

**CORRECTIONAL
PROGRAMMING**

2024 - 2025

COLBY

COMMUNITY COLLEGE

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Statement from CCC President	5
Colby Community College Correctional Education	5
Catalog Disclosure – Norton Correctional Facility.....	5
Institutional Information	6
Notice of Non-Discrimination	6
College Legal Assurances	6
Catalog Information Disclaimer	7
Catalog Change Procedure.....	7
Institutional Mission.....	7
Vision	7
Philosophy.....	8
Purposes.....	8
Student Outcomes (Essential Skills)	9
Accreditation	9
The Higher Learning Commission	9
Accreditation Commission for Education in Nursing, Inc.	9
Commission of Accreditation on Physical Therapy Education	10
Kansas Board of Emergency Medical Technicians	10
Admissions Information	11
Admissions Categories	11
Full-Time/Part-Time Students (U.S. Citizens).....	11
Transfer Student	11
Home-Schooled Students	11
Adult Students Who Have Not Completed a High School Credential	12
Reentering Students.....	12
Senior Citizen Grant.....	12
Veterans.....	12
Undocumented Immigrant Policy.....	13
Determination of Residency	13
Changing Major.....	14
Final Examination.....	14
Class Attendance	14

Administrative Drop Policy	14
Withdrawal for Non-Attendance.....	15
Add/Drop/Last Day to Withdraw Policy.....	15
Students have:	15
Waitlisting.....	16
Waitlist Guidelines.....	16
Official Withdrawal	17
When Records May Be Put on Hold or Stop	17
Refund Policy	17
Tuition and Fees Refunds	17
Refund Policy.....	18
Academic Information	19
Performance-Based Scholarship Policy	19
Course Numbering	19
Credit Definition.....	19
Auditing Classes	20
Repeating a Course	20
Life Experience Credit.....	20
Academic Renewal	21
Credit by Examination	22
College-Level Examination Program (CLEP.....	22
Military Service Credit	24
Placement Testing Policy.....	24
Placement Policy Guide	26
Advanced Placement Program.....	27
Transcripts	27
Transfer Students.....	27
Grading System	28
Honor Rolls	29
Assessment.....	29
CCC Satisfactory Academic Progress (SAP) Policy.....	29
Academic Progress Warning.....	29
Academic Suspension.....	30

Academic Probation	31
Academic Calendar	32
Degree Requirements	32
Certificate & Degree Fee.....	32
Degrees and Certificates Granted.....	32
Certificates	33
Associate of Arts Degree	33
Associate of Science Degree	34
Associate of General Studies Degree.....	34
Associate of Applied Science Degree.....	34
Kansas Board of Regents Transfer and Articulation Policy.....	35
General Transfer Provisions.....	35
Transfer of Credit	37
Reverse Transfer Agreements	37
Financial Information	40
General Eligibility Requirements	40
Grants	40
Satisfactory Academic Progress and Financial Aid (SAP)	41
Veterans.....	41
Cumulative Completion Rate.....	41
Cumulative GPA	42
Financial Aid Academic Progress.....	42
Scholarships.....	42
Veterans.....	43
Veterans Satisfactory Academic Progress Policy	43
Tuition Assistance and Active Duty Tuition Assistance	43
Tuition and Fees	43
Returned Check Policy.....	44
Student Rights and Responsibilities	45
Civil Rights Comprehensive Notification for Colby Community College	45
Student Educational Records Rights of Privacy	46
Directory Information	46
Private Information	47

Guide for the Release of Information about Students.....	47
Disclosure to Students	47
Disclosure to Parents, Educational Institutions, and Agencies	48
Release of Information to Non-Educational Agencies	48
Disclosure in Response to Telephone Inquiries.....	48
Disclosure by Other Offices of the Institution	48
Student Citizenship General Statement.....	49
Academic Integrity.....	49
Sexual Harassment Policy	52
Security Act of 1990.....	52
Sexual Misconduct Policy.....	53
The Drug-Free Workplace Policy and Drug-Free Awareness Program.....	53
Procedures for Requesting a Medical Withdrawal.....	54
Weather Policies	54
Student Complaints of Faculty.....	54
Grade Appeal Policy	55
Section 504/ADA Grievance Procedure	56
Involuntary College Withdrawal Policy for Threats Related to Mental or Psychological Disorders	57
Issuance.....	57
Hearing	58
Reinstatement.....	60
Service Information	61
Financial Aid	61
Registrar's Office.....	61
Student Accounts Office.....	62
Student Support Services.....	62
Students with Disabilities.....	62
Tutoring.....	63
First-Year Experience (FYE)	63
Adult Basic Education	63
Guided Pathways.....	64

Statement from CCC President

Often, we have heard that life is a journey. This journey will take you in many different places and have some unexpected twists and turns. Colby Community College is proud and honored to be a part of your life's journey. With a large variety of in-demand and high-quality programs, consistently among the state's top graduation and persistence rates, Colby Community College provides an excellent, affordable education. This catalog details what the college has available, and we expect from you as a student. It does not matter if you aspire to be in business or a doctor; our team of faculty and staff are dedicated to helping you get there.

Colby Community College is an excellent place to start your journey. At our college, we are as excited about your future as you are. We could not be more pleased to begin the journey with you; best of luck.

Dr. Seth Macon Carter, President Colby Community College

Colby Community College Correctional Education

Partnered with the Kansas Department of Education, Colby Community College has provided education opportunities to the residents of Norton Correctional Facility (NCF) since 2005. Currently, CCC offers two career and technical education programs, including a Telecommunications Network Technician certification, and an Associate of Applied Science in Sustainable/Renewable Energy. In addition, CCC maintains a partnership with the Southeast Kansas Education Service Center (Greenbush) to offer a variety of adult education services at NCF, including basic academic skills development, and GED preparation. Adult Education instructors also offer Work and Life Skills programming for NCF residents nearing release.

Catalog Disclosure – Norton Correctional Facility

Not all Colby Community College programs, services, or policies described in this catalog are available to students residing at Norton Correctional Facility (NCF). All NCF students must comply with facility-specific policies and procedures, which take precedence over institutional policies where applicable. References to online resources or external links within the catalog are not directly accessible to NCF residents; however, such information may be made available through approved means consistent with NCF policies. Students should work directly with the on-site CCC Site Coordinator for guidance regarding available academic programs, access to institutional policies, and support services.

Institutional Information

Notice of Non-Discrimination

Colby Community College (CCC) adheres to the Title VI Civil Rights Act of 1964 and all federal and state civil rights laws banning discrimination in public institutions of higher education. CCC provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services, and placement on the basis of race, color, gender, age, disability, national origin, or ancestry, sexual orientation, or religion. For inquiries, contact the Vice President of Students Affairs, Title IX, and ADA Coordinator, Colby Community College; 1255 S. Range; Colby, KS 67701. Phone: 785.460.5490. Email: nikol.nolan@colbycc.edu. When brought to the attention of the discrimination will be appropriately remedied by the College according to procedures noted below within the process for resolving grievances of harassment, sexual misconduct, and other forms of discrimination.

Title VI, Title IX, and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Commission on Civil Rights Central Regional Office
400 State Avenue, Suite 908 Kansas City, KS 66101
913.551.1400

U.S. Equal Employment Opportunity Commission
Gateway Tower II
4th & State Avenue, 9th Floor Kansas City, KS 66101
913.551.5655

College Legal Assurances

Colby Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, religion, age, and disability in admissions, all as required by applicable law and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and Americans with Disabilities Act (ADA) of 1990. CCC supports the terms of the Americans with Disabilities Act of 1990 which ensures accessible facilities and fair employment practices. CCC policies provide classrooms, the college environment, and a workplace free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature. Federal and state law, as well as Board of Trustees policy, prohibits sexual harassment. If you have questions or believe that you have been subjected to sexual harassment, you should report it to the Vice President of Student Affairs. If unavailable, contact the Vice President of Academic Affairs.

In accordance with the Family Educational Rights and Privacy Act of 1974, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except (1) CCC administrators and instructors, (2) certain federal officials specified in the act, (3) stated educational authorities, (4) accrediting agencies, (5) upon receipt of proper judicial orders, or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, directory information will be withheld. Upon written request, the student may inspect information in their official file and be allowed to challenge inaccurate information.

College policy and the Drug-Free Schools and Communities Act of 1989 states that the unlawful possession, use, or distribution of illegal drugs, alcohol, and cereal malt beverages by students or employees on the property of CCC or during activities involving the College is strictly prohibited.

CCC annually distributes the college security report as required by the Student Right-To-Know and Campus Security Act of 1990.

Catalog Information Disclaimer

This catalog is informational and does not constitute a contract. The College reserves the right to change, modify or alter all fees, charges, tuition, expenses, and costs without notice. The College reserves the right to add or delete any course offering or information in this catalog without notice.

Catalog Change Procedure

Catalog changes are reviewed annually. Faculty complete catalog change requests and Division Chairs bring them to Academic Council for review and approval. Further, Academic Council reviews all course descriptions, Guided Pathways, and policy and procedure development or change requests. Upon approval, the changes are made to the online catalog, and the Registrar updates the PowerCampus catalog. Official records are stored with the Registrar's Office.

Institutional Mission

Challenge students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

Vision

Colby Community College will be a national leader in academic and student success to transform the lives of the communities we serve.

Philosophy

Colby Community College is dedicated to the belief that each individual in northwest Kansas should have the opportunity to develop and extend skills and knowledge to attain personal objectives. Implicit in this belief is the idea that education is a lifelong process. The College encourages the people who live in this area to participate fully in its program of educational services. The College strives to meet the needs of its students regardless of age, sex, creed, race, aspiration, or educational level.

Colby Community College students are the most important people associated with the institution. All students deserve the opportunity to succeed regardless of their specific goals or aspirations. The College intends to encourage individual success. Students' individuality is respected, and their potential is fostered through programs that include excellent classroom instruction, multiple leadership opportunities, and an organized plan for counseling and advisement. Attending Colby Community College is designed to be a personal experience for students.

Purposes

Colby Community College has adopted seven Purposes to address its institutional mission adequately. The Purposes are intended to be dynamic and flexible to meet student and community needs. The Purposes are as follows:

1. Offer two-year college transfer programs leading to an associate degree for students who wish to obtain a baccalaureate degree after transferring to a four-year college or university.
2. Offer both Associate in Applied Science degrees and certificate vocational and technical education programs for students who wish to gain competence in specific skill areas or upgrade skills.
3. Offer a developmental education program to serve all students who need improved academic skills, including adult basic education and preparation for the tests of General Educational Development.
4. Offer continuing education courses and community service activities and assist economic development by providing customized on-site training.
5. Offer students a full range of support services.
6. Offer facilities and human resources to support educational, civic, and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

Student Outcomes (Essential Skills)

For each degree offered, there is a specifically defined core curriculum. The courses may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional academic endeavors and in the workplace. The College has identified the following expectations for all students who complete a degree at Colby Community College:

1. Student demonstrates accountability for their actions in and out of the classrooms.
2. Student communicates effectively and professionally in a variety of settings.
3. Student gains confidence in both academic and personal abilities.
4. Student develops and uses the following skills: open-mindedness, creativity, problem solving, critical thinking, teamwork, work ethic, time management and adaptability.

Accreditation

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning Commission. In addition, many of the special programs are accredited by their respective professional associations. The Physical Therapist Association program is accredited by the Commission of Accreditation on Physical Therapy Education. Nursing is accredited by the Accreditation Commission for Education in Nursing and the Kansas State Board of Nursing. The American Veterinary Medical Association accredits the on-campus and online Veterinary Nursing programs. The Dental Hygiene program is accredited by the Commission on Dental Accreditation. Other accreditation courses include Emergency Medical Technician (EMT), Certified Nurse Aide (CNA), and Certified Medication Aide (CMA). The Institutional Actions Council of the Higher Learning Commission voted to extend the accreditation of the College to include distance education.

The Higher Learning Commission

230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
800.621.7440
Fax 312.263.7462
www.hlcommission.org

The Commission on Dental Accreditation

211 East Chicago Avenue, 19th Floor
Chicago, IL 60611
312.440.4653
www.coda.ada.org

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE Suite
1400
Atlanta, GA 30326
404.975.5000
www.acenursing.org

American Veterinary Medical Association 1931 North Meacham Road,
Suite 100 Schaumburg, IL 60173-4360
800.248.2862
www.avma.org

Commission of Accreditation on Physical Therapy Education
3030 Potomac Ave., Suite 100 Alexandria,
VA 22305-3085
703.684.7343
www.captionline.org/

Kansas Board of Emergency Medical Technicians
Landon State Office Building 900 Jackson
Street, Room 1031
Topeka, KS 66612
785.296.7296
www.ksbems.org/ems/

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson, Suite 1051
Topeka, KS 66612
<https://ksbn.kansas.gov/>
[785.296.4929](tel:785.296.4929)

National Council for State Authorization Reciprocity Agreements (NC-SARA)
3005 Center Green Drive, Suite 130
Boulder, CO 80301
720.680.1600
www.nc-sara.org

Admissions Information

Standards

Colby Community College is dedicated to the educational development, social and economic progress, and cultural enhancement of the northwest Kansas area and students served. The College serves over 2,000 students each semester, with approximately 700 on campus. Admission to the CCC is the first step in pursuing one's educational goals.

Admissions Categories

Students who have not submitted all required documentation are admitted provisionally. Provisionally-admitted students may enroll and attend classes pending receipt of transcripts and other required documents but cannot be certified for participation in activities or receive financial aid. Students remain on provisional status until all the necessary documents have been certified by the Admissions Office.

Full-Time/Part-Time Students (U.S. Citizens)

To be admitted as a full-time student, the applicant must:

- Complete an application for admission;
- Graduate from an accredited high school or home school or be a recipient of a General Educational Development (GED) diploma;
- Submit official transcripts, including high school/GED, as well as transcripts from any college or technical schools attended;
- Seek a degree or credential from CCC, or take courses for transfer to another accredited institution to complete a degree or credential.

Transfer Student

To be admitted as a transfer student, the applicant must:

1. Complete an application for admission;
2. Complete all required documents for general admission;
3. File an official copy of all previous college credit-bearing coursework with the Registrar within the first four weeks at CCC. If transcripts are not on file within the first four weeks, a hold will be placed on the student's record;
4. Submit official high school or GED transcripts.

Home-Schooled Students

An individual who is a graduate of a private, parochial, or other non-public high school which a recognized accrediting agency does not accredit is eligible for admission if the student has participated in the American College Testing (ACT or Scholastic Aptitude

Testing (SAT program administered on a national test date. Colby Community College placement testing may also be accepted. Each applicant shall provide the following: 1 a completed application for admission, 2)an official copy of a high school transcript, and 3 national test scores (ACT or SAT taken on a national test date. Exceptions can be made with previous college credits at the discretion of the Director of Admissions.

Adult Students Who Have Not Completed a High School Credential

To be admitted without a high school diploma or GED, the applicant must:

- Complete an application for admission;
- Contact the Adult Basic Education office, 785.460.4663, for information on earning the Kansas High School Diploma/General Educational Development (GED) diploma;
- Enroll in six credit hours or fewer until the GED is completed. Students may not take developmental courses while enrolled in Adult Basic Education classes.

Reentering Students

Students wishing to reenter the College after not being enrolled for a semester (stop-out are encouraged to contact the Trojan Advising Center at 785.460.5401. Advising Center staff will assist in creating an education plan which will make reentry into the College less complicated.

Before students are allowed to enroll in courses at CCC, they must demonstrate readiness for coursework through the Multiple Measures assessment, including their ACT or SAT scores, previous grades, and Accuplacer test scores. All official high school transcripts must be on file with the Admissions Office within a student's first four weeks at CCC.

Students who do not fall into the above categories and wish to be considered for admission at Colby Community College should contact the Director of Admissions.

Senior Citizen Grant

Residents of Thomas County, age 65 and older, are eligible to take classes utilizing the Senior Citizen Grant. The Senior Citizen Grant will waive tuition, technology, and wellness fees each semester. Students will be responsible for activity and course fees each semester. This tuition grant program does not apply to classes offered for zero college credit.

Veterans

Veterans applying for admission to Colby Community College planning to use their Educational Benefits must provide their DD214 and Certificate of Eligibility in addition to the admission requirements. The School Certifying Official or Veterans Benefits Coordinator at CCC interprets Veterans assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. Credit for military schools and experience, as recognized by the American Council on Education "Guide to the Evaluation of Educational Experiences in the Armed Services," will be

evaluated and approved by the College upon completing 12 credit hours at CCC. All documentation of previous education and experience should be given to the Registrar. Students may contact the Veterans Coordinator at 785.460.4612 for the proper enrollment procedures. The student's responsible for contacting the Veterans Coordinator regarding all schedule changes.

Undocumented Immigrant Policy

Undocumented immigrants 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 classes 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 high school or has earned a GED;
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 legal nonpermanent immigration status who has filed an affidavit with the institution stating that such person has filed an application to begin the process of for U.S. citizenship or will file such application as soon as such person is eligible to do so.

Determination of Residency

A student wishing to be determined as a Kansas resident for state entitlements when enrolling in CCC must submit proper documentation as determined by the CCC Board of Trustees, including proof of Kansas residency for at least six (6 months before the beginning of the academic term. Additionally, three (3 pieces of documented verification must be presented. These may include a receipt for payment of Kansas property tax, a receipt for purchase of Kansas license tags, employment verification in Kansas commencing six (6 months before the date of school attendance, a copy of voter registration in the State of Kansas, or a copy of Kansas driver's license. Certain persons are also considered residents of the State of Kansas as determined by KSA 71-116 and can be found at www.kslegislature.org. Residency applications are available through the Registrar's Office.

Changing Major

Students should notify the Registrar's Office to change majors and complete the Declaration of Major form. Students should also consult with their Advisor to fill out the Declaration of Major form before meeting with the Registrar.

Final Examination

The final exam schedule is available online and in the printed class schedule. Students must petition the Vice President of Academic Affairs to make the changes to their final exam schedule. Alterations to a student's final exam schedule are only approved in serious, unavoidable, and documented circumstances.

Class Attendance

CCC views class attendance as mandatory. However, if a student must be absent, the student should make arrangements, in advance, with their instructors. Students absent as official College representatives (athletics, activities, or scholarship fulfillment) are not counted absent but must make advance arrangements with instructors to complete all course work. Punitive grades will not be assigned if the College excuses the absence. It is always the student's responsibility to notify instructors of any absence.

Administrative Drop Policy

Students are expected to be regular and punctual in class attendance and fully participate in the course. Students who have yet to participate in an on-campus course or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course. For online classes, attendances is defined as completing at least one gradable assignment within the first seven calendar days of class. 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 any class is offered in any modality. Students who do not physically attend classes on campus within 10 class days of the start of the semester will be dropped from on-campus courses.

Withdrawal for Non-Attendance

Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance if: 1) the student has attended the class during the certification period and 2) the student has missed the following number of classes without any attempt to make arrangements with the instructor.

Term Event	16 Week Classes	8 Week Classes
Certification Day (20th Day of Class)	Six absences	Three absences
Midterm	11 absences	No withdrawal, "F" is issued on the transcript

The withdrawal will be recorded as a "W." The instructor must provide the dates of attendance and complete the withdrawal form. A student withdrawn for non-attendance may file an appeal with the Vice President of Academic Affairs. This appeal must be filed within two weeks of the date the student is notified of the withdrawal.

Withdrawal from classes should be taken seriously as it may impact a student's eligibility to live in the residence halls, receive scholarships, financial aid, participate in athletics, or satisfy graduation requirements.

Add/Drop/Last Day to Withdraw Policy

The student is responsible for checking their schedule and making any needed schedule adjustments through the add/drop process. Students must attend class within the certification period to be enrolled. Students who do not attend class at least once during this period will be dropped from the course.

Students have:

1. Eight instructional days to add or drop with a full refund for 16-week classes;
2. Five instructional days to add or drop with a full refund for 8-week classes;
3. Three instructional days to add or drop with a full refund for 4-week classes;
4. Three instructional days to add or drop with a full refund for late fall classes.

All requests to add, drop, or withdraw from a class, submitted on the last day of the add/drop/withdrawal period, must be submitted by 4 p.m. central time. Requests submitted after 4 p.m. will only be processed with the approval of the Vice President of Academic Affairs.

To add a class after enrollment is closed, the student must receive approval from the instructor and the Vice President of Academic Affairs.

Students may withdraw any time after enrollment is closed until the date published by the Registrar's Office (60% of the class). A "W" will be recorded on the student's transcript. After the date is published, a grade of "W" cannot be given.

A one-time fee of \$25.00 will be automatically applied to the accounts of students who fail to attend class by the end of the five-day add/drop/last day to withdraw period.

Waitlisting

Waitlisting is an enrollment feature that allows a student to add themselves to a waitlist for a course that has met its maximum enrollment limit.

- A student attempts to enroll in a course but learns that the course is closed but has the waitlist option.
- The student can choose to be added to the waitlist;
 - If a student elects to be waitlisted, this does not mean they are registered for the course or will be registered for it.
- A seat may become available due to an enrolled student dropping the course
 - The students on the waitlist will be notified of their enrollment status via their Trojan email, and should space in the course become available, students will be able to enroll in the order they joined the waitlist.

Waitlist Guidelines

- Waitlisting is based on a first-come, first-served basis;
- if a waitlisted course is required for graduation during the final spring semester, the student may see the Registrar to determine course placement/options;
- A waitlisted student does not have a guaranteed seat in the course. They have a spot held "in line" should a seat become available;
- Waitlisting does not mean the student is registered for the course;
- Registration error checking still will occur before students are added to a waitlist;
- The student in the first position on the waitlist will be notified via their Trojan Email accounts once a seat becomes available. Then, the student will have 24 hours to register;
- Students are not automatically registered for the course when a seat becomes available. They must register for the course with their advisor or via TrojanWeb.
- If a student does not register for the course during the 24-hour notification period, they will be automatically dropped from the waitlist, and the next person will be notified;
- Waitlisting ends seven days before the start of the part of the term in which the course is held.

Official Withdrawal

The student is responsible for the written notification of complete withdrawal from all classes to the Registrar. 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.

When Records May Be Put on Hold or Stop

Disciplinary action will be taken against students with delinquent accounts at the College. A College official may request that a student's records not be released. This means a student's transcript will not be released, and the student will not be allowed to enroll at CCC until the stop/hold is rescinded. To rescind the stop/hold, the Registrar's Office must receive written authorization from the official who initially requested the stop/hold indicating that the student has met the obligation.

Refund Policy

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during their enrollment term. Students must complete the Official Withdrawal Form to receive a refund of money paid to the College from personal sources. If Federal Title IV Student Aid funds pay all or any of educational costs, a return of funds will be made to the federal authorities according to the Return of Title IV 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.

Tuition and Fees Refunds

Students may be eligible for a refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online schedule changes or a paper form must be submitted to the Registrar's Office for a refund. Non-attendance of a class does not warrant an official drop, and the student will still be financially responsible for their 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 course 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 course. Exceptions are made for change of section and level changes at the discretion of the Registrar and Student Accounts Offices.
- No tuition or fee refund is given after the 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 before the end of the 8th instructional day of the semester.
- **5-8 Week Classes:** 100% of tuition and fees will be refunded for courses dropped before the end of the 5th instructional day of the semester.
- **2-4 Week Classes:** 100% of tuition and fees will be refunded for courses dropped before the end of the 3rd 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 before the start of the class.
- **Late Fall Classes:** 100% of tuition and fees will be refunded for courses dropped before the end of the 3rd instructional day.

Institutional room and board charges will be calculated according to the terms of the dorm contract.

Refund Policy

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 being paid and due from the student. Transcripts and grade reports will only be issued to students who have paid all of their college-related bills.

Federal Return of Title IV Funds Policy

Federal Title IV student 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 being paid and due from the student. Transcripts and grade reports will only be issued to students with paid balances.

Academic Information

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 before 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 before enrollment. Enrollment includes hours taken on and off-campus and online.

Performance-Based Scholarship Policy

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. Also, these students shall have 40 percent of their degree completed by the end of their first year (excluding zero-level courses). These students must attend at least one Financial Aid Workshop each semester unless they can provide evidence that their FAFSA and all necessary paperwork has been completed. Failure to meet these expectations may result in academic probation or revocation of 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 to take less than 15 credit hours a semester, as long as they meet or are on track to meet 40 percent completion towards their degree.

All scholarship grade point average requirements and eligibility rules remain applicable.

Course Numbering

Courses numbered 001 to 099 are designed for basic skill development and do not count toward graduation requirements. Courses numbered 100 to 199 are primarily for first-year students, but sophomores and others may enroll in them for credit. Courses numbered 200-299 are primarily for sophomores, but first-year students and other students may be admitted to them for credit if they meet all qualifications.

Credit Definition

“Credit hour” is the basic unit of collegiate-level instruction as determined by the Kansas Board of Regents in a subject or course offered at a level not higher than those subjects of courses usually offered to first- and second-year students in four-year institutions of post-secondary education. One credit hour is at least one hour of classroom or direct instruction plus two hours of out-of-class student work each week for a semester (or its equivalent). Utilizing the Carnegie Unit, one hour" of instruction

or class work equals 50 minutes. Credit hours do not include instruction in a subject or course taken by a student enrolled for audit or any subject of course not approved by the Kansas Board of Regents. The Kansas Board of Regents shall determine whether the subject and courses offered in the community colleges are at the level of first-year courses or sophomore courses offered in the state educational institutions and shall not approve a subject or course offered at a higher level. An equivalent amount of student work (minimum three hours per week for a semester of combined direct instruction and out-of-class student work) must be represented for a credit hour in other academic activities such as laboratories, internships, practical labs, studio work, and other academic work.

Auditing Classes

Students who audit a course attend regular class sessions but do not receive college credit. Students are subject to all of the admissions policies set forth by Colby Community College. Students may elect to audit a course only during the regular registration period, with no changes being made after that. Students who choose to audit will be subject to tuition and fees for the course. Examinations are at the student's request and the instructor's consent. Audited courses are marked "AU" on the college transcript.

Repeating a Course

Students may repeat courses previously taken at Colby Community College. Before spring 1990, both grades were used to compute the grade point average and were recorded on permanent records and transcripts. Effective spring 1990, only the highest grade received is counted in the grade point average, but both grades are recorded on permanent records and transcripts. The credit hours for a single course number are only counted once toward the 62 hours needed for graduation.

Life Experience Credit

Life Experience Credit is learning that has yet to be transcribed by a regularly accredited higher education institution. Colby Community College may award college credit for life experience to encourage and assist students in completing a degree. To be awarded life credit, you must meet the following requirements:

- All students seeking life credit must be enrolled at CCC and have declared a degree objective.
- Life Experience Credit will not be awarded for general education classes due to non-transferability.
- Students seeking Life Experience Credit must provide validated documentation stating the knowledge, skills, and dates of employment when the experience was gained. Failure to supply such will result in non-approval. If requested, students must be able to demonstrate proficiency to the designated party/parties.

- The Vice President of Academic Affairs, with the responsible program director, will review and approve or disapprove the application for Life Experience Credit.
- Students must complete at least 15 credit hours at CCC with a cumulative 2.0 GPA before Life Experience Credit will be awarded. To qualify for any degree, students must earn at least 15 hours of credit and have a cumulative 2.0 GPA from Colby Community College.
- No student will be awarded more than 12 hours of Life Experience Credit through Colby Community College.
- All Life Experience Credit (tuition only) must be paid for before the credits will be added to their transcript.
- Any questions regarding Life Experience Credit should be directed to the Vice President of Academic Affairs.

Academic Renewal

The Academic Renewal policy recognizes that a student's ability to succeed academically changes over time as life situations and maturity levels change. If approved, an academic renewal is recorded. A student eligible for consideration may apply for academic renewal by petitioning the Vice President of Academic Affairs.

- a. Academic renewal will be granted only once at CCC.
- b. Only one semester can be applied to academic renewal.
- c. The student must be enrolled and have completed at least 12 hours with a minimum of a 3.0 GPA at the time of petition.
- d. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
- e. All "forgiven" coursework will continue to appear on the transcript but will not be included in the student's CCC cumulative GPA nor be counted toward a degree granted by CCC.
- f. All paperwork must be on file with the Registrar and Financial Aid offices before any grades can be changed.
- g. A petition for academic renewal will not be considered if the student has completed a degree from CCC.
- h. Granting academic renewal does not affect or alter a student's record for athletic eligibility.
- i. This policy refers to CCC only.

Students applying for Academic Renewal are responsible for investigating the potential impact on Financial Aid, transfer admission, Veteran's Affairs, and other agencies and organizations.

The policy does not bind other institutions receiving a CCC transcript for transfer of courses. They may calculate students' transfer GPA to include ALL grades, even those excluded under this policy.

Credit by Examination

A student enrolled in regular semester classes or a prospective student who subsequently enrolls in 12 credit hours at Colby Community College may be permitted to earn college credits through institutional credit by examination. The student must have the necessary qualifications, and the course must be approved by faculty in the discipline and the Division Chair to qualify for credit by examination. The Vice President of Academic Affairs grants final approval.

A maximum of 24 hours of credit by examination courses will qualify for credit toward graduation from CCC. Academic credit will be awarded for credit by examination courses after the student has successfully completed 12 credit hours at CCC.

A student indicating background knowledge in a college course offered by CCC may contact the appropriate Division Chairperson to obtain information on credit by examination. The student must petition the Vice President of Academic Affairs for credit by examination. Credit by examination will not be given if the student has previously received credit for a more advanced course in the same discipline.

A non-refundable \$15 examination fee will be charged for each examination. The student will be required to be enrolled in the class for which they desire credit and pay the current standard rate for tuition and fees. The test fee and tuition and fees must be paid to the Student Accounts office before the examination. Following completing 12 credit hours at CCC and completing the examination, a grade of "CR" (credit) will be recorded on the transcript for the course for which the student petitioned to receive credit by examination. The student is responsible for contacting the transfer institution to determine its policy on institutional credit by exam coursework.

College-Level Examination Program (CLEP)

CCC will accept credit for CLEP subject exams provided the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. A list of approved CLEP subject exams is available in the Registrar's office.

The student has the right to ask that the results of the CLEP exam not be included on the transcript, and the exam will not be used to satisfy graduation requirements. Credits received for CLEP exams may not be used for financial assistance eligibility.

If the student does choose to include a CLEP Exam, the transcript will indicate the exam used to earn the credit. Credit hours will be placed on the transcript with a "P" for a passing grade and counted toward graduation requirements.

CCC does not guarantee the transferability of any credits received via the CLEP examination.

A student will receive credit comparable to the courses offered by CCC as indicated by this policy.

The student must complete 15 credit hours at CCC before any CLEP credits can be placed on the transcript. A maximum of 12 credit hours earned from CLEP exams may be included on the transcript for credit.

The College will not require additional testing to verify the results of a CLEP exam.

CCC is not a test site. The student will pay all costs related to administering CLEP exams.

The Kansas Board of Regents has approved the following CLEP exams:

CLEP Subject Examination	Minimum Score for Transfer Credit	Credit Hours Awarded
American Government	50	3
American Literature	50	3
Biology	50	5
Calculus	50	5
Chemistry	50	5
College Algebra	50	3
College Composition	50	3
Financial Accounting	50	3
Information Systems	50	3
History of United States I	50	3
History of United States II	50	3
Human & Growth Development	50	3
Introductory Business Law	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Principles of Microeconomics	50	3
Spanish Language I	50	5
Western Civilization I	50	3
Western Civilization II	50	3

Military Service Credit

CCC awards credit for military training and experience. Evaluation is based on recommendations in “A Guide to the Evaluation of Educational Experiences in the Armed Services,” published by the American Council on Education, as these recommendations apply to students’ degree programs. Credit hours will be placed on the transcript with a "P" for "Pass" and counted toward graduation requirements.

Students must provide documentation of training completion and assignment to military duties. Please ensure all prior educational transcripts: DD-295, DD-214, Army/American Council on Education Registry Transcript System (AARTS), Coast Guard Institute Transcripts, and Sailor/Marine/American Council on Education Registry (SMART) are submitted for evaluation promptly. It is the student’s responsibility to ensure that all transcripts are submitted to the Registrar.

Academic credit earned for courses appearing on an official transcript from a regionally-accredited college will be evaluated according to College policies and accepted subject to the approval of the Vice President of Academic Affairs. Transfer credits based on a different unit of credit than the one utilized by CCC are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the Vice President of Academic Affairs are final. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change.

- All students must be enrolled in at least six hours at CCC and have declared a degree objective.
- The Vice President of Academic Affairs will review and, if applicable, seek advice from the responsible Division Chair and full-time faculty to approve or disapprove the military credit.
- Students must complete at least 15 credit hours at CCC with a “C” before military credit will be awarded.

Placement Testing Policy

To assess reading, writing, and math skills, CCC uses multiple measures to place students 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. Students who are exempt from placement testing include:

1. If students feel their course placement is inaccurate, they may request admission into a higher-level course by contacting the Trojan Advising Center. Students requesting entry 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 a Bachelor's degree or an Associate degree;
3. Those students who have successfully completed the developmental education sequence in math, reading, and writing are exempt from the assessment requirements for those subjects;
4. Those 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;
5. Those students who successfully completed (with a "C" or higher) a 100-level or above algebra course are exempt from the assessment requirement in mathematics;
6. Those students who have taken the ACT/SAT and Accuplacer test within three years before enrollment and have scores that meet or exceed the acceptable scoring range in English, reading, and math sections (*see Placement Matrix*) are exempt from placement testing in those subject areas where they met or exceeded and acceptable score (*see Placement Matrix*).

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 for \$5 per section for the following reasons:

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

Students planning to use accommodations for the Accuplacer placement test should follow the steps below:

- A. Contact Disability Services at disability@colbycc.edu or 785.460.5510.
- B. Submit proper documentation to Disability Services. See the [Disability Services](#) page for information regarding appropriate documentation.
- C. Disability Services will notify students if their documentation has been approved. Students may schedule an appointment to take an exam at 785.460.5510.

Placement Policy Guide

Multiple Measures is a placement method used at CCC. Multiple Measures refers to using a combinations of assessment methods to determine the appropriate academic placement in English and mathematics courses. This approach considers various factors including high school GPA, cumulative high school English and mathematics GPAs, standardized test scores (ACT/SAT), and placement tests like the Accuplacer. By considering multiple measures, the College aims to make more accurate placement decisions, ensuring that students are placed in courses that match their skill levels and academic needs. This approach helps to enhance retention and student success rates and to improve completion rates.

English Courses	High School GPA*	High School GPA in Discipline	Previous College Courses	ACT Reading & Writing Score	ACCUPLACER Reading & Writing Score	SAT Reading & Writing Score
EN076 Fundamentals of Reading & Writing	N/A	N/A	N/A	0-11	200-230	0-229
EN079 English Comp I Workshop **	N/A	N/A	Per Transfer Policy	12-17	231-254	230-489
EN176 English Comp I	Cumulative 3.0 or higher on a 4.0 scale Can use six (6) semester GPA if not yet graduated	3.0 or higher in English courses	Thirty (30) or more credit hours earned Cumulative 3.5 on a 4.0 scale	English Score AND Reading Score 18 or above	Writing Score AND Reading Score 255 or above OR 231-254 AND WritePlacer 5-8	Evidence-Based Reading and Writing 490 and above

Math Courses	High School GPA in Discipline*	Previous College Courses	ACT Math Score	ACCUPLACER QAS Score	SAT Math Score
MA076 Beginning Algebra	2.5 in high school math courses	Per Transfer Policy	14-18	220-249	340-419
MA177 Intermediate Algebra	3.0 in high school math courses	Per Transfer Policy	19-21	250-262	420-519
MA178 College Algebra	3.5 in high school math courses	Per Transfer Policy	22 or above	263-275	520 or above
MA220 Calculus I	N/A	Per Transfer Policy	24 or above	276-300	600 or above

*Courses must have been completed within the past four years.

**Students withdrawing from the workshop must also withdraw from English Composition.

A student who determines course placement is inaccurate may request admission into a higher-level course by contacting the Trojan Advising Center. Students requesting admission to a higher-level course must demonstrate adequate knowledge and provide reasonable proof to receive approval from the Vice President of Academic Affairs.

Advanced Placement Program

CCC accepts credit for Advanced Placement exams, providing that the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. The student is responsible for requesting that all examination results be sent to the Registrar. The Registrar will contact the appropriate division and program chair to determine credit eligibility. The student has the right to ask that the results of the Advanced Placement exam not be included on the transcript, in which case the exam cannot be used to satisfy graduation requirements. Natural Science exams will not satisfy laboratory science requirements.

Credits received for Advanced Placement exams may not be used for financial assistance eligibility. If a student does choose to include an Advanced Placement exam, the transcript will indicate the exam used to earn the credit. The student may also select either a letter grade based on the equivalency sheets on file in the Registrar's Office or a grade of "P" for "Pass." A student will receive credit comparable to the courses offered by CCC, as indicated in a current catalog.

The student must complete 15 credit hours at CCC before any Advanced Placement credits will be placed on the transcript. A student may bring in up to 12 credit hours by taking Advanced Placement exams. The College will not require additional testing to verify the results of an Advanced Placement exam. The student pays all costs related to administering the Advanced Placement exams. CCC does not guarantee the transferability of any credits received via AP examination.

Credit for all AP exam scores of three (3) or above for the equivalent course or courses at their institution, except for the following courses:

Art History, a score of 4; Physics I, a score of 4; Physics II, a score of 4.

Transcripts

To request a transcript to be sent to other colleges, universities, or employers, students must first register at www.parchment.com. CCC transcripts are exchanged electronically where applicable. Students can sign in anytime to select the destinations to send transcripts and can track the status of requests. To receive copies of official transcripts, students pay a fee which varies by delivery method (electronic or USPS). Most transfer institutions do not accept transcripts directly from students as official.

Transfer Students

A student transferring to CCC from any accredited college or university must have official transcripts mailed to the Registrar's Office (Colby Community College; 1255 S. Range Ave.; Colby, KS 67701). A student may be eligible for an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, Associate of Applied Science Degree, or a certificate utilizing the credit hours transferred from another accredited institution. A minimum of 15 semester hours must be completed through CCC.

Student Classification

Freshman	First-year students who have earned fewer than 32 credit hours.
Sophomore	Second-year students who have earned 32 to 64 credit hours.
Special	Special students are students who have earned over 64 hours of credit.
Part-time	Part-time students are enrolled in less than 12 credit hours.
Full-time	Full-time students are enrolled in 12 or more credit hours.

Grading System

Grades		Grade Points
A	Excellent	4-grade points per semester hour
B	Above Average	3-grade points per semester hour
C	Average	2-grade points per semester hour
D	Below Average	1-grade point per semester hour
F	Unsatisfactory	0-grade points per semester hour
I	Incomplete	The conditional grade is given only with a signed contract
W	Withdrawn	A student is withdrawn from the course
PS	Pass	Used in some instances instead of a traditional grade Pass grades are not calculated in a student's GPA
NG		If no grade has been received when grades are printed, NG (no grade) is recorded.
TRD		Transferred in D
TRM		Transfer Requirement Met but no credit hours towards AA and AS
AU	Audit	

Pass/Fail Courses

A student may enroll under the Pass/Fail option for any elective course offered under this option. The course cannot be a specified requirement in their program of study. Courses specified by name or number for General Education or courses required for degree completion cannot be taken as Pass/Fail. Students who request to take a course Pass/Fail must request permission from the Vice President of Academic Affairs; The proper paperwork must be filed with the Registrar before the certification day of each session. A grade of D or above will be considered a "Pass" and will not count in their GPA. However, those hours will count toward graduation requirements. A "Fail" grade will affect the student's GPA, and the hours still count in their hours attempted at CCC.

Honor Rolls

President's Honor Roll--A student must be enrolled in 12 or more hours, receiving letter grades only with no Fs or Incompletes and a GPA of 4.0.

Vice President's Honor Roll--A student must be enrolled in 12 or more hours, receiving letter grades only with no Fs or Incompletes, and a GPA of 3.75-3.99.

Assessment

The CCC assessment program enhances the quality and effectiveness of the institution's curriculum, programs, and services. Assessment activities are completed each semester and focus on analytical, quantitative, communicative, and aesthetic skills.

CCC Satisfactory Academic Progress (SAP) Policy

Academic Standing

The academic standard is a semester grade point average of 2.00 or higher and a cumulative Colby Community College (CCC) grade point average of 2.00 or higher. Students who have met these standards are considered to be in **Good Academic Standing**. Academic standing is determined by all attempted coursework at CCC. Attempted coursework is defined as any course that received a grade of A, B, C, D, or F. Courses that received a grade of W are not included in attempted coursework for the CCC Satisfactory Academic Progress Policy.

A student can hold a cumulative GPA of 2.0 or greater and earn a semester GPA below 2.0. All students with a semester GPA below 2.0 will be placed on **Academic Progress Warning** or **Probation** depending on their semester GPA.

Visiting students are exempt from this policy if they enroll in a single semester/term (e.g., including, but not limited to, Late Fall or Smarter Summer courses). Non-degree seeking students are exempt from this policy.

The office of the Vice President of Academic Affairs communicates directly with students regarding their academic standing (including communications regarding Academic Progress Warning, Academic Suspension, Academic Probation, and academic reinstatement appeals).

Academic Progress Warning

Students with a semester GPA below 2.0 will be placed on Academic Progress Warning. Students can enroll in up to 15 credit hours during the Academic Progress Warning period. They must complete an Academic Action Plan with their advisor before registering for courses. Failure to adhere to the terms of the Academic Action Plan will result in students not being permitted to enroll in courses in the following semester/term. Students must register in classes to be eligible to live in the residence halls or be members of athletic teams.

Students on Academic Progress Warning failing to adhere to the terms of their Academic Action Plans at mid-term will be required to attend weekly meetings with their advisor for the remainder of the semester/term.

Students on Academic Progress Warning who desire to enroll in a summer term must seek written permission from their advisor before enrolling in the summer term. At a maximum, these students will be allowed to register for seven credit hours in that term.

Academic Suspension

Students on Warning who do not meet these standards by the end of the next semester will be placed on Probation or Suspension, depending on their semester GPA. Students on Probation who are not making progress toward meeting academic standards will be placed on Suspension and may not continue their studies until re-admitted after serving a term of suspension or reinstated on appeal. The purpose of suspension is to give students sufficient time to develop a new plan for academic success. Students with the standing of Suspension may not continue their studies as non-degree-seeking or degree-seeking students for a specified period of time. The terms of suspension are as follows:

If Suspended at End of:	May Not Attend:	May Apply for Re-admission for:
Fall	Late Fall, Spring, Summer	Fall
Spring	Summer, Fall, Late Fall	Spring
Summer	Fall and Late Fall	Spring

If a student is pre-enrolled in a term they are not allowed to attend, they will be dropped from their courses. A student is responsible for returning rental books and requesting refunds for purchased books.

Appeal Process

Students may appeal only a standing of Suspension. Appeals must be submitted at least ten days before the term start date to be considered for reinstatement in the same term.

Suspension appeals are limited to those based on unforeseen circumstances that occurred during the Probationary period that prevented the student from earning a semester grade point average of 2.0 or higher. Unforeseen circumstances include but are not limited to serious injury or illness of the student or a family member, death of a family member, or similarly disrupting experiences.

Students make an appeal by submitting an appeal packet consisting of a signed Academic Action Plan, a personal statement, and documentation of the unforeseen circumstances. All responses must be typed; handwritten responses will not be accepted. Appeal packets are received at the Registrar's Office and are reviewed by the exceptions Committee. Students granted approval of their appeal will be placed on Academic Probation (see guidelines below).

Students who choose not to appeal, or are not granted their appeal, will not be permitted to enroll for the following semester/term. Upon their return to classes, these students will also be placed on Academic Probation. Students not enrolled in classes are not eligible to live in the residence halls or be members of athletic teams.

Academic Probation

Students who are granted reinstatement will be allowed to enroll in up to 15 credit hours under Probationary Status, and will be required to complete an Academic Action Plan with their advisor, before enrolling in classes. Failure to adhere to the terms of the Academic Action Plan will result in students being placed back on Suspension Status.

All academically-related Satisfactory Academic Progress questions should be directed to the Vice President of Academic Affairs.

Academic Calendar

For the most current [Academic Calendar](#), refer to the CCC website.

Degree Requirements

Application for Graduation

The graduation application is filed with the Registrar's Office, and it is the student's responsibility to file the completed form to be fully eligible for graduation. Students contact the Office of the Registrar for applications, and the dates for filing the applications for May, August, or December graduations are published by the Registrar's Office in the semester schedule.

Certificate & Degree Fee

Full-time students are charged a \$15 Registration Fee per semester which covers unlimited degrees/certificates. Only students participating in the graduation ceremony receive a diploma folder. This fee also covers the cost of the cap and gown.

Degrees and Certificates Granted

CCC grants four degrees: Associate of Arts, Associate of Science, Associate of General Studies, and Associate of Applied Science, in addition to Technical Certificates.

The intent of the Associate of Arts Degree and Associate of Science Degree is to enable students to satisfy freshman- and sophomore-level program requirements for the Bachelor of Arts and the Bachelor of Science degrees offered by four-year universities. The Associate of Applied Science Degree is intended to prepare students for employment upon satisfactory completion of the degree. The Associate of Applied Science Degree and the Associate of General Studies Degree do not meet the state transfer and articulation agreement requirements.

Developmental courses with numbers below 100 do not count toward degree requirements. Courses that are repeated only count one time to meet degree requirements. A maximum of three credit hours from workshops will count toward graduation. CCC has designated specific courses that fulfill degree requirements as General Education courses. Students must complete at least 15 credit hours with CCC.

In compliance with the minimum requirements of the Kansas Board of Regents, CCC has established the following criteria:

Standard Degree Requirements: AA, AS, AGS, and AAS.

- Successful completion (a passing grade) of 62 semester credit hours (repeated courses count only once);
- A grade point average of 2.00.

Some courses taken under the current curriculum restrictions may not be acceptable to all institutions. Other courses may transfer as electives only, not fulfill requirements directly specified in the degree program.

Certificates

The certificate programs are designed to provide students with the necessary skills to be successfully employed. A grade point average of 2.0 is required. Developmental courses do not count toward fulfilling certificate requirements. Repeated courses only count once toward requirements, and specific program requirements must be completed.

Associate of Arts Degree

Standard Degree Requirements

1. General Education Requirements
 - a. six credit hours in written communication (English Comp I and English Comp II)
 - b. three credit hours in oral communication
 - c. seven credit hours in a laboratory science class and mathematics
 - d. six credit hours in social and behavioral sciences
 - e. six credit hours in arts and humanities
 - f. one credit hour in health/physical education (100 level or above).
2. An additional nine credit hours of general education courses in written and oral communication, social and behavioral sciences, and arts and humanities. The program of study is transferable and equivalent to the freshman- and sophomore-level requirements for a Bachelor of Arts Degree.
3. Minimum of 62 credit hours is required for graduation.

Associate of Science Degree

Standard Degree Requirements

1. General Education Requirements
 - a. six credit hours in written communication (English Comp I and English Comp II)
 - b. three credit hours in oral communication
 - c. eight credit hours in mathematics and a laboratory science class
 - d. six credit hours in social and behavioral sciences
 - e. six credit hours in arts and humanities
 - f. one credit hour in health/physical education (100 level or above).
2. An additional 22 credit hours of transferable courses in science, mathematics, business, computer, agriculture, or related technologies as designated by the program of study. The program of study is transferable and equivalent to the freshman- and sophomore-level requirements for a Bachelor of Science degree.
3. A minimum of 62 credit hours is required for graduation.

Associate of General Studies Degree

Standard Degree Requirements

1. General Education Requirements
 - a. six credit hours in written/oral communication (3 hours must be written communication.)
 - b. seven credit hours in a laboratory science class and mathematics
 - c. six credit hours in social and behavioral sciences
 - d. six credit hours in arts and humanities
 - e. six additional credit hours in general education
2. Granted to those who successfully complete programs with an emphasis on a broad range of knowledge, and at least 32 semester credit hours in a program of college-level work are required.
3. A minimum of 62 credit hours is required for graduation.

Associate of Applied Science Degree

Associate of Applied Science Degree means a degree defined by the Kansas Board of Regents. This degree is granted to those who successfully complete programs emphasizing preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. This is a degree in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in specialized preparation are required. Selected courses may transfer to a college or university upon validation of applicable coursework.

Kansas Board of Regents Transfer and Articulation Policy

Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness in the public postsecondary education system in Kansas. A seamless educational system offers the best resources to provide a high-quality education for every student. It empowers and encourages students to reach their maximum potential through lifelong learning.

[Kansas Board of Regents Transfer and Articulation Page](#)
[Kansas Board of Regents – Systemwide Transfer Courses](#)

General Transfer Provisions

- i. Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.
 1. Admission to an institution shall not equate with admission to a professional school or a specific program.
 2. Except as provided in paragraph f. iii., students must complete all graduation requirements of the receiving institution.
 3. Depending on program requirements, Students with a completed Associate degree who transfer into a professional school or specialty program may need more than two academic years of coursework to complete the baccalaureate degree.
- ii. Requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:
 1. Transfer coursework must be transcribed in credit hours.
 2. Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.
- iii. Transfer of general education credit to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below.

Although the following distribution of courses does not necessarily correspond to the General Education requirements for the Bachelor's degree at any Kansas public university, it shall be accepted as having satisfied the General Education requirements for the bachelor's degree of all Kansas public universities. A minimum of 45 credit hours of General Education with distribution in the following fields shall be required. General Education hours totaling less than 45 shall be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

 1. 12 hours of General Education courses, including 6 hours of English Comp

- 3 hours of Public Speaking or Speech Communication
3 hours of college-level Mathematics; College Algebra, and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it
2. 12 hours of Humanities courses from at least three of the following disciplines:
 - Art*
 - Theater*
 - Music*
 - Philosophy/Religion
 - History**
 - Literature
 - Modern Languages
 3. 12 hours of Social and Behavioral Science courses from at least three of the following disciplines:
 - Sociology
 - Psychology
 - Political Science
 - Economics
 - Geography
 - Anthropology
 - History**
 4. 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab)

*Performance courses are excluded.

**The receiving institution will determine whether history courses are accepted as humanities or social sciences.

- iv. Many Board-approved system-wide transfer courses meet general education requirements at Kansas's public postsecondary educational institutions.
- v. Although a transfer general education curriculum has yet to be established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in paragraph f. iii. above.
- vi. Public universities may develop program-to-program articulation agreements for the AAS degree.
- vii. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
 - 1) As a block to articulated programs at community colleges, technical colleges, and universities with program-to-program articulation agreements.
 - 2) On a course-by-course basis
 - a. General education courses may be transferred according to paragraphs

- d.vi, f. iii, and f. v above.
- b. Substantially equivalent courses may be transferred course-by-course basis according to paragraph d.v. above.
 - c. Other courses may be transferred as electives according to paragraph d. vii, above.
 - d. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

Transfer of Credit

Advisors, the Transfer & Articulation Specialist, and Student Services personnel communicate with other colleges and universities to ensure students do not lose credits when transferring. Under typical circumstances, students experience little or no difficulty in transferring all earned credits, particularly when transferring to a Kansas college or university.

Check the website www.colbycc.edu for "Transfer Equivalencies."

Reverse Transfer Agreements

Reverse transfer is an essential element of a seamless educational system. The state universities, community colleges, and technical colleges work together, through the System Council of Presidents and System Council of Chief Academic Officers, to develop processes to assist students in completing coursework for and attaining all certificates and degrees for which they are eligible. Within your first year, if a student transfers coursework from a community college or technical college to a public university, they will be notified if they are eligible to be considered for Reverse Transfer. Students are eligible if they have completed 45 credit hours at one or more colleges and consent to release their academic records. If a student gives consent (also known as "opting in"), their academic records will be evaluated for degree completion, and their degree will be conferred based upon a satisfactory evaluation. Opting in is the first step.

General Education Requirements

Courses that fulfill WRITTEN & ORAL COMMUNICATION REQUIREMENTS

<u>WRITTEN</u>	<i>cr</i>	<u>ORAL</u>	<i>cr</i>
EN176 --- English Composition I	3	SP101 --- Fundamentals of Oral Communication	3
EN177 --- English Composition II	3	SP106 --- Interpersonal Communications	3
		SP176 --- Public Speaking	3

Courses that fulfill SOCIAL AND BEHAVIORAL SCIENCE REQUIREMENTS Must be taken from more than one area unless program guidelines state differently.

<u>ANTHROPOLOGY</u>	<i>cr</i>	<u>PSYCHOLOGY</u>	<i>cr</i>
AN177 --- Cultural Anthropology	3	PS176 --- General Psychology	3
		PS214 --- Abnormal Psychology	3
		PS230 --- Adolescent Psychology	3
		PS276 --- Developmental Psychology	3
		PS280 --- Child Development	3
<u>ECONOMICS</u>	<i>cr</i>		
EC276 --- Principles of Macroeconomics	3		
EC277 --- Principles of Microeconomics	3		
<u>GEOGRAPHY</u>	<i>cr</i>	<u>SOCIOLOGY</u>	<i>cr</i>
GE176 --- World Regional Geography	3	SO135 --- Women's Studies	3
		SO176 --- Introduction to Sociology	3
		SO182 --- Sociology of Families	3
		SO186 --- Social Problems	3
		SO210 --- Sociology of Discrimination	3
<u>POLITICAL SCIENCE</u>	<i>cr</i>		
PO105 --- State and Local Government	3		
PO110 --- Introduction to Political Science	3		
PO176 --- American Government	3		
PO210 --- Comparative Politics	3		

Courses that fulfill HUMANITIES REQUIREMENTS Must be taken from more than one area unless program guidelines state differently.

<u>FINE ARTS – ART</u>	<i>cr</i>	<u>LITERATURE</u>	<i>cr</i>
AR175 --- Art Appreciation	3	EN202 --- American Literature I	3
AR176 --- Art History I	3	EN203 --- American Literature II	3
AR177 --- Art History II	3	EN219 --- Introduction to Literature	3
		EN222 --- World Literature	3
<u>FINE ARTS – MUSIC/THEATRE</u>	<i>cr</i>	<u>MODERN LANGUAGES</u>	<i>cr</i>
DR120 --- Theatre Appreciation	3	FL176 --- Elementary Spanish I	5
DR271 --- Introduction to Acting Experience	3	FL177 --- Elementary Spanish II	5
MU176 --- Introduction to Music	3	ML237 --- Spanish Composition & Conversation	3
<u>HISTORY</u>	<i>cr</i>		
HI104 --- World Civilization to 1660	3	ML237 Does not fulfill the transfer and articulation agreement	
HI176 --- American History to 1865	3		
HI177 --- American History 1865 to Present	3		
HI204 --- World Civilization 1600 to Present	3		
		<u>PHILOSOPHY/RELIGION</u>	<i>cr</i>
		PI101 --- Introduction to Philosophy	3
		PI200 --- Philosophy of Thought & Logic	3
		PI276 --- Introduction to Ethics	3
		RE104 --- World Religions	3
		RE106 --- Survey of New Testament	3

Financial Information

Financial Aid

CCC uses the *Free Application for Federal Student Aid* (FAFSA) to determine eligibility for Federal Financial Aid programs. The data is transmitted to CCC as an Institutional Student Information Record (ISIR) after completing the FAFSA. If the ISIR is selected for verification, a Federal Income Tax Return for the parent and student may be required, in addition to verification forms that the Financial Aid office will provide. All the necessary documents must be returned to the Financial Aid office before the student can be packaged for Federal Aid.

The Financial Aid office processes scholarships but does not award scholarships. They will answer scholarship questions and refer students to the appropriate entity for scholarship concerns.

The Financial Aid office does not perform billing functions. Billing inquiries other than those directly related to issuing Federal Financial Aid or Disbursable Scholarships must be handled through the Student Accounts office.

General Eligibility Requirements

To be eligible for Federal financial aid, a student must:

- possess a high school diploma or equivalent
- be a degree or eligible certificate seeking
- be a citizen or eligible non-citizen of the United States
- be enrolled in courses that qualify for financial aid (audited classes and repeats beyond a second attempt do not qualify)
- no enrollment holds
- be enrolled in at least six credit hours to maintain Federal loan eligibility
- complete a Free Application for Federal Student Aid for each school year
- maintain Satisfactory Academic Progress
- not be receiving Federal aid from more than one school at a time

Grants

The Federal Government funds the Federal Pell Grants (PELL), which does not have to be repaid assuming course completion. The PELL program is designed for undergraduates who do not have a Bachelor's degree. Eligibility is based on need. A federal funding formula determines the amount of the PELL grant, the student's cost of attendance, and the number of credit hours in which the student enrolls each term. PELL grants are available to students who meet all eligibility requirements and are enrolled in an eligible program.

Satisfactory Academic Progress and Financial Aid (SAP)

The standards of Satisfactory Academic Progress measure a student's performance in three areas: cumulative completion rate, cumulative grade point average, and maximum time frame. Satisfactory Academic Progress will be evaluated at the end of each payment period and upon transfer from another institution. Notification of failure to maintain satisfactory academic progress will be emailed to the student's Trojan email account and mailed to the student's permanent address.

Veterans

Veterans applying to CCC who plan to use their VA Education Benefits should apply for benefits at www.ebenefits.va.gov. Veterans should meet with the School Certifying Officer to receive the required campus-based documents to begin the certification process. Per VA and CCC standards, satisfactory academic progress will be monitored using the same criteria approved for all financial assistance programs at CCC. VA, not the school, determines eligibility.

Cumulative Completion Rate

The cumulative completion rate is calculated by dividing the number of cumulative credit hours earned by the number of cumulative credit hours attempted. Students must earn 67% of the cumulative credit hours attempted.

A student failing to complete 67% of their attempted hours will be placed on warning for the following payment period for which the student is enrolled. A subsequent payment period of unsatisfactory progress will result in suspension.

Attempted hours include any course the student remained enrolled in past the refund period. Earned hours include any hours for which the student earned an A, B, C, D, or P. Failures, withdrawals, audits, and incompletes are considered attempted but not earned hours. Failing grades in pass/ fail courses are considered attempted but not earned. Repeated and remedial classes are included in the attempted and earned hours calculation.

Any grades not posted during the SAP review will be considered as hours attempted but not earned. You must contact the Financial Aid Office to resolve any discrepancies related to classes with grades posted after the review.

Some cases may be handled individually with consideration given by the Director of Financial Aid and the Vice President of Student Affairs.

Cumulative GPA

A student must also maintain a 2.0 cumulative grade point average. A student failing to meet the cumulative GPA standard will be placed on warning for the following payment period for which the student is enrolled. A subsequent payment period of unsatisfactory progress will result in suspension. Total withdrawal or failure in one semester will result in suspension.

Financial Aid Academic Progress

Refer to the CCC Academic Progress Complete policy for standing, warning, probation, and suspension.

Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. All attempted coursework at CCC determines academic standing. Attempted coursework is defined as any course that has received a grade of A, B, C, D, or F. Courses that have received a grade of W are not included in attempted coursework.

Academic Probation

A student placed on academic probation shall not enroll in more than twelve (12) credit hours without permission from the Vice President of Academic Affairs.

Academic Suspension

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made.

When progress is unsatisfactory, the student is given time to reconsider goals and career plans outside the educational setting. A student placed on academic suspension at CCC may appeal to the Vice President of Academic Affairs.

Scholarships

CCC and the CCC Foundation Association and friends of the College sponsor a strong scholarship program on campus. The primary purposes of the scholarship program are to promote academic excellence, develop student leadership, and improve talents in both the arts and athletics.

To apply, visit the scholarship page found on the website. Students should note that some scholarships, including the Presidential Scholarship, require additional information and forms to complete. Please contact 785.460.4678 for more information.

Veterans

Veterans applying for admission to CCC who plan to use their Educational Benefits should provide all service records and other documents necessary for the admissions process. The Department of Veterans Affairs at CCC interprets Veterans Assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. Credit for military schools and experience, as recognized by the American Council on Education "Guide to the Evaluation of Educational Experiences in the Armed Services," will be evaluated and approved by the College upon completing 12 credit hours at CCC. All documentation of previous education and experience should be given to the Registrar and Veterans Coordinator. Students may contact the Veterans Coordinator at 785.460.4612 for the proper enrollment procedures.

Veterans Assistance

Veterans Assistance is located in the Student Services Department in the Robert Burnett Memorial Student Union. To receive Veterans Assistance, the Veteran must contact the Veterans Campus Representative to complete the proper forms.

Veterans Satisfactory Academic Progress Policy

At CCC, Veterans Assistance is interpreted as a financial benefit to aid students with educational expenses. Therefore, satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs.

Tuition Assistance and Active Duty Tuition Assistance

Tuition Assistance and Active Duty Military Tuition Assistance (TA) is located in the Student Account office in the Robert Burnett Memorial Student Union. To process a student's TA, they must submit all paperwork to the Student Accounts office. Students may contact the Student Accounts Manager at 785.460.4664.

Tuition and Fees

Please review tuition and fees on the college website at www.colbycc.edu. Rates are subject to change by the CCC Board of Trustees.

Payment of fees provides students with a student ID which may be used at most campus athletic events. Additionally, full-time students have access to student health services. A full-time student is enrolled in 12 or more credit hours.

Returned Check Policy

The return of a check issued to CCC will result in a \$30.00 returned check fee for each returned check being placed on the student's account on whose behalf the check was presented. Persons who submit checks to the College for payment that are subsequently returned for insufficient funds stopped payment or the inability to locate could have their semester classes voided. A student whose check is returned for tuition will be dropped from their course.

All returned checks are processed by the bank twice before being deemed insufficient. When the bank returns a check, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is no reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check and the returned check fee.

A person will be allowed two returned checks, but after that, payment by check will not be accepted. Return checks must be paid by cash, money order, cashier's check, or credit or debit card. In writing, the Controller will notify the appropriate campus personnel not to accept checks from students who have violated this policy.

Student Rights and Responsibilities

Handbook

The [Student Handbook](#) serves as an agreement between the College and students to honor the standards, policies, and procedures within the Handbook. By accepting to attend CCC, a student is committed to understanding and abiding by the guidelines and taking responsibility for the student's actions. The policies have been established to provide a safe and comfortable environment for all members of CCC.

Civil Rights Comprehensive Notification for Colby Community College

In compliance with Executive Order 11246; Title II Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; and all other federal, state, school rules, laws, regulations, and policies, Colby Community College, Colby, Kansas, shall not discriminate on the basis of age, gender, race, color, national origin or disability in the educational programs or activities which it operates.

It is the intent of Colby Community College, Colby, Kansas, to comply with both the letter and spirit of the law in making specific discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX, ADA, and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX should be referred to Title IX Coordinators, the Vice President of Student Affairs, 785.460.5490 or the Director of Human Resources, 785.460.5406; Colby Community College; 1255 S. Range Ave.; Colby, KS 67701. Specific complaints of alleged discrimination under Section 504 of the Rehabilitation Act of 1973 should be referred to the ADA Coordinator, the Vice President of Student Affairs, Colby Community College; 1255 S. Range Ave.; Colby, KS 67701, 785.460.5490. Specific complaints of alleged discrimination under the Americans with Disabilities Act of 1990 should be referred to the Vice President of Student Affairs, Colby Community College; 1255 S. Range Ave.; Colby, KS 67701, 785.460.5490.

Title VI, Title IX, ADA, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to Regional Office for Civil Rights; 400 State Ave.; Kansas City, KS 66101.

Student Educational Records Rights of Privacy

CCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 in collecting, maintaining, and disseminating of official student records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- The right to inspect and review the student’s education records within 45 days after the day CCC receives an access request. A student should submit to the registrar, Vice President of Academics, divisional chair, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will arrange access and notify the student of the time and place the records may be reviewed. If the school official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise violating the student’s privacy rights under FERPA.
- The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

CCC students are hereby notified that the college publishes bulletins, lists, brochures, catalogs, directories, guidebooks, news releases, sports information, and honor rolls that include information specifically identifying students and containing information about the students.

The College is authorized under Section 43 (Buckley Amendment) to publish. It will publish such directory information listed below, collectively or individually, unless a student notifies the Student Privacy Officer (Registrar) in writing that any or all of the categories denominated directory information should not be disclosed.

Directory Information

This includes a student’s:

1. Name
2. Address
3. Telephone listing
4. Date of birth
5. Major field of study
6. Participation in officially recognized activities
7. Weight and height of athletic team members

8. Dates of attendance
9. Degrees
10. Awards received
11. Previous educational institutions attended

Private Information

This includes a student's:

1. Grades in all classes
2. Grade point for each semester
3. Grade point average for each semester
4. Cumulative grade point
5. Overall grade point average
6. Credit hours earned in each class
7. Total credit hours

Guide for the Release of Information about Students

The College will endeavor to keep a student's record confidential. All faculty, administration, and staff members will respect confidential student information. At the same time, the institution will be appropriately flexible in its policies not to hinder the student, the institution, or the community in legitimate pursuits.

CCC will adhere to the following guidelines to reflect a reasonable balance between the institution's obligation for the student's growth and welfare and its social responsibilities.

Disclosure to Students

1. Students will be entitled to a transcript of their academic record after completing the appropriate procedure.
2. Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on them. When the original is shown, the examination will be permitted only under conditions preventing its alteration or mutilation.
3. Documents submitted by or for the students in support of their applications for admission or transfer credits will not be returned to the students or sent elsewhere at their request. For example, transcripts from other colleges or high school records will not be sent to a third institution. The student should request another transcript from the original institution.

Disclosure to Parents, Educational Institutions, and Agencies

1. Transcripts or grade reports are only released to parents or guardians with prior approval from the students.
2. A request for a transcript or other academic information from another institution of learning indicating the reason for the request may be honored as a matter of inter-institutional courtesy.
3. Requests from a philanthropic organization supporting a student will be honored without prior approval from the student.
4. Requests from research organizations making statistical studies may be honored without prior approval of the student, provided no information revealing the student's identity is to be published. The Registrar will determine the study's validity as it applies to education and the privacy rights of students.

Release of Information to Non-Educational Agencies

When non-educational agencies or individuals request information, it typically will be released only with written authorization from the student. The information will be released only with a court order or subpoena if such authorization is not given. When a subpoena is served, the student whose record is being subpoenaed will be notified, if possible, before compliance.

Disclosure in Response to Telephone Inquiries

In all but unusual circumstances, telephone inquiries for student information will not be accommodated.

The Vice President of Student Affairs or the appropriate Administrator will handle urgent requests for student information based upon an apparent emergency, such as an address, telephone number, or location.

Disclosure by Other Offices of the Institution

1. The preceding guidelines apply to handling any request for academic information about students or former students received by any faculty member, administration, or staff. The guidelines protect the individual's right to privacy and the confidentiality of academic records.
2. All institutional personnel will be instructed to refer promptly to the Office of the Registrar or other appropriate officers' requests for transcripts, certifications, or additional information which that office typically provides. Faculty members and the various institutional offices will restrict their responses to acknowledging, when appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility about the student, such as faculty advisor.

3. The student who needs an official transcript in connection with employment should contact the office of the Registrar. The request procedure is available on the website.

Student Citizenship General Statement

CCC students neither gain nor lose any of the rights and responsibilities of other citizens by their student status. Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights as non-students.

As members of the College community, students are also subject to the rules and regulations of the College. Students are responsible for conducting themselves with academic integrity in a manner compatible with the College's function as an educational institution. The College expects its students, faculty, and staff to obey national, state, and local laws and respect other people's rights and privileges. The College expects them to refrain from disruptive conduct at College functions, from injury to persons or damage to property on the campus, and from impeding freedom of movement of students, College officials, employees, and guests to all facilities of the College. Interference in any manner with the public or private rights of citizens or conduct which threatens or endangers the health and safety of any such person will not be tolerated.

Academic Integrity

CCC defines academic integrity as learning that leads to the development of knowledge and skills without any form of cheating or plagiarism. This learning requires respect for the College's institutional values of quality, service, and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity. The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at CCC.

Violations can be categorized as Course-level or Capital. Course-level violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity.

Course-Level Violations

Cheating and Plagiarism are considered course-level basic violations.

- ***Cheating*** is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without using personal and College electronic devices.

- **Plagiarism** is representing or turning in someone else's work without properly citing the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Related Academic Sanctions (Course-Level Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a case-by-case basis. Specific sanctions, including, but not limited to the following, may be applied and can be assigned in any combination or order:

- Verbal warning/no grade-related action
- Assignment of educational activity or programming
- O/F on the assignment/quiz/examination with the possibility of makeup
- O/F on the assignment/quiz/examination without the possibility of makeup
- Reduction of final course grade
- F in the course
- Prohibition from future enrollment in classes taught by that instructor
- Recommendation for administrative academic sanction(s)

Faculty members will complete the Student Notification of Academic Integrity Infraction form and will submit it to the Vice President of Academic Affairs. The notification will be shared with the student and documented on the student's record in the student information system.

Capital Violations

Capital Violations of academic integrity are repeated acts of Course-level violations. While a faculty member has the authority to appropriately administer course-level sanctions within their course, the student may also be subject to additional disciplinary action by the College.

Related Academic Sanctions (Capital Violations)

While the College reserves the right to accelerate or alter these steps based on the nature and severity of the violation, academic integrity violations may result in the following Capital sanctions:

- **First Reported Violation - Warning**
The first reported, alleged violation may result in issuing a warning to the student in the form of a Warning Letter, regardless of the course-level sanction determined by the faculty member.
- **Second Reported Violation - Restrictive Actions**
The second reported, alleged violation may result in issuing a Letter of Concern to the student, regardless of the course-level sanction determined by the faculty member. Sanctions may include, but are not limited to, the following:

- Course-specific enrollment prohibition;
 - Probationary Status
 - Attend an Academic Integrity workshop (the student will be responsible for any fee associate with the workshop);
 - Suspension (of one semester or more;
 - Any other reasonable actions as deemed appropriate by academic administration.
- **Third Reported Violation - Dismissal**
The third reported, alleged violation may result in issuing a Letter of Suspension to the student, regardless of the course-level sanction determined by the faculty member. The student may be required to meet with the Vice President of Academic Affairs.

For Capital Violations of academic integrity, students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to appeal the sanction according to the following procedure:

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.

- Level I - The student will attempt to rectify the grievance with the Vice President of Academic Affairs within ten (10) college working days. Every effort will be made to resolve the grievance at the lowest possible level.
- Level II - If the aggrieved student is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within five (5) business days after the discussion of the grievance, the student may file the grievance in writing to the college president. Within five (5) business 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 sanction. The chair of the committee shall submit the committee's decision to the student within ten (10) business days.

Sexual Harassment Policy

Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment.

Any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty is prohibited. In determining whether alleged behavior constitutes sexual harassment, the College will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred.

Students or employees who feel they have been a victim of sexual harassment should contact the Vice President of Student Affairs, Vice President of Academic Affairs, the President, or his designee. The alleged victim will be advised of their rights and grievance process policies and procedures. They will also be advised of external resources and the option for notifying campus security and local law enforcement authorities.

Security Act of 1990

In compliance with Title II of Public Law 101-542 (the Crime Awareness and Campus Security Act of 1990), the following policies have been implemented at CCC.

- A. Students are encouraged to inform appropriate College officials, e.g., the Campus Security Officer, Living Center Coordinators, and Vice President of Student Affairs, of any illegal activities. Students will be informed that these are the appropriate officials through the use of their Student Handbook and College Catalog and during orientation activities.
- B. Twenty-four-hour supervision of the Residence Halls is maintained. The Residence Halls Coordinators or their substitutes are present during all calendar days on which students are on campus. There is limited supervision during all school breaks. Residence Halls are closed from the conclusion of the fall semester until the day before spring registration.
- C. All buildings, except the residence halls, Bedker Memorial Complex, and the Student Union, are secured at 10:00 p.m., Monday through Friday. The Student Union hours are 7:00 a.m. to 11:00 p.m., Monday through Friday, and 7:00 a.m. to 6:00 p.m. on Saturdays and Sundays.

- D. The Campus Security Officer and the Vice President of Student Affairs work with the local police department. Resident students are encouraged to report unlawful acts to the Campus Security Officer. The Campus Security Officer is responsible for informing the Vice President of Student Affairs or the police department of such acts. Students are encouraged to report crimes to the appropriate official.
- E. Regular contact will be made by the Vice President of Student Affairs with the Chief of Police to obtain an accurate recording of off-campus student activities.

Copies of the most recent Crime Awareness reports may be obtained at the Vice President of Student Affairs Office, Campus Security Office, or the OPE Campus Security Statistics Website at <http://ope.ed.gov/security> or the College website www.colbycc.edu.

Sexual Misconduct Policy

CCC values the health and safety of each individual on campus and expects its students to treat others with respect and dignity. Students, administrators, faculty, staff, guests, and visitors have the right to be free from all violence, including sexual violence. Everyone within the campus community is expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for all misconduct, including gender-based misconduct, typically including rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations, establish a mechanism for determining when those expectations have been violated, and provide recourse for individuals whose rights have been infringed upon. This policy has been developed herein to reaffirm these principles procedurally and programmatically.

The term sexual assault used by the College is synonymous with sexual battery (rape). Sexual battery violates state law as defined in Kansas Statute, 21-3517.

The Drug-Free Workplace Policy and Drug-Free Awareness Program

The policy and program of the College in this regard are designed to enhance the physical health of employees and students and to provide a safe workplace. All employees and students are expected to be in suitable mental and physical condition while at work or in the learning environment and perform their jobs satisfactorily.

In accordance with this policy, when controlled substances interfere with an employee's or student's responsibilities, appropriate disciplinary action, including termination or expulsion, will be taken.

CCC values the dignity of every individual and is committed to maintaining an educational setting that will provide students and employees with optimum opportunities for reaching their potential. This commitment is incorporated into the institutional philosophy and outcomes, which specify the paramount importance of student welfare.

CCC does not permit or condone the consumption of alcoholic beverages by an individual under 21. All local, state, and federal laws concerning the possession or use of illegal drugs by any student, faculty, or staff member will be strictly enforced on the campus and at any event sponsored by the College.

Procedures for Requesting a Medical Withdrawal

Students who seek to withdraw for medical purposes must contact the Vice President of Academic Affairs or the Vice President of Student Affairs.

Students requesting a medical withdrawal must provide pertinent medical information from their medical provider(s) that documents why it is necessary. Students will be responsible for tuition, fees, room, and board. The Vice President of Student Affairs and Vice President of Academic Affairs will work with the student to determine if any charges can be reduced by drop dates for the semester.

International Students seeking a medical withdrawal must still comply with SEVIS rules and regulations.

Weather Policies

CCC rarely cancels regularly-scheduled classes due to inclement weather. However, weather conditions may occasionally force the delay or cancellation of classes.

Student Complaints of Faculty

The College respects the academic freedom of the faculty and will not interfere with it regarding the content, style, or teaching activities of any instructor. The following procedure is for a student with a complaint regarding an instructor's handling of a class, professional demeanor, or course policy. This does not apply to a student dissatisfied with the outcome of a grade appeal per the Grade Appeal Policy or for being dismissed from a program or class.

1. The student should try to resolve conflicts with the instructor before filing a complaint. A student may file a written complaint with the appropriate Division Chair if the issue cannot be resolved. The complaint shall be as specific as possible in describing the conduct complained of and filed within 30 calendar days of the alleged conduct.
2. After the Division Chair has attempted to resolve the concern and the issue has not been resolved, the written statement will be referred to the Vice President of Academic Affairs for resolution.

3. After receiving and reviewing the complaint, The Vice President of Academic Affairs will inform the student and the instructor in writing of its receipt and request to meet with the student. After discussing the complaint with the student, the Vice President of Academic Affairs will meet with the Division Chair and the instructor to discuss the complaint.
4. A written response will be sent to the student regarding the Vice President of Academic Affairs' discussion with the Division Chair and the instructor and any recommendations made within ten calendar days.

Grade Appeal Policy

The assigning of grades is an academic responsibility of the instructor. If the need arises, the burden of proof for appeal 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 problem 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 their evaluation process or to perform that evaluation. The College established the Grade Appeal Policy Committee to review and recommend action in 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 to resolve such issues. Those procedures are outlined as follows:

1. The student should try to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal within five business days after the start of the next term or seven 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. The Academic Council will review the case on the following criteria. After review, the Council will determine the validity of the case. The case will move to the Grade Appeal Committee if the appeal is warranted.
 - a. For an appeal to have validity, the student must have documented proof that assignments and exams were submitted.
 - b. The appeal result must raise the student's 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 CCC.

Section 504/ADA Grievance Procedure

CCC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by the Office of Civil Rights, U.S. Department of Justice regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified individual with a disability shall, solely because of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Complaints should be addressed to the Vice President of Student Affairs: 1255 S. Range Ave.; Colby, KS 67701, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow a filing of a complaint. The Vice President of Student Affairs will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Vice President of Student Affairs and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504/ADA coordinator will maintain the files and records relating to the complaints filed.
6. The complainant can request a reconsideration of the case when they are dissatisfied with the resolution. The request for reconsideration should be made within ten days to the President of the College.
7. a person's right to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies, such as the filing of Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to pursuing other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that CCC complies with the ADA, Section 504, and their implementing regulations.

Involuntary College Withdrawal Policy for Threats Related to Mental or Psychological Disorders

Authority

This policy is intended to establish standards and procedures for addressing specific student conduct in extraordinary instances when, in the judgment of appropriate administrative officials, the Student Code of Conduct is not applicable or cannot be timely applied effectively.

The authority to issue an involuntary college withdrawal for direct threat reasons rests with the Vice President of Student Affairs and the Vice President of Academic Affairs.

Issuance

A student will be subject to involuntary College withdrawal for direct threat reasons if the

student engages or threatens to engage in behavior that poses an immediate threat of harm to self or others. "Direct threat" means behavior that: (1)presents a significant risk of substantial harm to the health or safety of the individual or others or (2) substantially impedes the lawful activities of other members of the campus community. (U.S. Department of Education Office for Civil Rights policy holds that nothing in Section 504 of the Rehabilitation Act of 1973 prevents educational institutions from addressing the dangers posed by an individual who represents a "direct threat" to the health and safety of self or others, even if such an individual is a person with a disability, as that individual may no longer be qualified for a particular educational program or activity.

A student whose behavior appears to meet the above criterion is subject to mandatory administrative referral by an administrator to either the Counselor or designee for an immediate, mandatory psychological evaluation, including a direct threat assessment.

No other person may accompany the student during this evaluation. The examining mental health provider will immediately communicate the evaluation results to the referring administrator in writing with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the administrator determines based on evidence (a from the examining mental health provider that the student has a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent; (b that as a result of the mental disorder, a direct threat of harm to self or others is present; and (c that it is in the best interest of the student, apparent potential third party victims and the College that the student receive an involuntary College withdrawal for direct threat reasons, the student will be informed of the decision, the reason(s for the decision, and of their right to an informal administrative hearing with the administrator or designee.

If it is determined that a direct threat of harm to self or others is not present, procedures under this policy will have been concluded. The student will be referred to the administrator for review and adjudication of any violations of the Student Code of Conduct that may be outstanding.

The student must provide written authorization to permit verbal and written communication about their condition between college officials and all the examining licensed mental health providers specified in the policy. Failure by the student to complete any required mental health assessment(s under this policy and procedure or failure to provide written authorization for communication among pertinent College and designated non-College individuals under this policy, or failure to abide by deadlines and other requirements of this policy will result in the initiation of an involuntary College withdrawal for apparent direct threat reasons.

Hearing

A student who receives an involuntary College withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders may request an

informal administrative hearing with the administrator or designee to review only (1 the accuracy/reliability of the information regarding the student's behavior, and (2 whether or not the criterion for involuntary College withdrawal for direct threat or apparent direct threat reasons has been met.

The request for an informal administrative hearing must be submitted to the administrator in writing within three College class days of the issuance of the involuntary College withdrawal. It must include the student's authorization to release relevant information to conduct the hearing. If the student refuses to provide such authorization, the informal hearing will proceed without the requested information. The student will remain involuntarily withdrawn from the College pending the conclusion of the informal hearing.

If the student is hospitalized during the time interval for requesting an informal administrative hearing, the request deadline will generally be deferred to the third College class day after the date of the student's discharge from the medical facility.

The administrator will convene the informal administrative hearing, usually within three College class days of receipt of the student's written request. The student may be assisted during the proceeding by a licensed mental health provider of their choice, a member of the College faculty or staff, or a family member. The student may request that the administrator, director, or psychiatrist be present.

As part of the informal hearing process, the administrator may require the student to undergo, at College's expense, an additional psychological evaluation and direct threat assessment by a licensed mental health provider designated by the College. The results of such evaluation shall be communicated to the administrator for consideration. No other person may accompany the student during this evaluation.

Generally, within two College class days of concluding the informal hearing, the administrator will determine if the involuntary withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders is appropriate or if the student will be reinstated. The administrator may consult with pertinent College officials before making this determination. The administrator's decision will be final. Written communication of the decision will be given to the student in person or sent by certified mail within one College class day of the decision.

Throughout the term of the involuntary College withdrawal for direct threat or apparent direct threat, the student may not attend class or use College facilities, must vacate College housing, and may not return to campus unless approved by the Vice President of Student Affairs or designee. The student will be responsible for their own food and shelter during the period of the involuntary College withdrawal.

The student will be entitled to any applicable refunds of tuition, fees, and room and board charges during the involuntary College withdrawal. A registration hold will be placed on the student's record so that any request for subsequent registration will come to the administrator's attention.

Reinstatement

The involuntary College withdrawal will remain in effect until the student adequately demonstrates that their behavior no longer constitutes a direct threat of harm to self or others. For reinstatement to the College, the student must submit a written request to the administrator and arrange for the submission of documentation from their licensed mental health provider confirming the absence of a direct threat of harm to self or others as defined in this policy. The student must authorize verbal and written communications about their condition between all licensed mental health providers involved in this process and relevant College staff.

The director or staff psychiatrist will review this information and provide a written recommendation to the administrator regarding the student's eligibility for reinstatement.

The Vice President of Student Affairs or Vice President of Academic Affairs may require the student to undergo, at College expense, additional psychological evaluation by a licensed mental health provider designated by the College, and the results of such evaluation shall be communicated to the administrator for consideration. No other person may accompany the student during this evaluation. Written communication of the decision to grant or deny reinstatement will usually be given to the student in person or sent by certified mail within one class day of the decision.

Upon reinstatement at the College, the student will be referred to the Vice President of Academic Affairs for review and adjudication of any violations of *The Student Code of Conduct* that may be outstanding. When all judicial proceedings have been completed and any applicable academic requirements satisfied, the student may be permitted to re-enroll at the College.

Service Information

Robert Burnett Memorial Student Union

Students, student organizations, and the community are encouraged to use the Student Union facilities for meetings and special occasions. Please contact 785.460.5555 to reserve rooms. The Student Union houses the following:

Admissions Office	Outreach
Advising Center	Registrar's Office
Cafeteria	Student Accounts Office
Trojan Trading Post	Student Health Center
Campus Security	Student Life
Financial Aid Office	Student Support Services
Meeting Rooms	Vice President of Student Affairs

Financial Aid

The Financial Aid office aids students in obtaining Federal Financial Aid for attending CCC.

Federal State Aid is awarded to students according to eligibility established by the Free Application for Federal Student Aid (FAFSA).

Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Work Study, Federal Stafford Loans (both subsidized and unsubsidized), and Parent Loans for Undergraduate Students (PLUS) are available to eligible students.

All CCC applicants can apply for academic, activity, and Foundation scholarships by applying to Academic Works. For questions, please contact the Admissions Office at: 785.460.4690.

Registrar's Office

The Registrar maintains records of enrollment and student grades. Students who need a copy of their CCC transcripts or enrollment verification may contact the Registrar's office in the Student Union. The fee is dependent on the transfer method for the transcript – electronic or USPS. CCC's transcript vendor is accessible at www.parchment.com

All add/drop slips should be returned to the Registrar's office for processing. Enrollment for classes is not official until payment is made.

No grades or transcripts will be released if a student has unpaid obligations due to CCC.

Student Accounts Office

The Student Accounts office maintains student billing, issues refund checks and works with outside student financial sources. If a student is unable to make payment for tuition, fees, campus housing, or meal plans, arrangements can be made through the Student Accounts office. The Student Accounts office distributes parking permits to students living off campus. Parking fines are paid in the Student Accounts office.

Student Support Services

Student Support Services (SSS) is a federally funded TRIO grant program designed to assist qualifying CCC students succeed in their academic endeavors. The TRIO-SSS staff works in collaboration with CCC faculty, staff, and administrators to provide a solid foundation of support to SSS participants.

Resources and services include tutoring, academic advising, assistance with academic course selection, exposure to cultural and diverse events, transfer information, career services, financial literacy, educational workshops, and personal counseling to assist with academic and personal success.

Qualifying students must meet the following federal eligibility requirements:

- Be a US citizen or permanent resident
- Demonstrate a need for academic support
- Be a first-generation college student, or show evidence of economic need (as defined by federal guidelines), or have a documented disability

All services provided through SSS are free to qualifying participants. The Student Support Services office is located in the southeast area of the Student Union.

Students with Disabilities

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, CCC shall adhere to all applicable federal and state laws, regulations, and guidelines concerning 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, because 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.

CCC 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 for 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.

Students requesting services, resources, or accommodations for a disability should contact CCC's 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 CCC.

Tutoring

Colby Community College offers peer tutoring services to support academic success for students enrolled in programs at Norton Correctional Facility (NCF). Peer tutors are incarcerated students who have demonstrated academic proficiency and are selected based on faculty recommendations and institutional criteria. These tutors provide academic assistance in a variety of subject areas through individual and small group sessions. Peer tutoring is coordinated by the on-site CCC staff and is designed to reinforce course content, enhance learning outcomes, and promote persistence and program completion. This service is an integral part of CCC's commitment to student support and academic achievement within the correctional education setting.

First-Year Experience (FYE)

The First Year Experience course is designed to facilitate the transition into college life. All first-time, full-time students (regardless of hours earned while high school students) and students who have not earned more than 12 hours of previous college credit will be enrolled in a 4-Week First-year Experience course. Participation in this program allows students to become more familiar with peers, college faculty, career objectives, and advisors.

Adult Basic Education

The Adult Basic Education program is for adults who lack basic skills. The program prepares adults to take the General Educational Development (GED) exam, transition successfully into postsecondary education, obtain skills necessary to enter and retain employment and acquire basic technology skills.



Systemwide General Education Framework

Systemwide General Education Framework

The system-wide GE program framework is below and is comprised of 34-35 credit hours organized in six discipline-based “buckets” and an institutionally designated bucket. A student who satisfies all seven buckets will complete the system-wide GE program.

Bucket #1: English Discipline Area



EN176 - English Comp I
EN177 - English Comp II

Bucket #2: Communications Discipline Area



SP106 - Interpersonal Comm
SP176 - Public Speaking

Bucket #3: Mathematics & Statistics Discipline Area



3 Hours of Math or Statistics Courses

Intermediate Algebra shall NOT be applied toward meeting this area.

Bucket #4: Natural & Physical Sciences Discipline Area



4-5 Hours from One Subject (must include a lab)

Anatomy
Biochemistry
Biology
Chemistry
Earth Science
Geology
Microbiology
Physical Sciences
Physics
Physiology

Bucket #5: Social & Behavioral Sciences Discipline Area



6 Hours in at Least Two Courses from Two Subject Areas

Anthropology
Criminal Justice
Economics
Gender Studies
Geography
Political Science
Psychology
Sociology

Bucket #6: Humanities Discipline Area



6 Hours in at Least Two Courses from Two Subject Areas

English
Fine Arts - Art
Fine Arts - Music/Theatre
General Humanities
History
Literature
Modern Languages
Philosophy
Religion

Bucket #7: Institutionally Designated Area



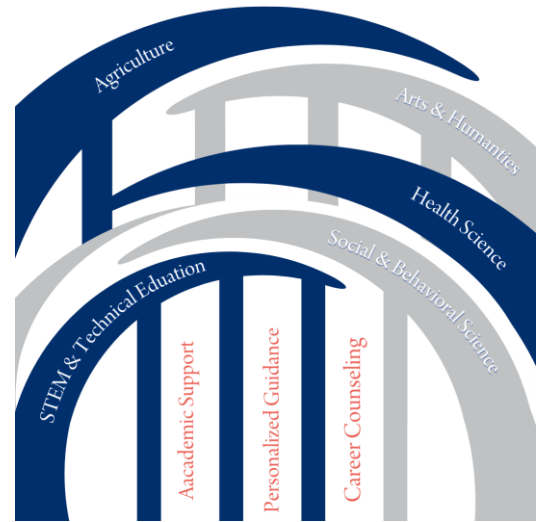
6 Hours Determined by the Institution.

This area encompasses any course CCC offers which is with the system-wide transfer network.

Intermediate Algebra shall NOT be applied toward meeting this area.

Guided Pathways

Guided Pathways is a higher education strategy that seeks to streamline a student’s journey through college by providing structured choice, revamped support, and clear learning outcomes, ultimately helping students achieve their college completion goals. College students are more likely to complete a degree in a timely fashion if they choose a program and develop an academic plan early in their college careers because they have a clear road map of the courses they need to take to complete their credential and receive guidance and support to help them stay on plan to completion. Guided Pathways emphasizes the importance of academic support, career counseling, and personalized guidance to help ensure students are on track for success. By implementing Guided Pathways, CCC is enhancing the student experience, improving retention and graduation rates, and better preparing students for their chosen careers or to continue their studies at a university of their choice.



The following pages contain curriculum guides with detailed term-by-term schedules as recommended for each program offering. Any designation of required textbooks, course fees, online section options, or overall course offering is subject to change based on scheduling or faculty needs at the discretion of CCC administration.

General Studies, Associate of Arts	65
General Studies, Associate of Science	66
General Studies, Associate of General Studies.....	67
Division of STEM & Technical Education	68
Alternative Energy	69
Solar Photovoltaic	70
Wind Technology	145
Forklift Operations.....	144
Telecommunications Technology	144
Welding Technology	144

General Studies

Associate of Arts

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			●
Mathematics Gen Ed (SGE030)	3			●
Physical Education Requirement	1-3			●
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			●
General Ed	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen. Ed (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			●
General Ed	3			●
General Ed	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design

The course of study is for the student still deciding on a major and will transfer.

After Colby Community College

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.

General Studies

Associate of Science

Total Credits 62

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				FEE
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Concentration Course	3			●
Concentration Course	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
EN177 English Composition II (SGE010)	3		\$10	●
Humanities Gen Ed (SGE060)	3			●
Concentration Course	3			●
PE177 Personal & Community Health (SGE070)	3			●
Mathematics Gen Ed (SGE030)	3			●
Subtotal Second Semester (minimum)	15			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
CO176 Computer Concepts & Applications (SGE070)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Mathematics Gen Ed (SGE030)	3			●
Concentration Course	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Oral Communication Gen Ed (SGE020)	3			●
Humanities Gen Ed (SGE060)	3			●
Concentration Course	3			●
Concentration Course	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design

The course of study is for the student still deciding on a major and will transfer.

After Colby Community College

Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.

General Studies

Associate of General Studies

Total Credits 63

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
FY100 First Year Experience	1			●
EN176 English Composition I (SGE010)	3		\$10	●
Mathematics Gen Ed (SGE030)	3			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
Oral Communication Gen Ed (SGE020)	3			●
General Ed	3			●
General Ed	3			●
Physical Education Requirement	1-3			●
Subtotal Second Semester (minimum)	16			
Third Semester (Fall)				
Science w/Lab Gen Ed (SGE040)	4-5			●
Humanities Gen Ed (SGE060)	3			●
Social/Behavioral Science Gen Ed (SGE050)	3			●
General Ed	3			●
General Ed	3			●
Subtotal Third Semester (minimum)	16			
Fourth Semester (Spring)				
Social/Behavioral Science Gen. Ed (SGE050)	3			●
Humanities Gen Ed (SGE060)	3			●
General Ed	3			●
General Ed	3			●
General Ed	3			●
Subtotal Fourth Semester (minimum)	15			

Program Design
 The course of study is for the student still deciding on a major and will transfer.
After Colby Community College
 Students transfer to a four-year university such as Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, Washburn University, Ottawa University, Baker University, or Wichita State University.



Division of
**STEM &
Technical
Education**



Solar Photovoltaic

Technical Certificate

Total Credits 37

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AE277 Solar PV Fundamentals and Applications	3	●		●
AE279 Solar PV Grid Direct	3	●		●
AE190 Electronics	3			●
AE276 Introduction to Energy Technologies	3	●	\$112	●
FY100 First Year Experience	1			●
AE241 Power Storage/Transmission & Conversion	3	●		●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE200 Solar PV, Battery-Based	3	●		●
AE201 Solar PV Technical Sales	3	●		●
AE182 Drones in Renewable Energy	3	●		
SO181 Career Development (SGE070)	3			●
AE297 Small Wind & Solar PV Installation Prof	5			●
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			●
Subtotal Third Semester (minimum)	4			



Solar Photovoltaic

Certificate of Completion

Total Credits 12

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AE277 Solar PV Fundamentals and Applications	3	●		●
AE279 Solar PV Grid Direct	3	●		●
Subtotal First Semester (minimum)	6			
Second Semester (Spring)				
AE200 Solar PV, Battery-Based	3	●		●
AE201 Solar PV Technical Sales	3	●		●
Subtotal Second Semester (minimum)	6			



Wind Technology

Technical Certificate

Total Credits 37

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AE178 AG/Rural Wind Applications	3			●
AE181 Small Wind Turbine	3	●		●
AE190 Electronics	3			●
AE276 Introduction to Energy Technologies	3	●	\$112	●
FY100 First Year Experience	1			●
AE241 Power Storage/Transmission & Conversion	3	●		●
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE183 Wind, Battery-Based	3	●		●
AE180 Wind/Solar PV Hybrid Systems	3			●
AE182 Drones in Renewable Energy	3	●		●
SO181 Career Development (SGE070)	3			●
AE297 Small Wind & Solar PV Installation Prof	5			●
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			●
Subtotal Third Semester (minimum)	4			



Wind Technology

Certificate of Completion

Total Credits 12

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AE181 Small Wind Turbine	3	●		●
AE178 AG/Rural Wind Applications	3			●
Subtotal First Semester (minimum)	6			
Second Semester (Spring)				
AE183 Wind, Battery-Based	3	●		●
AE180 Wind/Solar PV Hybrid Systems	3			●
Subtotal Second Semester (minimum)	6			



Alternative Energy

Associate of Applied Science

Total Credits 66

COURSES	CREDITS	BOOK REQ	COURSE FEE	ONLINE
First Semester (Fall)				
AE190 Electronics	3			•
AE276 Introduction to Energy Technologies	3	•	\$112	•
AE241 Power Storage/Transmission & Conversion	3	•		•
AE277 Solar PV Fundamentals and Applications	3	•		•
AE279 Solar PV Grid Direct	3	•		•
FY100 First Year Experience	1			•
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				
AE182 Drones in Renewable Energy	3	•		
AE297 Small Wind & Solar PV Installation Prof	5			•
SO181 Career Development (SGE070)	3			•
AE200 Solar PV, Battery-Based	3	•		•
AE201 Solar PV Technical Sales	3	•		•
Subtotal Second Semester (minimum)	17			
Third Semester (Summer)				
AE298 Internship	4			•
Subtotal Third Semester (minimum)	4			
Fourth Semester (Fall)				
AE181 Small Wind Turbine	3	•		•
AE178 AG/Rural Wind Applications	3			•
PH177 Introduction to Geology w/Lab (SGE040)	5	•	\$60	•
SP176 Public Speaking (SGE020)	3			•
Subtotal Fourth Semester (minimum)	14			
Fourth Semester (Spring)				
AE183 Wind, Battery-Based	3	•		•
AE180 Wind/Solar PV Hybrid Systems	3			•
Social/Behavioral Science Gen Ed (SGE050) OR Humanities Gen Ed (SGE060)	3			•
Social/Behavioral Science Gen Ed (SGE050) OR Humanities Gen Ed (SGE060)	3			•
EN176 English Composition I (SGE010)	3		\$10	•
Subtotal Fourth Semester (minimum)	15			

Program Design

The continued expansion and adoption of renewable energy will result in excellent job opportunities for qualified individuals, particularly those who complete courses at a community college! This unique two-year online degree, which concentrates on solar photovoltaic and wind technology, gives the student options that include certificate of completions, one-year technical certificates, and an Associate of Applied Science. Students can learn and work from anywhere with internet access!

Related Employment Fields

According to the Bureau of Labor Statistics, employment of solar photovoltaic (PV) installers is projected to grow 52 percent from 2020-2030, and wind turbine service technicians is projected to grow 68 percent during the same period. The continued expansion and adoption of renewable energy will result in excellent job opportunities for qualified individuals, particularly those who complete courses at a community college or technical school.



Forklift Operations

Certificate of Completion

Total Credits 3

COURSES	CREDITS	BOOK REQ	FEE	ONLINE
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First Semester

FO100 Introduction to Forklift Operations	1			
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FO101 Intermediate Forklift Operation and Safety	1			
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FO102 Advanced Forklift Operation and Safety	1			
--	---	--	--	--

Subtotal First Semester (minimum)	3			
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Program Design

The Forklift Operations program provides students with the knowledge and hands-on training necessary to safely operate forklift equipment in industrial and warehouse settings. The curriculum emphasizes workplace safety, equipment inspection, and operational procedures aligned with industry standards.

The Forklift Operations program offered through Colby Community College is a specialized, closed-access program available exclusively to individuals incarcerated at designated Kansas Department of Corrections (KDOC) facilities. Delivered in partnership with KDOC, this program equips students with essential safety training and hands-on experience to operate forklift machinery in accordance with industry standards. Enrollment is limited to KDOC-referred students and is not open to the general public.

Telecommunications Technology

Certificate of Completion

Total Credits 15

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE	
First Semester (Fall)				FEE	Program Design
FY100 First-Year Experience	1				The Telecommunications Technology program introduces students to the fundamentals of voice, data, and video communication systems. Students gain practical skills in installing, maintaining, and troubleshooting network cabling, fiber optics, and wireless systems used in today's telecommunications industry.
TC100 Introduction to Telecommunications	4				
TC101 Introduction to Network Cabling Fiber Optic	4				
TC102 Introduction to Network Cabling Copper	4				
TC103 Applied Systems Integration	1				
TC104 Connecting to Business	1				
Subtotal First Semester (minimum)	15				

The Telecommunications Technology program offered through Colby Community College is a closed-access program available exclusively to individuals incarcerated at designated Kansas Department of Corrections (KDOC) facilities. Developed in partnership with KDOC, this program provides students with foundational skills in telecommunications systems, including installation, maintenance, and troubleshooting of voice, data, and video transmission technologies. Enrollment is limited to KDOC-referred students and is not open to the general public.

Welding Level I

Certificate A

Total Credits 16

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				FEE
WD120 Oxy Acetylene and Safety	3			
WD130 Gas Tungsten Arc Welding	3			
WD150 Shielded Metal Arc Welding	3			
WD155 OSHA Safety 10	1			
WD160 Gas Metal Arc Welding	3			
WD180 Pipe Layout and Blueprint Reading	3			
Subtotal First Semester (minimum)	16			

Program Design

This program prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

Welding Level II

Technical Certificate

Total Credits 32

COURSES	CREDITS	BOOK REQ	COURSE	ONLINE
First Semester (Fall)				FEE
WD120 Oxy Acetylene and Safety	3			
WD130 Gas Tungsten Arc Welding	3			
WD150 Shielded Metal Arc Welding	3			
WD155 OSHA Safety 10	1			
WD160 Gas Metal Arc Welding	3			
WD180 Pipe Layout and Blueprint Reading	3			
Subtotal First Semester (minimum)	16			
Second Semester (Spring)				FEE
WD210 Advanced Gas Tungsten Arc Welding	4			
WD220 Advanced Gas Metal Arc Welding	4			
WD240 Advanced Shielded and Metal Arc Welding	4			
WD260 Specialized Welding	4			
Subtotal First Semester (minimum)	16			

The Welding program offered through Colby Community College is a specialized, closed-access program available exclusively to individuals incarcerated at designated Kansas Department of Corrections (KDOC) facilities. This program is delivered in partnership with KDOC and is designed to provide inmates with industry-recognized skills and certifications that support successful reentry and workforce readiness. Enrollment is limited to KDOC-referred students and is not open to the general public.