

POLICY MANUAL



COLBY
COMMUNITY COLLEGE

Students

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ACADEMIC LOAD

The typical academic load ranges from 14 to 18 semester credit hours. Students carrying 12 hours or more are considered full-time students. Students enrolling in more than 20 hours of credit in the fall or spring semesters must receive approval from the Vice President of Academic Affairs prior to enrollment. Students enrolled in more than seven credit hours in a four-week summer or **late fall session** or 15 credit hours in the summer session must obtain permission from the Vice President of Academic Affairs. Enrollment includes hours taken on and off-campus, as well as online.

[Reviewed March 2021]

ACCESSIBILITY

The Accessibility Policy for students, faculty, and staff can be found in the [General Employment and Workplace Issues](#) of the Colby Community College Policy Manual.

ADMINISTRATIVE DROP

Students are expected to be regular and punctual in class attendance and to fully participate in the course. Students who have not participated in an on-campus course(s) or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course(s). For online courses, attendance is defined as completion of at least one gradable assignment within the first seven calendar days. For accelerated courses (4-week and late fall) the administrative drop date will adhere to the published dates from the Registrar's office. The start of the semester is defined as the first calendar day classes are offered, including online classes. Students who do not physically attend classes on-campus within 10 class days of the start of the semester will be dropped from all on-campus classes.

[Added November 2020]

BICYCLES AND OTHER MOBILE DEVICES (MOTORIZED AND NON-MOTORIZED)

Bicycles

Bicycle racks are available on the Colby Community College campus. Bicycles do not need to be registered. Bicycles must be placed in these racks, and it is recommended that the owner secure the bike with a lock. Bikes may not be placed at rails, lampposts, trees or inside of buildings. Bicycles are not to be ridden on sidewalks or in buildings



Skateboards, Roller Blades, Non-Motorized Scooters and Electronic Personal Assistive Mobility Devices (EPAMDs, including Segways, hoverboards and self-balancing electric scooters)

For the safety of everyone, skateboards, roller blades, non-motorized scooters and EPAMDs are prohibited on sidewalks and in buildings at Colby Community College. EPAMDs are allowed in situations of medical/service access.

Motorcycles and Motor Scooters

Motorcycles and motor scooters are considered motor vehicles and their operators are required to comply with all parking and traffic regulations. If the scooter is not street legal, it may be parked and locked on the bicycle racks found on campus. For the safety of everyone, motorcycles, motorized scooters and other motorized vehicles are prohibited on sidewalks or in buildings at Colby Community College.

*If living on campus, bikes (including scooters and motorcycles under 250cc) may not be stored inside the residence halls. Bike racks are available outside every living center.

Colby Community College is not responsible for lost, stolen, or damaged property. Additionally, users of bicycles and mobile devices are participating at their own risk, as Colby Community College is not liable for any accidents or injuries sustained while using these on campus.

[Added October 2019]

[Reviewed September 2021]

BILLING AND PAYMENT

The Billing and Payment policy is in the [Business, Management, and Financial](#) section of the CCC Employee Policy Manual.

CODE OF CONDUCT

The student Code of Conduct can be found in the current [Student Handbook](#).

COPYRIGHT INFRINGEMENT

Colby Community College takes copyright protection very seriously. Many scholars, musicians, and performers rely on copyright to protect their intellectual property. The following information explains what copyright infringement is, what the consequences of copyright infringement are, and the policy for those who illegally access music, TV shows, or movies. This information is not intended to be a comprehensive treatment of copyright laws; it is intended to provide basic information to help you avoid copyright infringement.

What is Copyright Infringement?



Copyright holders are granted exclusive rights under section 106 of the Copyright Act (Title 17 of the United States Code) including the right to reproduce, distribute, display, or perform the copyrighted work or to make a derivative work. Copyright infringement is the act of using works protected by copyright law without permission or legal authority. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without permission or the authority to do so constitutes an infringement.

Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

Policy

Colby Community College prohibits the use of its network resources (i.e., internet/WiFi) to conduct inappropriate and/or illegal activity. The College complies with applicable federal and state laws and requires that network account holders do the same in accordance with CCC's Policy on Computer and Internet Acceptable Use. Alleged violations of the Computer and Internet Acceptable Use Policy shall be subject to disciplinary due process. Unauthorized or improper use will lead to the possible revocation of the user's access, and the College may also require restitution for any use which is in violation of the usage guidelines. Colby Community College will pursue criminal and civil prosecution of violators when appropriate.

[Added August 2021]



CREDIT HOUR DEFINITION

Courses offered both online and traditional

Student learning objectives are the same regardless of the format the course is offered. When the course is offered similar assessments are utilized to ensure student learning. Thus, while teaching the same objectives we can assume that classroom and out of class time for the distance course is equivalent to the traditional course offering.

Courses offered only online

The following criterion is utilized to determine in class and out of class time for Colby Community College's online courses.

In-Class-Seat Time

Discussion Boards	Reading all posts 180 words per minute; Students original answering 60 minutes; Each students additional quality post 30 minutes
Reading Instructors Feedback	10 minutes per graded assignment
Quizzes	60 minutes allotted per quiz
Weekly Lectures	75 minutes per lecture
Links to External Websites	30 minutes per external site
Exams	75 minutes per exam
Final Exams	120 minutes for final exam
Labs	75-150 minutes as defined by the instructor
Boot Camps	Calculated per scheduled time as defined in the published schedule.

Out-of-Class Time

Course Material	180 words per minute
Formal Writing	20 words written per minute; 120 minutes for research; 120 minutes prep per page of writing
Video/Other Assignments	100 minutes per other assignment
Studying/Prep Time	Quizzes 60 minutes prep time Unit Exams 10 hours prep time Final Exams 10 hours prep time
Case Study	75 minutes per case study

In order to provide guidelines for time calculations the College made several assumptions. The discussion with individual instructors will provide additional information if needed.



CROWD CONTROL AT COLLEGE-SPONSORED ACTIVITIES

Disorder and disruption of college activities will not be tolerated, and persons attempting to endanger the safety of students, college personnel or other adults, to damage college property, to interfere with college activities or the educational process, will be asked to leave the premises.

The college administration and staff are responsible for handling any problem. The final decision for determining if assistance is needed is the responsibility of the college administrator. In the absence of the administrator, the determination shall be made by the assistant administrator or person designated to be in charge of the activity. The president shall be notified of any serious problem at the college.

[Reviewed August 2020]

DORM RESIDENCY CREDIT HOUR REQUIREMENT

Students living on campus must be full-time and of these credit hours at least 9 credit hours must be face to face or hybrid courses. Students wishing to take more online courses must have approval from the Vice President of Student Affairs.

[Added March 2017]

[Reviewed March 2021]

EMOTIONAL SUPPORT AND SERVICE ANIMALS

The policy on emotional support and service animals is consistent across campus and is available in the [General Employment and Workplace Issues](#) section.



FAIRNESS IN WOMEN'S SPORT ACT

Pursuant to House Bill 2238, interscholastic, intercollegiate, intramural or club athletic teams or sports that are sponsored by Colby Community College shall be expressly designated as one of the following based on biological sex:

- (1) Males, men or boys;
- (2) females, women or girls; or
- (3) coed or mixed.

Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

Colleges shall use information collected when individuals elect to participate on a team or in a sport to determine which gender team is appropriate for respective students. Should a dispute arise, colleges shall refer to the original birth or adoption certificate completed at or near the time of birth. If the original birth or adoption certificate is not available, documentation provided by a licensed physician indicating biological sex at birth may be utilized. If biological sex at birth is unable to be determined by the above means, the student shall be eligible to participate in male, men's, boys, coed, or mixed athletic activities only.

[Added July 2023]

FINANCIAL RESPONSIBILITY AGREEMENT

I understand that when I register for any class at Colby Community College or receive any service from Colby Community College, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Colby Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at Colby Community College. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Minors (those enrolling prior to turning 18)

I understand and agree that until I am 18 years of age at the time of enrollment (not when classes begin) at Colby Community College, a Financial Agreement form must be completed by both the student and the



parent/guardian each semester of enrollment before turning 18, which is considered the “age of majority” in Kansas. If this is not completed prior to September 1 in the fall semester and February 1 in the spring semester, the student will be dropped from all enrolled courses and assessed a \$25/course late drop fee. I understand payment is still necessary for all courses I take at Colby Community College.

Delinquent Account/Collection

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, Colby Community College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, Colby Community College will assess late payment and/or finance charges at the rate of 1.5% per month on the past due portion of my student account until my past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Colby Community College may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, together with all costs and expenses, including reasonable attorney’s fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Communication

Method of Communication. I understand and agree that Colby Community College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Colby Community College on a timely basis.

Updating Contact Information. I understand and agree that I am responsible for keeping Colby Community College records up to date with my current physical addresses, email addresses, and phone numbers by following the procedures www.colbycc.edu. The linked procedure is incorporated herein by reference. Upon leaving Colby Community College for any reason, it is my responsibility to provide Colby Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Colby Community College.

ENTIRE AGREEMENT This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Colby Community College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Colby Community College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

[Added September 2016]

[Updated March 2021]



GRADE APPEAL

The faculty is responsible for assessing the academic quality of a student's work and the assignment of grades. If a student believes their course grade was assigned in error, they may appeal it. The result of any grade appeal would need to raise the students' grade to a passing percentage, and the student must have evidence that assignments and exams were completed and submitted (it is preferred that all assignments and exams are completed and submitted, prior to the onset of appeal process).

A student must file a grade appeal no later than 5 business days after the start of the next term (after the final grade due date). The grade appeal process will be completed within 45 days of the submission of the form to the instructor unless both parties agree in writing to extend the deadline.

Students must contact their instructor to start the course grade appeal process and are responsible for providing fact-based evidence to support their appeal. Upon receiving the Grade Appeal form from the student, the instructor has 3 business days to provide a written response with supporting documentation.

The Appeal Process

1. In writing (using the Grade Appeal form), the student will submit a request to appeal a final course grade with their instructor.
2. The student will confer with the instructor, with the goal of either accepting the assigned grade as accurate, or adjusting the final course grade, if the grade assignment was not correct. If a resolution is reached, it will be documented in writing and the grade appeal process will end.
3. If the student and instructor are unable to reach a resolution, the student may appeal and confer with the Division Chair. The instructor will provide the Division Chair, all necessary class documents related to the grade assignment in dispute (including, but not limited to, the syllabus, attendance log, assignments, grading criteria, and grades earned). The faculty member will confer with the Division Chair to provide an evidence-based accounting of the facts of the grade dispute.
4. The student will confer with the Division Chair and provide evidence related to their grade appeal. The Division Chair will review all pertinent data related to the final grade appeal and will prepare a written response documenting the grade appeal decision. If the student is unable to reach a satisfactory resolution with the Division Chair, the student may appeal to the Grade Appeal Committee (GAC). The Division Chair and the student will provide all evidence to GAC.
5. The GAC is composed of the Division Chairs not involved with the grade appeal, and a member of the Faculty Alliance Executive Board. The Committee will review all pertinent data related to the final grade appeal, and will prepare a written response documenting their decision. Both the student and the instructor will be active participants in the grade appeal process, and will be available to the GAC to provide any additionally requested evidence or to answer questions.

If the decision of the GAC is unsatisfactory to the student, the student may appeal to the Vice President of Academic Affairs (VPAA). The GAC and the student will provide all evidence to the VPAA.

6. The student will appeal and confer with the VPAA. Both the student and the instructor will be active participants in the grade appeal process, and will be available to the VPAA to provide any additionally requested evidence or to answer questions. The VPAA will review all pertinent data



related to the grade appeal, and will prepare a written response documenting their grade appeal decision. The decision of the VPAA is final and there is no further appeal process.

7. Any act of retaliation or discrimination against any student who has filed a grade appeal, or and CCC personnel who participated in any grade appeal hearing or assessment, is prohibited.

[Revised September 2021]

INTERNATIONAL STUDENTS AND THE LAW

International students must abide by all institutional, local, and state laws. If an international student's actions result in them being arrested and/or having charges filed against them, the individual situation will be handled by a review board. Disciplinary actions and sanctions will be handled on a case-by-case basis according to recommendations from the review board. The review board will be named annually by the Primary Designated School Official (PDSO) with the final approval of disciplinary actions/sanctions by the Colby Community College President. The maximum penalty may result in termination of the student I-20 and dismissal from the institution.

Please note: Any actions taken by law enforcement and/or the court system are separate from the disciplinary actions/sanctions from Colby Community College.

[Added June 2020]



INTERROGATIONS AND INVESTIGATIONS

Persons designated by the president may conduct investigations and question students about infractions of college rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the administrator shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

College administrators may meet periodically with local law enforcement officials to discuss the college's policies and rules regarding law enforcement contacts with the college. Law enforcement officers shall not be permitted to conduct investigations during college hours except in demonstrated emergency situations. If a demonstrated emergency is found, the administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the administrator is not satisfied with either the identification or the reason, the request shall not be granted. The administrator shall attempt to notify the president and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on the criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by college officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. When a student has been taken into custody or arrested on college premises without prior notification to the college administration, the college staff present shall ask the law enforcement officer to notify the administrator of the circumstances as quickly as possible.

Disturbance of College Environment

Law enforcement officers may be requested to assist in controlling disturbances at college and, if necessary, to take students or other persons into custody.

[Reviewed August 2020]

PARKING

Students follow the same parking guidelines as CCC employees. The Parking Policy can be found in the [General Employment Policies](#) section of the college policy manual.



PLACEMENT TESTING

To assure reading, writing, and math skills, Colby Community College uses multiple measures to place the student in appropriate classes. Previous college credit, ACT/SAT scores, Accuplacer scores, high school GPA, and high school transcripts can all be used to determine a course sequence that helps ensure accurate and appropriate course placement. (See Placement Matrix below).

Students who are exempt from placement testing include:

1. A student determining course placement is inaccurate may request admission into a higher-level course by contacting the Trojan Advising Center. Students requesting admission into a higher-level course must demonstrate adequate course mastery and provide reasonable proof of their mastery to receive approval from the Vice President of Academic Affairs.
2. Students who have earned bachelor's and/or associate degrees;
3. Students who transfer (with a "C" or higher) an approved credit-bearing course in math, writing, or reading from another institution, and receive confirmation from the Registrar that the transferred course is equivalent to an approved CCC course;
4. Students who successfully completed the developmental education sequence in math, reading, and/or writing are exempt from the assessment requirements for those subjects;
5. Students who successfully completed (with a "C" or higher) English Composition I or its equivalent are exempt from the assessment requirement for English and reading;
6. Students who successfully completed (with "C" or higher) a 100-level or above algebra course are exempt from the assessment requirement in mathematics;
7. Students who have taken the ACT/SAT and/or Accuplacer test within two years prior to enrollment and have scores that meet or exceed the acceptable scoring range in English, reading, and/or math sections (see Placement Matrix) are exempt from both developmental education coursework and from placement testing in those subject areas where they met or exceeded an acceptable score (see Placement Matrix). Students must follow the sequence of developmental courses and pass with at least a "C" to move to the next level unless retesting results indicate a higher placement.

Students who test into developmental education courses must follow the sequence of developmental courses and earn at least a "C" or higher to move to the next course level, unless retesting results indicate a higher course placement.

Students may retake the Accuplacer test at a cost of \$5 per section for the following reasons:

1. Students who feel placement test results do not accurately reflect their abilities;
2. Students who feel they have improved their skills through a course refresher or through the successful completion of developmental education course work;
3. Students who feel the course grade earned inaccurately reflects their academic abilities and prevents them from advancing in the course sequence.

[Updated March 2021]



English Courses	High School GPA*	Previous College Courses	ACT Reading & Writing Score _____	ACCUPLACER Reading & Writing Score _____	SAT Reading & Writing Score _____
EN076 Fundamental of Reading & Writing	NA	NA	0-11	200-230	0-229
EN079 English Comp I Workshop **	NA	Per Transfer Policy	12-17	231-254	230-489
EN176 English Comp I	Cumulative 3.5 or higher on a 4.0 scale Can use six (6) semester GPA if not yet graduated	Thirty (30) or more credit hours earned Cumulative 3.5 on 4.0 scale	English Score AND Reading Score 18 or above	English Score AND Reading Score 255 or above OR 231-254 AND WritePlace 5-8	Evidence Based Reading and Writing 490 and above
Math Courses	High School GPA*	Previous College Courses	ACT Reading Math Score _____	ACCUPLACER Math Score _____	SAT Math Score _____
MA050 Math Essentials	NA	NA	0-13	200-219	200-339
MA076 Beginning Algebra	NA	Per Transfer Policy	14-18	220-249	340-419
MA169 Survey of Math (Not part of Algebra Sequence)	NA	Per Transfer Policy	18-20	242-258	420-519
MA177 Intermediate Algebra	NA	Per Transfer Policy	19-21	250-262	420-519
MA178 College Algebra	Appropriate sequence of math courses completed with a "B" or higher will be considered for placement	Per Transfer Policy	22 or above	263-275	520 or above
MA220 Calculus I	NA	Per Transfer Policy	24 or above	276-300	600 or above

PRIOR YEAR CHARGES

The Prior Year Charges policy is in the [Business, Management, and Financial](#) section of the CCC Employee Policy Manual.



PROCTORING

1. The Colby Community College faculty has the right to select an exam, quiz, or other assessment to be proctored in each course.
2. The student will be responsible for arranging a proctor according to the following guidelines:

Acceptable Proctor Sites:	List of Potential Proctors:
HF Davis Memorial Library, Student Support Services – Colby Community College	Comprehensive Learning Center personnel (proctoring available on-campus or online)
College or university	Accredited college or university administrator, designated testing administrator, faculty and/or instructors
K-12 schools	K-12 school instructors, counselors, testing center personnel, and/or administration
Public library	Librarians and/or testing center personnel
U.S. Military bases	Testing Control Officer/Unit Education Officer
Educational Service Centers	Center personnel
Commercial Learning and/or Testing Centers (i.e. Sylvan Learning Centers**)	Center personnel
RPNOW	Center personnel

Excluded from approval as proctors:

- Family/relatives
- Employers/supervisors/co-workers
- Neighbors
- Friends
- Paraprofessionals
- Teaching assistants
- College athletic department staff (director, assistant director, coaches, athletic department advisors, etc.)



3. Students will be required to complete the student section of the Colby Community College Proctor Agreement Form (Form 1) and submit it to the proctor. The proctor will complete the proctor section of the form and submit it directly to each course instructor for approval.
4. Once the proctor is approved, the instructor will email the access code (exam password) and instructions regarding test administration prior to the examination.
5. On the day of testing, the student must arrive at the testing site with a photo I.D. and any materials allowed by the instructor.
6. Exams, quizzes, or other assessments may be accessed directly through the student's course or given by hard copy. The proctor will verify the assessment prior to the student taking the exam. If a physical copy is used, the proctor will submit it directly to the instructor.
7. Upon completion of the proctored assessment, the proctor must complete the Colby Community College Proctor Completion Form (Form 3) and email it directly to the instructor.
8. The instructor will maintain the Colby Community College Proctor Agreement Form (Form 1) and Proctor Completion Form(s) (Form 3) for at least one semester following the conclusion of the course.
9. Additional actions related to scheduling, cancellation, and calculator use specific to HF Davis Memorial Library or other proctoring services will be followed if selected as proctoring site.
10. Students with disabilities requesting testing accommodations should notify Colby Community College Disability Services by emailing disability@colbycc.edu. Instructors will receive a student Disability Disclosure with allowable accommodations if request is approved.
11. The instructor reserves the right to discontinue the use of a proctor.



REFUNDS

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during the term in which they are enrolled. Students must complete the Official Withdrawal form in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated to receive a refund of personal monies.

Students may be eligible for refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online change of schedule or a paper form **MUST** be submitted to the Registrar's Office for refund. Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.

Definitions

Official Withdrawal: The written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw (from the CCC catalog).

Change of Schedule: A written notification to the Registrar from a class or classes. The Change of Schedule form must be completed with signatures of instructors and advisor (or coach/athletic director if an athlete) and presented to the Registrar's Office. Adds and drops of courses (not withdrawals) are completed via students' TrojanWeb portals during the published add/drop periods for each academic session.

Unofficial Withdrawal: A cessation of attendance to a class or classes without written notification to the Registrar. The student forfeits any refund of personal funds which might be due.

Books as Institutional Charges: Books charged against Federal Title IV funds are considered part of institutional charges. Books purchased without such records, whether from the college bookstore or other sources, such as the online book stores, are excluded from institutional costs.

Regular Enrollment

No refund of tuition and/or fees is given after stated date and the student is responsible for the total tuition and fees incurred.



9-16 Week Classes	100% of tuition and fees will be refunded for courses dropped prior to the end of the 8 th instructional day of the semester.
5-8 Week Classes	100% of tuition and fees will be refunded for courses dropped prior to the end of the 5 th instructional day of the semester.
2-4 Week Classes	100% of tuition and fees will be refunded for courses dropped prior to the end of the 3 rd instructional day of the semester.

Classes less than two weeks (including weekend classes and seminars)

100% of tuition and fees will be refunded for courses dropped prior to the start of the class.

Late Fall Courses	100% of tuition and fees will be refunded for courses dropped prior to the end of the 3 rd instructional day.
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INSTITUTIONAL ROOM AND BOARD CHARGES WILL BE CALCULATED ACCORDING TO THE TERMS OF THE DORM CONTRACT.

Federal Title IV student aid funds will be returned according to the “Return of Title IV Aid Funds Policy” established by the *Higher Education Reconciliation Act of 2005*.

The college refund policy and the Federal Return of Title IV Funds policy are independent of each other. The return of Title IV funds may result in college costs not paid and due from the student. Transcripts and/or grade reports will not be issued to students with unpaid balances.

Return of Title IV Funds

NOTE TO ALL FEDERAL FINANCIAL AID RECIPIENTS

If you received taxpayer supported financial aid authorized by Title IV legislation and administered by the Federal Department of Education, an official or unofficial withdrawal will affect your current financial aid, your future financial aid eligibility, and potentially your personal finances. Colby Community College strongly encourages students to read and understand the policies below prior to making a final decision about withdrawing from classes.

How a Withdrawal from Class or School Affects Financial Aid

Federal financial aid is disbursed under the assumption that the student will attend for the entire period of time for which the student was awarded the funds. When a student withdraws from all courses for any reason – including medical withdrawals – that student may no longer be eligible for the full amount of financial aid funds that were awarded.

Federal law (34 CFR 668.22) requires schools to calculate how much financial aid a student has earned if that student:

- Completely and officially withdraws;
- Stops participating in classes before completing a semester; or
- Does not complete all modules the student was scheduled to attend



(modules are classes that do not span not span an entire semester).

The federally required calculation is based on the idea that students earn financial aid in proportion to the amount of time in which they were enrolled. For example, a student who withdraws in the second week of class has earned less than someone who withdraws in the fifth week of class. Once a student has completed 60% of the enrollment period, the student is considered to have earned all of the financial aid they were awarded and will not have to return any funds.

Because of this calculation, Colby Community College students who receive disbursements of their financial aid and do not complete their classes during an enrollment period could be held responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid that was disbursed for the term.

IMPORTANT: Courses processed as withdrawals (A "W" recorded on official transcript) remain fully billable at 100% of course tuition and applicable fees. Colby Community College's tuition/fee cancellation policy is separate from the federal regulations on repayment of unearned aid. It is possible that financial aid will not cover a student's balance following the return of funds calculation – even after the tuition and fees cancellation policy has been applied.

How “Earned” Financial Aid is Calculated

Institutions are required to determine the amount of Title IV financial aid that was “earned” by a withdrawing student. This calculation must be completed within 30 days of the date the school determines that the student has withdrawn. The school is required to return any unearned funds within 45 days. The calculation is completed by the Office of Financial Aid. The following formula is used to determine the percentage of “unearned” financial aid that must be returned to the federal government:

Semester or Module(s) minus the Percent of Semester/Module(s) completed equals Unearned Aid.

In summary, if a student has completed 25% of the payment period in which they were enrolled, they are considered to have “earned” 25% of the financial aid they were originally scheduled to receive. That means that 75% of the disbursed aid is considered to be “unearned” and must be returned to the federal government. The total number of days used in the calculation will exclude any scheduled breaks of five or more days.

IMPORTANT - MODULES: The rules surrounding withdrawal and modules are slightly different. Students enrolled in modules are held accountable for attending the number of days in the modules in which they are enrolled. For example, if the student enrolls in modules one and three within a semester, only the days in modules one and three will be considered when calculating the percentage of the semester completed. The timing of a dropped class in the modular programs is also important. If a student drops courses in a later module while still enrolled in a current module within a semester, the

student is not considered to be withdrawn. However, a recalculation of financial aid eligibility based on the change in enrollment status (full-time, three-quarter time, half-time) may still be required.



If a student ceases enrollment in a current module but plans to attend a later module within the same semester, the student must notify the financial aid office in writing of their plans to attend the later module to avoid being considered a withdrawal for the purposes of this calculation. If written notification is not received within required timeframes, the student is considered to have withdrawn, and the return of funds calculation is completed. If, however, the student does continue to attend in a later module within the same semester, even if they failed to notify the Office of Financial Aid that they would, prior calculations due to non-communication are reversed.

Types of Drops and Withdrawals

In financial aid, definitions are important. When students cease enrollment in a class, the way that they cease enrollment is important for the purposes of calculating earned aid. The following definitions are employed:

Drop: A student is considered to be “dropped” from classes when they cease enrollment in the class during the drop/add period of each session during an academic term. This period is typically 5-7 days from the start of the session. A “dropped” student is still considered to have attempted the class for the purposes of the return of funds calculation. Students may also be dropped by instructors for non-attendance during the certification period for each session. Research will be conducted on the student’s participation in dropped classes to determine eligibility for any aid that was disbursed to the student or that was in preparation for disbursement.

Official Withdrawal: A student who follows the instructions and clearly states their intent to withdraw via the official procedures for withdrawal from the college is considered to have officially withdrawn. The instructions for how to officially withdraw from the institution are located on the college website:

<https://www.colbycc.edu/student/financial-aid/refund-policy/index.html>

Unofficial Withdrawal: Students who remain enrolled in a class but at some point cease participation resulting in a grade of “F” are potential risks for unofficial withdrawal. If a student receives either an F in *all classes* in which they are enrolled for a semester, that student is considered to be an unofficial withdrawal.

IMPORTANT: Unofficially withdrawn students are typically discovered at the end of the semester during the satisfactory academic progress review. If it is determined that the student has withdrawn and the return of funds calculation is required, it is possible that financial aid will be returned for the semester that has already completed. A determination that a student failed to participate in any class could also result in an adjustment of the student’s enrollment status and federal financial aid based on that enrollment status.

What is Considered the Date of Withdrawal?

For students who officially withdraw from the college, the day of withdrawal is the date that the student engaged in the withdrawal process. For students who drop all courses in a module or semester, the day of withdrawal is the day the courses were dropped. For students who unofficially withdraw from a module or session, the day of withdrawal is either the last day the student participated in the class (in the case where participation



records exist) or the mid-point of the semester (in the case where participation records do not exist).

When Is All Aid Considered “Earned”?

Students are considered to have earned all financial aid when they have completed 60% of the days they were scheduled to attend. Percentage of days completed is calculated using the following formula:

- The number of Days Attended divided by the Days in Semester or Module equals Percentage of Semester Completed.
- If the calculated percentage completed equals or exceeds 60%, the student is considered to have “earned” Title IV aid for the enrollment period.

IMPORTANT: “For the purposes of this calculation, “days” is considered to be “calendar days.” For example, a 7-day week includes Saturday and Sunday – even if classes are not normally held during that time. Note that scheduled breaks of five or more days are excluded from both the number of days attended and the days in a semester or module.

What Happens When a Student Fails to Begin Attendance?

If a student receives financial aid but never attends classes, the Office of Financial Aid must return all disbursed aid to the respective federal and institutional aid programs.

Definition of Class Participation

Participation in class is necessary to be considered eligible for the receipt of federal, Title IV funds. Participation at Colby Community College is defined as, but not limited to:

- Completion of exams or quizzes.
- Completion of an academic assignment or project.
- Class attendance.
- Participation in an online or in-class discussion about academic matters.
- Contact with a faculty member to ask a question about the academic subject being studied.
- Attendance at a study group that is mandatory for the class and where attendance is taken.

Participation is not:

- Student’s self-certification of attendance or participation.
- Living in Colby Community College housing or having a Colby Community College meal plan.
- Logging into class to view class materials.
- Receiving academic counseling or advising.

Student Notification of Results of Calculation



Upon completion of the Return of Title IV Funds calculation, students will receive notification indicating the amount of aid that will be returned. Colby Community College will return the required funds on the student's behalf to the appropriate

federal and institutional aid program(s) by charging the student's account. Students will be able to view the return and any resulting account balance on their TrojanWeb Self-Service account immediately after the return of funds has been processed. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

Which Funds are Subject to the Return of Funds Calculation?

The following federal funds are subject to the refund calculation if it is determined that the student did not complete 60% of the days they were scheduled to attend. The following is the order the federal funds would be returned:

- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Effects of Withdrawal to Direct Loan Grace Periods

Any time a student is considered to be enrolled less than half-time, that student's loan grace period begins. In the case of withdrawal, the grace period begins on the day the student withdraws from the institution. If the student is not enrolled elsewhere at least half-time before the grace period has expired, the loans will go into repayment. The student must contact their loan servicer to make payment arrangements. Loans must be repaid by the borrower as outlined in the terms of the borrower's promissory note. The student should contact the servicer if they have questions regarding their grace period or repayment status. Repayment status can be examined at any time by logging into studentaid.gov.

How Institutional Aid is Affected by a Withdrawal

Institutional funds are cancelled using the same percentages as the cancellation schedule for tuition/fees. The cancellation of charges percentages can be found in the Tuition and Fees section of the Colby Community College catalog or on the website at <https://www.colbycc.edu/student/financial-aid/refund-policy/index.html>

Late Disbursement

There are times when federal financial aid is not disbursed until after the payment period for which the funds were intended has ended. In these cases, federal financial aid earned prior to completing the payment period may be disbursed through a late disbursement. A late disbursement will be offered to you — or your parent, in the case of a PLUS loan — if you were eligible to receive federal financial aid loan funds but did not receive them prior to completing the payment period. To be eligible for a late disbursement, you must meet one or more of the following conditions before completing the payment period:



- The U.S. Department of Education processed your FAFSA form with an official expected family contribution (EFC).
- A Direct Loan was originated for you.
- Federal Supplemental Educational Opportunity Grant (FSEOG) was awarded to you.

Late disbursements are prohibited if:

- It is a second or subsequent disbursement of loan funds unless you have graduated or successfully completed the payment period.
- You are a first-year, first-time borrower and withdraw prior to completing 30 days of your degree program.
- It is a disbursement of grant funds, and you did not have a valid FAFSA on file prior to the processing deadline.

If you are found to be eligible for a late disbursement of loan funds, the College will contact you prior to making any disbursements. This gives you the opportunity to accept or decline loans and to choose how funds will be applied.

If you are eligible, you will be sent a late disbursement letter. This letter must be completed and returned within 30 days for funds to be disbursed. If student loans are declined, or the late disbursement letter is not returned, funds will not be disbursed.

If you accept the loan, you can choose to borrow an amount to cover open charges or an additional amount, if eligible. Borrowing only for open charges will result in the disbursement of just enough loan funds to pay any balances due on your account.

Borrowing an additional amount of student loan will result in all funds being disbursed and any amount in excess of the account balance being sent to you as a refund.

Funds are disbursed according to the student's wishes.

Post Withdrawal Disbursement

When a student withdraws from the College, he or she generally becomes ineligible for future disbursements of federal financial aid. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement (PWD).

A PWD is offered to you — or your parent in the case of a Parent PLUS loan — if, prior to withdrawing, you earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

The conditions and limitations for a PWD are the same as those for a late disbursement, with some additions.



We are not able to make:

- Second or subsequent disbursements of Direct Loan funds unless you've successfully completed your loan period.
- A PWD of Pell funds for a subsequent payment period if you have not completed the earlier payment period.

The College is required to contact students eligible for a PWD prior to making any disbursements. You have the opportunity to accept or decline federal financial aid as part of a PWD.

We will contact you by letter, and that letter must be completed and returned within 14 days for federal financial aid to be processed.

If a loan is part of a PWD, you can choose to accept only an amount for the balance due to the College or, if eligible, to accept a larger amount that will result in excess funds being returned to you.

A PWD of federal grant funds for open charges only does not require your acceptance. The College is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges.

The College must disburse a PWD of federal financial aid loan funds within 180 days after the date of the College's determination of the withdrawal.

It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education.

Consequences of Non-Repayment

Overpayments of federal grant funds are serious and can affect an individual's ability to receive federal financial aid in the future. If grant funds are owed to the government and the student does not make arrangements for repaying the funds, the overpayment will be turned over to the Federal Department of Education (ED). Students who owe an overpayment of any Title IV funds are ineligible to receive further disbursements from Title IV programs until funds are paid in full, or payment arrangements are made with the Department of Education.

If a student fails to pay or make payment arrangements on their student account balance, the student's academic records will be placed on financial hold, and the student will not be permitted to register for future classes or receive transcripts until the balance is paid. Accounts that remain unpaid will be sent to collections. *[Revised March, 2016; April 2021]*



SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress for Students Receiving Title IV Federal Student Aid

General. As required by the U. S. Department of Education Federal Student Aid, to remain eligible for Federal Student Aid funds, a student must attain and maintain Satisfactory Academic Progress (SAP). The criteria for an SAP policy are both qualitative and quantitative. While this policy applies only to Title IV aid recipients, it is at least as strict as the policy for non-Title IV aid recipients.

Federal Student Aid. Federal Student Aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), and the Federal Direct Loan Program (DL).

Qualitative Policy (grade-based). A student whose cumulative Grade Point Average (GPA) is 2.0 or above on a 4.0 scale is considered to be maintaining SAP.

Quantitative Policy (time-based). A student must complete his/her program of study at a pace that is within 150% of the program length. Please refer to the chart below for specific programs.

Program	Degree Awarded	Required Credit Hours	Credit Hours Attempted Cannot Exceed: (150% of Required Hours)
BEEF MANAGEMENT	CERTIFICATE	32	48
SOLAR PHOTOVOLTAIC	CERTIFICATE	37	55
WIND TECHNOLOGY	CERTIFICATE	37	55
PRACTICAL NURSING	CERTIFICATE	45	67
ASSOCIATE OF ARTS (TRANSFER PROGRAM)	ASSOCIATE OF ARTS	62	93
ASSOCIATE OF SCIENCE (TRANSFER PROGRAM)	ASSOCIATE OF SCIENCE	62	93
GENERAL STUDIES	ASSOCIATE OF GENERAL STUDIES	62	93
TECHNICAL STUDIES	ASSOCIATE OF APPLIED SCIENCE	62	93
FARM & RANCH MANAGEMENT	ASSOCIATE OF APPLIED SCIENCE	63	94
HORSE PRODUCTION & MANAGEMENT	ASSOCIATE OF APPLIED SCIENCE	63	94
CRIMINAL JUSTICE	ASSOCIATE OF APPLIED SCIENCE	64	96
SUSTAINABLE/RENEWABLE ENERGY	ASSOCIATE OF APPLIED SCIENCE	66	99
ASSOCIATE DEGREE IN NURSING	ASSOCIATE OF APPLIED SCIENCE	70	105
PHYSICAL THERAPIST ASSISTANT	ASSOCIATE OF APPLIED SCIENCE	75	112
DENTAL HYGIENE	ASSOCIATE OF APPLIED SCIENCE	77	115
VETERINARY NURSING	ASSOCIATE OF APPLIED SCIENCE	86	129

The Pace component requires students to receive a passing grade in 67% of the total credit hours attempted to ensure students will complete within the maximum time frame established for their program.

Incomplete Grades and Grade Changes

Incomplete grades (I) count as attempted hours and a non-passing grade. It is the student's responsibility to notify the financial aid office if a grade is changed. Eligibility for aid could be recalculated based on an increase in earned hours. This would include having a non-passing grade changed to a passing grade.

Dropped Courses

Attempted credits include all courses in which a student remains enrolled beyond the last day of the add/drop period of the course, whether or not the student began attending. Courses in which the student drops after the add/drop period are given a grade of "W." A grade of W does not count in the student's GPA.



Repeat Coursework

All course attempts are calculated in the pace of completion and maximum timeframe. The financial aid SAP policy abides by the College's academic policy regarding the treatment of repeated courses and the replacement of grades in the calculation of the cumulative GPA.

Frequency of SAP Evaluation. Students will be evaluated for SAP at the conclusion of each term, including summer. All attempted courses will be included in the SAP Evaluation. Attempted courses include those in which students earn a grade of A, B, C, D, F, W or I. Students who receive any combination of all F, W, or I grades during a term will lose Federal Student Aid eligibility. Any grades for credit hours not posted at evaluation time will be considered as attempted but not earned.

Pace will be calculated by dividing the cumulative number of hours students have successfully completed by the cumulative number of hours the students have attempted. Credit hours that are accepted from another institution toward the student's educational program will be counted as both attempted and completed hours.

Federal Student Aid Warning. During each SAP Evaluation, students who fail to maintain SAP will be placed on Federal Student Aid Warning and immediately notified in writing of their Federal Student Aid Warning status. Students placed on Federal Student Aid Warning status will schedule an appointment with their advisor for the preparation of an Academic Improvement Plan, Grade Check Schedule, and completion of an Exit Interview. Once the Academic Improvement Plan has been submitted and approved by the Financial Aid Office, the student will receive the Federal Student Aid for which he/she is eligible for one (1) semester. Students who fail to attain SAP at the end of the term for which they have been in Federal Student Aid Warning status will be notified in writing that they have lost eligibility for Federal Student Aid.

Letter of Appeal (Request for Financial Aid Exception Checklist). Students who lose eligibility for Federal Student Aid may obtain a Request for Financial Aid Exception Checklist from the Financial Aid Office, follow the instructions, and submit the required documents within fourteen (14) days of receipt of written notification to the Director of Financial Aid. Students must submit an Education Plan and Academic Action Plan. The Academic Action Plan must include matters of extenuation and mitigation that hindered the student's ability to comply with SAP and the circumstances that have changed that will contribute to student success. Examples of extenuating and mitigating circumstances include: personal illness or injury that required a lengthy recovery time, death or illness of a family member, or a trauma that impaired emotional and/or physical health. Other circumstances will be considered at the discretion of the SAP Appeals Committee. The student's Letter of Appeal will be reviewed by Financial Aid Office personnel and then referred to an SAP Appeals Committee within fourteen (14) days of receipt by the Director of Financial Aid. The SAP Appeals Committee will communicate their decision to the Director of Financial Aid within fourteen (14) days of receipt from Financial Aid Office personnel. Financial Aid Office personnel will communicate the decision of the SAP Appeals Committee in writing to the student within fourteen (14) days of receipt. The decision of the SAP Appeals Committee is final.

An Education Plan and Academic Action Plan for an exception to the quantitative portion of the SAP policy may be considered for a student who changes her/his program of study. The instructions described in the above paragraphs apply. Appeals will be considered on a case-by-case basis.

Federal Student Aid Probation. In the event that the student's appeal is approved by the SAP Appeals Committee, the student will be placed on Federal Student Aid Probation. If the student fails to attain SAP and/or follow the approved Education Plan and Academic Action Plan during the term of Federal Student Aid Probation, the student will lose eligibility for Federal Student Aid.



Students who have completed 62 or more credit hours or have attempted 93 or more credit hours and have not met the requirements of their program will lose eligibility for Federal Student Aid. An exception may be requested for this policy through the appeal process as described above. If the appeal is approved, Federal Student Aid will only be provided for the remaining required courses. If the program of study is going to be completed at another college, the Letter of Appeal must include a list of remaining required courses signed off on by an advisor of the other college on that college's letterhead.

Reestablishing Federal Student Aid Eligibility. In order to reestablish Federal Student Aid eligibility, a student must complete coursework that will bring her/him into SAP compliance; the student must attain a cumulative GPA of at least 2.0 on a 4.0 scale; and present an Education Plan and Academic Action Plan as described above for the approval of Financial Aid Office personnel.

[Updated May 2021; July 2023]



SCHOLARSHIPS (INTERNAL)

In order to qualify for scholarships, students must attend 12 or more hours per semester and meet all requirements specific to the scholarship opportunity.

- All scholarships are applied to Fall and Spring billing terms only. **Scholarship monies are not applicable to summer courses unless specifically notated in the scholarship description.**
- Students are able to apply for and accept as many scholarships as they qualify for, however, institutional scholarship monies cannot exceed the students direct costs at Colby Community College. **Excess Institutional Scholarship dollars will not result in a credit balance.**
- Scholarships are NOT auto renewed unless specifically notated in the scholarship description.
- All scholarship monies are at the discretion of the awarder. These funds can be revoked or prorated at any time based on the scholarships qualifying indicators.
 - Performance Based scholarships - Recipients must meet performance and participation standards set forth by the awarder.

Please review Performance Based Scholarship Requirements for more detailed information.
 - Merit Based Scholarships - Recipients must possess and maintain required cumulative GPA or other academic indicators set forth by the awarder.
- Based on Title IV regulations, scholarship totals exceeding the cost of attendance may result in a reduced offer for student loan(s) and/or institutional scholarship(s).

Scholarship Terms

Institutional Scholarship: Scholarships offered and awarded by employees of Colby Community College.

- This includes: Athletics, Academic, Leadership, Field of Study, Co-Curricular, and Campus Visit scholarship categories.
- Students are only eligible to receive 1 institutional leadership scholarship (Effective starting 2021-2022 Academic Year).

Foundation Scholarship: Scholarships offered and awarded by Colby Community College Endowment Foundation and their board.

External Scholarship: Scholarships are awarded to students by organizations outside of Colby Community College.

Outside scholarships count as a financial aid resource and must be added to a student's financial aid award. The Office of Financial Aid first applies the outside scholarship to a student's unmet need



that is not already covered by financial aid. In some cases, loans not based on financial need may be reduced (private loans, Federal Unsubsidized Loan, Federal PLUS Loan) in order to accommodate the addition of an outside scholarship. If the student's need is already met by need-based aid, then that aid is replaced with the outside scholarship. Need-based loans are first replaced.

Financial Aid Terms

Direct Cost: Charges that must be paid directly to the college. This includes tuition and fees, as well as room and board if the student is living on campus.

Indirect Cost: Estimated expenses that may be incurred by the student. These expenses are not paid to the college. Examples of indirect costs are transportation, room and board for off campus students, and books and supplies that aren't billed directly to the student from the college.

Cost of Attendance (COA): Not the bill that a student may get from the college; it is the total amount it will cost a student to go to college each year. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care. It can also include other expenses like an allowance for the rental or purchase of a personal computer, costs related to a disability, or costs for eligible study-abroad programs.

[Adopted July 2020; Updated April 2021]

Category	Specific Scholarships	Details	Amount	Contact
Athletics	-All NJCAA and Co-curricular sports	-Awarded by coach -Must apply through SLM	Varies	Athletic Director 785-460-5548
Academic	-ACT/SAT -Accelerated Outreach Scholarship	-Based on ACT/SAT and/or CCC credit taken in high school	\$200-\$1200 Varies	Scholarship Coordinator 785-460-4611
Leadership	-Resident Hall Assistant -Presidential -Leadership	-Students are only eligible to receive one scholarship from this category	Room & Board \$1500 \$1000	Scholarship Coordinator 785-460-4611
Field of Study	-Art -Math/Science -Vet Nursing	-Awarded by program directors	Varies	Scholarship Coordinator 785-460-4611
Co-Curricular	-Band -Vocal -Drama	-Awarded by activity directors	Varies	Michelle Meyers Randy Berls
Campus Visit	-Road Trip -Senior Day	-Awarded by admissions based on campus visits	\$100 \$500	Scholarship Coordinator 785-460-4611
Endowed Foundation	-Multiple	-Awarded by scholarship committees. See Individual scholarships for details	Varies	Foundation Office 785-460-5482



SCHOLARSHIPS (PERFORMANCE-BASED)

CCC students receiving a performance based (i.e. athletic, co-curricular, band, residence assistant, and vocal) scholarship will be required to take a minimum of 15 credit hours each semester they are receiving the scholarship. In addition, these students shall have 40 percent of their degree completed by the end of their first year (does not include zero level courses). These students will also be required to attend at least one Financial Aid Workshop each semester, unless they can provide evidence their FAFSA and all necessary paperwork has been completed. Failure to meet these expectations may result in academic probation or even revoking the scholarship in extreme circumstances. This includes, but is not limited to, the NJCAA Letter of Intent and Scholarship agreement.

Students transferring in credit hours and receiving a scholarship must be granted written permission by the Vice President of Academic Affairs OR Vice President of Student Affairs to take less than 15 credit hours a semester as long as they meet or on track to meet 40 percent towards their degree.

All scholarship grade point average requirements and eligibility rules still apply.

[Added November 2019]

[Updated Dec. 2022]

SMALL BALANCE WRITE-OFF

Colby Community College holds firm that it is the student's responsibility to pay their student account bill in full each semester. If those bills are not paid, a financial hold is placed on the student account, preventing registration for future classes, release of transcripts, or receiving a diploma. In rare instances, a small balance write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a balance of less than one dollar (\$1) is created due to an adjustment of institutional funds and/or scholarships, the balance may be written off immediately.
2. When a balance of less than five dollars (\$5) has been on a student account for six (6) months or longer, the balance may be written off.

[Added October 2020]



STUDENT-ATHLETE DRUG POLICY

The student-athlete Drug and Alcohol Policy can be found on the CCC athletics website at www.colbytrojans.com



STUDENT COMPLAINT GUIDELINES

In accordance with the U.S. Department of Education Program Integrity Rule, 34 C.F.R. Part 600.9, Colby Community College has a process to review and respond to student complaints. The college seeks to resolve all/any student complaints in a timely and effective manner and adheres to procedures for resolving academic and non-academic concerns. Steps, timelines and resolution processes are addressed through administrative procedures described in detail in the academic catalog, policy manual and student handbook.

For assistance on the complaint processes, please contact the college using the contact information below:

Vice President of Student Affairs
 Phone: (785) 460-5490
 1255 South Range
 Colby, KS 67701

Vice President of Academic Affairs
 Phone: (785) 460-5403
 1255 South Range,
 Colby, KS 67701

In addition, the following resources are available to the student:

Consumer protection and/or fraud complaints may be filled with the Kansas Attorney General's office at <http://ag.ks.gov/>

Discrimination complaints may be filed with the Kansas Human Right Commission at <http://www.khrc.net/>

Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filled by students enrolled in those courses with the Kansas Board of Regents office at <http://www.kansasregents.org/>

Colby Community College is regionally accredited by the Higher Learning Commission (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://hlcommission.org/HLC-Institutions/complaints.html>

Colby Community College was created as authorized by and in accordance with state law by action of the community it serves. The college is a political subdivision of the state and has taxing authority. By statute, CCC has an elected board that governs the college and answers to its constituencies, and this state-created trustee board handles all/any student complaints that cannot be resolved by the college's administrative procedures.

It is expected that students will fully utilize the college's administrative procedures to address complaints. On occasion, however, a student may believe these administrative procedures have not adequately addressed concerns. If after exhausting all available institutional resources a student's



complaint remains unresolved, the student may make a complaint to the CCC Board of Trustees, in writing, by completing and submitting a board complaint form.

The board will acknowledge receipt of the complaint within 10 business days and determine if additional information is required. The board will communicate its plan to the complainant(s) for investigating and resolving the complaint. The board will send a written response, typically within 45 days of receipt of the complaint, explaining the investigation and the resolution. Complainant(s) will receive an update if the investigation and resolution take longer than 45 days.

If a student has questions pertaining to a complaint made to the CCC Board of Trustees, please contact the Office of the President at (785) 460-5400.

[Revised July, 2016; November 2020]



STUDENTS WITH DISABILITIES

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

Colby Community College is committed to providing equal access to employment, educational programs, and activities for students with disabilities. The Institution recognizes that students with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the Institutional educational programs, services and activities. Conformance to this policy does not negate the responsibility of CCC to ensure that accessible technology and course content complies with applicable accessibility standards.

I. Responsibilities

A. Disability Services

Students requesting services, resources or accommodations for a disability should contact:

Disability Coordinator at 785-460-5510 or disability@colbycc.edu

Disability Services and the Office of the Vice President of Student Affairs serves as the main point of contact on issues related to ADA compliance for all persons involved in providing class instruction at Colby Community College.

Disability Services is responsible for:

- Determining effective communications and modifications to provide equal access for students with disabilities.
- Supervising the timely implementation of accommodations as requested by individual students, primarily through the Accommodation Disability Disclosure, and through other reasonable requests for assistance.
- Acting as a liaison between students and faculty to promptly and effectively resolve access issues.

B. Academic Departments and Instructional Staff

Academic departments and instructional staff are responsible for:

- Providing all accommodations recognized by CCC through the “accommodation disability disclosure” in cooperation with Disability Services.



- Contacting Disability Services as soon as possible after receiving notification from a student that an accommodation is not being provided completely or correctly, so that a timely and appropriate resolution can be facilitated.

C. Nonacademic Programs

CCC institutional offices and programs are responsible for providing accommodations for nonacademic programs with the assistance of Disability Services.

D. Students

Students are responsible for the following:

- Submitting documentation of their disability to Disability Services.
- Requesting accommodations and signing disability disclosure form to be sent to designated instructors.
- Updating accommodations through Disability Services, and requesting accommodations each academic semester for which accommodations are needed.

II. Accommodations

Colby Community College will make reasonable modifications to the environment, policy and practice and/or provide auxiliary aids and services when Disability Services determines such modifications are needed for equal access. Modifications may include, but are not limited to:

A. Academic Requirements

Accommodations can include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and elimination of rules which have the effect of limiting the participation of students with disabilities, such as rules prohibiting use of recorders in classrooms.

B. Examinations

Alternative methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills that will best assure that the results of evaluation represent the student's achievement in the course, rather than reflecting the disability.

C. Accessible Classrooms

CCC will move classes that are scheduled in inaccessible rooms to accessible rooms on request if a student has a disability that affects their access and alternative course sections are not a viable option because of schedule conflicts or other reasonable restrictions. Students needing new classroom assignments should contact Disability Services as soon as possible to allow adequate time for classroom changes.



D. Auxiliary Aids and Adaptive Equipment

Auxiliary aids include services, equipment, and procedures that allow students with disabilities access to learning and activities in and out of the classroom. They include but are not limited to: sign language interpreters, real time captioning services, adaptive technology, alternative media, exam accommodations, etc. Students requesting adaptive equipment or sign language interpreters must request these services in a timely manner (preferably 6 months in advance) giving the Institution time to locate and secure resources being requested.

III. Appeal and Complaint Procedures

If a student believes an accommodation or adjustment has not been appropriately determined or reasonable accommodations have not been provided, the student has the right to appeal the determination or provision to the Vice President of Student Affairs.



UNDOCUMENTED IMMIGRANTS

UNDOCUMENTED IMMIGRANT'S AND OTHERS Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fees rates, for any enrolled class beginning after that date, under the following conditions:

1. the student has attended a regionally accredited Kansas high school for three or more years and;
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and;
3. in the case of a person without lawful immigration status: has signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or;
4. in the case of a person with a legal, nonpermanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

[Reviewed March 2021]



WEAPONS

The Weapons Policy applies to all Colby Community College (CCC or “College”) students, employees and visitors and can be found in the [General Employment Policies](#) section of the college policy manual.

WORK STUDY AND GENERAL WORK/TIME CLOCK

All work studies (federal/institutional) must clock in and out each shift through the system designated by Colby Community College. Log-in credentials are unique to each student worker. If the log-in system is not working, student workers are expected to contact their immediate supervisor when they arrive and leave work. However, this is not a generally acceptable practice, and times must be verified by the supervisor prior to approval.

All student workers must clock themselves in and out on their own credentials. Clocking another student worker in or out of work is not permitted. It is a direct violation of the Work Study policy that will result in students losing their ability to work for Colby Community College.

All student workers are provided a job description they must sign and abide by upon hire. Failure to perform the duties and tasks assigned via the job description will result in termination.

Student Workers must have a regularly scheduled work week. Students are allowed to work up to twenty (20) hours in any week (Sunday-Saturday) and cannot be clocked in during any scheduled class times, even if a class is canceled. During breaks, students may work up to 40 hours per week. Students working more than 20 hours during a week or found clocking in during a scheduled class time will be terminated.

Time theft/time clock fraud is whenever an employee does something while clocked in for work that is not work-related. This may include but is not limited to doing homework, talking/texting on the phone, watching movies, sitting and visiting, napping, and/or leaving your workplace. Once you are clocked in, you are considered “on the clock” and should not perform any duties except those assigned to your position. Students found to be stealing time and/or committing time clock fraud not only face termination from their job but could face criminal charges.

If a student is suspected of committing time theft/time clock fraud, the student will be placed on unpaid leave while the investigation is completed. Should a student be found responsible for any policy violations during the investigation, the student will be terminated from their current position and face disciplinary actions, up to expulsion from Colby Community College.

Please note: Student workers terminated for any of the above reasons will not be eligible to work on the campus of Colby Community College for the remainder of their time as a student. This includes federal work studies, institutional work studies, and students employed by third-party vendors who operate the cafeteria.

[Adopted December 2023]



APPENDIX

[Proctor Agreement and Completion Forms](#)

[Student Complaint Forms](#)

