

2026-2027 Student Handbook





Welcome to Colby Community College!

We are thrilled that you have chosen to be part of the Colby Community College family.

CCC continues to be a leader among Kansas community colleges. Last year, the College achieved the state's highest graduation rate, highest institutional retention rate, and largest percentage of enrollment growth. While we are proud of these accomplishments, our focus remains on continuous improvement. Every student who enrolls at CCC brings us one step closer to our goal of helping all students succeed.

At Colby Community College, you are our priority. Your success is at the heart of everything we do. Whether your goal is to earn an associate degree, transfer to a four-year institution, begin a rewarding career, or pursue advanced degrees in the future, CCC is committed to providing the support, opportunities, and resources you need to achieve your goals.

We look forward to an exciting and productive year ahead. As we continue to grow and improve, your contributions, experiences, and achievements will help shape the future of our campus community.

Welcome to CCC—we're glad you're here and look forward to being part of your journey. Have a great year!

Seth Macon Carter, Ed.D.
President, Colby Community College

This handbook and the policies/procedures/information in it are subject to change. Please use the [hyperlink](https://www.colbycc.edu/student/student-handbook/index.html) for the most up-to-date information as needed. Updates effective 08.17.2026
(<https://www.colbycc.edu/student/student-handbook/index.html>)

Who We Are

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 in 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 for the attainment of 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.

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

Student Outcomes 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 as well as in the workplace. The college has identified the following expectations for all students who complete a degree at Colby Community College:

- Demonstrate effective oral communication;
- Communicate effectively in writing;
- Apply critical thinking skills;
- Integrate a variety of techniques for problem solving;
- Utilize technology relevant to field of study;
- Evaluate cultural awareness

On-Line Services at Colby CC!



To login to ePortal, you will need to enter your Student ID and password that was provided in your welcome email. Your ID should be entered as the 9 digits with no dashes. Your password was included in your welcome email as well. If you cannot remember your password, please contact Admissions at 785.460.4690 to re-set it.



Click on [Canvas](#) to enter the online classroom, get IT Support using the [Web Help Desk](#), and choose [G-Suite](#) to view your email, [Rave](#) to sign up for CCC text alerts, or click on [TrojanWeb](#) to enroll in courses.

ePortal Applications

Email: Every student admitted to Colby Community College will receive a campus email account. This is the only email that staff and faculty use to communicate with students. Be sure to check this email often! If you have another email that you prefer to use, follow the instructions below to forward your email.

Canvas: Many instructors post valuable course material online for students. Whether you are in an online course, face-to-face, or hybrid, it is very important that you are able to log in to your Canvas account.

TrojanWeb: Twenty-four hour access to your unofficial transcripts, billing statements, enrollment, and financial aid information is found here.

Rave: Register with Rave to receive approved CCC emergency communications via text message and email.

Logon to campus classroom computers

Press Ctrl + Alt + Del simultaneously. You will be prompted to enter your username and password.

Username: (Student ID Number) Example: 000012345

Password: (ePortal password)

ePortal Guide is found here

Academic Calendar

COLBY COMMUNITY COLLEGE ACADEMIC CALENDAR Fall 2026-Spring 2027-Summer 2027

|| Classes not in session, instructors on duty

() Administrative Offices Closed

_ Classes not in session, instructors not on duty

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	[10]	11	12	13	14]	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29

September						
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27	28	29	30			

October						
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25	26	27	28	29	30	31

November						
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22	(23)	24	25	26	27]	28
29	30					

December						
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13	[14	15]	16	17	18	19
20	(21	22	23	24	25	26
27	28	29	30	31]		

January						
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17	(18)	19	20	21	22	23
24/ 31	25	26	27	28	29	30

February						
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21	22	23	24	25	26	27
28						

March						
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28	29	30	31			

April						
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25	26	27	28	29	30	

May						
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16	[17	18]	19	20	21	23
23/ 30	24/ (31)	25	26	27	28	29

June						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Corresponding Dates/Events are found at:

<https://www.colbycc.edu/academics/academic-calendar/2026-27.pdf>

A few dates to know:

Bus travels to campus from DIA on Friday, August 14, 2026

Fall 2026 semester begin Monday, August 17, 2026

Fall 2026 semester ends Thursday, December 10, 2026

Bus travels to Denver International Airport on Friday, December 11, 2026, at 7:00 a.m. CST

Bus travels to campus from DIA on Friday, January 8, 2027

Spring 2027 semester begins Monday, January 11, 2027

Spring 2027 semester ends Thursday, May 13, 2027

Graduation will be held Friday May 14, 2027

Bus travels to Denver International Airport on Saturday, May 15, 2027, at 7:00 a.m. CST

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

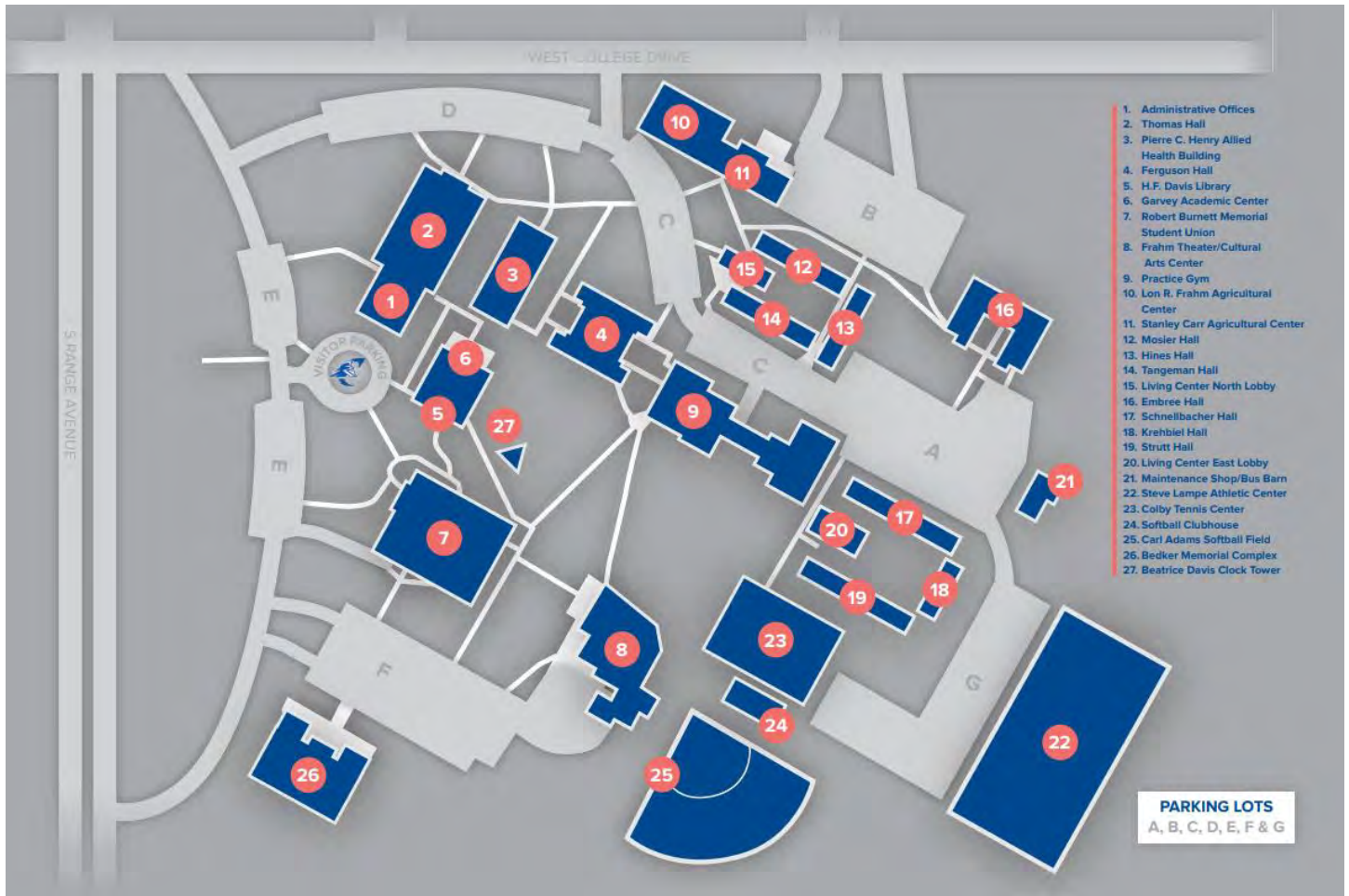
Important Numbers

Admissions	785.460.4690	Student Union
Advising Center	785.460.5401	Student Union
Comprehensive Learning Center (Tutoring)	785.460.5480	Library
Counseling Services	785.460.5439	Thomas Hall
Financial Aid	785.460.4679	Student Union
IT Department	785.460.5541	Library (Basement)
Library Services	785.460.4689	Library
Registrar	785.460.5509	Student Union
Security	785.460.5508	Student Union
Student Accounts	785.460.4665	Student Union
Student Health	785.460.5502	Student Union
Student Support Services	785.460.5510	Student Union

Emergency Numbers

Who	Campus Phone	Cell Phone or Off Campus
Ambulance	911	911
Fire	911	911
Police	911	911
Hospital	462.7511	785.462.7511
College Nurse	5502	785.460.5502
OPTIONS Domestic & Sexual Violence		1-800-794-4624 (24 hours)
Poison Control Center		1-800-222-1222 (24 hours)
College Counselor	5439 or 4713	785.460.5439/785.460.4713
Suicide Prevention Hotline		800-273-8255 (24 hours)

Campus Map



You may also utilize the interactive map online found here:

<https://www.colbycc.edu/about/map-of-campus/index.html>

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The City of Colby





Community Resources

Medical

Citizens Health (hospital)
100 E. College Drive
785-462-7511

Thomas County Health
Department
350 S. Range Suite 2
785-460-4596

Dental

Dr. Karen A. Thummel, DDS
480 W. 4th St.
785-460-6800

Colby Family Dentistry
770 S Range Ave #1
785-460-3922

Vision/Eye

Sam R. Funk, O.D.
505 N. Franklin Ave. Ste B
785-462-3348

Vision Source
1005 S. Range
785-462-8231

Mental Health

Brooke Jones, LPC
Thomas Hall
785-460-5439

Heartland Rural Counseling
485 W 4th
785-460-7588

High Plains Mental Health
750 S. Range
785-462-6774

Pharmacy

Dillions Pharmacy
1605 S. Range
785-462-1310

Walmart Pharmacy
115 W. Willow Ave. St.
785-462-8651

Palace Drug Store
460 N. Franklin Ave.
785-460-7507

Other

Kansas Legal Aid
800-723-6953

Poison Control
800-222-1222

National Suicide Hotline
988
800-273-8255

Teen Dating Abuse Hotline
866-331-9474

Options, Domestic & Sexual
Violence
1480 W. 4th St.
785-625-4202
800-794-4624

Campus Hours and Information

The Colby Community College campus is open Monday through Friday from 8:00 a.m. until 5:00 p.m. Students are given access on their Student IDs/Badges to access all buildings to accommodate open hours outside of the general office hours.

CCC Cafeteria/Food Service Enjoy meals prepared for you by Consolidated Food Services each day as it works in your schedule. To-go meals are available upon request. Schedule and hours are as follows:

Hours of Service (During the Academic Year)*		
Mon - Thursday	Breakfast	7:00 - 8:30 a.m.
	Continental Breakfast	8:30 - 9:30 a.m.
	Lunch	11:15 a.m. - 1:30 p.m.
Mon - Thurs	Dinner	5:15 - 7:30 p.m.
Friday, Sat. & Sunday	Brunch	10:30 a.m. - 1:00 p.m.
	Dinner	5:00 - 6:00 p.m.

*Food Service is open on a limited basis during school breaks; schedules are posted prior to breaks.

CCC FitLab The CCC FitLab is open Sunday through Saturday to all students. Hours are posted each semester on the FitLab, located next to the practice gym on campus.

H.F. Davis Library/Comprehensive Learning Center (CLC) The H.F. Davis Library provides numerous resources for CCC students. Additionally, the CLC provides tutoring and proctoring services. Their schedule and hours are as follows:

LIBRARY HOURS
Mon-Thurs: 7:30 a.m. – 10:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: CLOSED
Sunday: 1:00 p.m. – 7:00 p.m.

Student Health Located in the Robert Burnett Memorial Student Union, a Registered Nurse is available four days a week or by appointment. You can schedule by emailing studenthealth@colbycc.edu or stopping by the office during their current open hours listed below:

Student Health Hours
By appointment only currently. Hours will be posted on door after 08.20.2026

Trojan Trading Post (Formerly CCC Bookstore) The Trojan Trading Post is located in the Robert Burnett Memorial Student Union. Their hours are Monday-Friday from 8:30 a.m.-4:30 p.m.

Services for Students

Student Services

Advising Center Academic advisement for on-campus and online students is the primary function of the Trojan Advising Center. Additional services are offered through the center to support student advising. These services include: orientation, placement testing, transfer guidance, and visits with transfer college representatives. The Center also makes on-campus and community referrals for many other services including: financial aid, career counseling, student housing, personal counseling, and health care. Each educational program offered at Colby Community College is tailored to meet the needs of the individual student. Those wishing to transfer to another school will be assigned to the Trojan Advising Center. Students in Applied Science or Certificate programs will be assigned an advisor in their program. The Advising Center is located in the Robert Burnett Memorial Student Union.

Comprehensive Learning Center (CLC) offers a variety of services to help students accomplish their academic goals. Faculty-recommended peer tutors are on staff to help students at no cost. In addition to the computer-assisted learning lab, the CLC offers proctoring services for online and on-campus students, as well as a variety of supplemental materials to aid students in multiple course formats. Students have direct access to computers, Wi-Fi, printing, individual study areas, and tables for study groups. The CLC is located in the H.F. Davis Memorial Library.

Counseling Services assists the student with personal growth and development. Services are available on a walk-in or appointment basis and free to all CCC students. Counseling services are located in Thomas Hall and Bedker Memorial Complex.

Disability Services: Any student requesting disability-related services, resources, or accommodations should contact the Disability Coordinator at 785.460.5514 or disability@colbycc.edu. Students receiving accommodations through Disability Services must request them each semester they are enrolled and wish to receive them. Accommodations are not automatically renewed from one semester to the next.

Financial Aid Students can determine their eligibility for Pell Grants, Student Loans, and Federal Workstudy by completing the Free Application for Federal Student Aid (FAFSA). All transcripts (high school and prior college credit), as well as all forms and signatures, must be complete before financial aid offers can be sent. Additionally, Satisfactory Academic Progress (SAP) must be met for the cumulative completion rate, cumulative grade point average, and maximum time frame for each student. Notification of failure to maintain SAP is mailed to a student at the end of each semester. The Financial Aid Office is located in the Robert Burnett Memorial Student Union.

Registrar The Registrar's Office is responsible for each student's academic record before, during, and after their time at Colby Community College. All course withdrawal forms are submitted to the Registrar's Office, as well as Complete Withdrawal paperwork. Students with prior college credit must have their official transcripts sent to the Registrar's Office so their credit(s) can be evaluated and added to their CCC transcript. Additionally, all degrees and certificates and conferred through the Registrar's Office each semester.

Residence Life allows students to live only minutes away from anywhere on campus. The Residence Halls are a place to study, a social center, and a focus of student life. Many conveniences are available in the Residence Halls: free laundry facilities, vending machines, computers, Wi-Fi, and lounges for relaxing with friends. Each Residence Hall is supervised by a coordinator and resident assistants. All students living on campus are provided with meals in the cafeteria, located in the Robert Burnett Memorial Student Union.

Security The Campus Security Officer patrols the campus and regulates parking and vehicle traffic to ensure a secure and safe place for students. All crimes committed on campus should be reported to the Campus Security Office, Dorm Coordinators, and/or the Executive Vice President. The Campus Security Office is located in the Robert Burnett Memorial Student Union.

Student Accounts maintains billing, issues, refund checks, and works with external student financial sources. All payment plans and arrangements should be coordinated through the Student Accounts Office. Additionally, parking

permits are sold to students who live off campus through the Student Accounts Office. They are located in the Robert Burnett Memorial Student Union.

Student Health provides services under the direction of a registered nurse. Students are seen on a walk-in basis or by making prior arrangements. Appointments are required to see the physician or mid-level provider who comes to campus once a week. Services available through the Student Health Office are: health counseling, insurance information, community agency referrals, health records, health education, screening and treatment for sexually transmitted diseases, family planning, allergy shots, basic first-aid, laboratory testing/blood draws, and blood pressure monitoring. Student Health is located in the Robert Burnett Memorial Student Union.

Student Support Services (SSS) is a federally funded TRIO grant program designed to assist qualifying Colby Community College 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 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 meet federal income guidelines, or have a documented disability

Students receiving accommodations through Disability Services must make a request for accommodations each semester they are enrolled and wish to receive accommodations. Accommodations are not automatically renewed from one semester to the next.

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

TrojanWeb provides students with “anytime,anywhere” access to Colby Community College information services in a flexible yet secure manner.

The following information can be found on TrojanWeb:

- Grades
- Class Schedules
- Academic Calendar
- Personal Calendar
- Financial Information
- Course Schedule
- Unofficial Transcript
- Enrollment

To access TrojanWeb, visit colbycc.edu and click the login for ePortal on the top menu bar. Students can see their grade history for every semester at CCC under the “Grades” tab. Click on the Grades tab at the top of the page. Click on the Grade Report link in the drop-down list. Choose the semester for which you would like to view grades. Your midterm and final grades, along with GPA information, will be displayed for all courses in the chosen semester.

Student Activities/Clubs and Organizations

Colby Community College offers a variety of options for our students regarding activities, clubs, and organizations. The Director of Student Life (located in the Student Union) maintains a list of clubs and organizations, as well as sponsors. Additionally, opportunities to get more information on these clubs and organizations are available at the beginning of each school year through the Clubs and Organizations Fair held in the Student Union during the first week of classes and the Campus Block Party.

Student Government represents the needs and concerns of the entire student body. The group coordinates various activities. Representatives are elected each spring and hold office hours in the Student Life office in the Student Union.

Intramurals provide recreation for CCC students. Several different sports are offered throughout the school year under the direction of an intramural coordinator. During the year, students can participate in a variety of activities, including volleyball, basketball, softball, and flag football.

A wide range of **Facilities** is available for recreation, activities, and entertainment on our campus. The Fitlab, gym, tennis courts, and open grace space are available for students to use. Living centers also have social and recreation areas and options.

Policies and Need to Know

Student Responsibilities and Code of Conduct

Civility Policy

Inclement Weather

Parking

Bicycles and Other Mobile Devices

General Policies

Missing Student Notification, Policy and Procedures
FERPA

Student Responsibility and Code of Conduct

The students and staff of Colby Community College constitute a special community engaged in the education process. The college assumes that students will demonstrate personal conduct which is based upon courtesy, integrity, common sense and respect for others both inside and outside the classroom. The college reserves the right to suspend or dismiss a student for conduct which is determined to be detrimental to students and the college.

The purpose of this policy is to set out Colby Community College's Code of Conduct and Standards which students must follow.

All students and student organizations at the college are subject to the college's rules and regulations. Students who willfully violate college standards must expect to face disciplinary action by the institution.

Students at CCC have the following responsibilities:

- Observe all regulations of the college.
- Provide the necessary documents for admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- Consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.
- Meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- Be aware of and comply with the instructor's attendance policy in the course syllabus. To attend all meetings of each class in which they are enrolled from the first-class meeting.
- Be an active participant in the class and prepare for each class meeting as instructed.
- Fulfill all graduation requirements if educational objective is applicable.
- Respond promptly to all written and online notices from faculty, advisers, deans, and other college officials.
- File an online application for degree or certificate completion with the Registrar's Office.
- Enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
- Be aware of and comply with withdrawal policy and procedures from the college, including current withdrawal dates. To process an official withdrawal form for schedule changes.
- Use the appropriate channels in appealing any academic actions which the students believe are unfair.
- Observance of all college relations as specified in the College Catalog, the Student Handbook, the Residence Hall Handbook, and other informational publications. These publications are official sources of information and academic matters.

Students are responsible for the knowledge of the college rules and regulations as set forth in the student handbook and college catalog. Students accepted for residence in residence halls are responsible for good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures.

Code of Conduct

The President of the College, The Executive Vice President and/or their designated representatives may counsel, admonish, suspend, expel or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens, admission to the College is a privileged status and involves special additional obligations to the college community. The college, within the authority vested by law in the Kansas Board of Regents and the Colby Community College Board of Trustees, is obligated to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, speak for, or in the name of CCC. It is presumed that CCC students, as members of the academic community, shall exercise due regard for law and for the rights of others.

The following types of behavior are considered violations of college standards for student conduct and may result in suspension or other disciplinary action:

- A. Threatening the life or physical safety of others
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of CCC.
- C. Conduct which substantially infringes on or invades the rights of others
- D. Inflicting damage to college equipment or facilities
- E. Violating conditions of probation
- F. Demonstrating academic dishonesty
- G. Participating in any unauthorized manufacture, possession, use, distribution or sale of alcohol or drugs, whether by faculty, staff or students on college property or at any college-sponsored event contrary to the purposes and policies of Colby Community College and the State of Kansas. Students who violate any part of this section will be subject to immediate probation.
 - o There is a “zero tolerance” policy for individuals violating this section in any living center facility. This entire section “G” pertains to every college student regardless of age
- H. Exhibiting conduct which results in conviction of the student for any offense specified in federal or student criminal statutes. It is not the intent of these policies to prohibit the participation in college programs of individuals who may have a previous criminal record for which they have met the requirements of the law
- I. Harassing a student, instructor or staff member on the basis of sex. Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - o submission to such conduct is made either explicitly or implicitly a term or condition of academic success or
 - o submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting either the instructor, staff member, student or
 - o exhibition of such conduct has the purpose or effect of unreasonably interfering with the instructor, staff members or students’ performance or creating an intimidating, hostile or offensive environment.
 - o Prohibited is any behavior of students that represents repeated or unwanted sexual attention or sexual advances when acceptance of such attention or advances is made a condition of reward or penalty.
- J. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
- K. Failure to follow and/or obey campus guidelines, processes, procedures, responsibilities, and/or directives; behavior which impacts and/or jeopardizes the health and safety of campus stakeholders.

Additionally, the following specific acts of behavior shall be construed as offending the moral and social standards of the college and as interfering with the welfare of other students and will not be acceptable and shall be deemed to be grounds for immediate suspension or dismissal:

- Fighting
- Intimidation not limited to but including social media.
- Using obscenities and profanities, not limited to, but including social media.
- Open defiance or threats, not limited to, but including social media
- Possession, consumption, sale, or being under the influence of alcoholic beverages on the college campus or at athletic events or other functions sponsored by or participated in by the College

- Possession, use, or sale of narcotics or drugs
- Theft
- Excessive or repeated tardiness or unauthorized absences
- Vandalism
- Possession, use of a weapon, or object considered a weapon
- Alcohol and Drugs & Paraphernalia
- Harassment/Intimidation
- Use of a Weapon as a Threat

Students are responsible for the knowledge of the college rules and regulations as set forth in the college student handbook. Students accepted for residence in college residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures. Residence Hall regulations are set forth in further detail in the Residence Hall Handbook.

Policy on Civility Expectations at Colby Community College

Civility is defined as behavior that demonstrates consistent respect for others, including an effort to understand differences. Civility helps to create an environment at Colby Community College where all are valued and can be productive. Colby Community College values the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students, faculty, and staff are expected to exhibit and practice civil behaviors at all times.

Colby Community College supports the freedom of expression for faculty, staff, and students. However, maintaining these freedoms requires the conditions of the learning environment to be conducive to the learning process. Disruptive behaviors will not be tolerated. Any individual engaging in such behaviors may be subject to disciplinary including suspension from school and/or termination of employment.

Prohibited behaviors include:

- Profanity
- Name-calling (a term ending in -ist or -phobe OR beginning with anti- or similarly critical terms)
- Derogatory Terms (stupid, ignorant, etc.)
- Shouting
- Insulting Body Language (eye-rolling or physical gestures)
- Insulting tone of voice (baby talk, speaking “down” to a person)
- Ridicule
- Open hostility
- Biting Sarcasm
- Gas Lighting
- Disruptive, discourteous, and/or insubordinate conduct
- Social Media or Discussion Board posts that are rude, disrespectful, offensive, or inappropriate
- Violating netiquette rules
- Hate Speech/Hate incidents*
- Any Racial or Ethnic Harassment not investigated under Title IX**

Students, faculty, and staff are encouraged to address civility concerns directly with one another. However, there may be times when those involved do not feel comfortable doing so. In such instances involving faculty and staff, the concerns should be taken to the Director of Human Resources or the supervising Vice President. Student concerns should be shared with the Executive Vice President.

Threats of physical violence or loud arguments that rise to the point of disrupting the learning environment will result in contacting campus authorities and/or the Colby Police Department. Students, faculty, or staff members engaging in disruptive and/or uncivil behaviors will be disciplined in accordance with the complaint procedure (pgs. 15-16 of the Workplace Handbook) and/or the Student Code of Conduct found in the Student Handbook.

* Under the First Amendment of the U.S. Constitution, people cannot be prosecuted simply because of their beliefs. People may be offended or upset by beliefs that are untrue or based on false stereotypes, but it is not a crime to express offensive beliefs or to join with others who share such views. However, the First Amendment does not protect against committing a crime, just because the conduct is rooted in philosophical beliefs.

However, the use of “Hate Speech” or a “Hate Incident” is considered an act of prejudice that is not a crime and does not involve violence, threats, or property damage, but still violates basic expectations of civility at Colby Community College.

** Racial and Ethnic Harassment that is prohibited under the Title IX policy is conduct (including physical, visual, audible, and electronic conduct) on the basis of race or ethnicity that is unwelcome and conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the College’s education programs and activities. Racial and Ethnic Harassment may include, but is not limited to, unwelcome

commentary about an individual's race or ethnicity and unwelcome jokes or teasing based upon racial or ethnic stereotypes.

In cases of alleged Racial or Ethnic Harassment arising from speech (verbal, written, or electronic) or other forms of expressive activity, the College will interpret and apply the definition of Racial or Ethnic Harassment in a manner that does not interfere with the First Amendment free speech protections. Student speech or expressive activity that is offensive but not severe or pervasive is generally not a sufficient basis to support a finding of Racial or Ethnic Harassment.

Inclement Weather

Snow Days

Because of state requirements mandating the number of instructional hours, Colby Community College rarely cancels regularly-scheduled classes due to inclement weather. On occasion, however, weather conditions may force the delay or cancellation of day, evening or outreach classes.

A dedicated telephone number for weather and other postponements/cancellation notices at the college has been established. The number is **(785) 460-4646**. Any changes will also be posted on the web site www.colbycc.edu, and announced by broadcast media as conditions warrant.

Because of the large volume of calls from commuters, on-campus students should not attempt to call the college switchboard. The decision to attend class during hazardous weather conditions rests with each student. Commuters should check with civil authorities for weather and road conditions.

Late Start Schedule

Occasionally, a delayed start will be called for rather than canceling classes. The late start schedule is as follows:

Regular Class Time	2 Hour Delay Start Time
8:00-9:15	10:00-10:45
9:25-10:40	10:55-11:40
10:50-12:05	11:50-12:35
Lunch	12:35-1:00
12:30-1:45	1:00-1:45
1:55-3:10	1:55-2:40
3:20-4:35	2:50-3:35

Watches and Warnings

Colby Community College is located in Colby, Kansas, located in Thomas County, Kansas. There are several different types of watches and warnings that may be issued during the course of the school year including, but not limited to, dust, thunderstorm, blizzard, ice, and/or tornado.

If a **WATCH** is issued, you should continue with your daily routine; please remain alert to the possibility of severe weather and be prepared to act accordingly.

If a **WARNING** is issued for anything other than a tornado, you will need to make sure you are prepared to take shelter and/or find a safe place to stop (not on the highway) if traveling.

If a **TORNADO WARNING** is issued for our area and the City of Colby is included in the warning, the following will happen:

- External City warning sirens will be activated;
- You should promptly move to your designated Tornado Shelter immediately (on campus includes the basements of the Lon Frahm Agriculture Center, the Library, and Thomas Hall, as well as Ferguson Hall's interior hallways;
- Stay away from windows and exterior doors;
- Remain in your designated shelter until the warning expires/danger passes

After Hours

All students are encouraged to sign up for emergency alerts utilizing the following link:

<https://www.colbycc.edu/about/public-info/text-notice/index.html>. Emails will also be utilized to communicate watches and warnings that may be issued, as well as any cancellations or updates to schedules. For students on campus, the H.F. Davis Memorial Library, Lon R. Frahm Ag Building, and Ferguson Hall are storm shelters should they be needed.

Parking on Campus

All students, faculty members, or employees of the College who drive or park a vehicle on campus must properly register their vehicles, display a current registration decal on their vehicles, and park only in the lot designated by their registration. The Director of Residence Life and Security issues parking permits for students living on campus.

The inability to locate a vacant space in an assigned parking lot is not justification for illegal parking.

Each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence hall or off-campus). Students who change their living status during the year must change their parking registration simultaneously.

Traffic on campus is supervised by the Director of Residence Life and Security working with the Colby City Police and other law enforcement agencies.

The Campus Security Office is located in the Student Union. The Director can be contacted by calling the Campus Security Office at 785.460.5508, the Colby City Police at 785.460.4460, or Emergency Services at 911. A complete Campus Parking and Traffic Guide is available from the Campus Security Office or at the following website: <https://www.colbycc.edu/student-life/security/index.html>

Policy Violation	First Offense	Second Offense	Third Offense
Parking without a valid permit or in an unauthorized area	\$50 Citation	\$100 Citation	\$200 Citation*
Parking in reserved or otherwise designated parking (i.e. Handicap, Visitor and/or Circle Drive)	\$100 Citation	\$200 Citation	\$400 Citation*
Parking in "No Parking" designated areas	\$100 Citation	\$200 Citation	\$400 Citation*

*Each additional citation will double from the previous citation amount or vehicle may be towed at the owner's expense.
Revised 08.2025

***Please note: No vehicle maintenance should be completed on campus (i.e. oil changes, fluid replacement, etc). Violators will be charged a minimum \$100 fine and are subject to additional sanctions.

Bicycles and Other Mobile Devices (Motorized And Non- Motorized)

Bicycles

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

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

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

Motorcycles and Motor Scooters

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

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

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

General Policies

Attendance

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, the students should make arrangements in advance with the 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 cannot and will not be assigned if the absence is excused by the college. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

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 a number of classes without any attempt by the student to make arrangements with the instructor.

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 add/drop/last day to withdraw period.

Add/Drop/Withdrawal

It is the responsibility of the student to check his/her schedule and make any adjustments through the add/drop procedure. Students must attend class within the certification period in order to be enrolled. State law requires the withdrawal of any student who does not attend class at least one time during this period.

Students will have:

1. **Eight** instructional days to add or **drop with a full refund** for 9 to 16-week classes
2. **Five** instructional days to add or **drop with a full refund** for 5 to 8-week classes
3. **Three** instructional days to add or **drop with a full refund** for 2 to 4-week classes
4. **Three** instructional days to add or **drop with a full refund** for late fall classes
5. Classes less than two weeks (including weekend classes and seminars)-100% of tuition and fees will be refunded for **withdrawal prior to the start of the classes**.

Late Add To add a class after enrollment is closed, the student must receive written approval from the instructor and the VP of Academic Affairs.

Withdrawals Students may withdraw from a course any time after enrollment is closed and until the date published by the Registrar's Office which is 60% of the class. A "W" will be recorded on the student's transcript at that time. After the date published a grade of "W" cannot be given. Students are financially responsible for courses in which they receive a "W."

Complete Withdrawal A Complete or Official Withdrawal is the written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student, and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw. Students are financially responsible for courses in which they receive a "W."

Medical Withdrawals Students who seek to withdraw for medical purposes will need to contact the Executive Vice President (VPSA) 785.460.5490 or the Vice President of Academic Affairs (VPAA) at 785.460.5403. Students requesting a medical withdrawal will need to provide pertinent medical information from his/her medical provider(s) that document why a medical withdrawal is necessary. Students will be responsible for tuition, fees, room, and/or board. The VPAA and VPSA will work with the student to determine if any of the charges can be reduced in accordance with drop dates for the semester. International Students seeking a medical withdrawal must still comply with SEVIS rules and regulations.

Things to Consider Before Dropping or Withdrawing from a Class

- If you receive **FINANCIAL AID**, will dropping the class affect your financial status?
- If you need to be a full-time student for **INSURANCE, SCHOLARSHIP, or ATHLETIC** reasons, will dropping affect your eligibility?
- Is the course you want to drop going to be offered again when you need it?
- Are you working too many hours?
- Have you utilized the Comprehensive Learning Center or Student Support Services to see what kind of assistance you can get?
- Can you afford to **PAY** for a class in which you will not receive credit?
- Have you talked with your Advisor and/or the Advising Center about how this will affect your **GOALS** as a student?

Missing Student Notification, Policy and Procedures

The following persons will be available to receive reports of student residents missing or unaccounted for more than 24 hours.

1. Resident Assistants & Campus Security
2. Residence Life Staff
3. Executive Vice President

Each resident, 18 years of age or older, may register a confidential contact person to be notified in the case that the student is determined to be missing. A parent or guardian will not automatically be notified unless the missing student is under the age of 18 and not emancipated.

An official missing student report will be referred immediately to campus security and local law enforcement when a person is reported missing for 24 hours and the institution is unable to learn any information to the contrary. It is extremely important that students communicate with their roommates or a confidential contact person if they plan to be away for an extended period.

These procedures are a Federal mandate by the Department of Education and the Higher Education Opportunity Act (HEOA) of 2008. Contact the office of the Executive Vice President for additional information. The office is located in the Student Union. The telephone number is 785-460-5490.

Finals

The time allotted for each examination will be limited to 90 minutes and should be sufficient to allow ample time for completion. If the instructor deems additional testing time is necessary, previous class meeting times may be utilized. All examinations will follow the established schedule with any exception approved by the Vice President of Academic Affairs. A student who is scheduled for more than three exams on any given day may petition the Vice President for a schedule adjustment.

In accordance with Colby Community College policy, students are required to be present for their final exam and/or complete an assessment during the time stated. Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the final exam schedule, and/or oversleeping are not viable reasons for rescheduling a final.

Family Educational Rights and Privacy Act (FERPA)

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

Academic Information

Academic Integrity

Academic Progress (SAP)

Grade Appeal

Involuntary Withdrawal

Withdrawal for Non-Attendance

Finals

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 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
- 0/F on the assignment/quiz/examination with the possibility of makeup
- 0/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:

- o Course specific enrollment prohibition;
- o Probationary Status;
- o Attend an Academic Integrity Workshop (the student will be responsible for any fee associated with the workshop);
- o Suspension (of one semester or more);
- o 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 Executive Vice President.

- 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.

(Updated and Effective Fall 2024 semester)

Academic Progress

Colby Community College Satisfactory Academic Progress (SAP) Policy

Academic Standing

A student whose cumulative grade point average (GPA) is 2.0 or above is considered in good academic standing. Academic standing is determined by all attempted coursework at Colby Community College (CCC). Attempted course work 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 course work for the purposes of the CCC Satisfactory Academic Progress Policy.

It is possible for a student to hold a cumulative GPA of 2.0 or greater, and earn a semester GPA below a 2.0. All students with a semester GPA below 2.0 will be placed on Academic Progress Warning.

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

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

Academic Progress Warning

Students with a semester GPA below a 2.0 will be placed on Academic Progress Warning. During the Academic Progress Warning period, students will be allowed to enroll in up to 15 credit hours and will be required to complete an Academic Action Plan with their advisor, prior to enrolling 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 not enrolled in classes are not 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 the summer term, must seek permission from their advisor, in writing, before they can enroll in the summer term. At a maximum, these students will be allowed to enroll for 7 credit hours in the summer term.

Academic Suspension

Students not meeting the semester 2.0 GPA for a second consecutive semester will be placed on Academic Suspension and will not be allowed to enroll in the following semester/term.

Students who are put on Academic Suspension may appeal, in writing, to the Vice President of Academic Affairs. All appeals must provide written documentation substantiating the rationale for the student's reinstatement request. Students who are 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 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 given permission to be reinstated (per the Exceptions Committee, (which is comprised of the Vice President of Academic Affairs, the Executive Vice President, and the Vice President of Business Affairs), or did not attend classes during the previous semester, will be allowed to enroll in up to 15 credit hours and will be required to complete an Academic Action Plan with their advisor, prior to enrolling in classes. 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 failing to meet CCC Satisfactory Academic Progress standards, will be ineligible to enroll at CCC for one academic year.

After the probationary period expires, the student must write a letter of appeal to the Vice President of Academic Affairs requesting to be reinstated at CCC. If reinstatement is granted, students must complete the Academic Action Plan with their advisor, prior to enrolling in classes, and be required meet with their advisor once per week, per their Academic Action Plan. Failure to adhere to the terms of their Academic Action Plan will result in students not being able to enroll in CCC courses. Students not enrolled in classes are not eligible to live in the residence halls or be members of athletic teams.

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

Grade Appeal

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 unresolved grade disagreements. 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

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. Authority to issue an involuntary college withdrawal for direct threat reasons rests with the Vice President of Academic Affairs (VPAA) and the Executive Vice President (VPSA).

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 a direct 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 the VPAA or VPSA 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 in writing the results of this evaluation to the referring Administrator with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the VPAA or VPSA determines on the basis of evidence

- (a) from the examining mental health provider that the student is suffering from 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/or 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 his/her right to an informal administrative hearing with the VPAA, VPSA 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 VPAA or VPSA for review and adjudication of any violations of the Student Code of Conduct that may be outstanding.

The student must provide written authorization permitting verbal and written communication about his or her condition between College officials and all 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 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 VPAA, VPSA 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 Executive Vice President in writing within

three college class days of the issuance of the involuntary college withdrawal and must include the student's authorization for release of relevant information for the purpose of conducting 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 normally be deferred to the third college class day after the date of the student's discharge from the medical facility. The informal administrative hearing will be convened by the Vice President normally 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 his/her choice, a member of the college faculty or staff, or a family member. The student may request that the Vice President and the director or psychiatrist be present. As part of the informal hearing process the Vice President may require the student to undergo, at college expense, an additional psychological evaluation and direct threat assessment by a licensed mental health provider designated by the college and results of such evaluation shall be communicated to the Vice President for consideration. No other person may accompany the student during this evaluation.

Normally within two college class days of concluding the informal hearing, the Vice President 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 VPAA or VPSA may consult with pertinent college officials prior to making this determination. The Vice President'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 VPAA or VPSA. The student will be responsible for his/her 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 attention of the Vice President.

Reinstatement The involuntary college withdrawal will remain in effect until the student adequately demonstrates that his/her behavior no longer constitutes a direct threat of harm to self or others. For reinstatement at the college, the student must submit a written request to the VPAA or VPSA and arrange for documentation from his/her 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 his/ her 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 Vice President regarding the student's eligibility for reinstatement. The VPAA or VPSA 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 Vice President for consideration. No other person may accompany the student during this evaluation.

Written communication of the decision to grant or deny reinstatement will normally 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 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.

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 a number of classes without any attempt by the student to make arrangements with the instructor.

Finals

The time allotted for each examination will be limited to 90 minutes and should be sufficient to allow ample time for completion. If the instructor deems additional testing time is necessary, previous class meeting times may be utilized. All examinations will follow the established schedule with any exception approved by the Vice President of Academic Affairs. A student who is scheduled for more than three exams on any given day may petition the Vice President for a schedule adjustment.

In accordance with Colby Community College policy, students are required to be present for their final exam and/or complete an assessment during the time stated. Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the final exam schedule, and/or oversleeping are not viable reasons for rescheduling a final.

Access Information

Student IDs
Keys
Badge Access

Access Policy

Purpose and Authority of the Policy

Colby Community College adopted access control for all external building doors Fall 2023. This was done in an effort to enhance the security of its buildings. Access is granted to students, faculty, staff, vendors, and guests on an as needed basis.

Access Control

For the purpose of this policy, Access Control is defined as entry/accessibility to necessary buildings through a key, badge, or PIN Code (Faculty/Staff Only) as determined by the appropriate Authorization Level listed below.

General Building Access

Academic Buildings (Stanley Carr Agricultural Center, Lon R. Frahm Agricultural Center, Pierre Henry Allied Health Building, Ferguson Hall, Bedker Memorial Complex, Thomas Hall (north entrances) and the Cultural Arts Center)

In general, Academic Buildings in which students have a class and/or instructor are accessible to students between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday during the academic year, excluding breaks and school closures. Academic Buildings where students do not have a class or instructor will be accessible to them between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday. After-hours and weekend access is limited to faculty, staff and students who have been given proper advanced authorization for those times.

Online students are also granted access to any Academic Buildings.

Administrative Buildings (Thomas Hall breezeway entrance)

In general, these doors are open Monday through Friday between the hours of 7:30 a.m. until 6:15 p.m.

Public Access Buildings (Library and Student Union)

In general, these building doors are open Monday through Friday during scheduled hours. The library has additional open hours on Sunday.

Auxiliary Buildings (i.e. SLAC, FitLab, Tennis Center, CAC)

In general, these buildings are available to specific groups during specific times. For questions or reservations for these buildings, please see the website or follow the following links:

SLAC Inquiry/Reservations: athleticfacilities@colbycc.edu

Tennis Center: <https://www.colbycc.edu/reserve/index.html>

CAC: reservations@colbycc.edu

All other building reservations: reservations@colbycc.edu

Residence Halls

Colby Community College restricts access to residence halls to confirmed occupancy of the hall based on room assignments made by the Director of Residence and Student Life.

Visitors, Vendors, and non-residents must be accompanied by current residents or authorized* staff at all times. For additional policies, please see the Student and/or Residence Life Handbook.

*Please Note: Administration, Campus Security, IT, Maintenance, First Responders and local Law Enforcement have 24/7 access and should display identification or produce access badge as requested.

Building Hours/Access

Faculty/Staff

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

All faculty/staff should have 24/7 access to their “home building” and the Student Union. All other buildings are accessible to faculty and staff during normal operating hours Monday through Friday.

Students

All currently enrolled students have access to the FitLab based on their hours of operation.

All students have access to the Library and Student Union during normal operating hours. Some weekend hours are included. Students will have access to all academic buildings during their normal hours of operation.

Student Athletes/Co-Curricular Participants will have access to training and practice facilities based on their team schedule each semester. Additionally, Student Athletes will be given access to the academic building where their coach’s office, Athletic Trainer/Athletic Director is located.

Access Card and Key Distribution

Students

The Admissions Office will issue badges to all students with confirmed enrollment. If a student loses their badge, a replacement will be made for a \$25 charge. The badge will be utilized for the duration of a student’s time at Colby Community College. **No student will be issued or allowed to use a PIN code at any time for any reason.**

Faculty & Staff (PIN Codes)

Upon hire, faculty and staff will be issued a badge in the Admissions Office. PIN Codes (exclusive to faculty and staff only) can be set up with IT or Campus Security. No PIN Code should be shared with anyone for any reason. If a PIN Code is found to be used by anyone other than the owner of the code, the PIN will be removed and unable to be used for access. The badge will still be active.

Supervisor/Requestor

In some instances, changes/alterations will need to be made to original access roles. Access must be requested and approved by emailing access@colbycc.edu. The person requesting Access will be notified of approval or denial by the granting party as listed within the Authorization Matrix

Guests/Visitors

As a general practice, guests/visitors will not be issued access badges. All guests and visitors should make sure they are accompanied by a faculty/staff member and/or student at all times while on campus. Should access be needed by a guest outside of normal operating hours, please contact reservations@colbycc.edu.

Vendors

All vendors should be in communication with the Colby Community College party they are working with to determine access. At times, an access badge may be issued to a specific vendor with limited access (days/times). Vendors in areas with direct student access (i.e. dorms) will need to be accompanied at all times while on campus. Any vendor needing immediate access to a facility should contact the responsible party directly.

****If a Keyholder has lost or forgotten their key(s)/access card and needs access to a space, the Keyholder must contact the Access Management Team for access. Identification may be requested. The Access Management Team will make a determination on the issuance of temporary key(s)/access cards when necessary.**

Note: The requestor cannot authorize their own request, as it must be authorized at a level above them.

Student Access Cards and Keys

Rules

All doors are to be secured at all times to ensure the safety and security of the campus. If a door is to be left unsecured for any reason, that access will be created by the Access Management Team (ideas for names??) If a door is found to be propped open, or the ADA “hold open switch” is activated, security footage will be viewed to determine the responsible

party. The responsible party will be fined a minimum \$100 per offense and subject to loss of access to buildings. All fines will be issued based on photographic evidence that includes the date and time of the occurrence(s).

All badges should be used by the person they are issued to only. Do not share your badge with anyone. Additionally, no students are issued PIN Codes so should not use any faculty/staff members PIN Code at any time.

Student ID/Access badges will NOT be reissued during the duration of your time as a student. Any student not retaining their badge over breaks/vacations will need to pay to have it replaced.

The following acts are examples of violations of the Building Access Control Procedures:

- Loaning key(s) and/or ID Access Card to others
- Transfer of key(s) and/or ID Access Card to others
- Unauthorized use of key(s) and/or ID Access Card with the purpose or intent to commit a theft offense
- Unauthorized duplication of key(s) or ID Access Card
- Attempting to secure any campus area with an unauthorized locking device (unauthorized locks, padlocks and security devices that are not compatible with the campus master keys/access card system are subject to immediate removal at the expense of the installer.)
- Damaging or tampering with any College lock, access control or door hardware, or any other attempt to defeat or disable any access control system
- Propping open secure doors
- Admitting unauthorized* persons into a secure building or area
- Failure to return a key(s) and/or ID Access Card when leaving the College, or when otherwise requested by authorizing department
- Failure to report a missing key(s) and/or ID Access Card

Persons in violation of this policy may be subject to College discipline policies and procedures and/or prosecution.

On Campus Residents

Students residing in Living Centers East and/or North (Hines, Mosier, Tangeman, Kreihbiel, Schnellbacher, or Strutt Halls), will have external access control to their Living Unit. All residents will only have access to the building in which they are assigned.

The following rules are imperative for the safety and security of all residents:

- Report lost or stolen badges as soon as possible by emailing access@colbycc.edu.
 - It is free to deactivate your badge but anyone who finds your badge could have access to your dorm
- Do not tamper with any of the access control equipment. This will result in a fine
- Do not prop open doors or admit unauthorized persons into a secured door.

Work Studies

Upon hire, work study supervisors will provide HR with the required building access needed.

Additional access can be requested through a form (<https://forms.gle/9Kd9xcMSUCeW8gdy8>) that requires approval from the appropriate Authorization Level (as per matrix). If approval is given, the Access Management Team will ensure the requested access is added to the work study's badge.

All supervisors must contact HR and/or the Access Management Team within one day of a student's termination or two days if a student has been a no-call, no-show to their position.

Lost or Stolen

All lost or stolen Access Cards need to be reported to the Access Management Team immediately by emailing access@colbycc.edu. Access Cards/Student IDs will be deactivated until found or a replacement is issued.

Replacement

Student ID/Access badges will NOT be reissued during the duration of your time as a student. Any student not retaining their badge over breaks/vacations will need to pay to have it replaced.

All access cards can be reissued at the Admissions Office for a \$25 fee.

Loss of Access/Appeal Process

If a student is found in violation of any of the above rules and have lost access to a building/area, an appeal should be made in writing to the Executive Vice President within three (3) days of the fine/sanction being sent. The appeal should include documentation regarding the rationale behind the behavior causing loss of access. If determined to be possible for access to be returned, the student will meet with the Access Management Team to determine what access can and will be returned.

Financial/Billing Policies

Financial Agreement/Payment Policy

Billing and Payments:

All students will either have their tuition paid in full or be on an established payment plan by the first due date of each session. The due date is set for the 20th of the month.

For the purposes of this policy, if a student does not have financial aid and all accompanying documents in place by the end of the session they are attending, they are considered nonfinancial aid eligible.

Students will not be allowed to enroll in the proceeding semester without prior arrangements made through the Executive Vice President. These circumstances are very limited and not commonly granted.

Specific information depending on student type is as follows:

High School Students:

High school students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

International Students:

International students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session (Please see catalog for session dates). In addition, international students need to have a deposit of \$1,500 before an I20 is issued.

Non-Financial Aid Eligible Students:

If a student is not financial aid eligible, the student needs to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

Financial Aid Eligible Students:

If a student is financial aid eligible and is not receiving sufficient funds to cover the remainder of his/her balance, the student needs to have all balances paid in full at the beginning of each session. This is defined as the first day of classes for the session in which the student is enrolled, or he/she needs to be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates). The student must have all balances paid in full at the beginning of the semester (first day of school) or be on an established payment that may span a maximum of five months in the fall and spring, and three in the summer.

If students do not have balances paid in full or enrolled in an established payment by the 20th of the month for which the session starts, the institution will automatically enroll them in a payment plan. Any late payments may be subjected to a \$15 late payment fee.

If a student does not complete a full payment plan cycle and is pre-enrolled for the proceeding semester, he/she will be dropped from his/her pre-enrolled courses. When the previous balance is paid in full, students will be allowed to enroll at that time. Students who are re-enrolling are not guaranteed their original pre-enrollment schedule, as enrollment is based on class availability.

Payment Plan Dates and Options:

Payment plans span five months for the 16-week semester. Payments are due by the 20th of the month, with the first payment due Aug 20 for the fall semester and Jan 20 for the spring semester.

Sessions that are 4 weeks, 8 weeks or 12 weeks may be included in the 16-week semester payment plan if sessions are signed up for at the start of the 16-week semester. If the student enrolls in a 4-week, 8-week or 12-week session after the start of the 16-week session, he/she will no longer have the span of five months to pay for sessions available. He/she may have a different month in which the payment plan starts; however, the due date will remain the 20th.

See the payment plan brochure for specific dates or visit the website: www.mycollegepaymentplan.com/colbycc.

Any individual on a payment plan that does not complete the payment cycle will be placed on hold, thus preventing future enrollment or ability to receive transcripts.

The following are accepted forms of payment: cash, credit card, or check.

Checks can be made payable to the following:

Colby Community College.

Checks can be mailed to the following address:

Colby Community College

1255 South Range Ave.

Colby, KS 67701

All major credit cards are accepted and payments can be made by contacting Student Accounts at 785.460.4665.

All Payments must be made in U.S. Dollars. If payments are received in any currency outside the U.S., the international fee and conversion rate will apply and be charged to the student's account.

The Exceptions Committee, which includes the Executive Vice President, Vice President of Academic Affairs and Vice President of Business Affairs, has final approval for student's billing deferment or plans.

Complaints and Title IX

Equity and Grievance Policy and Procedures

Colby Community College affirms its commitment to fairness and equity in all aspects of the College's educational mission. All policies below are subject to resolution using the College's Equity Grievance Process, as noted below within the process for resolving grievances of harassment, sexual misconduct and other forms of discrimination. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be faculty, employees, students, constituents and non-members of the campus community. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

The Human Resources Manager serves as the employee Title IX Coordinator and the Executive Vice President serves as the student Title IX Coordinator/504. Both positions oversee the college's Equity Grievance Process and reports of discrimination, harassment and/or retaliation should be made to the appropriate coordinator promptly, but there is no time limitation on the filing of grievances, as long as the accused/respondent individual remains subject to the College's jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Reports of discrimination by either Title IX Coordinator (Title IX of the Education Amendments of 1972) should be reported to the College President, Colby Community College, 1255 S. Range, Colby, KS or by calling the President's Office at 785-460-5400.

This policy applies to actions that take place on campus, at college-sponsored events, off-campus and online when the Title IX Coordinator determines that conduct adversely affects the College community interests is defined to include:

- a. Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- b. Any situation where an individual may present a danger or threat to the health or safety of self or others;
- c. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by all employees, students, non-members and constituents including cyberbullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on College networks, websites or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial disruption. Otherwise, such communications are considered **speech protected by the 1st Amendment**.

*** For more information on the Social Media Policy please refer to the CCC policy manual**

Inquiries about this policy and procedure may be made internally to:

Mr. Joshua Putman

Director of Human Resources

Employee Title IX Coordinator

Office of Human Resources

Colby Community College, 1255 S. Range Ave, Colby, KS 67701

785-460-5406

hr@colbycc.edu

Mrs. Nikol Nolan

Executive Vice President

Student Title IX Coordinator/504

Office of Student Affairs

Colby Community College, 1255 S. Range Ave, Colby, KS 67701

785-460-5490

nikol.nolan@colbycc.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office for Civil Rights,
Kansas City Office
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov>

1. Colby Community College Policy on Nondiscrimination

Colby Community College 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. Colby Community College will not discriminate against race, color, ethnicity, religion, sex (including pregnancy, gender identity, sexual orientation), national origin, ancestry, marital status, age, veteran status, disability or genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures as noted below within the process for resolving grievances of harassment, sexual misconduct and other forms of discrimination.

2. Colby Community College Policy on Accommodation of Disabilities

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Colby Community College shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing effective communications and modifications as necessary to afford equal access to programs for qualified persons with disabilities and to ensure that no qualified individual shall be, by reason of disability, excluded from participation in, or be denied the benefits of the services, programs, or activities of CCC, or be subjected to discrimination by CCC.

Colby Community College is committed to providing equal access to employment, educational programs, and activities for all individuals with disabilities. The institution recognizes that students and employees with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the institutional educational programs, services and activities.

A student requesting any accommodation should first contact the Coordinator of Disability Services who coordinates services for students with disabilities. An employee with a disability is responsible for requesting an accommodation in writing to the Human Resources Manager and provide appropriate documentation. The Human Resources Manager and the Executive Vice President will work with the employee's supervisor to identify which essential functions of the

position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

3. Colby Community College Policy on Discriminatory Harassment

Colby Community College will not tolerate discriminatory harassment on the basis of any status protected by College policy or law. All employees, students and constituents are entitled to a working environment and educational environment free of discriminatory harassment. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom, or the 1st Amendment. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

a. Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Colby Community College will seek to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may, to the extent it has the authority to do so, also impose sanctions on the harasser. The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by: oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

Offensive conduct that does not rise to the level of discrimination may not result in the imposition of discipline under College policy, but may be addressed through remedial actions, education, training and/or effective conflict-resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Human Resources Manager and the area supervisor and students should contact the Director of Residence and Student Life or Executive Vice President.

b. Sexual Harassment

The Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice and is prohibited under College policy. Colby Community College has adopted the following definition of sexual harassment:

Sexual harassment is: unwelcome, sexual or gender-based verbal, written, online and/or physical conduct, and is based on power differentials (*quid pro quo*). Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the appropriate Title IX Coordinator.

c. Sexual Misconduct

All employees, students, constituents and non-members 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 zero tolerance for all misconduct, including gender-based misconduct, which typically includes the crimes of 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 is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated and to provide recourse for those individuals whose rights have been infringed.

i. Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object

- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

ii. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

In support of the Violence Against Women Act, Title IX regulations and the Clery Act, the college prohibits crimes as defined in the Annual Security Report. The complete Kansas rape and sexual assault offense definitions are located at

http://www.kslegislature.org/li_2012/b2011_12/statute/

iii. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.
- Or any other activity that constitutes sexual exploitation.

***For more information on the Consensual Relationships Policy please refer to the CCC policy manual**

d. Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions

because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Kansas, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old, consenting and un-consenting, is a crime.

4. Other Civil Rights Offenses

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. Hazing is also illegal under Kansas law and prohibited by College policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
- Violence between those in an intimate relationship with each other (this includes romantic relationships, dating, domestic and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
- Any other College rules or any other civil right offenses covered under law

***Deliberately false and/or malicious accusations are just as serious an offense as harassment and will be subject to appropriate disciplinary action. Sanctions for the above-listed “Other Civil Rights Behaviors” range from a reprimand up through and including expulsion (students) or termination of employment (employees).**

5. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the appropriate Title IX Coordinator and will be promptly investigated. Colby Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

6. Remedial Action/Protective Measures

The College reserves the right to take whatever measures it deems necessary in response to an allegation of misconduct in order to protect rights, personal safety and well-being of the campus community. The college employs interim protective measures in any case where behavior represents a risk of violence, threat, pattern or predation. Such action may include taking disciplinary action against those whose behavior off college premises indicates they pose a serious and substantial danger to others.

Normally, such substantial danger may be manifested by a pending criminal charge, usually relating to a crime of sexual misconduct, violence, burglary, substantial theft or fraud, the sale of illegal drugs, or the possession of substantial quantities of illegal drugs. Anyone who engages in such activity may be accountable to both civil authorities and to the

College for acts that constitute violations of the law. Disciplinary action imposed by the College will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. A law enforcement investigation does not relieve the College of its independent Title IX obligation to investigate conduct and to resolve complaints promptly and equitably.

In all cases, if the complainant (reporting party) wishes to access local advocacy options, on and off-campus counseling services, medical care and/or law enforcement for support, the college will assist in making these contacts. An individual isn't required to take advantage of these resources, but the College provides them through written and verbal communication in the hopes of offering help and support.

The appropriate Title IX Coordinator will offer assistance in the form of interim or long-term measures such as:

- Opportunities for academic accommodations
- Changes in on-campus housing for the reporting party or the responding party
- Arranging to dissolve a housing contract and pro-rating a refund
- Visa and immigration assistance
- Changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no-contact orders, campus escorts, transportation
- Assistance, targeted interventions, temporary withdrawal, etc.).

7. Confidentiality and Reporting of Offenses

Every reasonable effort will be made to maintain the privacy and rights of individuals involved in the reporting of offenses. College officials, depending on their roles, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Privacy of records are maintained in accordance with Kansas law, Title IX and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. The College maintains privacy in relation to any accommodations or protective measures afforded to a victim, to the greatest possible extent. Under Kansas Law, if either party is under 18 and has been reported being physically, mentally, or sexually abused, College authorities are mandated to report the alleged abuse to law enforcement.

a. Confidential reporting

If a reporting party desires the details of an incident to be kept confidential, the reporting party may speak with the campus counselor, student health nurse, off-campus counselors, domestic violence resources, off-campus members of the clergy/chaplains who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.

***If a reporting party desires that details of an incident be kept confidential, s/he may seek to speak with the following resources:**

On-campus support:

Counseling Services- (785) 460-5439, Thomas Hall

Health Services- (785) 460-5502, Student Union

Off-campus support:

OPTIONS- Victim Advocacy and Domestic and Sexual Violence Services, Toll-Free Kansas Crisis Line at 1- (800) 794-4624 or (785) 460-1982

Heartland Rural Counseling Services (785) 460-7588

b. College as Complainant

The college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct when necessary to protect the community.

c. Non-Confidential Reporting Options

It is the collective responsibility of all members of the College community to foster a safe and secure environment. The College takes the matter very seriously in the event of sexual misconduct, or other civil rights offenses. Incidents, when reported, are investigated and properly resolved through administrative procedures. Responsible employees must report and/or investigate any reported offense. A victim may seek assistance from these “responsible employees” without starting a formal process that is beyond the victim’s control, or violates his or her privacy.

Responsible Employees:

- President
- Executive Vice President
- Vice President of Academic Affairs
- Director of Admissions
- Human Resources Director
- Athletic Director
- Campus Security
- Director of Residence and Student Life

d. Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate, timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every reasonable effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Title IX Information

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Source: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Complaints & Reporting Concerns

Please contact the Title IX Coordinator at 785.460.5490 or title9@colbycc.edu to ask questions, get help, or to report any concerns. Supportive measures and resources are available. See Title IX webpage for more information:

<https://www.colbycc.edu/about/title-ix/index.html>

A Colby Community College employee or student who has a complaint involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or a discriminatory practice based on gender may report their concerns and file an informal or formal complaint with the Title IX Coordinator.

See Title IX webpage for more information: <https://www.colbycc.edu/about/title-ix/index.html>

Sanctions/Discipline

Suggested Minimum Judicial Sanctions for Policy Violations

These guidelines have been established to provide standardization of sanctions for various infractions of institutional regulations. They are intended to suggest an appropriate minimum reaction to a particular violation if an individual is found responsible by an Administrative Hearing Officer or a Disciplinary Hearing Board. Abusive situations, lack of cooperation, and other case variables may result in more significant sanctions. Parental notification is recommended in instances where a subsequent offense could lead to suspension or expulsion from the institution, including all alcohol and drug violations.

Changes and/or additions to the suggested minimum judicial sanctions may be made at any time during an academic year and circulated to the campus community by appropriate and reasonable means.

Policy Violation	First Offense	Second Offense	Third Offense
Drug & Alcohol Violations			
Distribution or Sale of drugs (on or off campus)	Referral to Local Police Immediate suspension for at least one year, \$1000 fine. Parent may be notified Prior to return to College: required assessment and treatment off campus and completion of four developmental sanctions	Expulsion	NA
Use and/or possession of any amount of drugs or alcohol; possession of drug paraphernalia (including hookahs) with evidence of use	\$200 fine, 4 developmental sanctions, referral to local police. Parents may be notified.	\$400 fine, 4 developmental sanctions, referral to local police. Parents will be notified.	Immediate suspension, \$1000 fine, Referral to local police. <i>Prior to return to College: Required assessment and treatment off campus at student's expense.</i>
Beer Pong table or other alcohol game	\$100 fine, 2 developmental sanctions. Parents may be notified.	\$150 fine, 2 developmental sanctions. Parents will be notified.	\$500 fine and removal from Residence Halls.
Empty alcohol bottles/cans in residence facilities (displays included)	\$200 fine, 4 developmental sanctions, referral to campus counseling	\$400 fine, 4 developmental sanctions, parental notification.	\$500 fine and removal from Residence Halls.
Policy Violation	First Offense	Second Offense	Third Offense
Sexual Violations			
Sexual Assault (on or off campus)	Please see Title IX Policy. If found responsible, student will be suspended for at least one year	NA	NA
Sexual Harassment (on or off campus)	Please see Title IX Policy. If found responsible, student will be suspended for at least one year		
Policy Violation	First Offense	Second Offense	Third Offense
Safety Violations			
Threats to individual safety; setting fires, use or threat of	\$1000 fine. Please see Student Code of Conduct.		

use of a weapon, discharge of fireworks within a building, etc. (on or off campus)	Student will be immediately suspended for at least one year.		
Abuse of safety equipment; false fire alarm, intentional abuse to smoke detectors, hanging items from sprinklers, discharge of fire extinguisher	\$500 fine, 3 developmental sanctions and restitution for any damages caused.	\$750 fine, immediate removal from Residence Halls, restitution for any damages caused.	Expulsion
Possession (without usage) of dangerous materials including fireworks and/or weapons (as defined in handbook)	\$500 fine, 3 developmental sanctions and restitution for any damages caused.	\$750 fine, immediate removal from Residence Halls, restitution for any damages caused.	Expulsion
Deactivation of smoke detectors, including removal of batteries	\$500 fine, 3 developmental sanctions and restitution for any damages caused.	\$750 fine, immediate removal from Residence Halls, restitution for any damages caused.	Expulsion
Using emergency exits and/or blocking exterior doors	\$200 fine, 2 developmental sanctions and restitution for any damages caused.	\$500 fine, 3 developmental sanctions and restitution for any damages caused	\$750 fine, immediate removal from Residence Halls, restitution for any damages caused.
Smoking; Vaping; Use of possession of candles (unless on candle warmer with no sign of burning); Use of incense; Use of hookah	\$100 fine, 2 developmental sanctions and restitution for any damages caused.	\$200 fine, 3 developmental sanctions and restitution for any damages caused	\$500 fine, possible removal from Residence Halls, restitution for any damages caused.
Policy Violation	First Offense	Second Offense	Third Offense
Community Violations (On or Off Campus)			
Urination in public	\$100 fine, 2 developmental sanctions and restitution for any damages caused.	\$200 fine, 3 developmental sanctions and restitution for any damages caused.	\$500 fine, immediate suspension, restitution for any damages caused.
Deliberate damage to community or personal property	\$200 fine, 2 developmental sanctions and restitution for any damages caused.	\$500 fine, 3 developmental sanctions and restitution for any damages caused	\$750 fine, immediate suspension, restitution for any damages caused.
Theft of community or personal property	\$200 fine, 2 developmental sanctions and restitution for any damages caused. Citation will be referred to local police.	\$500 fine, 3 developmental sanctions and restitution for any damages caused. Citation will be referred to local police.	\$750 fine, immediate suspension, restitution for any damages caused. Citation will be referred to local police.
Fighting between/among students	\$200 fine, 2 developmental sanctions and restitution for any damages caused. Please see Student Code of Conduct.	\$500 fine, 3 developmental sanctions and restitution for any damages caused. Please see Student Code of Conduct.	\$750 fine, immediate suspension, restitution for any damages caused. Please see Student Code of Conduct.

Fighting caused by one party	\$200 fine, 2 developmental sanctions and restitution for any damages caused. <i>Please see Student Code of Conduct.</i>	\$750 fine, immediate suspension, restitution for any damages caused. <i>Please see Student Code of Conduct.</i>	Expulsion
Duplication, lending, borrowing, misrepresentation, or misuse of Student ID/Badge	\$100 fine, 2 developmental sanctions and restitution for any damages caused. <i>Please see Access Policy.</i>	\$200 fine, 3 developmental sanctions and restitution for any damages caused. <i>Please see Access Policy.</i>	\$500 fine, immediate suspension, restitution for any damages caused. <i>Please see Access Policy.</i>
Manufacture of IDs	\$1000 fine, immediate suspension. <i>Referral to Local Police Department</i>	Expulsion. <i>Referral to Local Police Department</i>	
Damage or disruption to neighborhood and/or neighborhood property	\$200 fine, 2 developmental sanctions and restitution for any damages caused. <i>Citation will be referred to local police.</i>	\$500 fine, 3 developmental sanctions and restitution for any damages caused. <i>Citation will be referred to local police.</i>	\$750 fine, immediate suspension, restitution for any damages caused. <i>Citation will be referred to local police.</i>
Policy Violation	First Offense	Second Offense	Third Offense
Other Violations			
Failure to cooperate/comply with staff or campus security	Double the sanction listed for the incident or a minimum \$100 fine.	Double the sanction listed for the incident or a minimum \$200 fine.	Double the sanction listed for the incident or a minimum \$500 fine. <i>May result in removal from Residence Halls.</i>
Unethical/unacceptable use of technology resources	Immediate loss of technology rights and restitution for any damages.	Suspension with loss of access to CCC technology	Expulsion
Policy Violation	First Offense	Second Offense	Third Offense
Housing and other On-Campus Violations			
Intentional Disruption of community (a planned inconvenience to others living on floor or in building)	\$100 fine, 2 developmental sanctions. <i>Please note, the nature of the first offense may raise sanctions to those for second offense.</i>	\$200 fine, 3 developmental sanctions. <i>Please note, the nature of the first offense may raise sanctions to those for second offense.</i>	\$500 fine, 4 developmental sanctions. <i>May be removed from Residence Halls.</i>
Courtesy Hour/Quiet Hour Violations	\$100 fine, 2 developmental sanctions. <i>Please note, the nature of the first offense may raise sanctions to those for second offense.</i>	\$200 fine, 3 developmental sanctions. <i>Please note, the nature of the first offense may raise sanctions to those for second offense.</i>	\$500 fine, 4 developmental sanctions. <i>May be removed from Residence Halls.</i>
Pet/Unauthorized Animal in the Residence Halls	\$200 fine, 2 developmental sanctions, pet must be removed within two (2) hours of discovery by housing staff.	\$400 fine, 3 developmental sanctions, pet must be removed within one (1) hour of discovery by housing staff.	\$500 fine, 4 developmental sanctions. <i>Student will be removed from Residence Halls.</i>

Beer Pong table or other alcohol game	\$100 fine, 2 developmental sanctions. Parents may be notified.	\$150 fine, 2 developmental sanctions. Parents will be notified.	\$500 fine and removal from Residence Halls.
Empty alcohol bottles/cans in residence facilities (displays included)	\$200 fine, 4 developmental sanctions, referral to campus counseling	\$400 fine, 4 developmental sanctions, parental notification.	\$500 fine and removal from Residence Halls.

Please note: All residents living in the room will be equally assessed fines and sanctions, as per the Residence Life Handbook.

Developmental sanctions include but are not limited to

- Community service
- Reflection paper
- Hall program
- Alcohol education program
- Counseling Center consultation
- Letter of apology
- Newsletter
- Educational bulletin board
- Interview with fire marshal or Campus Safety
- Required attendance at a program/activity/workshop

Students may be found responsible for more than one violation as a result of an incident (e.g., Individual Alcohol Offense and Urination in Public). In these cases, sanctions from both violations will be applicable.

This handbook and the policies/procedures/information in it are subject to change. Please use the [hyperlink](https://www.colbycc.edu/student/student-handbook/index.html) for the most up-to-date information as needed. Updates effective 08.17.2026
(<https://www.colbycc.edu/student/student-handbook/index.html>)