

**STUDENT CODE OF CONDUCT**

Students and staff of Colby Community College constitute a special community engaged in the educational process. The college assumes that students will demonstrate personal conduct which is based upon courtesy, integrity, common sense, and respect for others, both inside and outside the classroom.

The college reserves the right to suspend or dismiss a student for conduct which is determined to be detrimental to the best interest of the college. The following types of behavior are considered violations of college standards for student conduct and may result in suspension or other disciplinary action.

- A. Threatening the life or physical safety of others.
- B. Disrupting, impeding, or interfering with the operation of the college.
- C. Infringing upon or invading the rights of others.
- D. Inflicting damage to college equipment or facilities.
- E. Violating conditions of probation.
- F. Demonstrating academic dishonesty.
- G. Participating in any unauthorized manufacture, possession, use, distribution or sale of alcohol or drugs, whether by faculty, staff or students on college property or any college-sponsored event contrary to the purposes and policies of Colby Community College and the State of Kansas.
- H. Exhibiting conduct which results in conviction of the student of any offense specified in federal or student criminal statutes. It is not the intent of these policies to prohibit the participation in college programs of individuals who may have a previous criminal record for which they have met the requirements of the law.
- I. Harassing a college instructor or staff member on the basis of sex. Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - 1) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
  - 2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or exhibition of such conduct has the purpose or effect of unreasonably interfering with the instructor or staff member's performance or creating an intimidating, hostile or offensive environment. Prohibited is any behavior of students that represents repeated or unwanted sexual attention or sexual advances when acceptance of such attention or advances is made a condition of reward or of penalty; or
  - 3) prohibited is any behavior of students that represents repeated or unwanted sexual attention or sexual advances when acceptance of such attention or advances is made a condition of reward or of penalty.



- J. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
- 1) The Vice President of Student Affairs, or such other person as may be designated by the Board of Trustees, will be responsible for considering and imposing any student disciplinary action. Any student, staff member, or administrator may request the initiation of such disciplinary action through the Vice President of Student Affairs.

With the exception of matters involving an immediate danger to life, limb, or property, a suspension or other disciplinary action will be preceded by an opportunity for the student involved to confer with the Vice President of Student Affairs. At such conference, the student will be advised of the nature and extent of the alleged offense. If the student denies having committed such offense, the student will be given an explanation of the evidence the authorities have and an opportunity to present the student's version of the incident. Subsequent to the conference, the Vice President of Student Affairs may impose disciplinary action deemed appropriate.

If the Vice President of Student Affairs elects to impose disciplinary measures, the student will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be sent to the President of the college. Notice of disciplinary action will be sent by certified mail to the student.

The college will emphasize in its daily operations the understanding as formulated by the Board of Trustees that all policies and procedures will be administered in a manner which is both fair and applicable to all persons. Therefore, the emphasis of all disciplinary actions will be to do everything possible to keep the students in college and to assist them in the fulfillment of their educational objectives.

- 2) Any student receiving disciplinary action or who is required to pay any fine/penalty as a result of violation of school, instructor, or housing policy may wish to appeal that action according to the procedure listed below.
- 3) Student Grievance Procedure: It is the policy of Colby Community College to provide students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights, and other such problems dealing with students, college staff and faculty, and authorized college activities. To comply with federal regulations, Colby Community College maintains records of the formal written **Student Complaint Log** and the disposition of the complaints. These records are filed with the Vice President of Academic Affairs and the Vice President of Student Affairs.
  - a. Level I—The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within ten (10) college working days. Every effort will be made to resolve the grievance at the lowest possible level.
  - b. Level II—The aggrieved student may first discuss the problem with the Vice President of Student Affairs. During this discussion the aggrieved person shall seek to resolve the matter informally.



- c. Level III—If the aggrieved student is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered within five (5) school days after the discussion of the grievance, the student may file the grievance in writing to the college president. Within five (5) school days after the receipt of the written grievance by the college president, the president will appoint a committee (one administrator and four faculty/staff members) which may adjust the fine/penalty. The chair of the committee shall submit the committee's decision to the student within ten (10) school days.