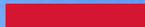


STUDENT HANDBOOK & CODE OF CONDUCT



2018–2019



KCKCC has three locations to serve community needs

Main Campus
7250 State Avenue
Kansas City, KS 66112
913.334.110

Dr. Thomas R. Burke Technical
Education Center (TEC)
6565 State Avenue
Kansas City, KS 66102
913.288.7800

Leavenworth (Pioneer) Career Center
1901 Spruce Street
Leavenworth, KS 66048
913.288.7750

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PRESIDENT'S MESSAGE



Welcome to Kansas City Kansas Community College!

Founded in 1923, Kansas City Kansas Community College (KCKCC) has proudly served the educational needs of Kansas City and Wyandotte County for nearly 100 years. Now, with multiple locations in Kansas City and Leavenworth, KCKCC's outstanding faculty and staff are ready and well-prepared to help you reach your educational goals.

Whether you choose to earn one of our industry-recognized technical certificates, an associate's degree in applied science, STEM sciences, art or general studies to transfer to a four-year institution, KCKCC has a program just right for you. No matter where you are in your educational journey, KCKCC offers accessible, affordable, quality education and has highly-educated and caring faculty and staff to help you be successful.

Offering everything from developmental classes for students who need extra help in reading, writing or math; Honors courses that provide additional academic enrichment opportunities; customize training and continuing education for individuals who seek short-term specialized education; eight NJCAA varsity sports and many student clubs and activities for opportunities to meet new friends and have fun, KCKCC truly has it all.

With 65% of all new jobs requiring some form of higher education, it may be best said by Malcolm X, "Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

We are excited to have you join us! I look forward to meeting you at one of our four locations and also offering my congratulations as you walk across the stage at one of Kansas City Kansas Community College's commencement ceremonies in the near future.

Sincerely,

Dr. Greg Mosier
President

PURPOSE OF THE STUDENT HANDBOOK

This handbook is meant to provide students at KCKCC with quick and easy access to information about the college. While it may touch on topics that are also covered in the KCKCC General Catalog, it is not meant to be a substitute. Students need to familiarize themselves with the General Catalog and other resources. For the most current information, refer to the College Catalog.

The Student Handbook is also meant to serve the diverse student populations at KCKCC: adult students, traditional-age students, high schools students, veterans, single parents, day/evening students, etc. It is the intent that this handbook will be useful as an interactive success guide to all students as they pursue their educational goals at KCKCC.

Education Equality Statement

KCKCC is committed to a policy of educational equity. Accordingly, the college admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practice without regard to race, color, religion, sex, gender identity, national origin, marital status, ancestry, sexual orientation and gender identity, or disabilities.

Any person having inquiries concerning College compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, KS 66112 at 913.288.7646.

Accommodation Services for Students with Disabilities

Students with a documented disability may receive services at the Student Accessibility & Support Services Office, Main Campus, Jewell Student Center, Room 3344. Contact the Student Accessibility & Support Services Office at 913-288-7664 to self-identify and initiate services. Technical Education Center students should contact Carly Eastling at 913-288-7851. Pioneer Campus students should contact Marcia Irvine at 913-288-7750.

Student Identification

A KCKCC Student identification card is required for students. To obtain one, bring photo identification and copy of your current schedule to the Admissions Office in any of our three campus locations. The initial identification card is free and your 1st replacement identification card is \$5. Cards must be renewed each year at the Admissions Office.

Student E-mail

Students will be assigned student e-mail accounts when admitted to KCKCC. All college communication will be done via this e-mail account, and should be monitored regularly. For information about how to log into your account, contact the HelpDesk on myDotte or at 913-288-7479.

Student Parking

Students who use campus parking lots must obtain a parking sticker from the Campus Police Department at any of the three campus locations. This sticker allows students the privilege of parking in the College parking lots without charge.

Americans with Disabilities Act of 1990 (ADA)

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with physical and mental disabilities in the United States. This act provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment and private sectors, transportation, public accommodations, services provided by state and local government and telecommunication and relay services.

Rehabilitation Act of 1973

Section 504 (Subpart E) of the Rehabilitation Act prohibits discrimination on the basis of physical or mental disability in federal grants or programs. KCKCC students are part of this protection due to KCKCC postsecondary federal financial aid funds.

Student's Right to Academic Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records regardless of age. FERPA also provides the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

In compliance with FERPA, a student's KCKCC educational records will be disclosed only with written consent of the college student except to school officials who have a legitimate educational interest in the records. See the KCKCC College Catalog for further details.

CAMPUS SAFETY



Student Safety

Campus Police are available to provide a police escort to any location on campus if requested. If for any reason a person does not feel safe walking to his or her vehicle alone, contact Campus Police for an escort. Call Main Campus at 913-288-7636, or see Campus Police at any location.

The Clery Act

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Act mandates that crime information be made available to the students and the media in a timely manner. For the latest statistics, see the Campus Police Office, Main Campus, Room 3462 or see <http://www.kckcc.edu/cleryActmaintec> .

Violence Prevention

Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Campus Police. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. All suspicious individuals or activities should also be reported as soon as possible to Campus Police.

Student Grievance Procedure

If a student feels a college employee has displayed racial or sexual discrimination or harassment, or been treated unfairly in academic, work-related, or any other matters, the student has a right to express his/her perceived unfair treatment and seek resolution through the Student Grievance Procedure. For more information, see the Vice President of Student Affairs, Room 3378, Upper Level Jewell Student Center or call 913-288-7691.

DFSCA Policy

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug- Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Kansas City Kansas

Community College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs by KCKCC students and employees on its property and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees or students; and
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Sexual Misconduct/Title IX/Campus Save Act

Under Title IX, and as standard for the Student Code of Conduct, Kansas City Kansas Community College (KCKCC) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are against Kansas State Law.

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).

Sexual Harassment and Sexual Violence are a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. KCKCC prohibits all forms of sexual or gender-based harassment and sexual violence.

In order to promote a safe environment on campus, all students are required to complete Title IX training each academic year. This training is offered on campus and online. For more information, contact the Dean of Student Services, Dr. Shawn Derritt at 913-288-7437 or sderritt@kckcc.edu or see <http://www.kckcc.edu/home/know-your-title-nine>.

DEFINITIONS OF VARIOUS TERMS OF SEXUAL MISCONDUCT



A. SEXUAL HARASSMENT

Sexual Harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

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.
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 or promises of preferential treatment with regard to an individual's employment or educational status.
5. Unwelcome behavior or words directed at an individual because of gender or sex.
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.

B. SEXUAL ASSAULT

Sexual assault is a general term which covers a range of crimes. For the purposes of this statement by the College, "sexual assault" includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

C. RAPE

Rape is generally defined as forced or nonconsensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy, forced oral copulation, rape by a foreign object, and sexual battery, the unwanted touching of an intimate part of another person for the purpose of sexual arousal.

D. STRANGER RAPE

Stranger rape is defined as a sexual assault by a person he or she does not know or a rape in which the victim does not know the rapist.

E. ACQUAINTANCE RAPE

The most prevalent form of sexual assault on a college campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.

F. 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).

G. SEXUAL EXPLOITATION

Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommery, and knowingly transmitting an STD or HIV to another student.

H. STALKING

Stalking is a criminal activity consisting of the repeated following and harassing of another person. For example, waiting for someone outside of his/her workplace or classroom, sending flowers, writing love notes, are actions that, on their own, are not criminal. However, when these actions are coupled with intent to instill fear or injury, they may constitute a pattern of behavior that is illegal. A person who intentionally and repeatedly follows or harasses another person and who makes credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.

I. CONSENT

Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of sexual situation, and the incapacitation or impairment is known or should be known to reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.

J. BYSTANDER INTERVENTION

A course of action that may be carried out by an individual to prevent harm or intervene where there is a risk or an act of violence.

Reporting Options

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

Official Reporting

Kansas City Kansas Community College encourages the prompt reporting of any incident of sexual or gender-based misconduct to:

College Title IX Coordinator:
Barbara Clark-Evans, Director of the Intercultural Center

7250 State Avenue, Kansas City, Kansas 66112
bclark@kckcc.edu
913.288.7504

Deputy Title IX Coordinator:
Sean Burkett, Employee Relations Manager
7250 State Avenue, Kansas City, Kansas 66112
sburkett@kckcc.edu
913.288.7269

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. All employees, (except the two confidential staff below), at Kansas City Kansas Community College who know of or in the exercise of reasonable care should have known of an alleged Title IX incident are required to report the incident to the Title IX Coordinator or Deputy Title IX Coordinator. Campus Law Enforcement, On and Off-Campus Victim Support Services, City Law Enforcement, and Civil Rights Agencies may also be contacted.

Confidential Reporting

KCKCC also offers confidential reporting through the Counseling & Advocacy Office.
To make a confidential report, contact:

Jennifer Gieschen, Coordinator of Women & Gender Advocacy
Room 3371 Jewell Building
913.288.7193
gieschen@kckcc.edu

Kim Leland, Coordinator of Student of Health Room
3363 Jewell Building
913.288.7683
kmorgan@kckcc.edu

- A. Weigh options and associated risks
- B. Discuss possible next steps, and
- C. Obtain information about available resources and services.

Reporting Timeframe

Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws.

Privacy

The Kansas City Kansas Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action.

Action

Kansas City Kansas Community College will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, disability or sexual harassment or violence, and to discipline or take appropriate action against any student, faculty member, administrator or other college personnel who is found to have violated this policy.

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.
- ▶ Pursuing resolution through informal measures or formal disciplinary action against the accused individual as warranted.

Retaliation

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment

What To Do If You Are Victim of Sexual Misconduct

Any individual who is a victim of sexual misconduct should follow these procedures immediately:

- ▶ Go to a safe place.
- ▶ Do not hesitate. If on campus, contact appropriate authorities and if during off hours, contact campus police at 913-288-7636 or dial 911.
- ▶ Call a friend, a Campus Security Agent (CSA), a family member, or someone else you trust and ask her or him to stay with you.
- ▶ It is important for the victim to preserve the evidence if she/he intends to pursue criminal charges.
- ▶ Do not shower, bathe, douche, or brush his/her teeth, and save all clothing worn at

the time of the assault.

- ▶ Place each item of clothing in a separate paper bag. Do not use plastic bags.
- ▶ Do not disturb anything in the area where the assault occurred.
- ▶ Go immediately to see medical personnel.
- ▶ If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- ▶ If the student has not seen the medical personnel at the time of the complaint, the student will be immediately advised to do so.
- ▶ Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- ▶ Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hotline, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

Resources

KCKCC Campus Police: 913-288-7636

KCK Police Department: 913-596-3000

Wyandotte County Sheriff's Department: 913-573-2861

Leavenworth Police Department: 913-651-2660

Leavenworth County Sheriff's Department: 913-682-5724

The Guidance Center: 913-682-5118 (Leavenworth)

The following area hospitals with Sexual Assault Nurse (SANE) are able to assist you:

- ▶ North Kansas City Hospital, 816-691-2098
- ▶ Overland Park Regional Medical Center, 913-541-5338
- ▶ Research Medical Center, 816-276-4155
- ▶ Shawnee Mission Medical Center, 913-676-2000
- ▶ St. Luke's Northland, 816-891-6010
- ▶ St. Luke's Plaza, 816-932-5871
- ▶ St. Luke's South, 816-317-7466
- ▶ Truman Medical Center, 816-404-1000
- ▶ University of Kansas Medical Center, 913-588-5000

See the MOCSA website for a complete listing:
<http://www.mocsa.org>

Wyandot Center:

For appointments: 913-328-4600, 24 hour Crisis Line: 913-788-4200

Rape/Sexual Assault:

Metro Org to Counter Sexual Assault

For appointments: 816-931-4527

Intimate Partner Violence:

Domestic Violence Network

24 Hour Crisis Line: 816-468-5463

Lesbian, Gay, Bisexual, Transgender Issues:

KC-Anti Violence Project (Violent relationships & hate crimes): 816- 561-0550

Trevor lifeline (Suicide Line) 24-hour crisis line: 1-866-488-7386

NON-ACADEMIC STUDENT GRIEVANCE PROCEDURES



Kansas City Kansas Community is committed to providing all students and adults with a safe and supportive school environment. Members of the college community are expected to treat each other with mutual respect.

The Student Grievance Procedure provides a system to handle student complaints against faculty, staff, or other students concerning allegations of discrimination, violations(s) of their student rights, or general unfair treatment. The use of this procedure is not to be used for grade appeals or claims of gender-based discrimination/sexual harassment/sexual violence.

Note: Whenever possible, students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. An exception to this would be if the student feels that informal discussion might place them in a compromising position or expose them to potential risk.

Racial, Disability, Religious Harassment

Consists of: physical or verbal conduct relating to an individual's race, disability or religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
3. Unlawfully and adversely affects an individual's employment or academic opportunities.

Reporting

Any student who believes he or she has been the victim of religious, racial, or disability by a student, faculty member, administrator or other college personnel of Kansas City Kansas Community College should report the conduct to the Dean of Students. After requirements for completing a grievance have been met, all documents must be submitted to the Kansas City, Kansas Community College, Dean of Student Services Office within ten (10) class days of the original incident. Documents to be submitted include:

- ▶ The Student Formal Complaint Form
- ▶ Any supporting documentation that the student feels is relevant to the complaint

Privacy

The College will protect the privacy of individuals involved in a report of discrimination or harassment to the extent allowed by law and College policy. However, there may be times when disclosure of information is required.

Retaliation

Kansas City Kansas Community College will discipline or take appropriate action against any student, faculty member, administrator or other college personnel who retaliates against any person who reports religious, racial, disability or sexual harassment or violence.

ACCEPTABLE USE OF TECHNOLOGY



This Acceptable Usage Policy applies to all users of all information systems that are the property of KCKCC. All students are to abide by the Student Code of Conduct. Non-compliance and violations of this policy will result in disciplinary action according to the Student Code of Conduct.

Students may not use KCKCC hardware or software for the following:

- ▶ intentional corruption of or misuse of the college computer systems
- ▶ illegal or criminal activity
- ▶ harassment based on gender, race, religion, orientation, or any other basis impermissible under the law
- ▶ fraudulent, defaming, threatening or obscene e-mail
- ▶ viewing, posting or sending obscene or pornographic material or material that incites illegal activity
- ▶ commercial or for-profit activities
- ▶ unauthorized entry, modification, damage or copying of a file
- ▶ unauthorized use of another person's individual identification or password
- ▶ use of group websites for the publication or distribution of copyrighted material or licensed software
- ▶ use of facilities to interfere with the normal day-to-day operation of the college
- ▶ to knowingly spread malware or viruses

SOCIAL MEDIA POLICY



KCKCC recognizes that online social media can be used to connect with members of the campus community in many positive ways. However, the nature of online social media warrants certain caution. When using online social media, all students shall follow the guidelines of the student Code of Conduct, which can be viewed at <http://www.kckcc.edu/student-services>. Non-compliance and violations of this policy will result in disciplinary action according to the student code of conduct.

The following activities are deemed inappropriate uses of social media:

- ▶ Use of social media for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation,

soliciting for illegal pyramid schemes and computer systems tampering (e.g. spreading of computer viruses).

- ▶ Use of social media that in any way violates the college's policies, rules or administrative orders.
- ▶ Opening attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- ▶ Sharing social media account passwords with another person, or attempting to obtain another person's social media account password.
- ▶ Posting course work and assignments.
- ▶ FERPA- or HIPAA-protected information.

COMMUNICABLE DISEASES



The KCKCC Board of Trustees acknowledges the importance of developing and implementing a comprehensive program concerning communicable diseases. Therefore, KCKCC has instituted an educational program for students and employees with regard to communicable illnesses. More information concerning communicable diseases can be obtained from the Coordinator of Student Health Services, Room 3363, Upper Level Jewell Student Center.

ABSENCES FOR EXTENDED ILLNESS



If a student must be absent for an extended period, the Coordinator of Student Health Services may be contacted and will send an email to instructors. This is handled on a case-by-case basis.

MINORS ON CAMPUS



To avoid potential disruption in the classroom, harm to children, or liability to the college, children are prohibited from classrooms, labs or any academic facility, as well as unattended in public areas. Children are only permitted in classrooms, labs or any academic facility when participating in an organized function. Students found to have violated policy may be subject to disciplinary action.

ENROLLMENT PROCEDURES



Enrollment dates are listed on the KCKCC website, www.kckcc.edu. Both new and current students are encouraged to take advantage of early enrollment periods beginning in November for the spring semester, and beginning in April for the summer semester and fall semester.

ACADEMIC ADVISEMENT SYSTEM



Student Success Advisors within the Student Success Center are available to assist students with class selection based on the student's academic intent. Students pursuing vocational and career programs must meet with the appropriate Program Coordinator of area for advising. Each student is assigned a faculty advisor from the major area of study designated by the student on his/her application for admission. This information is available on a student's account in WebAdvisor at www.kckcc.edu.

If a student decides to change majors or would like a different advisor he/she can complete the "Update Student Information" form on WebAdvisor or make a request to the Admissions Office.

Current students with more than 30 credits may enroll via WebAdvisor by accessing the website at www.kckcc.edu. Students will need their student ID and password in order to enroll. Students are able to enroll and/or make schedule adjustments in any course that has not already started, provided seats are still available. Students with less than 30 semester credit hours are required to meet with an Student Success Advisor to register for classes.

Contact the Student Success Center (913-288-7696), located in Room 3389 of the Jewell Student Center, for additional information.

For courses taught at the KCKCC Technical Education Center (TEC), call 913-288-7810 or KCKCC Pioneer Center in Leavenworth, contact 913-288-7750.

WebAdvisor is KCKCC's web-based student information access system. Students may use it to:

- ▶ Enroll in classes
- ▶ Change course schedules
- ▶ View/print a schedule of classes
- ▶ View and print a grade report
- ▶ Check on open seats in a class
- ▶ Print an unofficial transcript
- ▶ Check financial aid status
- ▶ See if scholarships, grants and loans have been awarded
- ▶ Sign up for E-Cashier, KCKCC student payment plan, or make a payment
- ▶ Update personal identification (address, phone number, etc.)
- ▶ Obtain enrollment verification from the National Student Clearinghouse

For more information, questions or comments about WebAdvisor, please call the Student Success Center at 913-288-7697. If technical support is needed, call Information Technology at 913-288-7479.

TRANSCRIPT REQUEST



Students who do not have holds on their account can retrieve unofficial transcripts at any time through WebAdvisor. Official transcript requests are submitted through parchment.com. See the transcript link for more information. Transcripts are not released to students with financial obligations at the College.

SUBMITTING TRANSCRIPTS FROM OTHER INSTITUTIONS



Students are required to submit official high school and/or college transcripts when applying for KCKCC credit courses and financial aid. Transcripts must be submitted directly from the issuing institution. Institutions should mail transcripts to:

Kansas City Kansas Community College
Registrar & Records: Transcript Services
7250 State Ave.
Kansas City, KS 66112

KCKCC also accepts transcripts sent electronically from the issuing institution when sent through a secure process. Electronic transcripts can be sent to the Technical Assistant for Transcript Services. 913-288-7623

ACADEMICS



Review the College Catalog for the most current policies and procedures.

Academic Honesty

Academic dishonesty on the part of any student that is detected in a course (including examinations and the submission of plagiarized material) will result in consequences consistent with the KCKCC student Code of Conduct.

Plagiarizing (plagiarism) is defined as stealing and using the ideas or writings of another as one's own.

Grade Appeal Procedure

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Faculty have the right to determine standards for grading and devise a system for the calculation of grades.

The purpose of the Grade Appeal Procedure is to assure students a fair and equitable process for the review of a grade the student feels does not reflect his/her performance according to the instructor's specified grading standards or system. **Only final course grades may be appealed.**

Within thirty days of the posting of the final course grade, the student should request the Grade Appeal Procedure form from the Office of the Vice President of Student Affairs and follow the grade appeal procedures. The student must first make an appointment with the instructor to discuss the matter. The instructor and student will work together to come to a resolution. Please note: it is anticipated that most grading concerns will be resolved at this level.

This is exclusively an internal college process for a grade appeal procedure. This is an American Disabilities Act (ADA) compliant procedure. This is a Family Educational Rights and Privacy Act (FERPA) compliant procedure.

For additional information, please contact the Vice President of Student Affairs, Room 3376, 913-288-7691.

KANSAS CITY KANSAS COMMUNITY COLLEGE STUDENT CODE OF CONDUCT



2018-2019

Kansas City Kansas Community College (KCKCC) is committed to maintaining a safe learning environment for students, faculty, administrators, staff, trustees and visitors. All members of the College community are expected to contribute to a positive campus environment that is conducive to advancing the mission of KCKCC. Each member of the campus community should choose behaviors that contribute towards this end.

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.
- Highest standards of ethical behavior.

It is the responsibility of the College to inform students of their rights and responsibilities, to define standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code of conduct.

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 inter-personal relationship.
- 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.
- Meet all financial obligations to the College.
- Obey all local, state and federal laws and regulations and all Kansas City Kansas Community College policies.
- Have the College Student Identification card at all times while on College property.
- 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.
- 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.

I. INAPPROPRIATE CONDUCT



While the College is dedicated to the rights and freedoms afforded individuals, some actions are considered inappropriate in an institution of higher education. 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, activity or in student housing. Any student who is under the influence of an alcoholic beverage, or has alcoholic beverage in his/her possession, or who has alcoholic beverage containers in his/her room or trash can will receive disciplinary action, possibly be disallowed housing privileges, or may receive the maximum penalty of dismissal from the College.

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. FAILURE TO COMPLY

No student shall fail to comply with the directives of College officials acting in the performance of their duties.

E. BULLYING

No students shall engage in behavior that is intended to cause physical, emotional, or psychological harm to another student at Kansas City Kansas Community College.

Examples of bullying include, but are not limited to the following:

1. Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes.
2. Verbal or physical conduct of a threatening, intimidating, or humiliating nature.
3. Sabotaging or undermining an individual or group's work performance or education experience.
4. Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property.
5. Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, social media, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Any individual who feels that he/she has been the victim of bullying, or who witnesses any incident of bullying, should promptly report it to the Dean of Student Services.

Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including expulsion,

F. 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, sexual identity, 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.

G. 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.
- ▶ 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.
- ▶ Failing to properly cite all resources in the body of your work.
- ▶ The use of complete or partial papers from internet paper mills or other sources of non-original work without attribution.

H. 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.

I. COUNTERFEITING AND ALTERING

No student shall reproduce, misuse of and/or steal, forge, alter, copy, 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.

J. 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.

K. 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.

L. 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.

M. 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 Disability Support Services at (913) 288-7664.

N. 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.

O. FIREARMS, FIREWORKS AND OTHER WEAPONS

Unauthorized possession or use of firearms, (including B-B and pellet guns), fireworks, (cherry bombs, bottle rockets, firecrackers, etc.) and other explosives, dangerous chemicals, and bombs threats and slingshots are prohibited on any KCKCC owned, leased, and operated facilities. (except as described by the Prohibited Weapons Policy, Policy: 5.12)

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 objects or instruments with the intent of bodily harm on any individual or damage of a building or grounds of College owned or leased 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.

Students identified as responsible for such activity will face serious disciplinary action and/or suspension from the College, as well as court prosecution.

The Kansas City Kansas Community College has a Prohibited Weapons Policy, Policy: 5.12, applicable to all students, staff and guests of KCKCC. All weapons are generally prohibited on KCKCC property except as permitted under the limited circumstances described in the Weapons Policy and under Kansas law.

Please refer to the KCKCC Prohibited Weapons Policy or your Student Handbook for more information. Anyone who witnesses a violation of the KCKCC Prohibited Weapons Policy should contact Campus Police at: 913-288-7636. Violations of federal, state or local laws or KCKCC policies may result in discipline up to and including expulsion from the college, criminal charges and monetary fines for personal injuries and property damage.

P. 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. (KCKCC Drug & Alcohol Use Policy, Policy: 5.11)

Illicit drug use within the context of competitive athletics and while enrolled in any of the health professions can compromise the physical well-being and health and safety of the individual and others; therefore, all athletes who practice and compete for athletic teams at KCKCC and all students enrolled in any of the health professions programs 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 and in the individual Health Professions Handbook.

Q. 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.

R. 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 based upon gender, race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or the College Harassment & Violence Policy, Policy: 5.10.

S. 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.

T. 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.

U. SEXUAL OFFENSES

Sexual assault and sexual harassment as defined in applicable federal, state or municipal law, or sexual harassment in violation of College's Harassment and Violence Policy and Procedures and/or the Title IX/Sexual Misconduct Procedures and Guidelines will not be tolerated. Sexual assault includes, but is not limited to rape, acquaintance rape, fondling, incest, statutory rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Sexual harassment consist of unwelcome sexual advances, such as requests for sexual favors; sexually motivated physical conduct; or other verbal, physical, conduct or communication of a sexual nature. Sexual Harassment may also include stalking. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. A sexual offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent." (National Incident- Based Reporting System User Manual, FBI). Consent can never be obtained through force, violence, coercion, pressure or intimidation. It can be withdrawn at any time. (KCKCC Harassment & Violence Policy, Policy: 5.10)

V. 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.

W. SMOKING

The College provides a smoke-free environment except for designated areas outside of campus buildings. No student shall be allowed to smoke in any enclosed KCKCC owned or operated facilities or college vehicles. Along with tobacco cigarettes, students are not allowed to smoke e-cigarettes as it constitutes disruptive behavior. (Smoking on Campus Policy, Policy: 5.05a.)

X. THEFT/DAMAGE TO PROPER

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.

Y. 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.

Z. 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. Written 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, place of the disciplinary meeting or request for a meeting, and a summary of the allegations. 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 feels may provide relevant information regarding the allegations.

5. Presence of an “Advisor”:

The student may have an advisor present at the disciplinary meeting or any time the student is required to attend a 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 72 hours of the meeting. Kansas City Kansas Community College reserves the right to remove an advisor from the proceeding for intimidating, offensive or disruptive behavior.

6. Decision Appeals:

An appeal of a Campus Judicial Officer’s decision may be made to the Vice President of Student Affairs 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, if the Judicial Officer is unable to reach the student, or the student(s) 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 action(s) to protect the rights of either or both the Claimant and Respondant to ensure orderly disciplinary procedures or to prevent potential retaliation

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 Dean of Student Services or his/her designee:

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 additional education/training 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 Student Services to the Vice President of Student Affairs.

- 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 Student Affairs within seven (7) working days of the date on the notice of the disciplinary action. Failure to do so by the student will be deemed as 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 Students 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 Student Affairs 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 Student Affairs 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 Student Affairs render a fair and impartial decision based upon substantial evidence presented at the proceeding.
 - 6. The proceeding shall not be open to the public.

- F. After the proceeding, the Vice President of Student Affairs shall prepare a written decision affirming, modifying, or reversing the Dean of Students' 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 Vice President of Student Affairs, a Campus Appeal Board may be convened, comprised of the following members:

1. Two faculty representing Faculty Senate
2. Two staff representing Staff 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 Student Affairs 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 Student Affairs, 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 Student Affairs decision was mailed to the student.

The President will follow the same procedure utilized by Vice President of Student Affairs. 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 Student Affairs has expired.

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 Student Affairs, the effective date of any disciplinary action will be the date after the Vice President of Student Affairs 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 Student Affairs.

IV. TITLE IX: GENDER-BASED DISCRIMINATION / SEXUAL HARASSMENT / SEXUAL VIOLENCE STUDENT GRIEVANCE PROCEDURES



Kansas City Kansas Community is committed to providing all students, faculty, staff, vendors and visitors with a safe and supportive school environment.

The Title IX: Gender-Based, Sexual Harassment, and Sexual Violence Student Grievance Procedure provides a system to handle student complaints against faculty, staff, students, vendors or visitors concerning Title IX allegations.

Students should complete the Title IX Reporting form and forward it to the Title IX Coordinator located in the Intercultural Center in the Lower Jewel Building. However, a student may report Title IX allegations to any responsible employee,

All employees, (except the two confidential employees below), at Kansas City Kansas Community College who know of or in the exercise of reasonable care should have known of an alleged Title IX incident are required to report the incident to the Title IX Coordinator or Deputy Title IX Coordinator.

The confidentiality of proceedings and identities of the parties shall be protected to the fullest practical extent. However, the College cannot guarantee complete confidentiality.

To make a confidential report, contact:

Jennifer Gieschen, Coordinator of Women & Gender Advocacy
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Dev.: 08/94

Revised: 01/ 2004

Revised: 04/ 2013

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Revised: 08/2016

Revised: 10/2017

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V. ACADEMIC APPEALS

(See Grade Appeal Procedure)



Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Faculty have the right to determine standards for grading and devise a system for the calculation of grades. The purpose of the Grade Appeal Procedure is to assure students a fair and equitable process for the review of a grade the student feels does not reflect his/her performance according to the instructor's specified grading standards or system. Only final grades may be appealed.

(See Grade Appeal Procedure)

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.

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