

# Kansas City Kansas Community College™

*2024-2025*

## **STUDENT HANDBOOK & CODE OF CONDUCT**



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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 associates 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; customized 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,

A handwritten signature in black ink that reads "Greg Mosier". The signature is written in a cursive style with a long, sweeping underline that extends across the width of the name.

Dr. Greg Mosier,  
Kansas City Kansas Community College President

# PURPOSE OF THE STUDENT HANDBOOK

This handbook is to provide students at KCKCC with quick and easy access to information about the College. While it may touch on topics covered in the KCKCC General Catalog and the College website, it is not 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 to serve the diverse student populations on all KCKCC sites: adult students, traditional-age students, high school students, prospective students who have started the admissions process with the intent to attend, veterans, single parents, day/evening students, etc. It is the intent that this handbook will be helpful as an interactive success guide to all students as they pursue their educational goals at KCKCC.

# COLLEGE STATEMENTS

## Non-Discrimination Policy Statement

Kansas City Kansas Community College (KCKCC) is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity and inclusion is encouraged and fostered throughout the College. KCKCC prohibits discrimination against any member of the College community on the basis of race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. KCKCC will conduct its programs, services, and activities consistent with applicable federal, state and local laws.

The Division of Career and Technical Education meets the changing educational and technological workforce development needs of the community by providing adult education and technical training to support the economic and well-being of the community and businesses within the college service area. Vocational opportunities will be offered regardless of race, color, national origin, sex or disability.

We minimize barriers to educational opportunities and enhance the intellectual and technical skills of area residents by providing adult training, general academic and technical education, customized business and industry training, and economic development services that prepare students and trainees for rewarding employment. Entry to the Technical Education programs vary depending on the program and credentialing requirements through designated accrediting bodies. All programs require students to go through the application and acceptance process as set forth by Enrollment Management. Several of the programs require students to take the Accuplacer test in order to meet minimum requirements to be successful in the program and industry. These requirements can be found on the link below.

Credit instruction is offered in a large selection of different programs using industry driven instruction, industry-standard equipment, and industry recognized credentials and work-based learning. A full listing of departments, degrees, and certificates can be found here: <https://www.kckcc.edu/academics/divisions/career-technical-education/>.

The individuals designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 are identified in the nondiscrimination notice below. Students that have concerns of discrimination not covered under Title IX should contact Dr. Shawn Derritt, Dean of Student Services, [sderritt@kckcc.edu](mailto:sderritt@kckcc.edu) or 913-288-7691.

## Education Equality Statement

Kansas City Kansas Community College 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 without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, marital status, ancestry, veteran status, 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 Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, [kckcchr@kckcc.edu](mailto:kckcchr@kckcc.edu) or 913-288-7200.

# Harassment and Violence Statement

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 and sexual assault. Title IX, regulated by the Office of Civil Rights, prohibits discrimination on the basis of sex in federally funded education programs and activities. All schools that receive any federal financial assistance must comply with Title IX.

KCKCC encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College Title IX Coordinator: Sam Deleon, Director of Employee Relations, [sdeleon@kckcc.edu](mailto:sdeleon@kckcc.edu) or 913-288-7269, 7250 State Avenue, Kansas City, Kansas 66112, or Dr. Reem Rasheed, Deputy Title IX Coordinator, [rrasheed@kckcc.edu](mailto:rrasheed@kckcc.edu) or 913-288-7375, 7250 State Avenue, Kansas City, Kansas 66112.

# TITLE IX

## Gender-Based Discrimination/Sexual Harassment/Sexual Violence Policy and Procedure

### Title IX Sexual Harassment and Sexual Violence Policy 3.03

Kansas City Kansas Community College (“KCKCC”) is committed to fostering an environment in which all members of our community are free from sexual misconduct in any form. The College expects that all interpersonal relationships and interactions will be based on mutual respect, open communication, and clear consent. Sexual harassment is a violation of professional ethics as well as a violation of federal and state law. KCKCC is committed to complying with Title IX of the Education Amendments of 1972 and its implementing regulations, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act of 2013 (VAWA), and the Kansas Act Against Discrimination. For more information, refer to the [Title IX Sexual Harassment and Sexual Violence Policy 3.03](#) on the KCKCC website.

### Title IX Sexual Harassment and Sexual Violence Procedure: 3.03A

The College takes allegations of sexual harassment very seriously and will actively respond to alleged sexual harassment and will take remedial action where appropriate. The [Title IX Sexual Harassment and Sexual Violence Procedure: 3.03A](#), outlines the process the College follows when it receives a report alleging a violation of the Title IX Sexual Harassment and Sexual Violence Policy 3.03 committed by a member of the Kansas City Kansas Community College (“KCKCC”) community. The procedures are an internal process to determine whether the College’s Title IX Sexual Harassment and Sexual Violence policy was violated and is not a court system. As such, KCKCC’s process does not use the same rules of procedure and evidence as those used by courts or law enforcement. Additional information about the procedure and the link to the KCKCC alleged Sexual Harassment and Sexual Violence Reporting Form can be found on the KCKCC website.

All students are required to complete Title IX training each academic year. This training is offered online through Blackboard. For more information, contact the Title IX Coordinator, Sam DeLeon, at 913-288-7269 or [sdeleon@kckcc.edu](mailto:sdeleon@kckcc.edu).



# CONSENSUAL RELATIONSHIPS POLICY: 5.10

KCKCC strives to provide an environment that is respectful, professional, and fosters trust and is free from unlawful discrimination or harassment and to prevent real or perceived conflicts of interest or favoritism. There are risks in any consensual relationship between individuals where there is unequal power in positions. Because of the potential for conflict of interest, exploitation, favoritism, and bias such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Consent is difficult to assess in a relationship where there exist positions of unequal power between the individuals involved in the relationship. Further, these relationships may not be consensual as the individual whose position confers power or authority believes. In addition, circumstances may change and conduct that was previously welcomed may become unwelcomed. Past consent does not remove grounds for a complaint based upon subsequent unwelcomed conduct. Consensual relationships between individuals in unequal power positions should be avoided and in many circumstances are strictly prohibited by this policy. Since these relationships can occur in multiple contexts at the College, this policy addresses certain contexts specifically with students and with employees. For more information refer to the [Consensual Relationships Policy: 5.10](#) on the KCKCC website.

# ACCESSIBILITY ACCOMMODATIONS

## Americans with Disabilities Act of 1990 (ADA)

Kansas City Kansas Community College is committed to providing visitors and applicants with disabilities equal opportunity to access the benefits, rights and privileges of school services, programs and activities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

The ADA is the civil rights guarantee for persons with physical and mental disabilities in the United States. This Act protects from discrimination for individuals based on disability. The ADA extends civil rights protections for people with disabilities to employment and private sectors, transportation, public accommodations, state and local government, and telecommunication and relay services.

## Accommodation Services for Students with Disabilities

Students with a documented disability may receive services at the Student Accessibility & Support Services Office, RM 3384, Jewell Student Center, Room 3384. 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 913-288-7750. For additional information on [accessibility](#) visit the college website.

## Rehabilitation Act of 1973

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

# ACADEMIC POLICIES AND PROCEDURES

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

## Academic Integrity Policy

Kansas City Kansas Community College expects our academic community to adhere to the highest [standards of excellence](#) in their pursuit of knowledge. Academic dishonesty on the part of any student will result in consequences consistent with those documented in the KCKCC Student Code of Conduct.

## Grade Appeal Policy and Procedure

### Grade Appeal Policy 2.10

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. These standards and system for calculating grades must be included in the course syllabi. Only final grades may be appealed. [Grade appeals](#) in selective admission programs may be handled differently as outlined in their respective student handbooks.

### Grade Appeal Procedure: 2.10A

The purpose of the [Grade Appeal Procedure](#) is to assure students a fair and equitable process for the review of final course grade(s) the student feels does not reflect their performance according to the instructor's specified grading standards or system.

Within 30 days of receiving the final grade, 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.

If the instructor is not available, the student should submit the Grade Appeal Form, along with sufficient evidence to the appropriate Academic Dean. The Academic Dean will notify the instructor of the grade appeal. Please refer to the Grade Appeal Procedure for additional details.

# **STUDENTS' RIGHT TO ACADEMIC RECORDS (FERPA)**

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 access their education records, the right to seek to have the records amended, and have some control over disclosing personally identifiable information from the education records.

In compliance with FERPA, a student's KCKCC educational records will be disclosed only with the written consent of the college student except to school officials who have a legitimate educational interest in the records. For additional information; please contact the KCKCC Registrar at 913-288- 7110.

# SAFETY

To report an incident, call 913-288-7636 or come to the KCKCC Police Office, Room 3462. Officer's on-duty 24-7 to answer calls.

## Student Safety

[KCKCC Police](#) are available to provide a police escort to any location on-site if requested. If, for any reason, a person does not feel safe walking to their vehicle alone, contact KCKCC Police for an escort. Call Main Location at 913-288-7636, or see KCKCC Police at any location.

## The Clery Act/Annual Crime Statistics

Formerly 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 promptly. For the latest statistics, see the KCKCC Police Office, Main location, Room 3462, or visit the [Annual Security/Fire Safety Report](#) on the KCKCC webpage.

## 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 to the KCKCC Police. This includes threats by employees and threats by students, vendors, solicitors, or other members of the public. Suspicious individuals or activities should also be reported as soon as possible to KCKCC Police.

## Drug-Free Schools and Communities Act (DFSCA)

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 alcohol abuse and use 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 institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illegal drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees or students; and
- 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.

# ADMISSIONS/ENROLLMENT MANAGEMENT POLICIES AND PROCEDURES

## Enrollment Procedures

Enrollment dates are listed on the KCKCC website. All students should take advantage of early enrollment periods beginning in November for the spring semester and starting in April for the summer and fall semesters.

## Advising

Student Success Advisors within the [Student Success Center](#) are available to assist students with class selection based on the student's academic intent. Students who want to change majors can complete the "Update Student Information" form on Self-Service.

Current students with more than 12 credits may enroll via Self-Service. Students will need their Student ID and password to enroll. Students can register and make schedule adjustments in any course that has not already started, provided seats are still available. Students with less than 12 semester credit hours or student with a hold on their account must meet with a Student Success Advisor to register for classes.

Contact the Student Success Center at 913-288-7696 for additional information. For courses taught at the KCKCC Technical Education Center (TEC), call 913-288-7800 or KCKCC Pioneer Center (PCC) in Leavenworth, contact 913-288-7750.

## Tuition Refund Appeal Policy and Procedure

### Tuition Refund Appeal Policy: 3.01

The [Tuition Refund Appeal Policy](#) explains the refund or adjustment process for students who are requesting an exception to the published Tuition Policy of their tuition charges due to extenuating circumstances that occurred during a given semester at Kansas City Kansas Community College. Please visit the College's website for more information regarding the process of [Tuition Appeal](#).

## Transcripts

### Transcript Request

The [college transcript](#) is a student's permanent academic record. It contains information that requires a request that has been signed by the student and in compliance with college policy. Transcripts will not be issued if any financial obligations exist with KCKCC.

Kansas City Kansas Community College has authorized Parchment to manage the ordering, processing and secure delivery of student transcripts. Parchment allows students to send their KCKCC transcript either electronically or through the mail. For additional information, visit the KCKCC website.

## Submitting Transcripts from Previous 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's Office  
7250 State Ave.  
Kansas City, KS 66112

Institutions may also send transcripts electronically to Kansas City Kansas Community College through a secure process (such as Parchment or National Student Clearinghouse). Additional details are available on the college website.

# TECHNOLOGY

## Acceptable Use of Technology

Access to computers, networks, email, and internet servers owned and/or operated by KCKCC is a privilege which imposes certain responsibilities and obligations and is granted, subject to policies and procedures established by KCKCC, as well as all applicable federal, state, and local laws and/or ordinances.

The [Computer/Net Usage Policy 1.01](#) 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 email
- 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 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 regular day-to-day operation of the college
- To knowingly spread malware or viruses

## Self-Service

Self-Service 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 Self-Service, please call the Help Desk at 913-288-7479.



# OTHER POLICIES AND PROCEDURES

## Minors on College Property

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 or unattended in public areas. In addition, children are only permitted in classrooms, labs, or any educational facility when participating in an organized function. Students found in violation of the [Minors on College Property Policy 5.08](#) may be subject to disciplinary action.

# STUDENT CODE OF CONDUCT POLICY AND PROCEDURE

## Student Conduct Incident Report

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.

It is the College's responsibility to inform students of their rights and responsibilities, define standards of behavior, and assure students of substantive and procedural due process. The student's responsibility is to be aware of the published and readily available [Student Code of Conduct Policy 3.00](#). Student's failure to be aware of this published Student Code of Conduct does not excuse them from compliance with this policy.

This policy applies to all students enrolled at KCKCC who are participating in any college course, activity or event or are representing the College, either on or off site. 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.

KCKCC 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. Legal action taken from violations to federal, state, and local laws does not preclude campus disciplinary action up to and including expulsion from the College. For more information refer to the Student Code of Conduct Policy 3.00.

## Student Code of Conduct Procedure: 3.00A

Kansas City Kansas Community College Conduct Review Process is implemented to ensure 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 their 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. For additional information refer to the Student Code of Conduct Procedures: 3.00A located on the KCKCC website.

## Student Code of Conduct Addendum

### COVID-19 Safety Protocols

The following is an addendum to the Kansas City Kansas Community College Student Code of Conduct in response to the COVID-19 pandemic. This addendum outlines the expectations all students must observe to prioritize their personal health and safety and that of the broader community. This addendum is effective immediately and will remain in place until further notice. The college reserves the right to update the COVID-19 Safety Protocols to align with evolving guidance from regional, state,

and national public health organizations, as well as government officials. Students will be notified of these updates through official campus communication channels. The expectations below will take precedence over any language or policy within the Student Handbook or the Student Code of Conduct. Kansas City Kansas Community College aims to deliver its mission while protecting the health and safety of its students, employees, and guests to the fullest extent possible by minimizing the potential spread of disease within the College community. Students are responsible for complying with college precautions as outlined in the COVID-19 Safety Protocols to protect against the spread of COVID-19. Failure to comply with these standards will result in a violation of the Student Code of Conduct. Any student found to be in violation of the COVID-19 Safety Protocols could face progressive sanctions, up to and including suspension from the College.

Added: 08/2020

Updated: 06/2021

# STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

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

The [Student Complaint/Grievance Procedure](#) provides a process to handle student complaints against faculty, staff, or other students concerning allegations of discrimination, violations(s) of their student rights, or general unfair treatment. This process is available to any student who wishes to bring forward an academic or non-academic complaint/grievance not covered by other College policies or procedures.

This procedure is not to be used for grade appeals or claims of Title IX gender-based discrimination/sexual harassment/sexual violence. Title IX complaints or reports regarding sexual harassment and/or sexual violence, should be directed to the Title IX Coordinator.

## Informal Process

A student with a complaint regarding a matter associated with Kansas City Kansas Community College is encouraged to begin with an informal process. Complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made if brought forward after significant time has passed. In brief, this means discussing the matter with the faculty or staff of the department where the issue originated and only escalating it to their supervisor, or dean of the division if not resolved. In most cases, complaints can be resolved through this informal process. See this link to locate the Academic Divisions. An exception to this will be if the student feels that informal discussion might place them in a compromising position or expose them to potential risk.

## Formal Process/Reporting

If still unresolved after following the informal complaint process, the student may choose to file a formal complaint. All student formal complaints must be filed with the Dean of Student Services by completing the electronic Student Grievance Form located on the KCKCC website. All supporting documents must be uploaded or submitted to the Dean of Student Services within ten (10) business days of the original incident.

Upon receipt of the complaint, the Dean of Student Services shall review the matter and will collaborate with appropriate parties and personnel to review the complaint, investigate the facts and determine what, if any, appropriate actions are to be taken.

It is a violation of the Student Code of Conduct for any student to knowingly file a false or malicious complaint. If the College believes that such a false or malicious complaint has been filed, the matter will be addressed in accordance with the College's applicable policies and operating procedures.

## Privacy

The College will protect individuals' privacy in a report of discrimination or harassment to the extent

allowed by law and College policy. However, there may be times when disclosure of the information is required. Participants in the complaint resolution process should respect the matter as confidential. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements and organizational responsibilities, and within limits allowing for the review to occur.

## Retaliation

Kansas City Kansas Community College will discipline or take appropriate action against any student, faculty member, administrator, or other college personnel who retaliate or discriminate against a student because of the student's filing of or participation in the review of a complaint. Any student believing that retaliation has taken or is taking place should immediately report the matter to the Dean of Student Services.

## Anonymous Reporting

Anonymous reporting for non-academic matters is available through the [Lighthouse Services](#). Use this service to make your college's administration aware of workplace concerns that you might be uncomfortable raising in any other way. These concerns may be about possible fraudulent, unethical or unlawful conduct you have witnessed at work. If you prefer, you can send your information anonymously.