Kansas City Kansas Community College

STUDENT CODE OF CONDUCT

2015 - 2016

The Kansas City Kansas Community College is committed to maintaining a safe learning environment for students, faculty, administrators, staff, trustees and visitors. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon the College, to be civil to one another and to others in the campus community, and contribute positively to student and college life.

The Kansas City Kansas Community College affirms its commitment to:

• High academic standards, intellectual rigor and a high quality education;

• Intellectual freedom and social responsibility;

• Recognition of the importance of ideas and the pursuit of critical and open discussion;

• Tolerance, honesty and respect as the hallmarks of relationships throughout the campus community; and

• High standards of ethical behavior.

To that end, Kansas City Kansas Community College sets disciplinary rules and regulations, and reserves the right to take disciplinary action against any student who, in the finding of the college administration, has not acted in the best interest of all members of the campus community.
This includes any behavioral misconduct that occurs on property owned or leased by the College, as well as off-campus where a student resides or occurs at any off-campus KCKCC-sponsored trip, event or activity. This includes but is not limited to service learning trips, internships, externships, clinical or practicum assignments. Students must also abide by all local, state and national laws, and are subject to criminal action for violating such laws. Legal action taken as a result of violations to national, state and local laws does not preclude campus disciplinary action up to and including expulsion from the College.

All students must:

- Treat all staff, faculty, administrators, trustees, visitors and other students with courtesy, respect and dignity;
- Maintain a cooperative and collaborative approach to interpersonal relationships;
- Act honestly and ethically in their dealings with staff, faculty, administrators, trustees, visitors and other students;
- Respect the privacy of staff, faculty, administrators, trustees, visitors and other students;
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, faculty, administrators, trustees, visitors and other students to carry out their study, research or work at the College;
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, faculty, administrators, trustees, visitors and other students to access or use the resources of the College; and
• Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, faculty, administrators, trustees, visitors and other students.

The following behaviors are considered violations of the Student Code of Conduct that are subject to disciplinary action and/or referral to appropriate law enforcement agencies.

A. Alcoholic Beverages - Kansas State Law prohibits the possession, consumption, unlawful manufacture, distribution, and dispensation of any kind of alcoholic beverage on community college campuses. No student shall consume or possess beer, wine, or any alcoholic beverage on property owned or leased by the College. The College prohibits the consumption of any alcoholic beverages on any College-sponsored trip, event or activity.

B. Assault and Battery – No student shall threaten or commit a physical or sexual assault or battery (including sexual offenses) on another student, faculty, administrator, staff, trustee or visitor. Any actual or threatened interference, including verbal harassment, intimidation, or personal abuse against any member of the college community is prohibited. A student charged with assault or battery on or off campus may face prosecution under criminal statutes and discipline under the Student Code of Conduct. The College reserves the right to pursue disciplinary action even if the criminal justice system does not prosecute.

C. Assembly - Individual(s) shall not assemble in a manner that obstructs the free movement of people about the campus or the free and normal use of college buildings and facilities, or prevents or disrupts the normal operation of the College. Such assembly is subject to reasonable time, place and manner restrictions.

D. Bullying – No student shall engage in bullying or cyberbullying of another student, faculty, administrator, staff member, trustee or visitor
of the College. “Bullying” is any intentional gesture or any intentional written, verbal, electronic or physical act or threat towards another student, faculty, administrator, staff member, trustee or visitor that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational or workplace environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming a student, faculty, administrator, staff member, trustee or visitor, whether physically or mentally;

2. Damaging the property of a student, faculty, administrator, staff member, trustee or visitor;

3. Placing a student, faculty, administrator, staff member, trustee or visitor in reasonable fear of harm to that student, faculty, administrator, staff member, trustee or visitor; or

4. Placing a student, faculty, administrator, staff member, trustee or visitor in reasonable fear of damage to the property of that student, faculty, administrator, staff member, trustee or visitor.

“Cyberbullying” is bullying by use of any electronic communication device through means including, but not limited to: mobile phones, text messages, computers, voicemail, e-mail, instant messaging, blogs, pagers, online games and chat room discussions and websites.

Any student who believes that he/she has been a victim of bullying or has witnessed an incident of bullying should promptly report it to the College’s Dean of Student Services. A student found to have engaged in bullying or any retaliatory behavior may be subject to immediate discipline up to and including expulsion from the College.

Any faculty, administrator, staff member, trustee or visitor who believes that he/she has been a victim of bullying or has witnessed an incident of
bullying should promptly report it to the College’s Director of Human Resources.

E. Campus Computing Systems and Resources – Computing Systems refers to the College servers that provide access to the Internet, KCKCC websites and email. Computer Resources refers to the hardware and software licenses and serviced by the College. Therefore, no student shall engage in the following:

1. Intentional corruption or misuse of college computer systems.

2. Use of systems for illegal or criminal activity.

3. The use of campus owned and operated computer networks, systems, software and hardware, posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail used to intimidate, discriminate or create an atmosphere of harassment based upon gender, race, religion, ethnic or national origin, age, disability, sexual orientation, or other basis impermissible under the law.

4. Fraudulent, defaming, threatening, or obscene e-mail or graphical displays used to harass or intimidate another student, faculty, administrator, staff, trustee or visitor.

5. Using campus computing systems to view, post, share or send obscene or pornographic material or material that incites illegal activity.

6. Use of campus computing systems for commercial or for-profit activities.

7. Unauthorized entry, modification, damage, destruction or copying of a file.
8. Unauthorized use of another person’s individual identification and password.

9. The use of group web sites for the publication or distribution of copyrighted material or licensed software.

10. Use of computing facilities to interfere with the normal, day-to-day operation of the College.

11. Knowingly spread of malware or viruses.

Access to any computing resource or system may be revoked by the President of the College, or the President’s designee without prior notice.

F. Cheating or Plagiarism – No student shall engage in behavior that in the judgment of the instructor of a class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition, without permission, of tests or other academic material and/or distribution of these materials. This includes students who aid and abet, as well as those who attempt such behavior.

Additional examples of cheating include unauthorized sharing of answers during an exam, having another individual complete assignments, projects and exams for an on-line class of which you are enrolled, use of unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-grading, having another person take an exam for you or submit assignment in your name, participating in unauthorized collaboration of coursework to be graded, providing false data for a research paper, using electronic equipment to transmit information to a third party to seek answers, or creating/citing false or fictitious references for a term paper.
Examples of plagiarism include any attempt to take credit for work that is not your own, such as using direct quotes from an author without using quotation marks or indentation in the paper, paraphrasing work that is not your own without giving credit to the original source of the idea, or failing to properly cite all resources in the body of your work. This includes use of complete or partial papers from internet paper mills or other sources of non-original work without attribution.

G. Contracts – No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

H. Counterfeiting and Altering – No student shall reproduce, copy or tamper with or alter in any way, manner, shape or form, any written record, document or identification, or any form(s) used or maintained by the College. This includes computerized data.

I. Materially Disruptive Behavior – No student shall behave in a manner that is materially disruptive to the learning environment or that endangers or infringes upon the rights and/or safety of other students or any member of the campus community. Any obstruction or disruption of an educational process, administrative process or other campus function is prohibited. This includes but is not limited to unwelcome physical contact or violent or threatening conduct which is deemed to be materially disruptive to the educational, administrative or other functions of the College. It is the responsibility of all students to cooperate fully with Campus Police and provide valid identification upon request.

I.1 Acts of Violence (Clear and Present Danger) – The Dean of Student Services or designated party may immediately impose an interim suspension in the event that there is a reasonable belief that a student’s continued presence on campus, or property leased by the
campus, poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. A student placed on interim suspension shall be given prompt notice of the charges and an opportunity for an administrative meeting with the Dean of Student Services within 10 days of the imposition of the interim suspension. During the period of interim suspension, the student shall be prohibited from entering property owned or leased by Kansas City Kansas Community College at any time, for any reason, unless otherwise approved by the Dean of Student Services. Violation of such shall be grounds for removal from campus or College property and possible trespass charges and expulsion. This shall include the statements by students communicated through the College’s computing systems or computing resources, social media or online classes.

**J. Dumping and Littering** – No student shall deposit or dump litter or dispose of any refuse on any property owned or leased by the College, except in duly designated refuse depositories. All students, faculty, administrators, trustees, staff and visitors are encouraged to place recyclable items in appropriate containers.

**K. Electronic Devices** - No student shall use pagers, cellular phones or any electronic devices to cause disruption in the classroom, library, or any other area of the College environment. This includes but is not limited to abuse of cellular or other electronic devices as follows:

1. Utilizing cellular phones or other electronic devices with photographic capabilities for the purposes or photographing test questions or engaging in other forms of academic misconduct, academic dishonesty or illegal activity is prohibited.

2. Photographing individuals in secured areas such as lavatories or locker rooms is prohibited.
3. Taking photographs of individuals without their consent is prohibited.

4. Taking unauthorized photographs of documents is prohibited.

5. Utilizing any type of electronic device to photograph, video record, audio record or to make other electronic or digital record of or during course or extracurricular activities is prohibited unless permission is expressly granted by the instructor. When permission is granted, students agree to use such recordings only for personal use and agree not to post such recordings on the Internet or otherwise distribute them. Students needing recordings of lectures for disability related reasons should contact the Academic Resource Center (ARC) (913) 288-7670.

**L. Gambling** – No student shall engage in any form of gambling, as defined in K.S.A. 21-6403, on property owned or leased by the College as well as off-campus where a student resides. This includes any off-campus college sponsored events, trips or activities.

**M. Firearms, Fireworks and other Weapons** – Unauthorized possession of firearms (including B-B and pellet guns), fireworks (cherry bombs, bottle rockets, firecrackers, etc.) and other explosives, bombs threats, and slingshots is prohibited on any KCKCC owned and operated facilities. Also, the possession of a knife six inches in length or over, or one with a blade, which is automatically projected from the handle, is prohibited. The use of any object to cause, or attempt to cause, either injury to a person or damage to property is prohibited. Because of the danger to persons or property, the act of throwing or dropping anything from the windows or floors is subject to College disciplinary action.

The possession or use of any fireworks, explosives, or firearms on College property is restricted by law and is in violation of College regulations. Students identified as responsible for such activity will
face serious disciplinary action and/or suspension from the College, as well as court prosecution.

N. Illegal Drugs – No student shall unlawfully manufacture, distribute, dispense, possess or use a controlled substance as defined by College policies and/or as defined in the Uniform Controlled Substances Act (K.S.A. 65-4101 and K.S.A. 65-4107 as amended) and other related Acts on property owned or leased by KCKCC or during any college-sponsored trip, event or activity either on or off campus. Illicit drug use within the context of competitive athletics can compromise the physical well-being and health and safety of the individual; therefore, all athletes who practice and compete for athletic teams at KCKCC will be required to participate in the College’s randomized drug-testing program. Specifics of the drug testing procedures, list of drugs tested, and counseling procedures are outlined in the Student Athlete Handbook.

O. Fire Equipment - It is illegal under state and federal law to tamper with any kind of fire emergency equipment. This includes pulling or calling in a false alarm, intentionally activating a smoke detector, discharging or removing a fire extinguisher or hose, breaking the safety glass on the fire extinguisher case, or leaving through a locked fire door.

P. Harassment or Discrimination - No student shall engage in harassment or discrimination of another student, faculty, administrator, staff member, trustee or visitor of the College. This includes harassment/discrimination based on gender, race, age, disability, national origin, sexual orientation, or other basis impermissible under the law or College policy.

Q. Hazing - Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with,
or as a condition for continued membership in or association with a group or organization, is prohibited.

R. Identification/Official Directives - Upon request of any College official (law enforcement, administrator, faculty, or staff) a student must present current student identification. Failure to follow this or other reasonable directives of KCKCC officials may be grounds for disciplinary action.

S. Sexual Offenses - Kansas City Kansas Community College is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of the campus community, including students, faculty, administrators, staff, trustees or visitors. This policy prohibits all forms of sexual or gender-based harassment, sexual violence, including but not limited to the following:

Sexual Harassment – Sexual Harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic progress, status or success;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic related decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.
Sexual harassment may also include but is not limited to:

1. Unwelcome verbal harassment or abuse;

2. Unwelcome pressure for sexual activity;

3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical conduct, other than necessary restraining of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to person or property;

4. Unwelcome sexual behaviors or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;

5. Unwelcome behavior or words directed at an individual because of gender or sex; or

6. Unwelcome behavior that is repeated, pervasive, or sufficiently severe; jokes, slurs or derogatory comments of a sexual nature, suggestive gestures, unwelcome touching, displaying sexually suggestive pictures or objects, graphic verbal commentaries about an individual’s body or use of inappropriate language and/or profanity.

Sexual Violence - Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to consent). The following acts are considered acts
of sexual violence: rape, sexual assault, sexual battery, sexual abuse, sexual coercion and similar acts committed in violation of state or federal law. Any member of the campus community can experience sexual violence: males, females, male to female individuals, female to male individuals, straights, gays, lesbians, bisexuals and transgender individuals; part-time and full-time students or employees, individuals with or without disabilities, and individuals of different races and national origins.

Title IX of the Educational Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private colleges and universities receiving federal financial assistance must comply with Title IX as mandated by the Office of Civil Rights (OCR).

Kansas City Kansas Community College encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College Title IX Coordinator - Leota M. Marks, Dean of Academic Workforce Programs (TEC), 6565 State Avenue, Kansas City, Kansas 66102, 913-288-7647, lmarks@kckcc.edu

If the Title IX Coordinator is not available, the following Deputy Coordinators may be contacted:

Deputy Coordinator – Kim Morgan, Coordinator, Student Health Services, Rm. 3363, 913-228-7683, kmorgan@kckcc.edu

Deputy Coordinator – Barbara Clark Evans, Intercultural Center, Lower Level Jewell Building, 913-288-7504, bclark@kckcc.edu

Deputy Coordinator – Anthony (Tony) Tompkins, Director of Athletics, KCKCC Fieldhouse, 913-228-7150, atompkins@kckcc.edu

Sexual and gender-based misconduct can also be reported to a “responsible employee” who is a member of the campus community specially trained on reporting such alleged acts. Campus Law Enforcement, On and Off-Campus Victim Support Services, City Law
Enforcement, and Civil Rights Agencies may also be contacted. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this policy; conducting a review of the conduct as required under Title IX; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused individual. The policy provides specific procedures for investigation and resolution based on the role of alleged victim (student, staff or faculty).

All members of the campus community are strongly encouraged to report information regarding any incident of sexual harassment or sexual violence directly to the College’s Title IX Coordinator. The College cannot take appropriate action unless an incident is reported to a “responsible employee” of the College.

All students, faculty, staff, trustees and visitors are expected to conduct themselves in a manner that does not infringe upon the rights of others. Kansas City Kansas Community College will not tolerate any form of sexual harassment, discrimination or sexual violence. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

This policy has been developed to define Kansas City Kansas Community College expectations, to provide recourse for those individuals whose rights have been violated, and to provide for fair and equitable procedures for determining when this policy has been violated. The College is committed to creating an environment that is free of discrimination through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints.

Retaliation against any person or group who makes a report or complaint, cooperates with an investigation, or participates in a grievance procedure is a violation of College policy. Retaliation should
be reported promptly to the Title IX Coordinator for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

Kansas City Kansas Community College encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. In particular, the College expects that all campus community members take reasonable and prudent actions to prevent or stop an act of sexual harassment, discrimination or sexual violence. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority.

**T. Safety** – No student shall engage in behavior which violates any safety rules of any classroom, laboratory, or other college premises, whether such procedures are written, oral rules or directions. This shall include, but may not be limited to, the wearing of any required personal protective equipment, and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

**U. Smoking** - KCKCC is designated a smoke and tobacco free campus, and thus, the use of the following products is prohibited on any property owned or leased by the College, and also prohibited during participation in off-campus college-sponsored activities: cigarettes, cigars, pipe tobacco, use of electronic cigarettes, as well as all forms of chewing tobacco and snuff. A more detailed description of Policy: 5.05, Smoke and Tobacco-Free Campus Policy can be found on the KCKCC web site.

**V. Theft/Damage to Property** - No person or persons shall engage in the attempted or actual theft of or damage to property belonging to another person or to the College. This includes tampering with coin-operated machines and the abuse of computer usage privileges. No student shall
possess or offer for sale any books or property lost by or stolen from another person.

**W. Use of College Facilities** - No student, guest or community member shall be in campus buildings or athletic facilities without proper authorization except during normal hours of operation. Unauthorized use of campus facilities is strictly prohibited.

**X. Board of Trustees Official Regulations** - No student shall willfully violate any published regulation for student conduct adopted or approved by the Board of Trustees.

### II. PROCEDURES FOR CONDUCT REVIEW PROCESS

First and foremost, the Kansas City Kansas Community College *Conduct Review Process* is implemented to insure that students charged with a violation of the Student Code of Conduct are treated fairly and afforded their full rights of due process. As this process is implemented by an educational institution, formal rules of evidence and other civil or criminal procedures may not apply. The Dean of Student Services or his/her designee serves as the Campus Judicial Officer in the conduct review process. The Campus Judicial Officer may issue sanctions based on the preponderance of evidence standard for investigating allegations of sexual harassment or violence.

The following guidelines apply for all alleged violations of The Student Code of Conduct.

#### A. Student’s Rights

1. **Notice:** In accordance with due process, a student has the right to receive notification of all alleged violations of the Student Code of Conduct, along with pertinent details. This notice will include date, time, and place of the disciplinary meeting, and a summary of the evidence. If
the student wishes to postpone the meeting, they need to request postponement no later than 48 hours prior to the meeting.

2. **Preparation**: A student is given time to prepare for the disciplinary meeting. The meeting shall occur no sooner than seven (7) working days from the time of official notification. This time period may be waived by the Campus Judicial Officer if there are extenuating circumstances.

3. **Review of Testimony and Statements**: In order to prepare for the disciplinary meeting, a student has a right to review all testimony presented against that student. The student then has the right to examine all statements made by accusing parties or witnesses, and present witness statements in his/her behalf.

4. **Disciplinary Meeting**: The student(s) charged will be given full opportunity to speak on their behalf in a fair and unbiased atmosphere. Although included in the preparation stage, the student may re-examine all statements and documentation describing the allegations brought forth, and explain all written statements in his/her behalf.

If requested, the Campus Judicial Officer may interview any students that the student feel may provide relevant information regarding the allegations.

5. **Presence of an “Advisor”**: The student may have an advisor present at the disciplinary meeting. The role of the advisor is to primarily support the student. Given that the purpose of the disciplinary meeting is to allow the student to speak on his/her behalf, the advisor’s role is limited.
Assisting the student in accurately responding to the allegations is allowed, but not to the degree of interrupting or interfering with the disciplinary meeting. Student wishing to have an advisor present must notify the Campus Judicial Officer within 48 hours of the meeting.

If a student has retained legal counsel, the attorney will not be allowed to be present during the disciplinary meeting. The attorney “may” be available outside of the meeting room for consultation at the request of the student. College legal counsel may also be available outside the meeting room for consultation with the Campus Judicial Officer.

6. Decision Appeals: An appeal of a Campus Judicial Officer’s decision may be made to the Vice President of Academic Affairs and Student Services in writing within seven (7) working days after the decision. The reasons for the appeal must be restricted to the basis (reasons) for the decision of the Campus Judicial Officer, or procedural irregularities that occurred prior to, and during, the disciplinary meeting.

B. College’s Rights

1. Charges: The College has the right to request the presence of a student at a disciplinary meeting due to alleged violations of the Student Code of Conduct. Such violation may include behavior which occurs on any KCKCC owned or leased property or college sponsored trip.

2. Interim Suspension: The College reserves the right to immediately suspend a student(s), and remove that student from property owned or leased by the College, when the student’s behavior poses a significant danger to
themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. At a future date, the student may be allowed to return to campus for a disciplinary meeting to speak on their behalf.

3. **Record:** The College reserves the right to record, if necessary, the hearing and keep recorded records on file.

4. **Student Absence:** The College reserves the right to hold a disciplinary meeting without the student(s) present or to issue summary judgments if, after proper notice, the student(s) fails to appear at the time of the hearing or otherwise waived their right to receive due process.

5. **Prior Restrictions:** The College reserves the right to implement any student sanction or restriction of records on an interim basis prior to a hearing where such action is deemed necessary by the Campus Judicial Officer.

6. **Statements of Allegations:** The College has the right to review all written statements, and interview witnesses and alleged victims, for the purposes of determining if a violation of the Student Code of Conduct has occurred.

7. **Special Procedures:** The College reserves the right to implement reasonable procedures to protect the rights of alleged victims and to ensure orderly disciplinary procedures. In instances where allegations of sexual harassment or sexual violence are brought forward, the College may take action deemed necessary to protect the alleged victim from potential retaliation by the alleged perpetrator.
C. Sanctions

The following sanctions may be imposed by the College, and may be in force for various lengths of time as determined by the Campus Judicial Officer in conjunction with the Dean of Student Services:

1. **VERBAL WARNING**: An oral statement that a student or group is violating or has violated the Student Code of Conduct, and that further instances of misconduct may result in additional disciplinary action.

2. **WRITTEN WARNING**: A written warning to the student filed with the Campus Judicial Officer noting that further violations may result in additional disciplinary action.

3. **LETTER OF APOLOGY**: A requirement may be made for a formal letter of apology, either public or private, to an individual, an outside agency, or to the College.

4. **RESTRICTIONS AND REQUIREMENTS**: This sanction may involve specified conditions to be restricted, such as loss of privileges, participation in and/or attendance at college sponsored events, required attendance at a counseling assessment or recommendation for counseling, required community service, or College employment termination.

5. **RESTITUTION**: A full and complete reimbursement for damage, destruction, or misappropriation of the property owned or leased by Kansas City Kansas Community College. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.
6. HOLD ON STUDENT RECORDS: The College reserves the right to place a hold on student records based on behavioral misconduct or failure to pay bills due to the College. Under such conditions, students may be prevented from registering for courses, receiving grades, copying or transferring transcripts, or participating in other campus activities.

7. CAMPUS-WIDE PROBATION: This is a serious formal action that a student’s behavior has not conformed to the expectations of the academic community. Placement on a probationary status shall be for a specified period of time. Placement on probation includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the designated period of time. Placement on probation may include requirements for other activities or restrictions.

8. TEAM, CLUB, OR ACTIVITY SUSPENSION: Students on college sponsored trips are still representing the College and must adhere to the Student Code of Conduct. Coaches, club sponsors, and activity directors may establish and publish rules specific to their team, club, or activity. These specific rules are in addition to the Student Code of Conduct.

The Athletic Director may invoke temporary suspension from any athletic team a student who tests positive for drugs during random drug testing. In such cases, written reports must be filed with the Dean of Student Services within three (3) working days. Club sponsors or activity directors may invoke temporary suspension from clubs or activities in accordance with established guidelines. Team, club, or activity suspensions, which exceed two weeks, may lead to cancellation of scholarships as outlined below.
Such action must be approved by the Dean of Student Services. In cases where the suspension may affect a student’s class grade; the student may appeal the grading decision to the Academic Dean of a Division under established procedures for grade appeals.

9. CANCELLATION OF SCHOLARSHIPS: The awarding of institutional scholarships and other types of institutional aid is predicated on the assumption that students are in good standing. In addition, some scholarships carry with them certain behavioral activity expectations. Kansas City Kansas Community College reserves the right to cancel any and all institutional aid as part of any sanction for a violation of the Student Code of Conduct or for lack of fulfillment of activity expectations. Such cancellations must be approved by the Dean of Student Services, appropriate Vice President, or the President.

10. SUSPENSION FROM THE COLLEGE: This is a termination of a student’s enrollment in and association with Kansas City Kansas Community College for a specified period of time. A permanent notation is placed on the student’s record as recorded in the Office of Student Services and in the Registrar’s Office. In cases of serious misconduct leading to suspension, a student’s records are placed on hold and may not be copied, transcribed, or transferred for external parties or institutions during the suspension period.

11. EXPULSION FROM THE COLLEGE: This is a permanent severance of a student’s enrollment in and association with Kansas City Kansas Community College. A permanent notation is on the student’s record. The records of expelled students are placed on hold and may
not be copied, transcribed, or transferred for external parties or institutions for a period of three (3) years.

III. STUDENT APPEAL OF DISCIPLINARY ACTION

If the Dean of Student Services elects to impose disciplinary action against a student, he/she will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision using the following procedures.

A. The student may appeal the decision of the Dean of the Student Services to the Vice President for Academic Affairs and Student Services.

B. If a student chooses to appeal a disciplinary decision, he/she must deliver a written appeal to the office of the Vice President of Academic Affairs and Student Services within seven (7) working days of the date that the Dean of Student Services sent the notice of the disciplinary action. Failure to do so by the student will be deemed a waiver of the student’s right to appeal, and the decision will be final.

The written appeal shall state the reasons that the student believes the decision of the Dean of Student Services should be modified or reversed.

For the purpose of this procedure, a "working day" shall be a weekday during which regular classes are being held at the College.

C. Within seven (7) working days of the date that the notice of appeal is received, the Vice President of Academic Affairs and Student Services shall notify the student in writing of the time, date, and place of the appeal proceeding.
D. The appeal proceeding shall be held not less than seven (7) working days after the date that the Vice President of Academic Affairs and Student Services sends the appeal notice.

E. The student and the administration shall have the following rights during the proceeding:

1. To hear or read a full report of the testimony of the other party's witnesses;

2. To present witnesses in person or to present their testimony by sworn affidavit;

3. To testify and give reasons supporting their respective positions;

4. To have the proceeding conducted in an orderly manner;

5. To have the Vice President of Academic Affairs and Student Services render a fair and impartial decision based upon substantial evidence presented at the proceeding; and

6. The proceeding shall not be open to the public.

F. After the proceeding, the Vice President of Academic Affairs and Student Services shall prepare a written decision affirming, modifying, or reversing the Dean of Student Services' decision and summarizing the evidence supporting its decision. The decision shall be mailed to the student no later than seven (7) working days after the close of the proceeding.
Note: At the discretion of the Vice President of Academic Affairs and Student Services, a Campus Appeal Board may be convened, comprised of the following members:

1. Two faculty representing Faculty Senate
2. Two staff representing Staff Senate
3. Two students representing Student Senate

These individuals are trained on all measures of due process and disciplinary procedures.

Once the hearing is conducted by the Campus Appeal Board, a written recommendation is submitted, affirming, modifying, or reversing the Dean of Student Services' decision and summarizing the evidence supporting its decision. It is then the responsibility of the Vice President of Academic Affairs and Student Services to make a final determination of the status of the appeal.

G. If either party is dissatisfied with the decision of the Vice President of Academic Affairs and Student Services, that decision may be appealed to the College President. Such appeal must be made in writing within seven (7) working days of the day the Vice President of Academic Affairs and Student Services decision was mailed to the student.

The President will follow the same procedure utilized by the Vice President of Academic Affairs and Student Services. The President's decision shall be rendered within seven (7) working days. **The President's decision shall be final.**

H. Unless appealed, any disciplinary action imposed by the Dean of Student Services shall become effective as of the date that the time to file an appeal to the Vice President of
Academic Affairs and Student Services has expired; however, the College reserves the right to exclude from campus any person whom it reasonably believes poses a threat to the safety of any other person on campus. If the student appeals to the Vice President of Academic Affairs and Student Services, the effective date of any disciplinary action will be the date after the Vice President of Academic Affairs and Student Services issues his/her decision. An appeal to the President shall not alter the effective date of any disciplinary action imposed by the Vice President of Academic Affairs and Student Services.

IV. ACADEMIC APPEALS: (See Grade Appeal Procedure)

V. NON-ACADEMIC APPEALS: (See Student Grievance Procedures Policy)

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Adapted by the Board of Trustees on October 11, 1994

Dev.: 8/94
Revised: 01/ 2004
Revised: 04/ 2013
Revised: 06/ 2014

Revised 06/2015