

STUDENT HANDBOOK

2023-2024

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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.

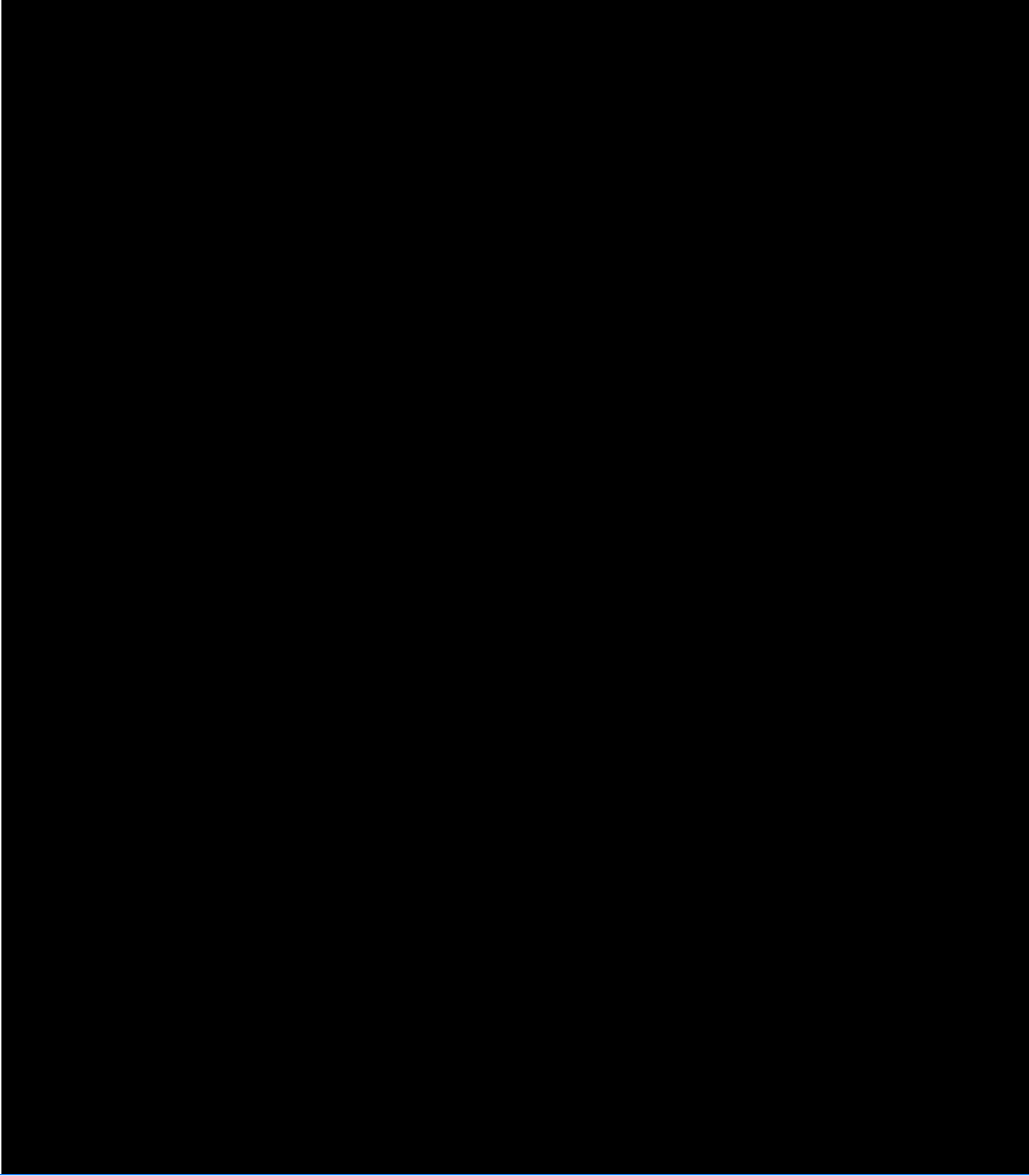
Once again, welcome to CCC-have a great year!

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

1255 South Range Avenue | Colby, KS 67701 | 8884-9350 | www.colbycc.edu

On-Line Services at Colby CC!

Navigation menu with items: Home & Information, Student Life, **Online Services**, About, Academic, Admissions, Athletics, Contact, News



Who We Are

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

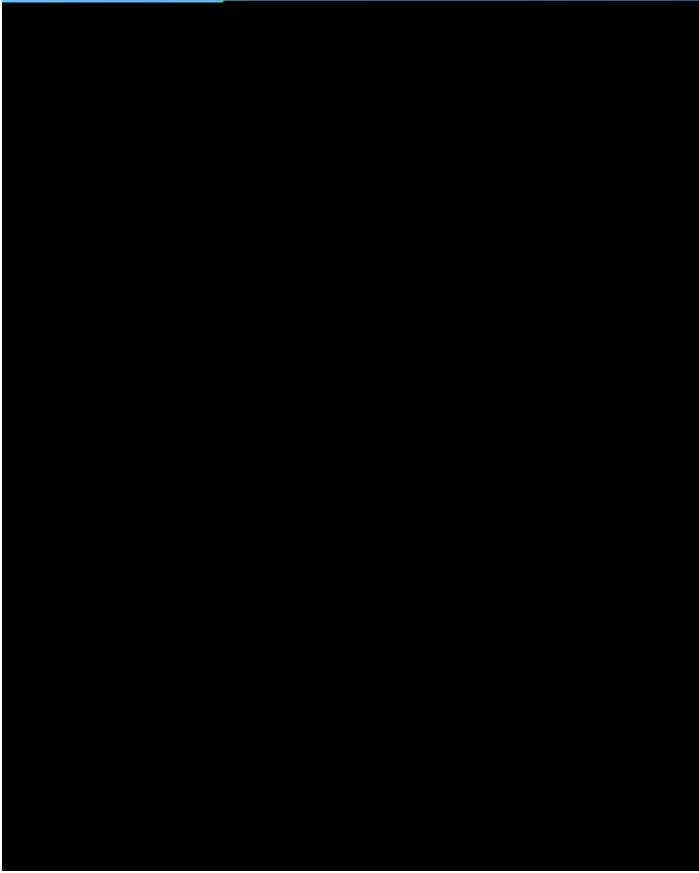
COLBY COMMUNITY COLLEGE
ACADEMIC CALENDAR Fall 2023-Spring 2024-Summer 2024

[] Classes not in session, instructors on duty

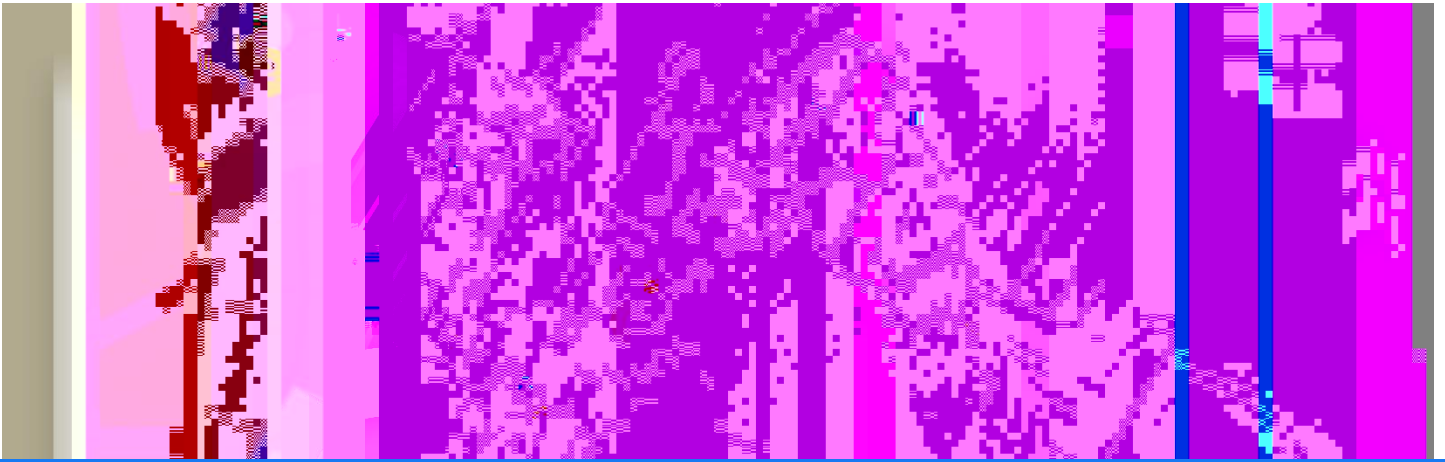
() Administrative Offices Closed

_ Classes not in session, instructors not on duty

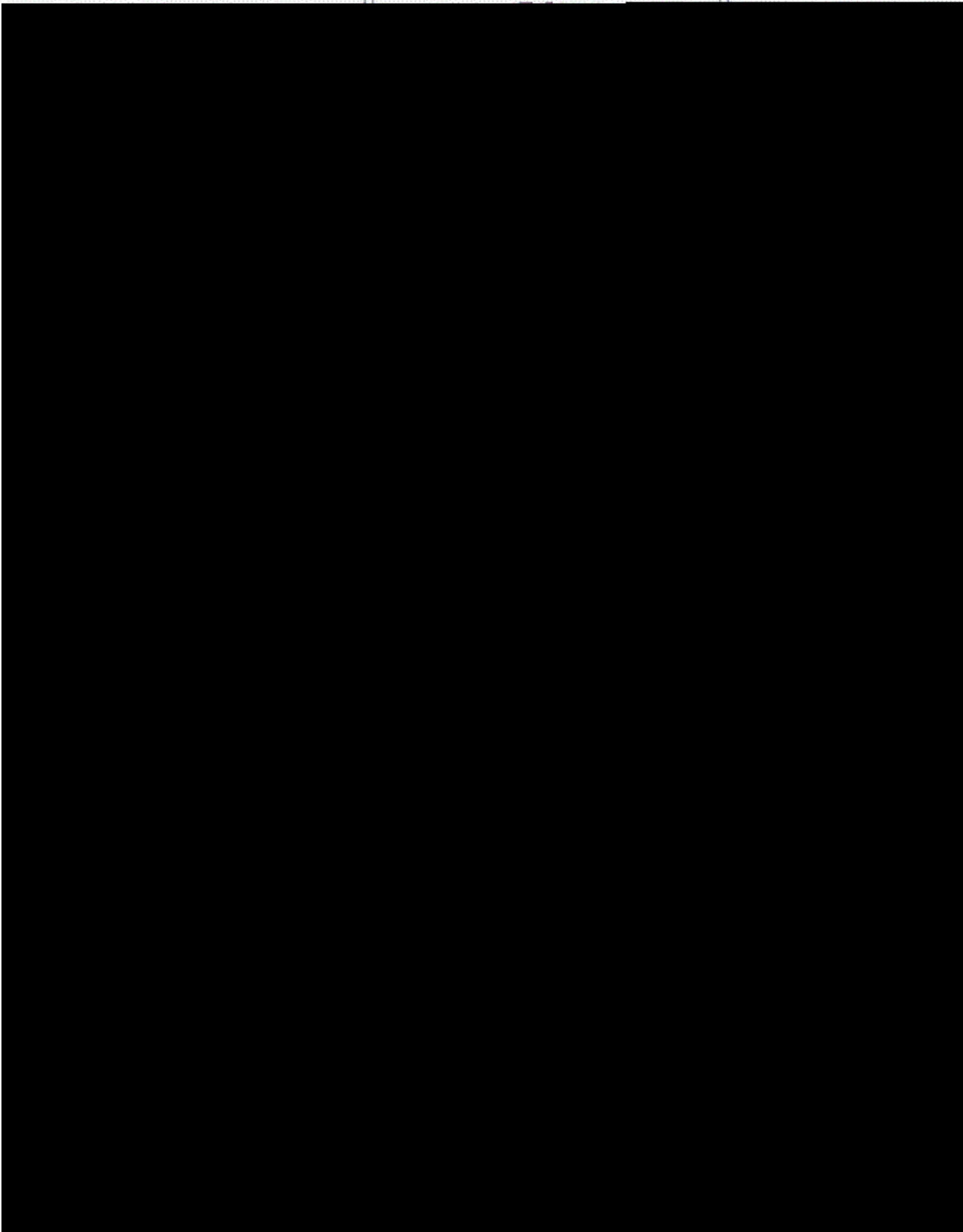
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20	21DC																			



Chlg students to adapt to a diverse society. *Crete* opportunities for student growth. *Coct* student learning with professional experiences.



The City of Colby



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

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

Student Health Located in the Robert Burnett Memorial Student Union, a Registered

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.

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

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

- x If you receive **FINANCIAL AID** , will dropping the class affect your financial status?
- x If you need to be a fulltime student for **INSURANCE, SCHOLARSHIP** , or **ATHLETIC** reasons, will dropping affect your eligibility?
- x Is the course you want to drop going to be offered again when you need it?
- x Are you working too many hours?
- x Have you utilized the Comprehensive Learning Center or Student Support Services to see what kind of assistance you can get?
- x Can you afford to **PAY** for a class in which you will not receive credit?
- x 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 using or copying the work of another person without giving credit to the original author 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:

- ‡ **1st Offense** The student will receive a zero for the assignment and the student will be reported to the Vice President of Academic Affairs.
- ‡ **2nd 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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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 reenroll at the college.

Equity and Grievance Policy and Procedures

Colby Community College affirms its commitment to fairness and equity in all aspects of the 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 process. Reports should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of a report. 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.

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

Colby Community College is committed to providing a safe and supportive environment for all students to adapt to a diverse society. We are committed to providing opportunities for student growth. We are committed to providing student learning with professional experiences.

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 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) 4213481
 TDD#: (877) 521 -2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

Office for Civil Rights,
 Kansas City
 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>

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 only for

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

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) 4605439, Thomas Hall

Health Services - (785) 4605502, Student Union

Off-campus support:

OPTIONS - Victim Advocacy and Domestic and Sexual Violence Services, Toll-Free Kansas Crisis Line at 1- (800) 7944624 or (785) 460982

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 following actions to ensure a safe and secure environment: (Con)7(f)(or)4(t)3(in)-2(g)4()3(O)-3(p)10(t)3(ion)-2(s))5n(t)3(EMC

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

7.

~~Chab~~ students to adapt to a diverse society. ~~Caat~~ opportunities for student growth. ~~Caat~~ student learning with professional experiences.

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 DH R

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 Student	Sanctions will be determined by the Investigation	Potential Sanctions
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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:

- x A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
- x 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.
- x 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

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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.

x When addressing complaints against faculty members, the existence of such a perceived or

x Refer to law enforcement and have assistance.

Smoking; use or possession of candles; use of incense; use of			
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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		

<p><u>Intentional disruption of community (planned inconvenience to others living on floor or in building)</u></p>	<p>\$50 fine, 2 developmental sanctions, and restitution. <i>Nat to is to myas sotto toad to.</i></p>	<p>\$100 fine, 3 developmental sanctions, and restitution. <i>Nat to scd to myas sotto to to to.</i></p>	<p>\$200 fine, 4 developmental sanctions, and restitution.</p>
<p><u>Visitation policy/Quiet Study Hours</u></p>	<p>1 developmental sanction.</p>	<p>2 developmental sanctions.</p>	<p>3 developmental sanctions.</p>
<p><u>Pet policy</u></p>	<p>1 developmental sanction, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.</p>	<p>2 developmental sanctions, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.</p>	<p>3 developmental sanctions, pet must be removed within 48 hours (additional developmental sanction for each day pet remains after deadline), restitution.</p>

Off-Campus Community Violations			
<u>Damage to neighborhood property</u>	\$200 fine, 3 developmental sanctions, and restitution. Not to less any and to less.	\$400 fine, 4 developmental sanctions, and restitution. Not to and any and to less.	Immediate suspension for at least one semester, \$600 fine, and

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.

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

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