Student Union, a Registered Nurse is available five days a week, with a Physician Assistant available for appointments once a week. The current schedule is as follows:

Student Health Hours
Monday-Thursday: 10:00 a.m. – 2:00 p.m.

Trojan Trading Post (Formerly CCC Bookstore) The Trojan Trading Post is located in the Robert Burnett Memorial Student Union. Their hours are Monday-Friday from 8:30 a.m.-4:30 p.m.

Student Services

Advising Center Academic advisement for on-campus and online students is the primary function of the Trojan Advising Center. Additional services are offered through the center to support student advising. These services include: orientation, placement testing, transfer guidance, and visits with transfer college representatives. The Center also makes on-campus and community referrals for many other services including: financial aid, career counseling, student housing, personal counseling, and health care. Each educational program offered at Colby Community College is tailored to meet the needs of the individual student. Those wishing to transfer to another school will be assigned to the Trojan Advising Center. Students in Applied Science or Certificate programs will be assigned an advisor in their program. The Advising Center is located in the Robert Burnett Memorial Student Union.

Comprehensive Learning Center (CLC) offers a variety of services to help students accomplish their academic goals. Faculty recommended peer tutors are on staff to help students at no cost. In addition to the computer-assisted learning lab, the CLC offers proctoring services for online and on-campus students, as well as a variety of supplemental materials to aid students in multiple course formats. Students have direct access to computers, Wi-Fi, printing, individual study areas, and tables for study groups. The CLC is located in the H.F. Davis Memorial Library.

Counseling Services assists the student with personal growth and development. Services are available on a walk-in or appointment basis and free to all CCC students. Counseling services are located in Thomas Hall and the Robert Burnett Memorial Student Union.

Disability Services Any student requesting services, resources, or accommodations for a disability should contact: Disability Coordinator at 785.460.5514 or disability@colbycc.edu.

Financial Aid Students can determine their eligibility for Pell Grants, Student Loans, and Federal Workstudy by completing the Free Application for Federal Student Aid (FAFSA). All transcripts (high school and prior college credit), as well as all forms and signatures, must be complete before financial aid offers can be sent. Additionally, Satisfactory Academic Progress (SAP) must be met for the cumulative completion rate, cumulative grade point average, and maximum time frame for each student. Notification of failure to maintain SAP is mailed to a student at the end of each semester. The Financial Aid Office is located in the Robert Burnett Memorial Student Union.

Registrar The Registrar's Office is responsible for each student's academic record before, during, and after their time at Colby Community College. All course withdrawal forms are submitted to the Registrar's Office, as well as Complete Withdrawal paperwork. Students with prior college credit will need to have their official transcripts sent to the Registrar's Office so their credit(s) can be evaluated and added to their CCC transcript. Additionally, all degrees are certificates and conferred through the Registrar's Office each semester.

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Residence Life allows students to live only minutes away from anywhere on campus. The Residence Halls are a place to study, a social center, and a focus of student life. Many conveniences are found within the Residence Halls: free laundry facilities, vending machines, computers, Wi-Fi, and lounges for relaxing with friends. Each Residence Hall is under the supervision of a coordinator and resident assistants. All students living on campus are provided with meals in the cafeteria, located in the Robert Burnett Memorial Student Union.

Security The Campus Security Officer patrols the campus and regulates parking and vehicle traffic to ensure a secure and safe place for students. All crimes committed on campus should be reported to the Campus Security Office, Dorm Coordinators, and/or the Vice President of Student Affairs. The Campus Security Office is located in the Robert Burnett Memorial Student Union.

Student Accounts maintains billing, issues, refund checks, and works with outside student financial sources. All payment plans and arrangements should be coordinated through the Student Accounts Office. Additionally, parking permits are sold to students who live off campus through the Student Accounts Office. They are located in the Robert Burnett Memorial Student Union.

Student Health provides services under the direction of a registered nurse. Students are seen on a walk-in basis or by making prior arrangements. Appointments are required to see the physician or mid-level provider who comes to campus once a week. Services available through the Student Health Office are: health counseling, insurance information, community agency referrals, health records, health education, screening and treatment for sexually transmitted diseases, family planning, allergy shots, basic first-aid, laboratory testing/blood draws, and blood pressure monitoring. Student Health is located in the Robert Burnett Memorial Student Union.

Student Support Services (SSS) is a federally funded TRIO grant program designed to assist qualifying Colby Community College students succeed in their academic endeavors. The TRIO-SSS staff works in collaboration with CCC faculty, staff, and administrators to provide a solid foundation of support to SSS participants.

Resources and services include: tutoring, academic advising, assistance with academic course selection, exposure to cultural and diverse events, transfer information, career services, financial literacy, educational workshops, and counseling to assist with academic and personal success.

Qualifying students must meet the following federal eligibility requirements:

- Be a US citizen or permanent resident
- Demonstrate a need for academic support
- Be a first-generation college student, or meet federal income guidelines, or have a documented disability

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All services provided through SSS are free to qualifying participants. The Student Support Services office is located in the southeast area of the Robert Burnett Memorial Student Union.

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Student Code of Conduct

The students and staff of Colby Community College constitute a special community engaged in the education process. The college assumes that students will demonstrate personal conduct which is based upon courtesy, integrity, common sense and respect for others both inside and outside the classroom. The college reserves the right to suspend or dismiss a student for conduct which is determined to be detrimental to students and the college.

The following types of behavior are considered violations of college standards for student conduct and may result in suspension or other disciplinary action:

- A. Threatening the life or physical safety of others
- B. Disrupting, impeding or interfering with the operation of the college
- C. Infringing upon or invading the rights of others
- D. Inflicting damage to college equipment or facilities
- E. Violating conditions of probation
- F. Demonstrating academic dishonesty
- G. Participating in any unauthorized manufacture, possession, use, distribution or sale of alcohol or drugs, whether by faculty, staff or students on college property or at any college-sponsored event contrary to the purposes and policies of Colby Community College and the State of Kansas. Students who violate any part of this section will be subject to immediate probation. There is a “zero tolerance” policy for individuals violating this section in any living center facility. This entire section “G” pertains to every college student regardless of age
- H. Exhibiting conduct which results in conviction of the student for any offense specified in federal or student criminal statutes. It is not the intent of these policies to prohibit the participation in college programs of individuals who may have a previous criminal record for which they have met the requirements of the law
- I. Harassing a student, instructor or staff member on the basis of sex. Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - o submission to such conduct is made either explicitly or implicitly a term or condition of academic success or
 - o submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting either the instructor, staff member, student or
 - o exhibition of such conduct has the purpose or effect of unreasonably interfering with the instructor, staff members or students’ performance or creating an intimidating, hostile or offensive environment.
 - o Prohibited is any behavior of students that represents repeated or unwanted sexual attention or sexual advances when acceptance of such attention or advances is made a condition of reward or penalty.
- J. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.

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Need to Know (Policies)

Attendance

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, the students should make arrangements in advance with the instructors. Students absent as official college representatives (athletics, activities, or scholarship fulfillment) are not counted absent but **MUST** make advance arrangements with instructors to complete all course work. Punitive grades cannot and will not be assigned if the absence is excused by the college. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

Withdrawal for Non-Attendance Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance if: 1) the student has attended the class during the certification period and 2) the student has missed a number of classes without any attempt by the student to make arrangements with the instructor.

A one-time fee of \$25.00 will be automatically applied to the accounts of students who fail to attend class by the end of the add/drop/last day to withdraw period.

Add/Drop/Withdrawal

It is the responsibility of the student to check his/her schedule and make any adjustments through the add/drop procedure. Students must attend class within the certification period in order to be enrolled. State law requires the withdrawal of any student who does not attend class at least one time during this period.

Students will have:

1. **Eight** instructional days to add or **drop with a full refund** for 9 to 16-week classes
2. **Five** instructional days to add or **drop with a full refund** for 5 to 8-week classes
3. **Three** instructional days to add or **drop with a full refund** for 2 to 4-week classes
4. **Three** instructional days to add or **drop with a full refund** for late fall classes
5. Classes less than two weeks (including weekend classes and seminars)-100% of tuition and fees will be refunded for **withdrawal prior to the start of the classes.**

Late Add To add a class after enrollment is closed, the student must receive written approval from the instructor and the VP of Academic Affairs. After 15 days students will not be allowed to add a 9 to 16 week, 5 to 8-week, or 2 to 4-week class.

Withdrawals Students may withdraw from a course any time after enrollment is closed and until the date published by the Registrar's Office which is 65% of the class. A "W" will be recorded on the student's transcript at that time. After the date published a grade of "W" cannot be given. Students are financially responsible for courses in which they receive a "W."

Complete Withdrawal A Complete or Official Withdrawal is the written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student, and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw. Students are financially responsible for courses in which they receive a "W."

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Medical Withdrawals Students who seek to withdraw for medical purposes will need to contact the Vice President of Student Affairs (VPSA) 785.460.5490 or the Vice President of Academic Affairs (VPAA) at 785.460.5403. Students requesting a medical withdrawal will need to provide pertinent medical information from his/her medical provider(s) that document why a medical withdrawal is necessary. Students will be responsible for tuition, fees, room, and/or board. The VPAA and VPSA will work with the student to determine if any of the charges can be reduced in accordance with drop dates for the semester. International Students seeking a medical withdrawal must still comply with SEVIS rules and regulations.

Things to Consider Before Dropping or Withdrawing from a Class

- If you receive **FINANCIAL AID**, will dropping the class affect your financial status?
- If you need to be a full-time student for **INSURANCE, SCHOLARSHIP, or ATHLETIC** reasons, will dropping affect your eligibility?
- Is the course you want to drop going to be offered again when you need it?
- Are you working too many hours?
- Have you utilized the Comprehensive Learning Center or Student Support Services to see what kind of assistance you can get?
- Can you afford to **PAY** for a class in which you will not receive credit?
- Have you talked with your Advisor and/or the Advising Center about how this will affect your **GOALS** as a student?

Academic Integrity

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for the college's institutional values of quality, service and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it. The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at Colby Community College:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Vice President of Academic Affairs.
- Second Offense – The student will receive a failing grade in the class and be reported to the Vice President of Academic Affairs and removed from the class in which the second offense occurred.

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- Third Offense – The student will be reported to the Vice President of Academic Affairs and dismissed from the college.

Questions about this policy may be referred to the Vice President of Academic Affairs.

Involuntary College Withdrawal Policy for Threats Related To Mental or Psychological Disorders

Authority This policy is intended to establish standards and procedures for addressing specific student conduct in extraordinary instances when, in the judgment of appropriate administrative officials, the Student Code of Conduct is not applicable or cannot be timely applied effectively. Authority to issue an involuntary college withdrawal for direct threat reasons rests with the Vice President of Academic Affairs (VPAA) and the Vice President of Student Affairs (VPSA).

Issuance A student will be subject to involuntary College withdrawal for direct threat reasons if the student engages or threatens to engage in behavior that poses a direct threat of harm to self or others. "Direct threat" means behavior that:

- (1) presents a significant risk of substantial harm to the health or safety of the individual or others, or
- (2) substantially impedes the lawful activities of other members of the campus community.

**U.S. Department of Education Office for Civil Rights policy holds that nothing in Section 504 of the Rehabilitation Act of 1973 prevents educational institutions from addressing the dangers posed by an individual who represents a "direct threat" to the health and safety of self or others, even if such an individual is a person with a disability, as that individual may no longer be qualified for a particular educational program or activity.*

A student whose behavior appears to meet the above criterion is subject to mandatory administrative referral by the VPAA or VPSA to either the Counselor or designee for an immediate, mandatory psychological evaluation including a direct threat assessment. No other person may accompany the student during this evaluation. The examining mental health provider will immediately communicate in writing the results of this evaluation to the referring Administrator with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the VPAA or VPSA determines on the basis of evidence

- (a) from the examining mental health provider that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent;
- (b) that as a result of the mental disorder, a direct threat of harm to self or others is present; and
- (c) that it is in the best interest of the student, apparent potential third party victims and/or the College that the student receive an involuntary College withdrawal for direct threat reasons, the student will be informed of the decision, the reason(s) for the decision, and of his/her right to an informal administrative hearing with the VPAA, VPSA or designee.

If it is determined that a direct threat of harm to self or others is not present, procedures under this policy will have been concluded. The student will be referred to the VPAA or VPSA for review and adjudication of any violations of the Student Code of Conduct that may be outstanding.

The student must provide written authorization to permit verbal and written communication about his or her condition between College officials and all the examining

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licensed mental health providers specified in the policy. Failure by the student to complete any required mental health assessment(s) under this policy and procedure or failure to provide written authorization for communication among pertinent college and designated non-college individuals under this policy, or failure to abide by deadlines and other requirements of this policy will result in initiation of an involuntary college withdrawal for apparent direct threat reasons.

Hearing A student who receives an involuntary college withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders may request an informal administrative hearing with the VPAA, VPSA or designee to review only

- (1) the accuracy/reliability of the information regarding the student's behavior, and
- (2) whether or not the criterion for involuntary college withdrawal for direct threat or apparent direct threat reasons has been met.

The request for an informal administrative hearing must be submitted to the Vice President of Student Affairs in writing within **three college class days** of the issuance of the involuntary college withdrawal and must include the student's authorization for release of relevant information for the purpose of conducting the hearing. If the student refuses to provide such authorization, the informal hearing will proceed without the requested information. The student will remain involuntarily withdrawn from the college pending the conclusion of the informal hearing. If the student is hospitalized during the time interval for requesting an informal administrative hearing, the request deadline will normally be deferred to the third college class day after the date of the student's discharge from the medical facility. The informal administrative hearing will be convened by the Vice President normally within three college class days of receipt of the student's written request. The student may be assisted during the proceeding by a licensed mental health provider of his/her choice, a member of the college faculty or staff, or a family member. The student may request that the Vice President and the director or psychiatrist be present. As part of the informal hearing process the Vice President may require the student to undergo, at college expense, an additional psychological evaluation and direct threat assessment by a licensed mental health provider designated by the college and results of such evaluation shall be communicated to the Vice President for consideration. No other person may accompany the student during this evaluation.

Normally within two college class days of concluding the informal hearing, the Vice President will determine if the involuntary withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders is appropriate or if the student will be reinstated. The VPAA or VPSA may consult with pertinent college officials prior to making this determination. The Vice President's decision will be final. Written communication of the decision will be given to the student in person or sent by certified mail within one college class day of the decision.

Throughout the term of the involuntary college withdrawal for direct threat or apparent direct threat, the student may not attend class or use college facilities, must vacate college housing and may not return to campus unless approved by the VPAA or VPSA. The student will be responsible for his/her own food and shelter during the period of the involuntary college withdrawal. The student will be entitled to any applicable refunds of tuition, fees and room and board charges during the involuntary college withdrawal. A registration hold will be placed on the student's record so that any request for subsequent registration will come to the attention of the Vice President.

Reinstatement The involuntary college withdrawal will remain in effect until the student adequately demonstrates that his/her behavior no longer constitutes a direct threat of harm to self or others. For reinstatement at the college, the student must submit a written request to the VPAA or VPSA and arrange for the submission of documentation from his/her licensed mental health provider confirming the absence of a direct threat of harm to self or others as defined in this policy. The student must authorize verbal and written communications about his/ her condition between

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all licensed mental health providers involved in this process and relevant college staff.

The director or staff psychiatrist will review this information and provide a written recommendation to the Vice President regarding the student's eligibility for reinstatement. The VPAA or VPSA may require the student to undergo, at college expense, additional psychological evaluation by a licensed mental health provider designated by the college and the results of such evaluation shall be communicated to the Vice President for consideration. No other person may accompany the student during this evaluation.

Written communication of the decision to grant or deny reinstatement will normally be given to the student in person or sent by certified mail within one class day of the decision. Upon reinstatement at the College, the student will be referred to the Vice President for review and adjudication of any violations of The Student Code of Conduct that may be outstanding. When all judicial proceedings have been completed and any applicable academic requirements satisfied, the student may be permitted to re-enroll at the college.

Equity and Grievance Policy and Procedures

Colby Community College affirms its commitment to fairness and equity in all aspects of the College's educational mission. All policies below are subject to resolution using the College's Equity Grievance Process, as noted below within the process for resolving grievances of harassment, sexual misconduct and other forms of discrimination. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be faculty, employees, students, constituents and non-members of the campus community. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Human Resources Manager serves as the employee Title IX Coordinator and the Vice President of Student Affairs serves as the student Title IX Coordinator/504. Both positions oversee the college's Equity Grievance Process and reports of discrimination, harassment and/or retaliation should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of grievances, as long as the accused/respondent individual remains subject to the College's jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Reports of discrimination by either Title IX Coordinator (Title IX of the Education Amendments of 1972) should be reported to the College President, Colby Community College, 1255 S. Range, Colby, KS or by calling the President's Office at 785-460-5400.

This policy applies to actions that take place on campus, at college-sponsored events, off-campus and online when the Title IX Coordinator determines that conduct adversely affects the College community interests is defined to include:

- a.** Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- b.** Any situation where an individual may present a danger or threat to the health or safety of self or others;
- c.** Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d.** Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by all employees, students, non-members and constituents including cyberbullying, cyber-stalking, cyber-harassment, etc. occurring

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completely outside of the College's control (e.g. not on College networks, websites or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial disruption. Otherwise, such communications are considered **speech protected by the 1st Amendment**.

*** For more information on the Social Media Policy please refer to the CCC policy manual**

Inquiries about this policy and procedure may be made internally to:

Kayla Kennedy

Employee Title IX Coordinator
Office of Human Resources
Colby Community College, 1255 S. Range Ave, Colby, KS 67701
785-460-5406
kayla.williams@colbycc.edu

Nikol Nolan

Student Title IX Coordinator/504
Office of Student Affairs
Colby Community College, 1255 S. Range Ave, Colby, KS 67701
785-460-5490
nikol.nolan@colbycc.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office for Civil Rights,
Kansas City Office
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov>

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1. Colby Community College Policy on Nondiscrimination

Colby Community College adheres to the Title VI Civil Rights Act of 1964, and all federal and state civil rights laws banning discrimination in public institutions of higher education. Colby Community College will not discriminate against race, color, ethnicity, religion, sex (including pregnancy, gender identity, sexual orientation), national origin, ancestry, marital status, age, veteran status, disability or genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures as noted below within the process for resolving grievances of harassment, sexual misconduct and other forms of discrimination.

2. Colby Community College Policy on Accommodation of Disabilities

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Colby Community College shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing effective communications and modifications as necessary to afford equal access to programs for qualified persons with disabilities and to ensure that no qualified individual shall be, by reason of disability, excluded from participation in, or be denied the benefits of the services, programs, or activities of CCC, or be subjected to discrimination by CCC.

Colby Community College is committed to providing equal access to employment, educational programs, and activities for all individuals with disabilities. The institution recognizes that students and employees with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the institutional educational programs, services and activities.

A student requesting any accommodation should first contact the Coordinator of Disability Services who coordinates services for students with disabilities. An employee with a disability is responsible for requesting an accommodation in writing to the Human Resources Manager and provide appropriate documentation. The Human Resources Manager and the Vice President of Student Affairs will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

3. Colby Community College Policy on Discriminatory Harassment

Colby Community College will not tolerate discriminatory harassment on the basis of any status protected by College policy or law. All employees, students and constituents are entitled to a working environment and educational environment free of discriminatory harassment. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom, or the 1st Amendment. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

a. Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Colby Community College will seek to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a

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hostile environment, the College may, to the extent it has the authority to do so, also impose sanctions on the harasser. The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by: oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

Offensive conduct that does not rise to the level of discrimination may not result in the imposition of discipline under College policy, but may be addressed through remedial actions, education, training and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Human Resources Manager and the area supervisor and students should contact the Director of Residence and Student Life or Vice President of Student Affairs.

b. Sexual Harassment

The Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice and is prohibited under College policy. Colby Community College has adopted the following definition of sexual harassment:

Sexual harassment is: unwelcome, sexual or gender-based verbal, written, online and/or physical conduct, and is based on power differentials (*quid pro quo*). Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the appropriate Title IX Coordinator.

c. Sexual Misconduct

All employees, students, constituents and non-members have the right to be free from all violence, including sexual violence. Everyone within the campus community is expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance for all misconduct, including gender-based misconduct, which typically includes the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated and to provide recourse for those individuals upon whose rights have been infringed.

i. Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

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ii. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

In support of the Violence Against Women Act, Title IX regulations and the Clery Act, the college prohibits crimes as defined in the Annual Security Report. The complete Kansas rape and sexual assault offense definitions are located at http://www.kslegislature.org/li/2012/b2011_12/statute/

iii. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.
- Or any other activity that constitutes sexual exploitation.

***For more information on the Consensual Relationships Policy please refer to the CCC policy manual**

d. Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

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It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Kansas, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old, consenting and un-consenting, is a crime.

4. Other Civil Rights Offenses

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. Hazing is also illegal under Kansas law and prohibited by College policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
- Violence between those in an intimate relationship with each other (this includes romantic relationships, dating, domestic and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
- Any other College rules or any other civil right offenses covered under law

***Deliberately false and/or malicious accusations are just as serious an offense as harassment and will be subject to appropriate disciplinary action. Sanctions for the above-listed “Other Civil Rights Behaviors” range from a reprimand up through and including expulsion (students) or termination of employment (employees).**

5. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the appropriate Title IX Coordinator and will be promptly

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investigated. Colby Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

6. Remedial Action/Protective Measures

The College reserves the right to take whatever measures it deems necessary in response to an allegation of misconduct in order to protect rights, personal safety and well-being of the campus community. The college employs interim protective measures in any case where behavior represents a risk of violence, threat, pattern or predation. Such action may include taking disciplinary action against those whose behavior off college premises indicates they pose a serious and substantial danger to others.

Normally, such substantial danger may be manifested by a pending criminal charge, usually relating to a crime of sexual misconduct, violence, burglary, substantial theft or fraud, the sale of illegal drugs, or the possession of substantial quantities of illegal drugs. Anyone who engages in such activity may be accountable to both civil authorities and to the College for acts that constitute violations of the law. Disciplinary action imposed by the College will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. A law enforcement investigation does not relieve the College of its independent Title IX obligation to investigate conduct and to resolve complaints promptly and equitably.

In all cases, if the complainant (reporting party) wishes to access local advocacy options, on and off-campus counseling services, medical care and/or law enforcement for support, the college will assist in making these contacts. An individual isn't required to take advantage of these resources, but the College provides them through written and verbal communication in the hopes of offering help and support.

The appropriate Title IX Coordinator will offer assistance in the form of interim or long-term measures such as:

- Opportunities for academic accommodations
- Changes in on-campus housing for the reporting party or the responding party
- Arranging to dissolve a housing contract and pro-rating a refund
- Visa and immigration assistance
- Changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no-contact orders, campus escorts, transportation
- Assistance, targeted interventions, temporary withdrawal, etc.).

7. Confidentiality and Reporting of Offenses

Every reasonable effort will be made to maintain the privacy and rights of individuals involved in the reporting of offenses. College officials, depending on their roles, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Privacy of records are maintained in accordance with Kansas law, Title IX and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. The College maintains privacy in relation to any accommodations or protective measures afforded to a victim, to the greatest possible extent. Under Kansas Law, if either party is under 18 and has been reported being physically, mentally, or sexually abused, College authorities are mandated to report the alleged abuse to law enforcement.

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a. Confidential reporting

If a reporting party desires the details of an incident to be kept confidential, the reporting party may speak with the campus counselor, student health nurse, off-campus counselors, domestic violence resources, off-campus members of the clergy/chaplains who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.

***If a reporting party desires that details of an incident be kept confidential, s/he may seek to speak with the following resources:**

On-campus support:

Counseling Services- (785) 460-5439, Thomas Hall

Health Services- (785) 460-5502, Student Union

Off-campus support:

OPTIONS- Victim Advocacy and Domestic and Sexual Violence Services, Toll-Free Kansas Crisis Line at 1- (800) 794-4624 or (785) 460-1982

Heartland Rural Counseling Services (785) 460-7588

b. College as Complainant

The college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct when necessary to protect the community.

c. Non-Confidential Reporting Options

It is the collective responsibility of all members of the College community to foster a safe and secure environment. The College takes the matter very seriously in the event of sexual misconduct, or other civil rights offenses. Incidents, when reported, are investigated and properly resolved through administrative procedures. Responsible employees must report and/or investigate any reported offense. A victim may seek assistance from these "responsible employees" without starting a formal process that is beyond the victim's control, or violates his or her privacy.

Responsible Employees:

- President
- Vice President of Student Affairs
- Vice President of Academic Affairs
- Director of Admissions
- Human Resources Director
- Athletic Director
- Campus Security
- Director of Residence and Student Life

d. Federal timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every reasonable effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

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EQUITY GRIEVANCE PROCESS FOR RESOLVING GRIEVANCES OF HARASSMENT, SEXUAL MISCONDUCT, AND OTHER FORMS OF DISCRIMINATION

Colby Community College will, to the extent possible, act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination that is received by a responsible employee or either Title IX Coordinator.

The procedures described below will apply to all grievances involving employees, students, constituents and non-members of the college with the exception that unionized employees will be subject to the terms of the Master Agreement to the extent those agreements do not conflict with federal or state compliance obligations.

1. Filing a Grievance

Any person who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact either of the Title IX Coordinators. Employees can notify a supervisor, or students can notify College employees. These individuals will, in turn, notify either of the Title IX Coordinators. All employees receiving reports of a potential violation of College policy are expected to contact either Title IX Coordinator, within 24 hours of becoming aware of a report or incident. The parties bringing a grievance have the right, and can expect to have grievances taken seriously by the College when reported, and to have those incidents investigated and properly resolved through administrative procedures.

2. Grievance Intake

Following receipt of notice or a grievance, the Title IX Coordinator will respond promptly. Normally, within two (2) business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the grievance does not appear to allege a policy violation or if conflict resolution is desired by the party bringing a grievance, and appears appropriate given the nature of the alleged behavior, then the grievance does not proceed to an investigation. A full investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the College community.

3. Time Frames for the Review/Resolution Process

The College will conduct a timely review and resolution of all grievances. The College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. In the event of a criminal investigation, the College will promptly resume its investigation when appropriate/notified that law enforcement has completed its gathering of evidence.

***Informal and formal complaint resolution processes exist to respond and to resolve grievances**

4. Informal Resolution

The primary objective of the informal resolution process is to attempt to resolve the grievance in a manner that is acceptable to both the complainant (s) and the respondent (s). With the informal process, the College does not make a determination as to whether a policy has been violated. The Title IX Coordinator and/or appropriate supervisor meets with the parties and attempts to facilitate a resolution to the grievance through conflict resolution methods. Under no circumstances shall mediation or informal resolution processes be used to resolve allegations of sexual violence or violent behavior of any kind.

5. Formal Resolution

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In instances where attempts at the informal process are unsuccessful, or in situations where informal resolution is inappropriate, the formal procedure will be followed. For any grievances that are not appropriate for conflict resolution and which are not resolved without a hearing, the Title IX Coordinator will initiate a formal investigation and hearing. Furthermore, at any time, the complainant and the respondent also have the right to end the informal process and begin the formal process by notifying the Title IX Coordinator.

The formal process is described below:

a. Meeting with Complainant (s)/Meeting with Respondent (s)/Meeting with Witnesses

Title IX Coordinator reviews the allegations/obtains additional information about the allegations as necessary to appropriately advise or support the parties with respect to the response and resolution process.

b. Notice to Complainant/Notice to Respondent

At least two (2) days prior to the hearing, or as far in advance as is reasonably possible, the College will send a letter (mailed, emailed and/or received in-person) to the parties with the following information:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the chair may reschedule the hearing.
- The parties may have the assistance of an advisor during hearings. The parties to the hearing are expected to ask and respond to questions on their own behalf. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

c. Assignment of Investigators/Hearing Panel

Title IX Coordinator assigns three trained faculty/staff members to conduct a formal investigation. Investigators make up the hearing panel.

6. Investigation

Title IX Coordinator appoints a team to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed. Investigators will conduct a prompt and thorough inquiry into the facts and circumstances surrounding the complaint. At a minimum, investigators will seek to interview the complainant, respondent and other key persons who may have relevant information about the incident and will seek to obtain all information, documentation and materials deemed relevant to the investigation. The investigators will ensure that, before the conclusion of the investigation, the parties have been provided a written summary of all allegations and had an opportunity to respond. The investigation team/hearing panel acts as a neutral party in the investigation and provides detailed, unbiased reports regarding the findings of the investigation.

Investigations are completed expeditiously, though some investigations take weeks or even months, depending on the nature of the allegations, availability of witnesses, law enforcement involvement and requirements, etc.

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7. Hearing Procedures

Hearings will be conducted in private. The hearing panel has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation. Participants will include the investigators/hearing panel, the complainant (s), respondent (s), any called witnesses, and advisor (s), if applicable. The parties will be given the names of the investigation team, the names of witnesses, all pertinent documentary evidence, and any written findings from the investigators between the parties at least two (2) business days prior to the hearing. Should either (any) party object to any panelist, he/she must raise all objections, in writing, to the Title IX Coordinator immediately. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

All parties will have ample opportunity to present facts and arguments during the hearing. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. Information on: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance will not be permitted.

The opportunity to respond includes:

An opportunity to identify relevant witnesses, documentation and other physical evidence

- To identify questions that may be asked of witnesses
- To provide responsive written or oral statements
- Submit two letters of character reference, if so desired

Hearings will be conducted separately when involving more than one accused (respondent) individual or in which two parties bringing a grievance have accused the same individual of substantially similar conduct. Hearings are recorded for purposes of review in the event of an appeal and the parties and/or the persons who initiated the action, and appropriate administrative officers of the College will be allowed access to the recording as determined by the Title IX Coordinator or designee. No person shall be given or be allowed to make a copy of the recording without permission of the College.

8. Decisions/Outcome

The hearing panel will determine whether the responding party is responsible or not responsible for the policy violation(s) in question. The panel will base its decision on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed a violation of college policy) and prepare a written report detailing the finding to support its decision. If a responding party is found responsible, appropriate sanctions will be applied. Upon the completion of the investigation, the investigators will present findings to the Title IX Coordinator who will make a final decision on whether or not there is reasonable cause to support that a violation of College policy occurred. The Title IX Coordinator will inform the complainant (s) and respondent (s) of the final decision within three (3) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in-person, mail, or email.

The identities of the complainant and respondent determine who manages response and resolution processes:

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If the Complainant is a	And the Respondent is a	Then the Response Manager is the
Student	Student	Vice President of Student Affairs (VPSA)/Title IX Coordinator
Faculty or staff member	Faculty or staff member	Director of Human Resources (DHR)/Title IX Coordinator
Student	Faculty or staff member	VPSA and DHR
Faculty or Staff Member	Student	VPSA and DHR
Student	Third party who is not a student, faculty or staff member	VPSA and DHR
Third party who is not a student, faculty or staff member	Student	VPSA and DHR
Faculty or Staff Member	Third party who is not a student, faculty or staff member	VPSA and DHR
Third party who is not a student, faculty or staff member	Faculty or staff member	VPSA and DHR
If either the complainant and/or respondent holds dual status as a CCC employee and student		VPSA and DHR

Sanctions

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An individual found to be in violation of this policy will be subject to disciplinary action. Sanctions or responsive actions range from a reprimand up to expulsion/termination to bring an end to the discrimination, harassment and/or retaliation on the victim and the community.

If the Respondent is a	Sanctions will be determined by the	Potential Sanctions
Student	Investigation team and VPSA	Sanctions may range from a verbal warning to expulsion. The VPSA/appropriate administrators will consider, as one factor in the decision, whether the student poses a continuing risk to the complainant and/or CCC community.
Faculty member	Investigation team, DHR and Vice President of Academic Affairs (VPSA)	The application of sanctions will be consistent with the applicable disciplinary policies contained in the Master Agreement/Policy Manual. The VPAA/appropriate administrators will consider, as one factor in the decision, whether the faculty member poses a continuing risk to the complainant and/or CCC community.
Staff member	Investigation team and DHR	The application of sanctions will be in accordance with the applicable disciplinary policies contained in the Policy Manual. The DHR/appropriate administrators will consider, as one factor in the decision, whether the staff member poses a continuing risk to the complainant and/or CCC community.
Both a student and an employee	Investigation team, VPSA and DHR	Any of the above, depending on the primary status of the respondent
Third party	VPSA, DHR and Investigation	May include restrictions on the respondent's presence, enrollment or employment at CCC

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If the Respondent is a	Sanctions will be determined by the	Potential Sanctions
	team (if applicable)	

9. Appeals

The original finding and sanction are presumed to have been decided reasonably and appropriately. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the written finding of the hearing panel. The original finding and sanction will stand if the appeal is not timely or is not based on the grounds listed below. Appeals are limited to the following:

- A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction and a summary of this new evidence and its potential impact must be included.
- The sanctions are substantially disproportionate to the severity of the violation.

If the Respondent is a . . .	The Appeal Officer is the . . .
Student (who is not also a regular faculty or staff member)	VPSA
Faculty or staff member (who is not a student worker)	VPAA or DHR

Appointment of Appeal Board

If the respondent is a staff or faculty member, the appeal officer will appoint an appeal board comprising three employees who do not have a conflict of interest associated with the grievance. If the respondent is a faculty member, the Faculty Alliance Executive Team will select the appeal board members in accordance with the Master Agreement process for appointing grievance hearings. If the respondent is an individual who is not a student or employee, the Vice President of Student Affairs considers the appeal directly.

If an appeal board is utilized, the appeal board will provide the appropriate appeal officer with a written report of its findings no later than seven (7) business days from hearing the appeal including whether the above-listed grounds for appeal have been satisfied and, if so, a recommendation as to whether CCC should take any action than was originally determined.

Clarification Regarding the Academic Environment

- The prohibition of sexual harassment does not circumscribe a faculty member's freedom as part of his or her teaching to select, assign or discuss materials or topics that are legitimately

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related to the subject being taught. In the classroom and other forums, CCC encourages and seeks to facilitate the free expression, and deeply held beliefs and opinions.

- When addressing complaints against faculty members, the existence of such a perceived or potential conflict and the appropriate application of the American Association of University Professors (AAUP) principles will be considered in consultation with the Vice President of Student Affairs.

Additional principles governing the hearing of appeals include the following:

- Appeals decisions by the appeal board are to be deferential to the original decision, making changes to the finding only where there is clear error/compelling justification to do so.
- Appeals are not intended to be full re-hearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Sanctions imposed are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Title IX Coordinator will normally, after conferring with the appeal board, render a written decision on the appeal to all parties within three (3) business days from hearing of the appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.

10. Withdrawal or Resignation While Investigation is Pending

Students:

Should a student decide to leave and not participate in a pending investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the College unless all sanctions have been satisfied.

Employees:

Should an employee resign and not participate in a pending investigation, the records of the Title IX Coordinator will reflect that status, as will college responses to any future inquiries regarding employment references for that individual.

11. Failure to Complete Sanctions/Comply with Responsive Actions

All responding parties are expected to comply with sanctions/responsive/corrective actions within the time frame specified by the Title IX Coordinator. Failure to follow through on sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional administrative actions.

Statement of the Rights of a Party Bringing a Grievance

- To be treated with respect by College officials.
- To take advantage of campus and off-campus support resources.
- To experience a safe living, educational and work environment.
- To have an advisor present during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive reprieve for minor student misconduct that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.
- To full participation of the grievance process.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible and the rationale for the outcome where permissible.

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- Refer to law enforcement and have assistance.
- Interim/protective measures

Statement of the Rights of the Responding Party

- To be treated with respect by College officials.
- To take advantage of campus and off-campus support resources.
- To experience a safe living, educational and work environment.
- To have an advisor present during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive reprieve for minor student misconduct that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.
- To full participation of the grievance process.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible and the rationale for the outcome where permissible.
- Refer to law enforcement and have assistance.
- Interim/protective measures

12. Revision/Modification

These policies and procedures will be reviewed annually by the Title IX Coordinators and updated as appropriate.

Missing Student Notification, Policy and Procedures

The following persons will be available to receive reports of student residents missing for 24 hours.

1. Resident Assistants & Campus Security
2. Residence Student Life Staff
3. Vice President of Student Affairs

Each resident, 18 years of age or older, may register a confidential contact person to be notified in the case that the student is determined to be missing. A parent or guardian will not automatically be notified unless the missing student is under the age of 18 and not emancipated.

An official missing student report will be referred immediately to campus security and local law enforcement when a person is reported missing for 24 hours and the institution is unable to learn any information to the contrary. It is extremely important that students communicate with their roommates or confidential contact person if they plan to be gone for an extended period of time.

These procedures are a Federal mandate. Contact the office of the Vice President of Student Affairs for additional information. The office is located in the Student Union. The telephone number is 785-460-5490.

Possible Drug/Alcohol Sanctions

Suggested Minimum Judicial Sanctions

These guidelines have been established to provide standardization of sanctions for various infractions of institutional regulations. They are intended to suggest an appropriate minimum

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reaction to a particular violation if an individual is found responsible by an Administrative Hearing Officer or a Disciplinary Hearing Board. Abusive situations, lack of cooperation, and other case variables may result in more significant sanctions. Parental notification is recommended in instances where a subsequent offense could lead to suspension or expulsion from the institution, including all alcohol and drug violations.

Changes and/or additions to the suggested minimum judicial sanctions may be made at any time during an academic year and circulated to the campus community by appropriate and reasonable means.

Policy Violation	1st Offense	2nd Offense	3rd Offense
Drug Violations			
<u>Distribution or sale (on- or off-campus)</u>	Immediate suspension for at least one year, \$1,000 fine, and parental notification. <i>Citation will be referred to local police.</i> <i>Prior to return to the College: required assessment and treatment off campus and 4 developmental sanctions.</i>	Expulsion	NA
<u>Use and/or possession of minor amounts; possession of drug paraphernalia (including hookahs) with evidence of use</u>	\$200 fine, 4 developmental sanctions, parental notification. <i>Citation will be referred to local police.</i>	\$400 fine, 4 developmental sanctions, parental notification. <i>Citation will be referred to local police.</i>	Immediate suspension, \$600 fine, and parental notification. <i>Citation will be referred to local police.</i> <i>Prior to return to the College: required assessment and treatment off campus and 4 developmental sanctions.</i>
Sexual Violations			
<u>Rape (on- or off-campus)</u>	Expulsion. <i>Incident will be processed through criminal authorities.</i>	NA	NA

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<u>Sexual assault (on- or off- campus)</u>	Immediate suspension for at least one year, \$1,000 fine. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.	Expulsion	NA
<u>Sexual harassment (on- or off- campus)</u>	See Student Code of Conduct		

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Safety Violations

<p><u>Threats to individual safety: setting fires, use or threat of use of a weapon, discharge of fireworks within a building, etc. (on- or off-campus)</u></p>	<p>Immediate suspension for at least one year, \$1,000 fine. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.</p>	<p>Expulsion.</p>	<p>NA</p>
<p><u>Abuse of safety equipment: false fire alarm, intentional abuse to double-tap boxes, intentional abuse to smoke detectors, discharge of fire extinguisher</u></p>	<p>\$200 fine, 3 developmental sanctions, and restitution.</p>	<p>Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.</p>	<p>Expulsion.</p>
<p><u>Possession (without usage) of dangerous materials, including fireworks, air gun, bow and arrows, martial-arts equipment</u></p>	<p>\$200 fine, 3 developmental sanctions, and restitution.</p>	<p>Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.</p>	<p>Expulsion.</p>
<p><u>Deactivation of smoke detector</u></p>	<p>\$50 fine, 2 developmental sanctions, and restitution.</p>	<p>\$100 fine, 3 developmental sanctions, and restitution.</p>	<p>\$200 fine, 4 developmental sanctions, and restitution.</p>
<p><u>Blocking exterior doors</u></p>	<p>\$50 fine, 2 developmental sanctions, and restitution.</p>	<p>\$100 fine, 3 developmental sanctions, and restitution.</p>	<p>\$200 fine, 4 developmental sanctions, and restitution.</p>

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<u>Smoking; use or possession of candles; use of incense; use of hookahs</u>	\$50 fine, 2 developmental sanctions, and restitution.	\$100 fine, 3 developmental sanctions, and restitution.	\$200 fine, 4 developmental sanctions, and restitution.
	1 developmental sanction and restitution.	2 developmental sanctions and restitution.	3 developmental sanctions and restitution.

Colby College Community Violations

<u>Deliberate damage to community or personal property</u>	\$200 fine, 3 developmental sanctions, and restitution.	\$400 fine, 4 developmental sanctions, and restitution.	Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.
<u>Theft of community or personal property</u>	\$200 fine, 3 developmental sanctions, and restitution. <i>Citation may be referred to local police.</i>	\$400 fine, 4 developmental sanctions, and restitution. <i>Citation will be referred to local police.</i>	Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions. <i>Citation will be referred to local police.</i>
<u>Fighting between or among students</u>	\$200 fine and 3 developmental sanctions.	\$300 fine and 4 developmental sanctions.	Immediate suspension for at least one semester, and \$600 fine. <i>Prior to return to the College:</i> required

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			assessment and treatment off campus and 4 developmental sanctions.
<u>Fighting caused by one party</u>	\$200 fine, 4 developmental sanctions.	Immediate suspension for at least one semester, and \$600 fine. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.	Expulsion.
<u>Duplication, lending, borrowing, misrepresentation, or misuse of ID</u>	\$200 fine, 3 developmental sanctions, and restitution.	Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.	Expulsion.
<u>Manufacture of IDs</u>	\$1,000 fine, immediate suspension. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.	Expulsion	

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<u>Intentional disruption of community (planned inconvenience to others living on floor or in building)</u>	\$50 fine, 2 developmental sanctions, and restitution. <i>Nature of the first offense may raise sanctions to those for second offense.</i>	\$100 fine, 3 developmental sanctions, and restitution. <i>Nature of the second offense may raise sanctions to those for third offense.</i>	\$200 fine, 4 developmental sanctions, and restitution.
<u>Visitation policy/Quiet Study Hours</u>	1 developmental sanction.	2 developmental sanctions.	3 developmental sanctions.
<u>Pet policy</u>	1 developmental sanction, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.	2 developmental sanctions, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.	3 developmental sanctions, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.
<u>Beer pong table or other alcohol game</u>	\$50 fine, 2 developmental sanctions, parental notification.	Suspension. Immediate Removal from Residence Halls. Student responsible for entire housing contract.	
<u>Display of empty alcohol bottles/cans by resident in residence facilities</u>	\$25 fine, 1 developmental sanction, parental notification.	\$50 fine, 2 developmental sanctions, parental notification.	Removal from Residence Halls. Student responsible for entire housing contract.

****All residents of living unit to be equally assessed except those not present.***

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Off-Campus Community Violations

Off-Campus Community Violations			
<u>Damage to neighborhood property</u>	\$200 fine, 3 developmental sanctions, and restitution. <i>Nature of the first offense may raise sanctions to those for second offense.</i>	\$400 fine, 4 developmental sanctions, and restitution. <i>Nature of the second offense may raise sanctions to those for third offense.</i>	Immediate suspension for at least one semester, \$600 fine, and restitution. <i>Prior to return to the College:</i> required assessment and treatment off campus and 4 developmental sanctions.
<u>Disruption of the neighborhood</u>	\$50 fine, 2 developmental sanctions, and restitution. <i>Nature of the first offense may raise sanctions to those for second offense.</i>	\$100 fine, 3 developmental sanctions, and restitution. <i>Nature of the second offense may raise sanctions to those for third offense.</i>	\$200 fine, 4 developmental sanctions, and restitution.
Other			
<u>Failure to cooperate/comply with staff or campus security</u>	Double sanction listed for the incident or \$50 fine, and 2 developmental sanctions.	Double sanction listed for the incident or \$100 fine, and 3 developmental sanctions.	Double sanction listed for the incident or \$200 fine, and 4 developmental sanctions.
<u>Failure to report an off-campus citation or arrest</u>	Double sanction listed or suspension, depending on the nature of the offense.	Double sanction listed or suspension, depending on the nature of the offense.	Double sanction listed or suspension, depending on the nature of the offense.
<u>Unethical/Unacceptable use of technology resources</u>	Immediate loss of technology rights. May be appealed in 3 months.		
<u>Urination in public</u>	1 developmental sanction.	2 developmental sanctions.	3 developmental sanctions.

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Academic			
<u>Plagiarizing, Cheating, or other Academic Dishonesty</u>	\$500 fine, 4 developmental sanctions, failed course, and parental notification.	Immediate suspension for at least one year, failed course, \$1,000 fine, and parental notification.	

Developmental sanctions include but are not limited to

- Community service
- Reflection paper
- Hall program
- Alcohol education program
- Counseling Center consultation
- Letter of apology
- Newsletter
- Educational bulletin board
- Interview with fire marshal or Campus Safety
- Required attendance at a program/activity/workshop

Students may be found responsible for more than one violation as a result of an incident (e.g., Individual Alcohol Offense and Urination in Public). In these cases, sanctions from both violations will be applicable.

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Student Activities/Clubs and Organizations

Colby Community College offers a variety of options for our students in regard to activities, clubs, and organizations. The Director of Student Life (located in the Student Union) maintains a list of clubs and organizations, as well as sponsors. Additionally, opportunities to get more information on these clubs and organizations are available at the beginning of each school year through the Clubs and Organizations Fair held in the student during the first week of classes and the Campus Block Party.

Student Government represents the needs and concerns of the entire student body. The group coordinates various activities. Representatives are elected each spring and hold office hours in the Student Life office in the Student Union.

Intramurals provide recreation for CCC students. Several different sports are offered throughout the school year under the direction of an intramural coordinator. During the year, students can participate in a variety of activities such as volleyball, basketball, softball, and flag football.

A wide range of **Facilities** is available for recreation, activities, and entertainment on our campus. The swimming pool, gym, tennis courts, and open grace space are available for students to use. Living centers also have social and recreation areas and options.

Inclement Weather

Because of state requirements mandating the number of instructional hours, Colby Community College rarely cancels regularly-scheduled classes due to inclement weather. On occasion, however, weather conditions may force the delay or cancellation of day, evening or outreach classes.

A dedicated telephone number for weather and other postponements/cancellation notices at the college has been established. The number is **(785) 460-4646**. Any changes will also be posted on the web site www.colbycc.edu, and announced by broadcast media as conditions warrant.

Because of the large volume of calls from commuters, on-campus students should not attempt to call the college switchboard. The decision to attend class during hazardous weather conditions rests with each student. Commuters should check with civil authorities for weather and road conditions.

Late Start Schedule

Occasionally a delayed start will be called for, rather than cancelling classes. The late start schedule is as follows:

Regular Class Time	2 Hour Delay Start Time
8:00-9:15	10:00-10:45
9:25-10:40	10:55-11:40
10:50-12:05	11:50-12:35
Lunch	12:35-1:00
12:30-1:45	1:00-1:45
1:55-3:10	1:55-2:40
3:20-4:35	2:50-3:35

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Academic Progress

Colby Community College Academic Progress Policy

1. Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Colby Community College. Attempted course work is defined as any course that received a grade of A, B, C, D, or F. Courses that received a grade of W are not included in attempted course work.

2. Academic Progress Warning

Students with a semester grade point average (GPA) below 2.0 will be placed on hold by the Trojan Advising Center. Students are allowed one semester on Academic Progress Warning.

3. Academic Probation

Students not meeting the semester 2.0 grade point average (GPA) while on Academic Progress Warning will be placed on Academic Probation.

- a) A hold will be placed by the Trojan Advising Center for one semester (fall or spring). At the end of the probationary term, students will be allowed to enroll in 12-15 credit hours. To enroll in additional credit hours, the student must receive permission from the Vice President of Student Affairs of Academic and Student Affairs.
- b) Students will be required to complete an Academic Improvement Plan.

4. Academic Improvement Plan

Once placed on probation, the student must adhere to each of the following guidelines to continue enrollment in subsequent semesters.

- a. Schedule an appointment with the Trojan Advising Center.
 1. Complete education plan
 2. Set grade check schedule
 3. Complete exit interview

4. Academic Suspension

The student has one semester to make progress toward the minimum standards outlined above, or the student will be suspended from Colby Community College for one year. The student will be notified by letter of the suspension by the Trojan Advising Center. Upon return to Colby Community College, the student must make academic progress and maintain a semester GPA of 2.00 or higher until the student is in good academic standing. Failure to maintain the semester GPA requirement will result in suspension of one academic year (fall, spring, and summer).

- c) Academically suspended students may appeal in writing to the Vice President of Student Affairs of Academic and Student Affairs.

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All appeals must provide written documentation substantiating the student's reinstatement request.

4. Academic progress standards for recipients of financial aid are outlined in a separate policy.

Financial Agreement/Payment Policy

Billing and Payments:

All students will either have their tuition paid in full or be on an established payment plan by the first due date of each session. The due date is set for the 20th of the month.

For the purposes of this policy, if a student does not have financial aid and all accompanying documents in place by the end of the session they are attending, they are considered nonfinancial aid eligible.

Students will not be allowed to enroll in the proceeding semester without prior arrangements made through the Vice President of Student Affairs. These circumstances are very limited and not commonly granted.

Specific information depending on student type is as follows:

High School Students:

High school students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

International Students:

International students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session (Please see catalog for session dates). In addition, international students need to have a deposit of \$1,500 before an I20 is issued.

Non-Financial Aid Eligible Students:

If a student is not financial aid eligible, the student needs to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

Financial Aid Eligible Students:

If a student is financial aid eligible and is not receiving sufficient funds to cover the remainder of his/her balance, the student needs to have all balances paid in full at the beginning of each session. This is defined as the first day of classes for the session in which the student is enrolled, or he/she needs to be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates). The student must have all balances paid in full at the beginning of the semester (first day of school) or be on an established payment that may span a maximum of five months in the fall and spring, and three in the summer.

If students do not have balances paid in full or enrolled in an established payment by the 20th of the month for which the session starts, the institution will automatically enroll them in a payment plan. Any late payments may be subjected to a \$15 late payment fee.

Challenge students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

If a student does not complete a full payment plan cycle and is pre-enrolled for the proceeding semester, he/she will be dropped from his/her pre-enrolled courses. When the previous balance is paid in full, students will be allowed to enroll at that time. Students who are re-enrolling are not guaranteed their original pre-enrollment schedule, as enrollment is based on class availability.

Payment Plan Dates and Options:

Payment plans span five months for the 16-week semester. Payments are due by the 20th of the month, with the first payment due Aug 20 for the fall semester and Jan 20 for the spring semester. Sessions that are 4 weeks, 8 weeks or 12 weeks may be included in the 16-week semester payment plan if sessions are signed up for at the start of the 16-week semester. If the student enrolls in a 4-week, 8-week or 12-week session after the start of the 16-week session, he/she will no longer have the span of five months to pay for sessions available. He/she may have a different month in which the payment plan starts; however, the due date will remain the 20th.

See the payment plan brochure for specific dates or visit the website:
www.mycollegepaymentplan.com/colbycc.

Any individual on a payment plan that does not complete the payment cycle will be placed on hold, thus preventing future enrollment or ability to receive transcripts.

The following are accepted forms of payment: cash, credit card, or check.

Checks can be made payable to the following: Colby Community College.

Checks can be mailed to the following address:

Colby Community College, 1255 South Range Ave., Colby, KS 67701.

All major credit cards are accepted.

All Payments must be made in U.S. Dollars. If payments are received in any currency outside the U.S., the international fee and conversion rate will apply and be charged to the student's account.

The Executive Committee, which includes the Vice President of Student Affairs and Vice President of Business Affairs, has final approval for student's billing deferment or plans.