

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.



ACCESSIBILITY

Colby Community College is committed to making all websites, web-based applications, Learning Management Systems (LMS), and instructional materials accessible to its students, faculty, staff, and participant who have disabilities. Accessibility standards are based on ADA, Section 504 requirements and applicable regulations. Conformance to this policy does not negate the responsibility of Colby Community College to ensure that accessible technology and course content complies with applicable accessibility standards (See Section IV.)

Implementation

CCC is dedicated to fully implementing the standards listed below, and providing accessibility to all instructional materials and related technologies. For students enrolled during the implementation period all technologies and instructional materials will, to the best of the

Institution's ability, be accessible to students at the same time they are accessible to other students enrolled in that program.

1. All Institutional owned or contracted content, interfaces, and navigation elements to be used by CCC faculty, staff, students, or other CCC constituencies will be compliant with the Americans with Disabilities Act, as amended, and will be accessible to people with disabilities.
2. All instructional materials, co-curricular materials, Electronic and Information Technology (EIT), LMS's, and online courses created or used by a CCC department or instructional staff with any CCC academic course offering will be accessible to students with disabilities, and at the same time as they are available to any other student enrolled in that setting, to the best of CCC's ability.
3. Any educational materials or content that is required, optional, or for enrichment for any CCC student will be accessible or an equally effective alternate access will be provided.
4. Website development and purchases, including development and purchases for major revisions and updates of existing CCC websites, will conform to Web Content Accessibility Guidelines (WCAG) 2.0 AA.
5. Vendors seeking to develop or provide websites or web-based applications for CCC, must demonstrate that their products satisfy WCAG 2.0 AA success criteria. Vendors will be required to warrant in writing that any technology provided is accessible.
6. Third party websites on which CCC places content or uses for web services will conform to WCAG 2.0 AA, unless appropriate and equally effective alternate access is provided.
7. Each CCC website should contain "accessibility" contact information for the webmaster or the CCC Accessible Technology team.
8. CCC will provide mandatory training in ADA requirements, accessibility standards, and creation of accessible instructional material to all individuals with instructional responsibilities.
9. CCC shall monitor compliance with standards and guidelines and inform instructional staff and content developers who have failed to meet standards, and will provide direction and guidance



to remediate barriers in a timely way.

10. All websites, web-based applications, LMS's and instructional materials will conform to accessibility standards as defined in section IV.

Exceptions

- A. Any non-accessible instructional materials required, optional, or for enrichment must be approved in writing by the Vice President of Academic Affairs or designee prior to ordering.
- B. In rare situation, conformance to WCAG 2.0 AA guidelines may be an “undue burden” due to the nature of the content, purpose of the resource, lack of accessible solutions, or an unreasonably high administrative or financial cost necessary to make the resource meet that goal. These difficulties do not relieve CCC programs and activities from meeting applicable legal obligations to provide reasonable accommodations to users in regard to access to the content and services provided. In cases where “undue burden” is determined, CCC programs and activities must provide content and/or services in a suitable alternative format (for example, electronic text file or audio description) or manner upon request. In cases where there is an undue burden, CCC should seek to provide auxiliary aids and services if possible. An exception based on an undue burden must be approved in writing by the Vice President of Academic Affairs or designee.
- C. Some programs and courses offered by the Institution may be subject to technical standards that have implications for accessibility requirements. In these instances, the Institution will make these programs and courses accessible to the degree defined by the technical standards. Technical standards do not relieve CCC programs and activities from meeting applicable legal obligations to provide reasonable accommodations to users in regard to access to the content and services provided. Exceptions based on technical standards must be approved in writing by the Vice President of Academic Affairs or designee.

Accessibility Standards

Accessibility standards are based on ADA, Section 504 requirements and applicable regulations, and will be updated as new standards emerge.

1. WCAG 2.0 AA and WAI-ARIA 1.0 for web content.
2. ATAG 2.0 for software used to create web content.
3. UAAG 1.0 for web browsers, media players and assistive technologies.
4. WCAG21CT for non-web software and content.
5. MathML 3.0 specifications for digital mathematical and scientific notation.
6. DAISY or ePub3 for digital publications and documents.
7. BANA Guidelines and Standards for Tactile Graphics (2010) and Guidelines for the Production of Braille Materials through the use of Braille Production Software (2007) for hardcopy Braille.



8. ADAAG and other standards for the accessible design of ATMs, personal computers, and other classroom technology.

Definitions

- A. Accessible: Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as a person without a disability, with substantially equivalent ease of use.
- B. Electronic and Information Technology (EIT): EIT includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning and other content management systems, classroom technology and multimedia, personal response systems (clickers), and office equipment such as classroom podiums, copiers and fax machines. It includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information EIT includes telecommunications products, Automated Teller Machines (ATMs), transaction machines, computer, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.
- C. Learning Management Systems (LMS): LMS means a software application, whether used in a single course, by a department, by a college or by a school, or across the institution, which CCC makes available to students and uses to plan, create, administer, document, track, report, deliver, or maintain electronic educational courses, course content, or assess student performance.
- D. Undue Burden: Undue burden means significant difficulty or expense. An undue burden is a limitation in which an action is not required of it results in significant difficulty or expense. In determining whether an action would result in an undue burden, factors to be considered include:
 1. The nature and cost of the action needed under this part.
 2. The overall financial resources of the site or sites involved in the action; the number of persons employed at the site; the effect on the expenses and resources; legitimate safety requirements necessary for safe operation (including crime prevention measures); or the impact otherwise of the action upon the operation of the site.
 3. The geographic separateness and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity.

[Revised November 2018]



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]



CODE OF CONDUCT

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



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 Academic Affairs.

[Added March 2017]



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.

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Colby Community College are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

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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]*



GRADE APPEAL

The assigning of grades is an academic responsibility of the instructor of the class. If the need arises, the burden of proof for appealing rests with the student. The student shall be given the opportunity to **discuss** with instructors and supervisors to resolve the issues concerning assigned grades. However, the student shall be offered due process when the issue cannot be resolved. Therefore, an appeal policy has been established to review the unsolved grade disagreement. Student grade appeals are not intended to interfere with the instructor's right to determine his or her evaluation process or to perform that evaluation. The Grade Appeal Policy Committee was established by the College to review and recommend action on an individual situation in which the student and instructor cannot resolve a disagreement over an assigned final course grade. The policy and procedures are to be strictly followed in the resolving of such issues. Those procedures are outlined as follows:

1. The student should make every effort to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal **within 5 business days after the start of the next term or 7 business days after the final grade is posted with the registrar.**
2. The faculty member named in the appeal and the student presenting the appeal will submit written statements on the case to the Division Chair. The Division Chair will submit the case to the Academic Council for further review. Academic Council will review the case on the following criteria. After review the Council will determine the validity of the case. If the appeal is warranted the case will move to the Grade Appeal Committee.
 - a. For an appeal to have validity the student must have documented proof that assignments and exams were submitted.
 - b. The result of the appeal would need to raise the students' grade to a passing percentage.
 - c. The student must provide proof suggesting an unfair grade.
3. After review if the Academic Council determines the appeal is warranted the Vice President of Academic Affairs will organize The Academic Appeal Committee. Four members will serve on this committee: one member appointed by the Student Government Association, one appointed by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. All members of the committee must be involved with Colby Community College.



INTERNAL SCHOLARSHIP POLICY

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.

[Added July 2020]



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]



PLACEMENT TESTING

To determine 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 provides the best path for a student to be successful.

Students who are exempt from placement testing include:

1. A student determining course placement is not accurate 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 knowledge and provide reasonable proof to receive approval from the Executive Vice President.
2. Students who have earned a Bachelor's or Associate degree;
3. Students successful completion ("C" or higher) at another institution and the course is deemed equivalent through Registrar review and students who have followed the developmental sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only;
4. Students successful completion ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading;
5. Students successful completion ("C" or higher) a 100-level or above algebra course are exempt from the requirement for assessment in mathematics;
6. Students who have taken the ACT/SAT and/or Accuplacer test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

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

1. Students feel placement results do not accurately reflect their abilities;
2. Students feel they have improved their skills through refresher work or previous developmental course work;
3. Students feel the grade received does not reflect their abilities and/or their desire to advance in the course sequence.

[Updated February 2018]



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: A written notification to the Registrar of total and complete withdrawal from all classes. The Official Withdrawal form must be completed with signatures from each person involved and presented to the Registrar's Office.

Change of Schedule: A written notification to the Registrar of an addition ("ADD") or withdrawal ("DROP") from a class or classes. The Change of Schedule form must be completed with signatures of instructors and advisor and presented to the Registrar's Office.

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 on-line book stores, are excluded from institutional costs.

Regular Enrollment: Official Withdrawal

100% Refunds	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 withdrawal submitted prior to the end of the 5 th business day of the semester.
5-8 Week Classes	100% of tuition and fees will be refunded for withdrawal



submitted prior to the end of the 5th business day of the semester.

2-4 Week Classes 100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5th business day of the semester.

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

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

Late Fall Courses 100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the third business day.

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 weeks of a term, 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 a semester or term 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: You may receive a partial cancellation of your tuition and fees because of your withdrawal. 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 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 module or term. This period is typically 5-7 days from the start of the semester or module. A “dropped” student is still considered to have attempted the class for the purposes of the return of funds calculation. 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” or, students who enroll in a class and never participate resulting in a grade of WF are potential risks for unofficial withdrawal. If a student receives either an F or WF in *all classes* in which they are enrolled for a semester or module, that student is considered to be an unofficial withdrawal. Note that in the modular program, receiving a failed grade in the only class you are enrolled in for a particular module qualifies under this definition.

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 www.nsls.ed.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.

[Revised March, 2016]



SCHOLARSHIPS (PERFORMANCE-BASED)

CCC students receiving a performance based (i.e. athletic, co-curricular, band, 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 Executive Vice President 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]



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 complaint processes, please contact the college using the contact information below:

Dean of Student Affairs
Phone: (785) 460-5490
1255 South Rang
Colby, KS 67701

Executive_Vice President
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 filed 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 filed 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 their 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 takes longer than 45 days.

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

[Revised July 22, 2016]



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 Dean 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.



WEAPONS

Applicability

This Policy applies to all Colby Community College (CCC or “College”) students, employees and visitors:

1. on the CCC main campus, Affiliate campus, and within locations owned or leased by CCC that are not part of the CCC main or Affiliate campuses (collectively, “Campus”), or;
2. when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities or other programs (collectively, “Off-Campus Activity”).

Weapons Statement

In order to promote a safe and secure community college and learning environment, CCC prohibits the possession or use of Weapons¹ on Campus and at Off-Campus Activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

1. Carrying of a concealed Handgun² on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
2. Lawful carrying of a concealed Handgun by an employee performing College duties at an off- Campus Activity, when in accordance with applicable laws/policies for such location,
3. Lawful possession of a Handgun within a personal/non-College vehicle,
4. Lawful possession of Weapons by Colby or Affiliate Police Departments or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the CCC President, Vice President of Student Affairs or designee, or as necessary for the conduct of College approved programs.

Concealed Carry Restrictions

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.



Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a Handgun under Kansas law and this Policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21- 6302(a)(4)];
- A firearm cannot be carried by an individual:
 - under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
 - who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21- 6301(a)(10)],
 - who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21- 6301(a)(13)],
 - with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21- 6301(a)(13)],
 - who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a Handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

Location Restrictions: Certain Campus buildings and/or Public Areas³ within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, the CCC Security Officer may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by CCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with CCC. If handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier), the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the “on” position. Semiautomatic Handguns are to be carried without a chambered round of ammunition and revolvers



with the hammer resting on an empty cylinder.]

Storage: Handgun storage is not provided by CCC. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Training: Training on the proper handling of a concealed Handgun is encouraged. All CCC employees are eligible for CCC continuing education training reimbursement to supplement training for local, noncredit workshops, which could include a gun safety course. Additionally, CCC may periodically offer on-campus presentations to students/employees related to safe handgun practices.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a CCC Campus will be addressed by local police departments in coordination with the CCC Security Officer. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement

Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by the CCC Vice President of Student Affairs.

Reporting

- 1. Suspected violations** of this Policy should be reported to Vice President of Student Affairs, Security Officer, or local authorities:

Call: (785) 462-3984; (785) 460-5490

Walk-in: Security Officer, Student Union, Colby campus only; Vice President of Student Affairs' office, Student Union, Colby campus only

- 2. Emergency reports** concerning threats or violence on campus

Call: 785) 460-4460-Colby City Police Department; (785) 460-5508-Colby Community College Security Officer

Immediate Assistance: Dial 911

[Revised June 2017]

¹ "Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy includes knives more than 4 inches in length.



² “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

³ “Public Areas” is defined at K.S.A. 75-7c2



APPENDIX

Proctor Agreement and Completion Forms

Student Complaint Forms

