



2017-2018



STUDENT HANDBOOK



COFFEYVILLE COMMUNITY COLLEGE

Student Handbook and Planner

**Main Campus
400 West 11th
Coffeyville, KS 67337
620.251.7700
877.51.RAVEN**

Coffeyville Technical Campus

700 Roosevelt
Coffeyville, KS 67337
620.252.7550
877.51.RAVEN

Columbus Technical Campus

509 W. Elm
Columbus, KS 66725
620.429.3896
800.208.8324

Dr. Terry Powell Residence Hall

902 S. Beech
Coffeyville, KS 67337
Security: 620.252.7395
Office: 620.252.7046
Home: 620.251.7125

Pat Walker Residence Hall

610 W. Tenth
Coffeyville, KS 67337
Security: 620.252.7546
Office: 620.252.7150 ex. 400

Pat & Willard Walker Alumni Center

314 W. 10th
Coffeyville, KS 67337
620.252.7070

Ravens Athletic Offices

307 W. 9th
Coffeyville, KS 67337
620.252.7147

Statement on Non-Discrimination

For a list of the latest catalog updates/corrections: www.coffeyville.edu

Coffeyville Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, religion, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College. For more information contact:

Kelli Bauer, Title IX and Section 504 Coordinator
Coffeyville Community College
400 W. 11 Coffeyville, KS 67337
Phone: 620.252.7180 • bauer.kelli@coffeyville.edu

This handbook is for information only and does not constitute a contract. The College reserves the right to change, modify, delete or alter without notice any statement or information contained within.

WELCOME

Welcome to the Coffeyville Community College family. The administration, faculty, and staff are committed to providing a positive educational experience and sound academics. Our primary focus is to assist each student in reaching success at the post-secondary level. Do not hesitate to ask for assistance whenever a question arises regarding the College or the community.

MISSION

Coffeyville Community College is dedicated to identifying and addressing community and area needs, providing accessible, affordable quality education and training, and promoting opportunities for lifelong learning.

YOUR RIGHT TO KNOW

Basic Consumer Information

As an institution who participates in the Federal Student Aid program, consumer information is available on the CCC web site. Upon request to the financial aid office, a paper copy of any desired document will be made available.

FERPA

In compliance with Section 99.37 of the Family Educational Rights and Privacy Act (FERPA) of 1974, Coffeyville Community College has adopted a policy to protect the privacy of all students. Upon request, a student of CCC will be granted access to any or all records pertaining directly to said student as do parents of students under the age of 18. No personally identifiable records will be released from CCC without the written consent of the student. Within the provisions of the Act, access will be granted to the following persons or agencies without the consent of the student: school officials who have a legitimate educational interest; officials of schools to which the student has provided consent.

GENERAL CAMPUS INFORMATION

Admission

CCC has an "open door" admission policy. Each student must complete an Application for Admission and provide CCC with the appropriate high school and/or college transcripts.

High School Transcripts/GED Certificates

In accordance with admission requirements, all first-time applicants who have graduated from an accredited high school and do not hold at least an Associate Degree must submit an official high school transcript that includes graduation date to the Registrar's Office prior to enrolling. High school transcripts may also include ACT/SAT scores that will assist advisors in the enrollment process. Individuals who are admitted by successfully completing the General Education Development (GED) Examination must provide the Registrar with a copy of this certificate.

Testing and Placement

All first-time, full-time degree-seeking students and/or transfer students are required to take a placement test prior to enrollment if they do not have ACT, SAT, ASSET or Accuplacer scores on file with the College. The purpose of the assessment is to place students in the appropriate courses on the basis of their skill level and to promote completion. Placement is mandatory for Math and English courses. There is no testing fee for the initial Accuplacer test at CCC; however, students who elect to complete the test multiple times will be charged \$10 per test. Accuplacer testing is available Monday through Friday 8 a.m. – 3 p.m. or by appointment in the Student Success Center. Placement information can be located in the College Catalog and online at www.coffeyville.edu.

Transfer Students

Transfer students are eligible for admission to the College if they meet regular admission requirements for new students. All official transcripts from previous colleges attended are required to be on file in the Registrar's Office before students can enroll for classes. Students who falsify admission information and/or fail to submit all transcripts are accountable for any problems that arise from their misinformation. Acceptance of credit by CCC does not guarantee acceptance at other colleges.

CCC Graduation Requirements

CCC Graduation will be certified by the issuance of an Associate Degree or a Certificate of Completion. Satisfactory completion includes complying with all program requirements that appear in the Coffeyville Community College Catalog. Graduation ceremonies are in May of each year. A student must apply for graduation or technical program completion and be measured for a cap and gown in the last semester of attendance.

All candidates for a degree must meet the following general requirements for graduation:

- Students must earn a minimum of 64 semester hours of credit and 128 grade points (the equivalent of an overall "C" grade average).
- Students who transfer to CCC and wish to receive an Associate degree must meet the degree requirements, with 15 of their last 24 college credits to be completed at CCC, or have completed an approved technical program at CCC to receive a degree from Coffeyville Community College.
- Students must complete a grade/degree check in the Registrar's Office before enrolling in their final semester to ensure all graduation requirements will be met.

Residency

The residency status of students entering CCC is determined by an act of the legislature (Sec. 76-406 G.G. 1949), which reads as follows: (a) Subject to the provisions of K.S.A. 71-407, and amendments thereto, persons enrolling in a community college who, if adults, have not been, or if minors, whose parents have not been residents of the state of Kansas for at least six months prior to enrollment for any term or session are nonresidents of the state for the purpose of determining state entitlements. (b) For the purpose of determining the residence of persons enrolling as a student in a community college, residence of minors shall be determined as provided in the K.S.A. 72-1046, and amendments thereto, and of adults as provided in subpart Twenty-third of K.S.A. 77-201, and amendments thereto. The state board of regents may adopt rules and regulations governing the determination of residence of students.

ALERT NOW

CCC provides an emergency notification system via phone and text messaging. This is a rapid communication service that will deliver voice messages automatically at no charge to students, faculty and staff. Students' phone numbers are collected each semester from the enrollment forms. To receive text messages – individuals are required to "opt-in" at www.alertnowsms.com, enter the 6-digit pin (620251) and follow the instructions. The opt-in acknowledges that the individual has authorized the institution to deliver text messages to their mobile device and assumes responsibility of any text message charges.

Change in Student Information

Students wishing to change personal data: address, name, and/or phone number, need to complete a Change of Student Information Form in the Registrar's Office.

Protective Clothing, Equipment and Hair

Technical Campus instructors may require special protective clothing and equipment in specific shop areas. The wearing of tennis shoes is unacceptable in any shop area. Due to safety regulations, any person with hair that extends below the collar must have the hair securely contained by a hairnet or cap while working around machinery with moving parts.

Safety Glasses

KSA 72-5207 requires every visitor, student and instructor in all educational institutions participating in vocational, technical or industrial arts shops or laboratories involving experience with

1. Hot molten metals or other molten materials;
2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
3. Heat treatment, tempering or kiln firing of any metal or other materials;
4. Gas or electric arc welding or other forms of welding processes;
5. Repair or servicing of any vehicle;

6. Caustic or explosive materials; to wear appropriate industrial-quality eye protective devices at all times while participating in such courses or laboratories. Safety glasses shall be worn at all times while in the shop areas.

Campus Civility

Students are expected to use good taste in considering appropriate dress/attire in the Residence Halls, Dining Center, Library, Student Success Center, Game Room, Classrooms, at CCC sponsored events, and on all campus grounds. Student attire/dress and/or personal grooming which creates a danger to health, safety or creates a disruption to the education process may constitute a violation of the sexual harassment policy which could result in disciplinary actions.

Emergency Procedure

At all times the President or the President's designee will be kept informed of all EMERGENCY situations. The President and Vice Presidents will inform all College personnel through the management chain.

- Weather - A TORNADO WATCH indicates that conditions are favorable for the development of severe thunderstorms, with large hail, heavy rain, damaging winds and tornadoes. When this condition occurs, radios will be turned to KGGF 690 AM and televisions will be turned to KOTV Channel 6 and/or the Weather Channel 3. For the Columbus Campus, tune into KOAM Channel 7 or KKOW 96.9 on the FM radio dial. A TORNADO WARNING is more severe than a tornado watch. A warning is issued when a tornado is developing. When a tornado warning is issued, persons should SEEK SHELTER IMMEDIATELY on the lowest possible floor, in an interior room away from windows. The Coffeyville Police Department will interrupt normal cable TV broadcastings to announce severe weather and community sirens will sound.
- Fire - These can be detected by seeing or smelling smoke or fire, and/or by hearing fire alarms. Please follow the evacuation plans posted in campus buildings and classrooms. Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law.

Photo Release

A student photograph captured during a College-sponsored event/activity may be edited, altered, copied, published or distributed in any publication including website entries for the purpose of publicizing CCC's programs or for any other lawful purpose. Select photos of student activities will be uploaded to a website for sale to parents, students, etc. A student should notify the Director of Marketing within the first two weeks of the semester and in writing if a photograph should not be released without prior written consent.

Signage

All signage not originating from an administrative office must be approved by the Dean of Students. Materials are to only be placed on pre-designated boards, not on windows, doors, etc.

Social Networking Website Policy

Students should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Coffeyville Community College. This includes any activities conducted online. As a scholarship student participating in intercollegiate sports and/or activities at CCC, you are a representative of the institution and are always in the public eye. Potential employers, internship supervisor, graduate programs and scholarship committees now search these sites to screen candidates and applications. Please keep the following guidelines in mind as you participate on social networking web sites:

Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.

- You should not post information, photos, or other items online that could embarrass you, your family, your team/activity or Coffeyville Community College.

- You are personally liable for any copyright violations committed, such as posting photographs, audio, or video that is not your personal property. This includes the use of the trademarks of Coffeyville Community College.
- You are personally liable for any violation of other students' or student-athletes' privacy rights especially those that fall under federal privacy laws (FERPA or HIPPA) or that violate Coffeyville Community College Student Code of Conduct or codes of computing practices.
- You should not post your home address, local address, social security number, phone number(s), birth date, or other personal information such as your whereabouts or your plans. You could be opening up yourself to predators.

Coaches, Sponsors and Administration can and do monitor these web sites. The malicious use of online social networks such as derogatory language about any student, staff, faculty member of Coffeyville Community College, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action(s) by the Student Conduct Committee, a Vice President, Athletic Director and/or head coach if they gain knowledge of such violations. Sanctions may include notification requiring the unacceptable content be removed, community service, restrictions, fines, suspension from team/activity, dismissal from the team/activity, loss of scholarship and/or expulsion from the institution.

Solicitation

Solicitation is not permitted on College property unless authorized by the President or his/her designee. Solicitation is defined as, but not limited to, an approach or request by an individual, business or commercial organization for the purpose of selling or promoting goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain. Residents are not permitted to conduct business activities from their living units. Soliciting funds, selling products, and all fund raising efforts that occur on and off campus by student groups or organizations directly connected to the College must receive approval from the appropriate Vice President at least one week in advance.

Tobacco Usage

Smoking is allowed in designated areas only. The use of any tobacco products and/or the distribution of tobacco products, including smokeless/electronic cigarettes is prohibited in all College facilities, (i.e., classrooms, hallways, dorm rooms, offices, the Student Union, Gilmer K. Nellis Hall, Football Complex, Learning Resource Center, and Theatre), in any College-owned vehicle, at College-sponsored events, on College grounds which have been posted as tobacco-free areas as well as within ten feet outside any building access point (such as doorways, open windows, and air intakes).

Trespassing

Trespassing is prohibited on all campus properties. This includes the unauthorized possession or duplication of a key to campus premises or unauthorized entry to a campus premise.

Tuberculosis Evaluation and Testing

Coffeyville Community College requires tuberculosis evaluations and testing for all newly enrolled and re-enrolled students who were born, lived, or traveled outside the United States within the past twelve months. Students enrolled in health care programs offered by the institution will abide by the tuberculosis testing procedures established by each health care program.

Testing and Procedures:

- Students who are identified in the above categories will have a "hold" placed on enrollment and considered not in compliance with the Tuberculosis policy until documentation is received by the College Nurse.
- Any student who is not in compliance with the requirements shall not be eligible to attend classes or eligible to enroll for a subsequent semester or to obtain an official academic transcript or diploma until the student is in compliance.
- A mantoux tuberculin skin test which is performed in the United States will be required and/

or a student must provide documentation of the test being conducted within the past twelve months. If an abnormality is found, such as an indeterminate or positive, a chest X-ray will be required.

- If the X-ray is suggestive of TB, then the individual will be required to obtain an evaluation from a licensed physician. Enrollment eligibility will be determined based on the College physician's diagnosis and recommendation.
- Those individuals who receive a positive skin test and negative chest X-ray will be subject to procedures and/or treatment based on the recommendation of the Student Health Service Director and College Nurse.
- If the skin test is positive and the chest X-ray is positive, the individual is defined as "having tuberculosis" and as required by state statutes, the College Nurse will report to the Kansas Department of Health and Environment.
- All costs associated with any of the testing and/or subsequent treatment is the responsibility of the student.
- CCC reserves the right to require treatment, isolation and quarantine of any individual or group when the College has reason to believe the infectious disease is involved.
- Any new or re-entering foreign-born student must have documentation of a negative TB test prior to enrolling in any classes.
- Documentation must be provided by a physician licensed in the United States.
- Any domestic student who has participated in international travel which exceeds twelve weeks should be tested six weeks after their travel abroad.
- Any student who is enrolled in a health care program must have documentation of a negative TB test prior to attending any clinical.

CAMPUS LIVING AND LEARNING

Student IDs and Compliance

Student ID cards are provided to students enrolled in six (6) or more credit hours in a semester. The student ID card admits students to numerous student activities, permits students to check out items in the library, and affords other opportunities limited to currently enrolled students. Students must report to the Student Success Center within the first two weeks of classes with the pink finalized registration form, a current address, and Social Security number to obtain a picture ID. Lost or late cards will be assessed a \$10.00 processing fee. Community and College IDs may also be issued upon request to those who are not full-time students, and at no charge. Proof of a current address and phone number is required. These IDs are used for the library resources and do provide student activity privileges. False identification, willful refusal to produce the card, and/or to identify one's self to College personnel, dining hall staff, or security personnel will result in disciplinary action.

Student Government Association

Many functions of the College are sponsored by SGA. Not only does SGA govern the student body, it also helps organize and carry out social functions and activities, sanctions clubs and campus organizations, and makes policy recommendations to improve student life. The Student Government Association is composed of two elected officers (a president chosen from the sophomore class and a vice president chosen from the freshman class) and any other student wishing to be a member. A secretary is elected from the membership. SGA meets bi-monthly throughout the school year. For more information on SGA, contact the Recruiter/Event Coordinator.

Clubs and Organizations

Clubs are an integral part of any educational experience. Field trips and convention attendance may be partially funded by the student activity fund. Current CCC student clubs are listed below:

Academic Challenge – is a Kansas community college quiz bowl competition. Questions for the competition follow the general education curriculum common to Kansas community colleges and are similar in style to NAQT. Contact: Ryan Butcher.

Agriculture Club – open to all students who have an interest in agriculture. Major activities of the club include social events and field trips involving agriculture. Contact: Katie Allen.

Honors Program - assists students seeking to excel in all aspects of their college experience. The program emphasizes the importance of collaborative learning, encourages relationship development and service while allowing students to be a part of an innovative group of individuals seeking new ways to learn, serve and grow in our ever-changing world. Contact: Tamika Harrel.

Native American Leadership Club – is open to any student interested in Native American Culture. The club will host cultural events and performances, including a Pow-Wow, art shows and leadership activities. Contact: Tamika Harrel

Phi Theta Kappa – members are chosen on the basis of scholastic achievement. Initiation and installation of new members are conducted each semester. Contact: Linda McFate

Pickled Pork Improvisational Comedy Troupe – student auditions are held at the beginning of each fall semester. The group performs audience participation games and sketch comedy. Contact: Chris Cameron

Student Nurses Association – shall exist to achieve professional development among its members; facilitate the optimum level of communication among students and between the students and the faculty; stimulate personal development and exchange of ideas through social, cultural, and intellectual experiences; and encourage individual commitment to the ideals, purposes, and goals of the nursing profession. Contact: Heather Pollett

Theatre Productions – students are provided the chance to work in several dramatic productions throughout the year. In addition to on-stage acting, students assist in the technical aspects of theatre. Contact: Ryan MaHannah

Athletics – a complete schedule of games/events and information are available in football, basketball, baseball, cross country, golf, track and field, volleyball, softball, soccer, rodeo, powerlifting, cheer, and dance.

Intramural Activities

Intramural activities will be open to all students and are available at various times each semester. Students sign up with the Director of Student Life to participate. Information will be posted around campus prior to the beginning of each activity.

Campus Security

Coffeyville Community College is committed to providing a safe environment for students to learn and to live. Security Officers or Student Life Managers are available in Dr. Terry Powell Hall between the hours of 7:00 pm and 2:30 am and may be reached by calling 620.252.7395. Walker Hall has security officers or Residence Assistants available 24 hours a day and may be contacted at 620.252.7546. DO NOT HESITATE TO CALL THE ABOVE NUMBERS IF YOU NEED AN ESCORT TO ANOTHER CAMPUS FACILITY.

Computer Usage

The College prohibits unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications (as defined by law).

Computer systems are for educational and professional use only. Downloading or distributing copyrighted works is prohibited (as defined by law). Downloading software and peer-to-peer (P2P) file sharing on the College computer network or in the College Residence Halls is prohibited. All information created by staff and students shall be considered College intellectual property.

The College retains the right to discipline any student, up to and including expulsion, for violation of this policy. In addition, the student may be subject to civil and criminal liabilities for violation of federal copyright laws.

SAFETY AND SECURITY

Sex Offender Registry

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released. CCC supports The Federal Campus Sex Crimes Prevention Act, enacted October 28, 2000, which went into effect in 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice to each institution of higher education in that state in which the person is employed, carries on a vocation or is a student.

The State of Kansas maintains a system for making certain registry information on sex offenders publicly available by means of the Internet. The web site address for this related information is www.kbi.ks.gov/registered_offender/ or you can access the Coffeyville Community College web page at <http://www.coffeyville.edu/community/Campus-Crime-Report.cfm/>

Campus Crime and Security

Coffeyville Community College strives to provide a safe and secure environment for its campus community members. Each year, CCC publishes an Annual Security and Fire Safety Report which discusses topics such as crime prevention, to whom crime reports should be filed, resources for victims of crimes, emergency procedures, and other matters of importance related to security and safety at CCC. The report also contains statistics for specific crimes reported to have occurred on certain property owned or controlled by the College over the past three calendar years. This report is available on the CCC website at: http://www.coffeyville.edu/student-services/files/Documents/Crime%20Report/Coffeyville_REVISED_2016_Annual_Security_and_Fire_Safety_Report.pdf. If you would like to receive a hard copy of the report at no charge, you may do so by making a request to the Vice President for Operations and Finance at 620-252-7177, morris.jeff@coffeyville.edu or the Business Office located on the second floor of the Student Union.

Students are strongly encouraged to report all crimes and suspicious activity to a College Vice President, Dean or a Residence Hall Director, faculty/staff member or the switchboard operator immediately.

POLICY STATEMENT

Coffeyville Community College (the "College") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined on page 8 - SEXUAL HARASSMENT.

SCOPE

This policy applies to all College employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

TITLE IX STATEMENT

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Kelli Bauer
Human Resources Office, Pat Walker Alumni Center
620-252-7180
bauer.kelli@coffeyville.edu

The College has also designated the following Deputy Title IX Coordinator to assist the Title IX Coordinator in carrying out his or her duties under this policy:

Ryan McCune
Dean of Students Office, Student Union
620-252-7046
mccune.ryan@coffeyville.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

SEXUAL MISCONDUCT

Sexual Misconduct

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and when collectively referring to these types of conduct.

Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as the other prohibited conduct outlined below.

Sexual Harassment

Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.
- In determining whether a hostile environment exists, the College will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the victim's participation in the College's programs and activities, the nature and severity of the conduct

at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected.

Examples of Sexual Harassment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship, or for sexual activity
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Harassing a male because he "isn't manly enough" or a female because she "is too manly"
- Sexual violence (as defined below)

Such actions are prohibited not only by College policy, but also by the Title VII, section 703, of the Civil Rights Act of 1963 and Title IX of Education Amendments Act of 1972. Violations may be subject the individual to disciplinary action and may have legal consequences.

SEXUAL VIOLENCE

Definition of Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

Examples of Sexual Violence

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
- Sexual voyeurism
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Secretly videotaping or photographing sexual activity where the other party has not consented
- Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
- Prostituting another person

Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
- Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the Complaint Resolution Procedures below.

Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- The definition of domestic violence under Kansas law can be found at Kan. Stat. Ann. § 21-511.

Dating Violence

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- Kansas law does not specifically define dating violence, but conduct of this nature is covered by the definition of domestic violence found at Kan. Stat. Ann. § 21-511.

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Stalking can include conduct that occurs via electronic communications, including social media (i.e., cyberstalking)

- The definition of stalking under Kansas law can be found at Kan. Stat. Ann. § 21-5427.

ROLES AND RESPONSIBILITIES

Title IX Coordinator

It is the responsibility of the Title IX Coordinator to: (1) ensure the College's compliance with Title IX; (2) identify and address any patterns or systemic problems of sexual misconduct at the College; (3) coordinate dissemination of information and education and training programs; (4) receive complaints under this policy; (5) assist members of the College Community in understanding that sexual misconduct is prohibited by this policy; (6) answer questions about this policy; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (8) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures. The Deputy Title IX Coordinator will assist the Title IX Coordinator in carrying out these responsibilities.

Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

Employees

Throughout this policy, the term "employees" includes all faculty, staff, and administrators. It is the responsibility of employees to review this policy and comply with it.

Students

It is the responsibility of students to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its Complaint Resolution Procedures.

COMPLAINTS

Making a Complaint

Employees

All College employees have a duty to report sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the College in that professional role. These reports by employees cannot be made anonymously.

An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

This section does not apply to those identified in Section VI.A.4 of this policy.

Students

Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator. Students may also file a complaint anonymously by utilizing the Report and Inform/Concern option located at the bottom of the College's main webpage at www.coffeyville.edu.

Students should be aware that all employees at the College, other than those identified as confidential resources in Section VI.A.4 below, have an obligation to report information about sexual misconduct to the Title IX Coordinator for review and investigation, and they may not keep this information confidential.

Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Other Persons

Any other persons who are involved in the College's programs and activities, including visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Confidential On-Campus Resource

While the College does not employ professional counselors, it does employ a Student Health Nurse. This employee is not required to report personally identifying information about an incident of sexual misconduct to the Title IX Coordinator and thus will maintain your confidentiality. While this resource can keep information confidential, he/she is required to make a non-identifying report of sexual misconduct to the Title IX Coordinator so that the systemic issues or patterns of sexual misconduct on campus can be identified and addressed if necessary.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Rights and Options After Filing a Complaint Under the College's Sexual Misconduct Policy." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When a physical crime of violence has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe,

urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve other types of evidence such as letters, emails, text messages, social media posts, etc., rather than evidence of physical contact and violence. While preserving these types of evidence is important in all situations, they may be the only evidence available in cases of stalking.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made to the College, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

Information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of sexual misconduct can be found in the appendix of this document. Please contact the Title IX Coordinator or Deputy Title IX Coordinator if you have any questions about these resources or need assistance in accessing them.

Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Members of the College Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

Retaliation

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator or Deputy Title IX Coordinator. The College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the College's ability to provide the accommodations or protective measures.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or

Deputy Title IX Coordinator. The College, in conjunction with Campus Security and other College officials as necessary, will take all reasonable and legal action to implement the order.

Amnesty

The College recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the College will not take disciplinary action for drug or alcohol use against an individual making a good faith report of sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The College may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The College's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

Timing of Complaints

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality, though this responsibility may be delegated to the Deputy Title IX Coordinator. The Title IX Coordinator (or Deputy Title IX Coordinator) may consult with other appropriate College officials and legal counsel as necessary.

Note that certain types of sexual misconduct are considered crimes for which the College must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

Resolution

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Bad Faith Complaints

While the College encourages all good faith complaints of sexual misconduct, the College has the

responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

ACADEMIC FREEDOM

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

EDUCATION

Because the College recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

General Principles

1. Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

2. Administration

For purposes of these Complaint Resolution Procedures, "Investigating Officer" means the individual(s) designated by the Title IX Coordinator to investigate a particular complaint (and may include the Title IX Coordinator and/or Deputy Title IX Coordinator). The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures.

3. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. All College officials involved in the investigation or appeal process shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If an involved College official determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer these procedures.

4. Training

These procedures will be implemented by College officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

INVESTIGATION AND RESOLUTION OF THE COMPLAINT

Preliminary Matters

1. Timing of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following stands apply to any informal resolution method that is utilized

- The informal process can only be used with both parties' voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator)
- The complainant will not be required to "work out" the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

Preponderance of the Evidence Standard

In making any determination on the resolution of the complaint, the evidentiary standard is the preponderance of the evidence; that is, whether it is more likely than not that sexual misconduct occurred.

Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence. A support person/advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

If a party will be bringing an attorney as a support person/advisor, the party must notify the Investigating Officer in writing at least 48 hours in advance of the meeting. The College may choose to have its own attorney attend the meeting as well in such circumstances.

While the College may adjust the time/date of a meeting to accommodate the schedule of a preferred support person/advisor when a request for such change is reasonable and timely, the circumstances surrounding the requested change may result in the College moving forward with the meeting as planned.

Pending Criminal Investigation

1. Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.
2. **Rights of the Parties**
During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party
- Equal opportunity to appeal determinations pursuant to Section III, below

3 Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

4. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

5. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The report will be provided to the Title IX Coordinator (if the Title IX Coordinator was not an Investigating Officer).

If the written report determines that sexual misconduct occurred, the Title IX Coordinator, in consultation with the Deputy Title IX Coordinator(s) or other College officials as needed, shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will be simultaneously provided a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act. The notification of the written report provided to the parties will include a description of the appeal procedures set forth in Section III, below.

The written report of the Investigating Officer, and the addendum if applicable, shall be final subject only to the right of appeal set forth in Section III, below.

6. Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the College's President, the College's Board of Trustees ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the President is final and not subject to appeal.

APPEALS

Grounds for Appeal

- The complainant or respondent may appeal the determination of a complaint only on the following grounds:
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

Method of Appeal

Appeals must be filed with the Vice President for Operations and Finance or his/her designee ("Appeals Officer") within seven (7) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

1. Name of the complainant
2. Name of the respondent
3. A statement of the determination of the complaint, including corrective action if any
4. A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
5. Requested action, if any

When an appeal has been filed, the non-appealing party will be notified of such in writing. The appealing party may request a meeting with the Appeals Officer, but the decision to grant a meeting is within the Appeals Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The Appeals Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified in writing if the Appeals Officer's decision will take longer than 10 days. The decision of the Appeals Officer is final. The Appeals Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be simultaneously provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, the Deputy Title IX Coordinator(s), and the Appeals Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

APPENDIX

Campus and Community Resources for Victims of Sexual Misconduct

Below is a list of campus and community resources that may be helpful to a victim of a sexual misconduct. Please contact the Title IX Coordinator or the Deputy Title IX Coordinator if you want to discuss these resources or other resources that may be available.

- Coffeyville's Title IX Coordinator
Kelli Bauer
Human Resources Office, Pat Walker Alumni Center
620-252-7180
bauer.kelli@coffeyville.edu
- Coffeyville's Deputy Title IX Coordinator
Ryan McCune
Dean of Students Office, Student Union
620-252-7046
mccune.ryan@coffeyville.edu
- Student Health Nurse
Davita Gossard
Bottom level of Student Union on Coffeyville campus
620-251-7700, ext. 2165
- Campus Security Station (Coffeyville campuses – Student Housing)
902 S. Beech – Powell Hall
620-252-7395
- Student Financial Aid: Some victims of sexual misconduct may consider taking a leave of absence from the College. If you are considering such action, please keep in mind that there may be financial aid implications. The Title IX Coordinator or Deputy Title IX Coordinator can assist you in contacting the appropriate personnel in the financial aid office in order to ensure you have an understanding of the financial aid issues that may arise from a leave of absence. Here is a link to the College's financial aid website: <http://www.coffeyville.edu/student-services/financial-aid/index>.
- **Local Police**
Coffeyville Police Department
1400 W. 4th St., Coffeyville, KS 67337
620-252-6122 (for emergency dial 911)
<http://www.coffeyville.com/index.aspx?nid=142>

Columbus Police Department
300 E. Maple St., Columbus, KS 66725
620-429-1332 (for emergency dial 911)
<http://www.columbuscityhall.com/departments/index.php?structureid=14>

- **Hospitals**

Coffeyville Regional Medical Center
1400 W. 4th St., Coffeyville, KS 67337
620-251-1200
<http://crmcinc.org/>

Mercy Hospital – Columbus
220 N. Pennsylvania, Columbus, KS 66725
620-429-2545
<https://www.mercy.net/practice/mercy-hospital-columbus>

- **Support Agencies/Hotlines**

Four County Mental Health Center (Coffeyville, KS Branch Office)
<http://www.fourcounty.com/index.htm>
1601 W. 4th, Coffeyville, KS 67337
620-251-8180
Spring River Mental Health and Wellness Incorporated (Columbus, KS Office)
<http://springrivermh.org/>
201 W. Walnut, Columbus, KS 66725
620-429-1860

- Safe House Crisis Center (Coffeyville, KS Office)
<http://safehousecrisiscenter.org/>
1317 W. 8th St., Coffeyville, KS 67337
620-251-0030

- Midwest Pregnancy Care Center (Coffeyville, KS Office)
912 S. Walnut, Coffeyville, KS 67337
620-251-0900

- Montgomery County Health Department (Coffeyville, KS Office)
908 S. Walnut, Coffeyville, KS 67337
620-251-4210

- Cherokee County Health Department (Columbus, KS Office)
110 E. Walnut, Columbus, KS 66725
620-429-308

- Kansas Coalition Against Domestic and Sexual Violence: <http://www.kcsdv.org/find-help/in-kansas/dv-sa-services.html>

- Safe Home: <http://www.safehome-ks.org/>

- National Domestic Violence Hotline: 1-800-799-7233

- National Sexual Assault Hotline: 1-800-656-4673

- Legal Assistance, Visa and Immigration Assistance

- Kansas Legal Aid: <http://www.kansaslegalservices.org/>

- Immigration Advocates Network: <https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=KS>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/kansas>

MISSING PERSON PROCEDURE

Coffeyville Community College believes every effort should be taken to provide a safe environment for a student's study and recreational pursuits. Safety and security is, however, a shared responsibility. No plan or procedure is effective unless the entire campus community strives to recognize the importance. The following missing student notification procedure has been established in response to the Higher Education Opportunity Act of 2008 which mandates that all institutions with Residential Housing must have a plan in place.

A student may be considered to be a "missing person" when he/she is reported as missing by another individual and/or when there is suspicion the missing person is absent from campus due to a health or safety issue such as a victim of a crime, an abusive relationship, expressed distressful comments such as suicidal comments, etc.

All reports of missing students shall be directed to the office of the Dean of Students. When a student is reported missing, Student Life Staff will initiate an investigation and proceed in the following manner:

- Verify student is not in assigned Resident Hall room, in their scheduled academic class and/or at their scheduled activity (i.e. activity/athletic practice, game, performance).
- If the student has registered a vehicle on campus, check all parking lots to determine if vehicle is on campus.
- If the student has listed a cell phone number on the enrollment form, call and send a text message to the phone number.
- Contact Activity Sponsor and/or Athletic Coach, if applicable, to identify last contact with student.
- Contact roommate in addition to individuals in the suite and quad to determine the last sighting of the student.
- If the individual has a student email account, send an email.
- Email and/or phone the student's instructors to pinpoint the last class period the student attended.
- Check Social Networking sites such as Facebook/Twitter to identify the student's last log in status time.
- Conduct a quick, but thorough, search of all Resident Hall rooms.
- Resident Hall contracts specifically state CCC will notify parent or guardian in case of an emergency or in a situation which is deemed to be a potential risk to a student's health or safety. Phone parent/guardian to identify their last contact.
- Notify the local Police Department if the above actions are not successful in locating the student within 24 hours.
- CCC may disclose the following information, in response to a law enforcement request, or the purpose of identifying or locating a missing person, material witness, fugitive or suspect:
 - Name and Address
 - Date and place of birth
 - Social Security Number
 - A description of distinguishing physical characteristics such as height, weight, gender, race, hair and eye color, scars, tattoos, etc.
 - Vehicle registration information such as automobile make, model, and tag number, etc.
 - Implement the Crisis Management Contingency Plan.

HANDLING OBSCENE OR HARASSING PHONE CALLS

A telephone call is considered obscene or harassing if it is received at a location where you have a reasonable expectation of privacy and the caller makes repeated calls or makes any comment, request,

suggestion or proposal which is obscene, lewd, filthy, vulgar or indecent. If you receive harassing or obscene phone calls:

- Report obscene or harassing phone calls received on-campus to the Dean of Students or the Director of Human Resources.
- Pay attention to any background noises, the caller's sex, accent, speech pattern or anything else to aid in identification.
- Keep a log of calls received. Include the date, time and details of the call.
- If calls are recorded on voice mail, save the recording.

Any calls that may threaten your personal well-being, safety or property should be reported immediately to the Police Department at 911.

DATE RAPE

Being forced into having sex - even if it's by someone you know - is still rape, and it's a crime. Nothing you do, say or wear gives anyone the right to assault you sexually or otherwise. Rape, whether by a stranger or someone you know, is a violation of your body and your trust.

If this happens to you:

- Tell someone - the police, a friend, the rape crisis center, a counselor.
- Don't isolate yourself, don't feel guilty, and don't try to ignore it.
- Do not shower, wash, douche or change your clothes, even though that's your immediate reaction. If you choose to press charges, the evidence will be there.
- Seek medical attention.
- You may have internal injuries.
- Don't live with the fear of VD, AIDS, or an unwanted pregnancy.
- Get counseling to help you deal with your feelings.

If it happens to someone you know:

- Listen. Do not judge.
- Give comfort. Let them know they are not to blame. Realize an individual may be dealing with fear, embarrassment, humiliation and guilt.
- Encourage action. Stand by their decision to call the police, contact a hotline and go to the hospital.
- Do not be overly protective. Encourage them to make decisions and take control as soon as they feel able.
- Don't let your feelings get in the way of helping an individual.

Personal Safety Reminders

- Practice being aware of your surroundings and of the behavior of the people around you. Follow your intuition; trust your feelings about a situation.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and your ability to identify and act on your feelings. They also increase the opportunity for victimization and violate the CCC Drug and Alcohol Policy.
- In general, the more information you have about a person, a situation and your own feelings and reactions, the safer you will feel.
- Practice the buddy system; when working after hours let others know where you are, what time you plan to return, how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short period of time.
- Don't leave your purse, backpack, briefcase or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to administrators, campus security, Student Life

- Managers, Director of Student Life, faculty or custodians.
- Never leave your drink unattended because there are colorless and odorless drugs used in drug facilitated sexual assault which can be slipped into any type of beverage. If you leave your drink unattended, do not finish it. Get a new one.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital to conduct toxicology testing.

IMPAIRED DRIVING IN KANSAS

In Kansas, it is against the law to drive or attempt to operate a motor vehicle while having a blood or breath alcohol concentration of .08 or higher. The Kansas Legislature passed a new law known as Zero Tolerance which made it illegal for young people less than 21 years of age to operate or attempt to operate a motor vehicle in Kansas with a breath or blood alcohol content above 0.0. Sobriety checkpoints are regularly set up to remove impaired drivers from Kansas roads. The purpose of these checkpoints is not to inconvenience or harass the motorist, but to decrease traffic crashes and save lives by removing the intoxicated driver.

SECURITY AT COLLEGE FACILITIES

1. The facilities of CCC are to provide a service generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other College business. Only those approved by the Vice President for Operations and Finance and who have demonstrated a need are issued keys to a building, classroom, office or lab.
2. Due to issues involving safety, insurance, liability, theft and vandalism, students may only use College facilities when supervised by a faculty or staff member.
3. The campus security service has the authority to enforce College security policies. The campus security service works through the Coffeyville Police Department and the Montgomery County Sheriff's Department to enforce State and City laws. Students, faculty and staff are encouraged to report all crimes which occur on campus to the appropriate College official or the local police.

STUDENT SERVICES

Advising

The Student Success Center (SSC) is located in Weinberg Hall. The Center predominately assists new students regarding enrollment services. A student who has not selected a major should continue to work with the advisors in the Center while a student with a declared major is assigned a faculty advisor after the first semester. All requests for changes in assigned advisors are made with the Director of Academic Advising and Student Success Center. The SSC also provides career information, university program guides, transfer resource materials, university catalogs, university applications, and scholarship information for various four-year institutions. For more information please contact the Director of the Student Success Center, 620-252-7135.

Financial Aid

Financial assistance is available to qualifying students in the form of Pell Grants, Direct Loans, Work Study and scholarships. Eligibility for federal aid is determined by the Free Application for Federal Student Aid or the FAFSA. The FAFSA is filed online at www.fafsa.ed.gov. You must add Coffeyville Community College's school code to your FAFSA in order for the College to receive the results. CCC's school code is 001910. Students selected for verification must complete the verification process before being awarded any federal aid. All CCC financial aid forms can be found online at www.coffeyville.edu. Student Loans require additional paperwork and the process for student loans can also be found on the website or you may pick the forms up in the Financial Aid Office located on the upper level of the Student Union Building. Please contact the Financial Aid office for any questions or concerns at 620-252-7355, 620-252-7357, or 620-252-7030.

1. The Course Load for Financial Aid is as follows:
 - Full-time: 12 or more credit hours each term

- Three-quarter time: 9 to 11 credit hours each term
- Half-time: 6 to 8 credit hours each term

Veterans Information

Information concerning the GI Bill may be obtained from the Financial Aid Office in the Student Union, extension 7030. In order to receive educational benefits from the Veterans Administration while attending CCC, you must make application through the Financial Aid office

Lost and Found

Lost and found is located at the welcome desk in the upper level of the Student Union.

Dining Center

The Dining Center is open to all students and residents of the community. Residence Hall students are on a mandatory 17-meal plan, with 19 meals per week to select from. Student also receives \$100 flex credits per semester to purchase additional meals or for use at the cafeteria annex/coffee kiosk located in the Graham Library. Non-resident students and guests may purchase meals individually. The Dining Center offers an all-you-can-eat atmosphere. The hours and menu are posted outside the center entrance.

Personal items: All personal items, especially book bags and backpacks, must be left at the table located at the front door. Meal Cards: Each resident student must provide their student identification card with a bar code upon entry into the Dining Center. False identification will be treated as theft. Sick Meals: Sick meals can be ordered 2 hours in advance by calling 620.252.7266. Upon pick-up, the student must show ID. In severe cases, with prior approval from the Director of Dining Services, a student's roommate may pick up the meal. Customize Menu: Students with medical conditions which have special dietary requirements should contact the Director of Dining Services to arrange for a customize menu.

Housing

Residence Halls

Dr. Terry Powell Hall houses 326 male students. Each floor has a commons area which is heated and air conditioned. A separate unit houses the laundry facility and the Director of Student Life and Student Conduct residence. Several Student Life Managers also live in the housing area.

Pat Walker Residence Hall houses 233 female students in a three story facility which contains 60 two-bedroom, two-bathroom suites. Each floor of the building has a lounge area and group study room. The Walker Hall Coordinator has an apartment located on the ground floor of the Residence Hall.

Off-Campus Housing CCC accepts no responsibility for the safety or condition of properties rented/leased by its students. The College expressly disclaims giving any guarantees that the properties are safe or recommended. Students living off-campus must make their own choice with regard to the selection of living accommodations.

Internet Access

Coffeyville Community College provides Internet access in the Student Success Center and in the Computer Labs. CCC also provides numerous wireless "hot spots" and cell phone usage. This includes the cafeteria, library, outside courtyard, as well as the majority of the academic buildings. This service is free to students. Students who experience difficulty connecting may contact the IT Department for assistance.

Bookstore

Coffeyville Community College operates a bookstore in the southwest corner of the Graham Library. In addition to the College textbooks and materials, miscellaneous and personal items, greeting cards, and CCC "Raven Wear" are available.

Library Facilities

The Russell H. Graham Learning Resources Center provides the traditional functions of a library and audio-visual services. College personnel are available to assist the user in searching for information and in providing a tour of the services available. The Library is open 8:00 am – 10:00 pm Monday through Thursday 8:00 am – 5:00 pm on Friday and is closed Saturday and Sunday. Special events or needs may be accommodated by making arrangements with the Director, 620-251-7700, ext. 2032.

Student Health Center

A registered nurse is available in the Student Health Center located on the lower level of the Student Union during the morning hours. You may reach the nurse by telephone at extension 2165. There is no charge to see the nurse. In the event that additional medical attention is recommended, the nurse can assist in making those arrangements.

Communicable Diseases

In the event a student has been diagnosed by a physician as having a chronic and communicable disease, the student shall report the diagnosis and nature of the disease to the College Nurse so that proper reporting may be made to county or joint Board of Health. In addition to placing a high priority on preventing the spread of the communicable disease on the campus, the President may appoint a Review Board to evaluate each documented case on an individual basis. The Review Board may consist of, but not necessarily limited to, the student's physician, county health personnel, College Nurse and the Dean of Students.

Mental Health

A student who demonstrates mental health concerns may put themselves or others at risk and could create an environment which would prevent a student's ability to reach his/her educational objectives. Therefore, a student who expresses certain emotional/mental characteristics such as: attempts or threats to hurt themselves, psychotic episodes, life-threatening eating pattern, etc., will have to provide evidence of psychological/counseling care by a mental health professional to remain a tenant of the Residence Hall and/or institution.

Student Success Center

The Student Success Center is a support service which provides free tutoring and instructional services to students enrolled at CCC. Staff will work with students one-on-one, in group settings and with tutorial software to best address a student's need. The Student Success Center is located in Weinberg Hall. The SSC is open from 8:00 am until 10:00 pm Monday through Thursday and 8:00 am until 5:00 pm on Friday.

Wellness Center

The Wellness Center, located in Weinberg Hall, is open from 7:00 pm until 11 pm Monday through Friday. Weekend hours will be established after the start of each academic year. Individuals who want to participate in intramural sports, open gym, student activities or fitness activities in the Wellness Center must sign an "Assumption of Risk and Release of Liability" form. This form is available in the Student Life Offices and/or the Admission Office.

Parking Rules and Regulations - Main Campus

Parking for students is located adjacent to each campus. Students, faculty and staff on the Main Campus are required to register their vehicles in the Registrar's Office each year. Parking on the Main Campus is free, however, increasing enrollment makes legal parking spaces difficult to find, so allow extra time. Persons who do not comply with campus parking rules and regulations will be issued a parking violation, charged a fine and subject to the vehicle being towed at the owner's expense. All fines are paid in the Business Office.

Offenses for which an individual will be ticketed and fined include:

- Handicap parking without legal vehicle identification
- Parking in posted "No Parking" areas
- Improper parking

- Parking on grass or sidewalks
- Parking in Loading/Service Zones
- Restricting traffic flow
- Parking in posted courtesy spaces
- Fire Zones

Any person who feels his/her vehicle has been unjustly ticketed may appeal. Written appeals must be received by the Vice President for Operations and Finance within 10 working days after issuance of the ticket or the right to appeal is forfeited. Lacking knowledge or unfamiliarity of these rules and regulations is not considered a valid reason for parking in violation of rules and regulations.

Parking - Technical Campus, Coffeyville

Students may park along Roosevelt Street and/or 6th Street. (All other parking on the Technical Campus is by permit only.) Violators will be towed at their own expense.

Vehicle Registration

All vehicles must be registered with the College. Registration forms are available in the Registrar's office. There is no fee for registration. Motorized vehicles of any kind are not allowed within the Residence Hall courtyards, on the sidewalks (driven or parked). Damages to Residence Hall complex, equipment or lawn, including sprinkler heads will be assessed to the student's account. A vehicle parked on sidewalks, the lawn, fire zone, no parking zones or reserved parking spaces will immediately be towed at the student's expense.

STUDENT ACADEMIC SUPPORT SERVICES

Attendance Policy - Main Campus

Students are expected to attend all classes. Regular class attendance is necessary for maximum success in college. It is the responsibility of the student to make definite arrangements for all work before going on field trips or other College-sponsored trips. School-sponsored activities will be counted as excused absences providing the student completes all necessary assignments as designated by the instructors, and the activity sponsor notifies the instructors at least (3) days prior to the day(s) the student will be absent. Excused absences are to include academic competition, music events, official athletic events, field trips, convocations, and other College-sponsored events as approved by the Vice President for Academic Services. A student may be withdrawn from any class for excessive absences or non-participation.

Attendance Policy - Technical Division

The primary goal of the Coffeyville Community College Technical Division is to prepare students to succeed on the job for which they are trained. Students are expected to be prompt and regular in their attendance. As a rule, employers are interested in the college attendance record of job applicants. They have found that good college attendance is predictive of good job attendance and indicates employee reliability. If a student has a poor attendance record, the College cannot recommend that student for employment.

Attendance Policy - Technical Campus

To receive credit, students who are absent and do not receive an excused absence will be assigned a zero for all work missed. Over six (6) days per semester of unexcused absences will result in a loss of credit. An excused absence is one that requires documentation to be provided to the Technical Campus Office for attendance purposes. Students who receive an excused absence will have five (5) instructional days from the last absence to make up incomplete assignments and/or tests. It is the responsibility of the student to obtain missed assignments from the instructor immediately upon the student's return from any absence. Makeup time will be at the discretion of the instructor. The student should realize that opportunities for make up are limited. According to audit guidelines, any time a student misses six (6) days in a row, he or she must be dropped from the class roster. To re-enter the classroom, the student must first report to the Technical Campus Office and re-enroll, if administration and instructor permit. Documentation for absences to be provided to the Technical

Campus Office would be such information as a doctor's written excuse, court orders or death of an immediate family member.

Accommodation Request

The Director of Academic Advising and Student Success Center will advise and provide support services to all students with mental or physical disabilities covered under ADA or the 1973 Rehabilitation Act. Students requesting special assistance, academic adjustments and/or auxiliary aids, either temporary or permanent, are required to submit documentation to the Director of Academic Advising and Student Success Center. This documentation must indicate that their disability substantially limits one or more of the major life activities, interferes with his or her performance in course work, prevents access to classes, enrollment or other college services.

Reasonable and appropriate support services could include, but are not limited to: tutors.

Requesting Accommodations

- Students should contact the Director of Academic Advising and Student Success Center and complete an Academic Accommodation Request. The request must be submitted for each semester that the student needs accommodations.
- Students are encouraged to contact the Director of Academic Advising and Student Success Center as early as possible because some accommodations may take weeks or even months to arrange.
- Students will need to provide comprehensive documentation of learning or physical disability which is complete and supports the request for accommodations.
- The documentation should be an age appropriate assessment conducted within the past three years by a trained and qualified professional that shows the student's current level of functioning and how the disability affects academic performance.
- If the documentation does not contain objective data regarding aptitude, achievement and information processing, the Academic Accommodation Committee may request a re-evaluation at the student's expense before consideration is given.
- All requests for accommodations and services will be considered on a case-by-case basis.
- The Director of Academic Advising and Student Success Center will develop an Academic Adjustment Memo for each of the student's instructors outlining the accommodations.
- Students must self-identify each semester as a person with a disability by presenting a copy of the Academic Adjustment Memo to each instructor they want notified.
- Students can self-identify at any time during an academic course, but Coffeyville Community College has no responsibility to make accommodations retroactive.
- The instructor and student should sign and agree to the Academic Adjustment Memo and return the original copy to the Director of Academic Advising and Student Success Center.
- A student should report to the Director of Academic Advising and Student Success Center any difficulty they may be experiencing with the agreed upon accommodations.

Academic Advising

All full-time students will be assigned at least one academic advisor. Students will be assigned an advisor based on the activities they are involved in as well as their intended major course of study. It is highly recommended that students have an advisor at their transfer University to ensure the transferability of the classes needed for their major. If you have any questions about which classes are required for graduation, see your Coffeyville Community College advisor. Some classes, including remedial (those coded "PREP"), do not count toward graduation nor do they transfer.

Testing and Placement

All first-time, full-time degree-seeking students and/or transfer students are required to take a placement test prior to enrollment if they do not have ACT, SAT, ASSET or Accuplacer scores on file with the College. The purpose of the assessment is to place students in the appropriate courses on the basis of their skill level and to promote a successful College experience. Placement is mandatory for math and English courses. There is no testing fee for the initial Accuplacer test at CCC; however, students who elect to complete the test multiple times will be charged \$10 per test. Accuplacer testing is avail-

able Monday through Friday 8:00 am – 3:00 pm or by appointment in the Student Success Center. The following placement rules apply to ACT scores and Accuplacer testing:

ACT

<u>English</u>	Required Course
12 or below	Developmental English
13-15	Written Communications
16 or above	English Composition I
<u>Math</u>	
12 or below	Take Accuplacer for placement
13-15	Introductory Algebra
16-19	Intermediate Algebra
20 or above	College Algebra

ACCUPLACER

Sentence Skills

39 or below	Developmental English
40 through 68	Written Communications
69 +	English Composition I

Reading

Students scoring below a 69 need to enroll in a reading course.

Elementary Algebra

0 through 24	Elements of Math
25 through 56	Introductory Algebra
57 through 74	Intermediate Algebra
75 or above	College Algebra

Consult the College Catalog or the Director of Academic Advising for placement rules regarding the SAT and ASSET scores. More information and testing schedules may be found in either the current College Catalog or Semester Course Schedule. If additional information is needed, please contact the Director of Academic Advising.

Technical Transfer Students

Students wishing to transfer technical clock hours from an accredited technical school should have an official transcript sent to the College. The Registrar will evaluate the clock hours and assign the appropriate credit hours. These converted hours will be posted to the student's transcript after the transfer student completes 12 hours at CCC. A student can graduate with an Associate Degree after completing the appropriate general education requirements. Acceptance of credit by CCC does not guarantee acceptance at other colleges.

REGISTRATION PROCESS

Changes in Registration

If a student wishes to change class time, drop a class or add a class, he/she must contact the Registrar's Office and complete a Schedule Change Form. The procedure is not finalized until the student receives authorized signatures on the form including a signature from the Registrar's Office and the student's academic advisor.

Failure to change registration, except according to the above procedure, will result in a grade of "F" recorded on the permanent record of the student. A notation of "W" (withdrawal) will be made on the student's permanent record if he/she officially withdraws prior to the published withdrawal date on the Master Calendar.

Class Load

A full-time class load consists of 12-18 credit hours or clock hour equivalent per semester and/or six-to-nine credit hours per summer session or clock hour equivalent. A student must receive special

permission to take more than 21 hours during a semester or more than nine hours during the summer session. Overload petition forms are available in the Registrar's Office.

Dropping a Course

Students who wish to drop a course after their initial enrollment must complete a Schedule Change Form in the Registrar's Office.

1. A student who withdraws from a course after the 20th day of classes will receive a "W" (no grade or penalty) for the course.
2. A student will be allowed to drop a course up to and including the Final Drop Day as indicated on the Master Calendar. The Final Drop Day is determined by calculating eighty (80) percent of the allotted class time. Courses not meeting the entire semester will be calculated in the same manner.
3. A student remains responsible for payment of tuition and fees if the drop occurs after the tuition refund date as indicated on the Master Calendar.

College Orientation

All new, full-time, degree-seeking students are required to complete the College Orientation I course. It has proven to be helpful to all students while enrolled at CCC, when preparing to transfer to another college, and when entering the workforce.

The College conducts general education exit testing for students completing an Associate in Arts, Associate in Science, and/or Associate in General Studies degree. The exit testing is conducted through the College Orientation II (Capstone Experience) course, which is an institutional graduation requirement. The purpose of the Capstone Experience is to review basic skills and measure student progress.

Textbooks

Textbooks distributed through the scholarship program must be returned to the bookstore upon dropping a course or by the last day of each semester as published in the course schedule. Students who fail to return books by the deadline date will be assessed the current replacement cost of the book.

Scholarships

Scholarships are offered on a competitive basis for academics, activities and athletics to high school graduates, individuals who have successfully completed the GED and/or students who can prove the ability to benefit from College level instruction. Scholarship students who fail to meet the satisfactory academic progress standards will be placed on probation or suspension. Students who receive loan of books as part of the scholarship must return textbooks by the deadline date at the end of the semester. A student's account will be charged for any textbook(s) not returned. If a student does not meet the scholarship requirements (i.e. academic performance, disciplinary reasons, poor attitude/cooperativeness, lack of attendance, and/or missed performances) each semester, CCC reserves the right to revoke the scholarship or decrease the scholarship award at the conclusion of the semester. If a student is in violation of institutional policy, a scholarship can be revoked at any point during the semester and the student may become responsible for all charges.

Online Classes

CCC offers a variety of online classes to meet the needs of the students. A student must complete twenty-five (25) percent of the class by the semester certification date or they will be dropped from the course. NOTE: The student remains responsible for payment of tuition and fees if the drop occurs after the refund dates as indicated on the Master Calendar. Additional information regarding online classes, as well as class specific information, is posted on the CCC website at www.coffeyville.edu.

To access your online course, go to the Coffeyville Community College website, www.coffeyville.edu, and click on "Online Classes". At the login screen: right-hand side of the screen, type your username which is your student ID number. The password will be the last four digits of your social security number. If you are already in an online course, your password will be the same as it is now. You will

need to change your password upon first logon to something you can remember. If you have any problems, please e-mail your instructor or contact the Director of Distance Education.

Classification of Students

Freshman: 28 or fewer semester hours of credit earned

Sophomore: 29 to 64 semester hours of credit earned

Special: 64 or more semester hours of credit earned

Classroom Environment

The classroom environment should be structured to protect the rights and welfare of all students. Individuals are expected to behave in a manner which shows respect and is conducive to a positive learning environment. Students who choose a disruptive behavior will be asked to leave the classroom. The instructor will notify the Dean of Students and the Vice President for Academic Services in writing or by means of email. Depending on the severity of the problem, additional disciplinary action may be taken.

Academic Honesty

Coffeyville Community College expects students to display the highest level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty. Violations will be filed in the Vice President for Academic Services Office.

Grading System

A report showing the grades a student earned is issued during the mid-term and at the end of each semester. Mid-term and final grades are available to each student through Raven Access and a student's advisor. Grades reported at the end of each semester are recorded on the permanent record of the student and any transcript issued by the Registrar. The following grades, with their values and honor points per semester are used:

Grade	GPA/Credit Hour	Explanation
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
CR	0.0	Credit
I	0.0	Incomplete
W	0.0	Withdrawal

Incomplete Grades

A student who fails to complete all requirements of a course by the end of the assigned term may request, by consent of the instructor, and be awarded an incomplete (I). Incomplete grades will not be allowed without a minimum of 75% of the class work completed at the time the incomplete is given. Course work with an "I" will be entered on the student's transcript. The student and instructor will agree upon a date that the course work must be completed. The maximum time permitted a student to complete such work shall not exceed one (1) semester following the termination of that course. However, such date shall not exceed 12 months/one year from the termination of that course. A written contract as prescribed by the College shall be completed by the student and instructor. Failure to complete the course within the allowed time period shall result in the Registrar converting the "I" grade to an "F". For grade point average determination, all grades except "I", "W", and "CR" are used. A "W" is issued to a student who withdraws from a course prior to the last day to drop the class.

Academic Progress

Federal regulations require that students receiving federal aid must maintain satisfactory academic progress towards a degree or certification to be eligible to receive federal aid. Academic progress

will be evaluated at the end of each semester for students receiving Pell Grants, Work Study and Direct Loans. Summer term is treated the same as fall and spring terms. In order to meet satisfactory academic progress a student must maintain a cumulative 2.0 GPA as well as meet at least a 67% of all credits attempted. Credits attempted are defined as all classes for which a student receives a passing grade, F, incomplete, withdrawal or credit. Credits completed or earned are defined as all classes for which a student receives passing grade of D- or better. A student's pace is determined by dividing the number of credits earned by the number of credits attempted. Students must also complete their degree within 150% of the normally established time frame as well. Please review a copy of the full Satisfactory Academic Progress Policy on the CCC website or request a copy from the Financial Aid Office.

Activity and athletic scholarship recipients must be full-time students making reasonable progress toward a degree. For activity and athletic scholarship, reasonable progress is defined by the following parameters:

1. Passing 12 credit hours or the clock hour equivalent per semester with a 2.0 grade point average.
2. An exception to #1 would be if a full-time, first semester student passes 12 credit hours or the clock hour equivalent with a grade point average of 1.75 or above but below a 2.0, the student would be placed on probation.
3. A student on probation who fails to pass 12 credit hours or the clock hour equivalent with a 2.0 grade point average will be placed on suspension and the scholarship terminated.

Repeat Policy

Courses may be taken once for credit; however, any course may be repeated. The last repeat of a course shall replace any earlier credit hours or grade points earned for such course. EXCEPTION: Some courses may be taken for credit more than one time. These courses are indicated in the Course Description section of the College Catalog.

Refund Policy

Exact dates of the refund periods are published in the official class schedules for the semester and summer sessions. No partial refunds are allowed after the published dates.

Academic Warning and Probation Policy

Coffeyville Community College values a student's success in the classroom. Students must maintain a cumulative grade point average (GPA) of 2.0 in order to remain in good academic standing with the institution. If a student falls below the required 2.0 cumulative GPA, the student will receive an academic warning for one semester. If the student's cumulative GPA remains below a 2.0 after the second semester, the student will work with their academic advisor one-on-one to develop an academic plan for success. The student will be placed on academic probation. Once the cumulative 2.0 GPA is earned by the student, the student will be considered to be in good academic standing with the institution.

RAVEN ACCESS

Coffeyville Community College offers students the availability to receive and view their records and College information on-line. Visit www.coffeyville.edu and click on Raven Access. Enter username (Student ID#) and password (Last 4 digits of SSN). NOTE: Change password immediately by clicking on Personal Info to the right of your name, click Password Tab, type in old password, and create a new password. Raven Access works on breadcrumbs; the browser back button will not work. Navigational Tabs available are: Home: Course Schedule Lookup, Event Calendar, and Help Campus Life: Student Activities, Student Advising, Business Office, Financial Aid, and Registrar's Office

Advanced Placement (AP)

CCC will accept Advanced Placement (AP) scores for college credit in most subject areas. A student may receive credit for courses with an AP score of 3, 4 or 5. No credit will be awarded for scores below a 3. Students must provide official documentation of AP scores to the Registrar's Office and request the scores be placed on the student's official transcript. Students may be required to validate

AP scores upon transfer to a four-year institution. To receive College credit, the student will be responsible for payment of tuition and fees for the respective course(s) transcribed by CCC.

Calculation of Grade Point Average (GPA)

The “grade point average” for any term is calculated by dividing the number of grade points earned by the number of credit hours attempted (excluding grades of I, W, & CR). Exception: When a course is repeated for credit, the last enrollment and grade will be used in computing the cumulative GPA, regardless of whether it improved or lowered the grade.

Example:

English Comp I	(3 credit hrs.)	X	B (3pts.)	=	9
General Biology	(5 credit hrs.)	X	A (4pts.)	=	20
CCA	(3 credit hrs.)	X	B (3pts.)	=	9
Orientation	(1 credit hr.)	X	A (4pts.)	=	4
Total Credit Hr. = 12			Total Grade Points = 42		

Total grade points ÷ 12 Credit Hours = 3.5 Semester GPA

Student Assessment Outcome

Student learning assessment is an important part of the mission at Coffeyville Community College. The College conducts placement testing for math and English courses, individual program and course assessments, and exit testing through the Capstone Experience taken prior to a student graduating from the institution.

Placement testing is used to determine the appropriate Math and English courses a student will take based on their skill level. This process is designed to improve student success and retention. All first-time students, full-time or transfer students are required to submit ACT, SAT, or Accuplacer placement scores or take an assessment test prior to enrollment at CCC. Placement is mandatory for Math and English courses.

Individual program and course assessments include, but are not limited to: pre-post testing, rubrics, portfolios, and/or student satisfaction surveys. Overall results of student learning assessment are compiled by instructors and become a part of a comprehensive assessment reporting system. In addition, the College conducts individual program reviews to assess the success, effectiveness, need, and efficiency of programs or services to ensure quality educational opportunities for students.

The College conducts general education exit testing for students completing an Associate in Arts, Associate in Science, and/or Associate in General Studies degree. The exit testing is conducted through the College Orientation II (Capstone Experience) course, which is an institutional graduation requirement. The purpose of the Capstone Experience is to review basic skills and measure student gains by means of an exit exam.

Assessment activities are coordinated by the Director of Institutional Effectiveness. Assessment of student learning is key to the College’s continuous improvement process by providing the institution with an accurate measurement of the success and effectiveness of the College’s programs and services.

Withdrawal From College

A student who wishes to withdraw from the College before the end of the semester must complete an official Schedule Change Form and confer with the Registrar, Financial Aid Director, and Business Office Clerk. Technical Division students would contact the Technical Campus Central Office. A student remains responsible for payment of tuition and fees if the withdrawal occurs after the tuition refund date. Additionally, a student who attends less than sixty (60) percent of the allotted class time and receives federal financial aid will be responsible for returning a portion of that aid. A student who officially withdraws from the College before the withdrawal deadline will receive a “W” (no credit or penalty) for each course. Unless all the steps of this procedure have been taken, the student will not receive honorable dismissal, and the semester grades will be recorded as assigned by instructors. If a

student receiving financial assistance withdraws from all courses at Coffeyville Community College, and/or the student may be required to return some or all of the federal funds awarded to the student, these funds will be returned to the grant or loan fund from which the assistance was received. The student may also be eligible for a refund or a partial refund of tuition and on-campus room and board paid to the College for the semester. The return of funds policy is outlined in the Financial Aid Policy handbook, which can be found online at www.coffeyville.edu.

The federal Return of Title IV Funds Policy requires that a portion of federal aid be returned if the student withdraws on or before completing 60% of a semester for which student received federal aid. Students receiving all grades of F or a combination of all Fs and Ws are subject to the Return of Title IV Funds Calculation. Federal financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loan (subsidized and unsubsidized), and the Federal Parent Loan for Undergraduate Students (PLUS). Depending on the types and amounts of aid received, CCC may be required to return a certain portion of funds, and the student may be required to repay a portion of the funds. If the student owes a repayment of grant funds as a result of the calculation, he/she cannot receive future federal financial aid funds at any school until repayment has been made. Any federal loan amount owed by the student is to be repaid under the terms of the promissory note. The student may owe an outstanding balance to CCC once the College returns funds required through the federal Return of Title IV Funds calculation.

1. Involuntary Withdrawal

Coffeyville Community College expects and encourages students and employees to demonstrate a reasonable concern for their own welfare and the welfare of others. This is particularly true in the areas of self-harm and harm to others. In the event that the College is presented with a credible report that a student or employee has harmed themselves, others, has a medical concern, or is disruptive within the designated College living and learning environment, the student or employee may be required to attend mandatory assessments. If a student's actions pose an immediate threat or danger to any member of the College, community or the educational process, a College official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student.

In determining whether an individual poses a direct threat to health or safety, the College will make an individualized assessment, based on reasonable judgment, that relies on current medical knowledge or the best available objective evidence, to ascertain: the nature, duration and severity of the risk, the probability the potential injury will actually occur and whether reasonable modification of policies, practices or procedures will mitigate the risk.

A student who expresses certain emotional/mental characteristics and is involved in disruptive behavior to self or others such as attempts or threats, psychotic episodes, life threatening eating patterns, etc. will be referred to the CCC CARE Team and required to provide evidence of psychological counseling/care by a mental health professional.

Transcripts

A student who wishes a transcript of his/her grades forwarded to another educational institution or to a business firm must make a written request each time to the Registrar's Office. A transcript is issued only after the student has fulfilled all of his/her financial obligations to the College. No transcript is official unless it carries the College Seal. There is a \$3.00 per copy charge for each transcript requested payable by cash or money order only, and a \$5.00 charge for faxing a transcript and payment made by credit card.

As of January 1, 2014, the Registrar's Office will no longer accept faxed requests. Transcript requests may be made through Parchment. Parchment is an electronic transcript exchange company that provides an efficient means of sending and receiving transcripts. The link and directions for using this service can be found on our website under "Transcript Request Form."

Transfer Articulation Agreement

The Transfer Articulation Agreement (TAA) is a transfer agreement between the Kansas Regents

Institutions and the accredited public community colleges in Kansas to facilitate the transition of community college students to any of the Regents institutions in Kansas. Students who have followed the Transfer Articulation Agreement will automatically be awarded junior status at any of the six Regents institutions in Kansas. Please review points of clarification in the College Catalog for more information.

Requirements:

1. The community college student must graduate from a Kansas community college with an Associate in Science or an Associate in Arts degree.
2. The student must meet the following course requirements:
 - a. A minimum of 45 credit hours of general education with distribution in the following fields:

12 hours of Basic Skills courses including:

- i. 6 hours of English Composition
- ii. 3 hours of Speech Communication
- iii. 3 hours of College Level Math

12 hours of Humanities courses from at least three of the following disciplines:

- i. Art*
- ii. Literature
- iii. Philosophy
- iv. History*
- v. Music*
- vi. Theatre*

*Performance courses are excluded.

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

- i. Anthropology
- ii. Economics
- iii. Geography
- iv. Political Science
- v. Psychology
- vi. Sociology

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab)

3. The transcript of a student fulfilling the requirements of this agreement must be appropriately coded by the sending institution.

Transfer of Credits

We recommend that a student who plans to transfer to a four-year institution follow the Transfer Articulation Agreement and complete an Associate in Arts or Associate in Science degree at Coffeyville Community College. Students should meet with their academic advisor to plan and monitor an academic program which will meet their educational objectives. Students who know where they intend to transfer will be assisted by an advisor in designing a degree program tailored to meet that institution's requirements. Technical and college preparation studies generally do not transfer to a four-year institution.

Students can check on the transferability of classes from Coffeyville Community College to Kansas Regents Institutions by looking at the CCC or transfer university's web site:

Coffeyville Community College: www.coffeyville.edu

Emporia State University: www.emporia.edu

Fort Hays State University: www.fhsu.edu

Kansas State University: www.ksu.edu/admit/tran.html

Pittsburg State University: www.pittstate.edu

University of Kansas: www.ukans.edu

Washburn University: www.washburn.edu/admissions

Wichita State University: www.wsu.edu

STUDENT CONDUCT AND GRIEVANCE PROCEDURE

Student Rights

Every effort is made to assure due process to the student under the rules and regulations of the Fourteenth Amendment and the College. The student shall be assured of the following rights:

- To be informed of the nature of the charges brought against the student
- To present testimony, evidence, witness, or other material relevant to the charges
- To be represented by an advisor, coach, faculty member, at any time during the disciplinary process
- To appeal their case to the Dean of Students.
- To initiate the Student Grievance Procedure

Student Conduct and Responsibilities

CCC is committed to providing a learning environment which will allow each student the ability to focus on reaching his/her education objectives. As such, student conduct rules are structured to support behavior which eliminates barriers so that a safe, non-disruptive and harassment free climate exist where the “rights of an individual” are prevalent for students, staff and guest. The “rights of an individual” demand that honesty, integrity, responsibility and respect for persons and property are inherent in a student’s quest for self-development. Physical abuse, verbal abuse, threats, intimidation, harassment, or coercion will not be tolerated, nor will conduct which is disorderly, lewd or indecent. Students are expected to treat others in the same manner in which they would like to be treated.

STUDENT CONDUCT

Mission

Coffeyville Community College Student Conduct Committee supports the diverse educational community at CCC by serving as a resource and providing outreach on issues of student conduct. We ensure student development and success through consistent enforcement of student conduct policies and the commitment to a safe, secure, and supportive learning environment.

The Student Conduct Committee mission is completed through the following:

- Develop and enforce standards of behavior and related student conduct policies and procedures;
- Promote academic integrity and responsible student conduct
- Provide a means to report and document concerns regarding behavior of CCC students
- Assure due process rights are afforded to students who participate in the student conduct process
- Facilitate learning experiences and opportunities for ethical growth and development for students who participate in the discipline, grievance, and conflict resolution processes
- Foster respect for others and for CCC’s working environment of learning and service
- Provide a voice for students, faculty, and staff in the student conduct issues and procedures
- Serve as a resource for the campus community, including students, faculty, and staff.

Student Conduct Committee Process

- A report or complaint is made to the Director of Students and Student Conduct.
- Student Conduct Committee (SCC). A Disciplinary Referral (D.R.) must be completed and sent via email or hard-copy to the SCC Chairs, Vice Presidents and/or the Department of Student Life. The SCC Chairs consist of the Director of Student Life and the Walker Hall Coordinator.
- SCC assesses if student(s) may have violated CCC’s institutional policies and procedures. Student(s) involved in alleged violation(s) are required to meet with the SCC. (Please note: It is the student’s responsibility to regularly check his/her email/mail and respond to administrative notices appropriately. Coffeyville Community College expects all students to maintain a current local and permanent address. Addresses may be updated with the Registrar or on their student account.)
- Student may be referred to Student Conduct
- SCC meets with involved student(s) on his/her scheduled hearing date. Hearings are held in the Student Union Board Room, however, occasionally special meetings are convened. The

student will be scheduled for the first available SCC hearing immediately following the alleged violation(s).

- SCC, Director of Student Life and Student Conduct will determine if a student more likely than not violated CCC's policies. If the alleged violation(s) are egregious or repetitive in nature and requires immediate attention and/or reprimand, the case will be referred to the Dean of Students for immediate review.
- If the student is found "responsible" for violating CCC's institutional policies and procedures, the SCC will recommend and/or assign appropriate sanctions that are reviewed by the Dean of Students.
- The Director of Student Life & Student Conduct enforces penalties which may include community service, restrictions, fines, suspensions, mandatory counseling sessions at a student's expense, and/or expulsion.
- Student may only appeal decisions made by SCC under the following provision: newly discovered evidence has surfaced that was not available at the time of the hearing.
- Failure to appear for a scheduled hearing will result in additional penalties (including, but not limited to emergency suspension and/or permanent expulsion).

SCC Member Selection Process

The Student Conduct Committee determines whether students or recognized student organizations have violated CCC's institutional policies and procedures and, if so, what action should be taken.

The Committee is composed of nine members to assure ready availability of hearing panels: A Chair and Co-Chairs (Director of Student Life) and Walker Hall, 2 faculty members, 2 athletic coaches, 2 activity sponsors, and 1 professional staff. Faculty and staff are appointed annually by the Vice President for Academic Services, Vice President for Operations and Finance and the Dean of Students.

Quorum Assignment

A weekly quorum of the committee consists of at least 3 persons from the committee, with at least 2 committee members, plus a Chair or Co-Chair present. In the absence of a quorum, the hearing will be rescheduled or ducted in the office of the Dean of Students.

Student Conduct Hearing Agenda

A SCC hearing will normally proceed as follows: The Chair shall rule on all questions of procedure and evidence, including but not limited to: the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony. An orderly hearing shall be maintained, and abusive or disruptive people shall be ejected or excluded. Irrelevant and repetitious evidence may be excluded as determined by the Chair. Student Conduct Committee members will be provided a copy of the Disciplinary Referral, email, or security report and any other documentary evidence provided by the College and the student or student organization during the hearing. Documentation of the case, including sanctions issued, will be supplied in writing to the appropriate Vice President for Academic Services and the Dean of Students. The Chair will ask all present at the hearing to introduce themselves for the record. The Chair will invite committee members to disqualify themselves from participation in the hearing due to prior involvement with students or if a committee member feels that it may be a conflict of interest. The Direct Report, Security Report or email report shall be read aloud, and the student or student organization shall be asked to respond to the charges by accepting responsibility, noting that there are mitigating circumstances, and/or denying responsibility for the alleged violations of CCC's institutional policies and procedures. Student Conduct Committee shall present the College's case. The accused student or organization shall have an opportunity to present his/her/its case.

- The student or student organization shall be asked to affirm that their testimony is truthful and may be subject to charges of dishonesty pursuant to CCC's institutional policies and procedures.
- The student or organization shall not be required to give self-incriminating evidence at the hearing and no inference shall be drawn from silence.
- Any witnesses or other individuals who may have relevant information about the incident may be asked to share this information and to respond to questions. Witnesses may be asked to

affirm that their testimony is truthful and may be subject to charges of dishonesty, pursuant to CCC's institutional policies and procedures.

- The committee shall have the opportunity to ask questions.
- The committee and the student or student organization will be invited to make closing statements.
- The accused student or organization will be advised of the disciplinary recommendations of the decision.

The President or the Vice President for Academic Services may approve, reject, or modify the decision and sanction in question, or require that the original hearing be re-opened. Where the appeal is based upon new evidence, the case may be referred back to the hearing authority for further consideration.

1. Types of Cases

Cases involving alleged misconduct under the following categories of rules governing student conduct shall be referred to the Student Conduct Committee, including but not limited to: Coffeyville Community College campus-wide policies and procedures, Local, State and Federal Laws, and Rules established by campus entities (such as departments, residence units, and administration) that are applicable to their particular students.

2. Special Cases

a. Cases involving allegations of rape, sexual assault, sexual harassment and/or gender discrimination.

In cases involving alleged rape, sexual assault, sexual harassment and/or gender discrimination, the Title IX Coordinator, Investigator and Deputies will assemble to provide immediate response and support to the complainant and/or accused student(s). If the complainant requests a change in academic, living or work arrangements as a result of the alleged offense, reasonable efforts will be made to accommodate such requests.

b. Cases involving alleged misconduct by student organizations.

In cases involving alleged misconduct by student organizations, the Dean of Students, in collaboration with the Department of Student Life, will conduct the review of specific allegations and make necessary referrals and/or recommendations to the SCC.

c. Cases involving behavior that present an immediate threat to the health or safety of others

In cases involving behavior that is willfully disruptive or presents an immediate threat to the health or safety of others, summary suspension or exclusion pursuant to Local, State and Federal Laws may be invoked in addition to, or instead of the initiation of disciplinary action. Immediate intervention and action will be taken by the Dean of Students and/or the Director of Student Life and Student Conduct.

d. Cases involving academic misconduct.

All forms of academic misconduct are prohibited. Academic misconduct is an umbrella term applying to the various forms that include, but are not limited to: Cheating, Plagiarism.

Unauthorized Collaboration, Facilitating Academic Misconduct, Fabrication, and/or Retaliation, Cases involving Academic Misconduct will be referred to the Vice President for Academic Services or the Dean of Students, who will decide which cases will be presented to the SCC.

STANDARDS OF CONDUCT FOR STUDENTS

Grounds for Discipline including, but not limited to the following:

- Academic misconduct
- Dishonesty

- Forgery, alteration, or misuse
- Theft, conversion, destruction, or damage to property
- Theft or abuse of College computers and other College electronic resources
- Unauthorized entry to, possession of, receipt of, or use of any CCC services, equipment, resources, or properties
- Violation of policies governing Campus housing facilities
- Physical abuse, verbal abuse, threats, intimidation, coercion and/or any conduct which threatens or endangers the health or safety of any person
- Sexual harassment
- Stalking behavior
- Harassment
- Hazing
- Obstruction or disruption of teaching, College activities or disciplinary proceedings including its public service functions on or off campus
- Disorderly or lewd conduct
- Disturbance of the peace or unlawful assembly
- Failure to comply with the directions of a College official or other public officials acting in the performance of his/her duties while on College property or at College functions
- Controlled substances
- Alcohol
- Explosives, firebombs, or other destructive devices
- Firearms or other weapons
- Violation of terms of a disciplinary action
- Violation of a No Contact Order
- Violation of the conditions of Summary (temporary) Suspension
- Student attire and/or personal grooming which creates a danger to health or safety or creates a disruption to the educational process
- Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course

Student Complaint Procedure

Occasionally a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue.

Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Most issues are settled and problems resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their frustrations or concerns.

If, however, an issue or problem is not resolved, there is a formal complaint process at Coffeyville Community College that students may initiate. All formal complaints must be put in writing using the Report a Concern/Incident link at www.coffeyville.edu.

When initiating a formal complaint, the following steps should be followed:

1. Be sure you have first attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.
2. Complete and submit a Report a Concern/Incident Form (these should be submitted online).
3. When the complaint is received it will be forwarded to the appropriate individual to review and address the issue.
4. After your concern has been addressed, you will receive a letter documenting the receipt and review of your complaint.

Student Grievance Procedure

In the event that a student has a grievance against a member(s) of the administration, faculty, or staff, the student may seek redress of the grievance through the following procedure:

1. The student shall inform the person(s) in writing against whom the grievance is brought

within 10 school days after the events leading to the grievance. If the grievance is not resolved at this point, the student proceeds to step #2.

2. The student shall inform the immediate supervisor of the person(s) in step #1 in writing of the grievance within 5 school days of the completion of step #1 (including all information pertinent to the grievance). The immediate supervisor of the person(s) against whom the grievance is brought will attempt to resolve the grievance. If the grievance is not resolved at this point, the student proceeds to step #3.
3. The student shall inform the President of the College in writing of the grievance within 5 school days of completion of Step #2. A grievance committee of three members will be selected as follows:
 - a. The individual against whom the grievance has been brought will select one individual from one of the following groups: administrator, faculty, student staff
 - b. The individual bringing the grievance will select one individual from one of the following groups: administrator faculty, student, staff
 - c. The individual against whom the grievance has been brought and the individual bringing the grievance will agree upon one individual from one of the following groups: administrator faculty, student, staff
4. The President will officially notify the three committee members of their appointment and provide general directions for their function. The grievance committee will have access to all information in writing submitted in the previous steps. The grievance committee will make a recommendation to the President of the College within 10 school days of the formation of the committee. The President of the College will inform the student within 5 school days of the submission of the recommendation from the grievance committee as to the disposition of the grievance.

CCC Alcohol and Drug Policy

Coffeyville Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. In addition, the College requires students to comply with the provisions of the Kansas Controlled Substance Act, K.S.A. 65-4101. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. These laws and policies provide, in part, that no student shall consume or possess any alcoholic beverages, unlawfully manufacture, distribute, dispense, consume or possess controlled substances, or be under the influence of such substances on any College-owned, College-operated, or College-utilized facility or at any College-sponsored event or activity either on or off campus. Authorized exceptions to this policy must be obtained in writing by a Vice President or the College President regarding Service of Alcoholic Beverages for Special Events and Regular Operations. Any student found to be using, possessing, manufacturing or distributing controlled substances or alcohol will be in violation of the law or College policy. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Student Participation in College Programs

Participation in College-sponsored programs is considered a privilege and not a right. Therefore, students participating in such programs are expected to adhere to the Student Code of Conduct and to all specific conditions of participation in any College sanctioned activity, event or program. These programs include, but are not limited to athletics, activities, Emergency Services. All students in these programs will be required to sign a consent form to participate in the College's Drug and Alcohol Prevention Program.

In accordance with federal law, Coffeyville Community College has established a drug and alcohol abuse prevention program (DAAPP) for its students and employees. At various times throughout the year, students are emailed information about the College's standards related to alcohol and drugs, potential College sanctions and legal sanctions, health risks, and available recourses. Employees are emailed once per year with this information and are also provided with it at the time of hire.

Prohibition of Drugs and Alcohol

Coffeyville Community College policies prohibit the unlawful possession, use, or distribution of illicit

drugs and alcohol by students and employees on the school's property or as part of any of the school's activities. The College will impose sanctions for violating standards of conduct relating to drugs and alcohol, as discussed below.

1. Students

Student incidents involving drugs and alcohol are referred to the Student Conduct Committee.

Potential sanctions for infractions involving drugs and alcohol are described below.

2. Alcohol

Alcohol (per year):

- First Offense - \$100 fine, mandatory parental notification, Drug/Alcohol education program;
- Second Offense - \$200 fine, community service, mandatory parental notification, session with counselor and possibility of additional education sanctioning;
- Third Offense – removal from the residence hall and/or separation from the institution.

Display of empty alcoholic beverage

Display of empty alcoholic beverage containers and/or wrappers is prohibited. Display of empty alcoholic beverages and/or wrappers or such containers which includes empty beer bottles, cans, and hard liquor bottles, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the residence hall will result in the following sanction:

- First Offense - Container and/or wrappers removed from Residence Hall;
- Second Offense - Container and/or wrappers removed from Residence Hall, and referred to student conduct system.

Drugs/Controlled Substances (per year):

1. First Offense - \$250.00 fine

- a. Mandatory parental notification
- b. Placed on probationary status,
- c. Drug/Alcohol education program;

2. Second Offense

Dismissed from the Residence Halls, and/or separation from College.

Possession with intent to sell

Possession with intent to sell will result in immediate expulsion from College.

Amnesty Policy

Coffeyville Community College students seeking immediate medical assistance on behalf of persons experiencing alcohol-related or drug-related emergencies will not be sanctioned for violations of CCC alcohol-related or drug-related policies. This program is designed to promote the health and safety of our community. Any student who abuses this policy can be subject to disciplinary action for impeding the orderly process of the College.

Parental Notification Policy

Parents and/or legal guardians of students under the age of 21 will be notified after the first known violation of College policy or state law regarding drugs, or after the first known violation involving alcohol that endangered the health or welfare of the student and/or another person. Notification will also be given following a known drug or alcohol violation that results in the cancellation of a student's housing contract, or if the student has been referred for alcohol assessment. Notification for all other offenses involving alcohol will occur after the second known violation.

Employees

Employee incidents involving drugs and alcohol are investigated and resolved by the Human Resources Office.

The College's employee policies require that any employee who is convicted of a criminal drug statute in the course of their employment or during work time must notify the President of the conviction within five days after the convictions. In addition, the College may require a drug/alcohol test in the

event of any accident involving College-owned vehicles or property or in the event there is reasonable cause to suspect the individual is under the influence of or consuming alcohol or illegal drugs during working hours.

An employee's violation of the College's drug and alcohol policies could result in the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Full employee policies regarding drugs and alcohol are located in the Faculty/Staff Handbook.

Relevant Laws and Potential Legal Sanctions

Students and employees are expected to abide by federal, state, and local laws related to drugs and alcohol. A summary of several of these laws and potential legal sanctions is as follows:

Federal Law

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.

Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

State and Local Laws

State and local laws also provide penalties for violations of laws relating to the unlawful manufacture, sale, or use or possession of drugs and alcohol. Sanctions may range from local citation to state law felonies. Penalties range from small fines to imprisonment, depending on the violation and past criminal history of the individual. Some of the most relevant state laws and local ordinances are discussed below.

Under Kansas Laws

1. Under Kansas laws related to alcohol, it is illegal for anyone to:

- Furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. The maximum penalty for such an offense is as follows: 6 months in jail; \$200 minimum fine; and attend an alcohol education program.
- Host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages. The maximum penalty for such an offense is as follows: 1 year in jail; \$1,000 minimum fine; perform community service.
- Operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. A first offense could result in 6 months in jail or 100 hours of public service, \$1,000 fine, completion of an alcohol education program, and driver's license suspension. Additional convictions could result in 1 year in jail, fines up to \$2,500, completion of an alcohol education program, driver's license suspension, use of ignition interlock device, and impoundment of the individual's vehicle.

2. Under Kansas laws related to drugs

- Generally, the illegal possession or illegal use of drugs may subject individuals to criminal prosecution. Kansas law also mandates for certain offenders a non-prison sanction of

placement in drug abuse treatment programs. Certain other offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to the punishment of imprisonment. Several specific laws and sanctions are as follows:

- The manufacturing of a controlled substance is a drug severity level 2 felony. The maximum penalty for such an offense is: 12 years imprisonment; \$500,000 fine.
 - Illegal possession or use of opiates, amphetamines, and narcotics is a drug severity level 5 felony. The maximum penalty for such an offense is: 3 ½ years of imprisonment; \$100,000 fine.
 - Unlawful possession or use of depressants (including barbiturates), stimulants, hallucinogenic drugs (including K-2 and LSD), marijuana, anabolic steroids, simulated controlled substances, and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A non-person misdemeanor and may escalate to a level 5 felony. The maximum penalty for such an offense is: 1 year imprisonment; \$2,500 fine. With a prior conviction for this offense: 3 ½ years of imprisonment; \$100,000 fine.
 - The sale or distribution of the drugs mentioned in the previous point is a drug severity level 4 felony and may escalate to a drug severity level 1 felony. The maximum penalty for such an offense is: 4 years and 3 months of imprisonment; \$300,000 fine. With prior convictions for this offense: 17 years imprisonment; \$500,000 fine.
3. **Coffeyville and Columbus**
- In addition to or conjunction with the federal and state sanctions that could be imposed, the cities of Coffeyville and Columbus also have ordinances related to drugs and alcohol that could result in fines and/or imprisonment.
 - In Coffeyville, people are prohibited from consuming alcohol in public or on public property, except in limited circumstances, and violations could result in a fine of up to \$500 per offense. In addition, Coffeyville ordinances indicate that possessing illegal drugs could result in a fine up to \$1,000 and/or a prison sentence up to 6 months in length.
 - In Columbus, people are prohibited from consuming alcohol on public property (unless a permit has been granted), consuming alcohol while driving, using a fraudulent identification card to purchase or consume alcohol. Such offenses can result in a fine up to \$1,000 and/or imprisonment in jail for not more than 179 days. In addition, Columbus ordinances prohibit the use or possession of simulated controlled substances and drug paraphernalia, as well as the possession of marijuana. Violations can result in fines up to \$2,500 and/or up to one year in jail.

Health Risks

There are a vast array of health risks associated with chronic drug and alcohol use including but not limited to: depression; liver and kidney disease; psychosis and impaired thinking; heart attack; seizures; strokes; high blood pressure; violent outbursts; paranoia; anxiety; increased risk of birth defects and developmental issues during and after pregnancy. Contact the Dean of Students or Director of Human Resources if there is a need for assistance in finding or contacting community resources.

Amnesty Policy

Coffeyville Community College students seeking immediate medical assistance on behalf of persons experiencing drug or alcohol related emergencies will not be sanctioned for violations of CCC drug or alcohol related policies. This program is designed to promote the health and safety of our community. Any student who abuses this policy can be subject to disciplinary action for impeding the orderly process of the College.

Parental Notification Policy

Parents and/or legal guardians of students under the age of 21 will be notified after the first known violation of College policy or state law regarding drugs, or after the first known violation involving alcohol that endangered the health or welfare of the student and/or another person. Notification will also be given following a known drug or alcohol violation that results in the cancellation of a student's housing contract, or if the student has been referred for alcohol assessment. Notification for all other offenses involving alcohol will occur after the second known violation.

Student Financial Aid

A student may be ineligible to receive financial aid if the student is convicted of an offense involving the possession or sale of a controlled substance for conduct that occurred during the period of enrollment for which the student was receiving federal student aid.

Health Risks - Alcohol/Drugs

Alcoholism is the number one drug problem in the United States and takes a toll on personal lives by affecting employment, finances, health, social relationships and families. College campuses are not exempt. Accidents and injuries are more likely to occur on College property or at College activities when alcohol or other drugs are used.

The abuse of alcohol and other drugs may lead to serious consequences. These may include the loss of resistance to disease, the development of drug tolerance and psychological dependence after sustained use, and criminal prosecution stemming from injuries inflicted on others due to driving under the influence. Every year thousands of people die in alcohol related motor vehicle accidents. Impaired drivers are responsible for almost half of all traffic fatalities.

Dangerous Devices

1. Coffeyville and Columbus Technical Campus Firearms Policy

According to the Federal Gun Free School Zones Act, it is unlawful for an individual to possess a firearm within 1,000 feet of an elementary or secondary school, and the Technical Campus Offices and main instructional buildings are within such a gun free school zone. Exceptions to this prohibition are made for possession in the case of:

- Individuals with a Kansas Concealed Carry License;
- Where the firearm is unloaded and in a locked container or locked firearms rack in a vehicle;
Where the firearm is possessed or used by a law enforcement officer acting in his or her official capacity.

Main Campus Weapons Policy

All other Technical Campus buildings, Main Campus Buildings or instructional facilities NOT within 1,000 feet of an elementary or secondary school shall abide by the Main Campus weapons policy and adhere to concealed carry restrictions, storage, safety measures, enforcement or reporting measures as described below.

CCC is committed to providing a learning environment which will allow each student the ability to focus on reaching his/her education objectives. As such, policies are structured to support behavior which eliminates barriers so that a safe, non-disruptive and harassment free climate exist. CCC prohibits open carry of firearms and the possession or use of any item being used as a weapon, or destructive/dangerous device, or any facsimile of a weapon in a manner that harms, threatens or causes fear to others on campus and at off-campus activities other than as set forth in the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq and amendments or other applicable federal/state laws.

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and this Policy. Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest.

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way, shape or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. The carrier must at all

times remain with the exclusive and uninterrupted control of the individual. It shall be a violation of this Policy to openly display and possessed handgun while on campus.

Handgun storage is not provided by CCC. An individual may store a handgun in the individual's vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle. Handgun storage by any other means is prohibited, except in locked secure box. Specifically, it is prohibited for any individual to store a handgun in a vehicle that is unlocked or when the handgun is visible from outside the vehicle, in an (individual's) office, in an unattended backpack/carrier, in any type of locker or in any other location and under any circumstances except as specifically permitted by this Policy or by federal law.

The term "weapon" or "dangerous device" includes but is not limited to:

- Any object or device which will, or is designed to, or may be readily converted to expel a bullet, shot or shell by the action of an explosive or other propellant.
- Any handgun pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried.
- All BB guns, pellet guns, air/CO2 guns, or any device such as a Taser, which is designed to discharge electric darts or other similar projectiles, however a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy.
- Any explosive, incendiary or poison gas (a.) bomb, (b.) mine, (c.) grenade, (d.) rocket having a propellant charge of more than four ounces, or (e.) missile having an explosive or incendiary charge of more than ¼ ounce.
- Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device.
- Any tear gas bomb or smoke bomb, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy.
- Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except an ordinary pocket knife.
- Any martial arts weapon such as nun chucks or throwing stars.
- Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.
- Any other dangerous or deadly weapon or instrument of like character

Suspected violations of this policy should be reported to a Vice President or Dean of the College.

Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or areas

Disorderly Conduct

Conduct that is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College or members of the academic community may result in disciplinary actions. Disorderly conduct includes, but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, and with or without his/her consent when such a recording is likely to cause injury, distress or embarrassment to the College or a student. This includes, but is not limited to taking pictures of another person in the gym, locker room, restroom, classroom or Residence Hall and then posting on any type of social network.

Gambling

Gambling is prohibited on all College property.

Hazing/Bullying

Hazing/bullying is defined as any mental or physical requirement, request or obligation placed on any person, on or off campus, which could cause discomfort, pain, fright, disgrace, injury or is personally degrading, or which violates any federal, state, local statute or College policy. Although usually associated with fraternities and sororities, Coffeyville Community College recognizes that the anti-hazing policy applies to all campus-wide organizations, teams, clubs, and groups of individuals. The College is committed to the rights and welfare of its individual students; therefore, students who violate the anti-hazing policy are subject to disciplinary action including all penalties of the law.

Student Compliance

Students who fail to comply with the directions of a College official or other public officials acting in the performance of his/her duties while on College property or at College functions will result in disciplinary actions.

RESIDENCE HALLS**Housing Meetings**

During the semester, certain floor and residence hall meetings will be designated as “mandatory” by the residence hall staff. Residents must attend mandatory meetings. Failure to attend these meetings will result in missing out on valuable information. Failure to attend mandatory meetings will result in one warning. A second offense will result in a “failure to attend a mandatory housing meeting” fine and/or community service.

Alcohol

Student use and possession of alcohol is prohibited in the Residence Halls. Possession found will result in community service, fines, and/or removal from the Residence Halls.

Breaks/Holidays

Students who wish to remain in the Residence Hall over holiday breaks and in between semesters must receive advance approval from the Director of Student Life. Students receiving approval will be charged the daily room rate.

Cable Television

Free cable service is provided for student use; pay-per-view channels are not available in the Residence Halls. Misuse of cable connections is considered theft and a violation of state law. Violations will be referred to local authorities.

Prohibited Items

If found, the following items will be confiscated, and individuals will be subject to disciplinary actions:

- Animals or pets of any kind
- Any type of smoking substance or inhalant (except tobacco products)
- Candles, fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (gasoline, benzene, flammable liquids, chemicals)
- Federal, state, college, local or other signs.
- Weapons, or other dangerous instruments which may cause injury or damage to person or property.
- Hot plates, toaster ovens, George Foreman and similar grills.

Carpet

Students may bring their own carpet. Students bringing their own carpet are also responsible for removal of the carpet and any carpet tape. Students are required to keep carpet clean.

Cohabitation

The College Residence Halls are designed for single sex occupancy. In the event that a vacancy occurs in a room or suite, it may not be occupied by a member of the opposite sex. No member of the opposite sex is allowed in a suite or room of the opposite sex after curfew hours.

Cooking

Use of approved microwave ovens is permitted. All other cooking in the Residence Hall units is prohibited. Unauthorized cooking appliances will be confiscated. Violators are subject to disciplinary action.

Roommate Rights

A roommate can be a cohort, tutor, and adviser. They can also be the friend with whom you share the fun and pressures of your college years. We hope the relationships you build with your roommate will continue long after you leave Coffeyville Community College.

We all have rights, especially as roommates. You and your roommate have the right to . . .

- Read and study in your room without undue disturbance.
- Sleep without undue disturbance.
- Expect each will respect the others personal belongings.
- Live in a clean environment.
- Free access to your room without interference.
- Personal privacy.
- Host guests, provided the guests respect roommate's rights and those of other hall residents.
- Be free from fear of intimidation and physical or emotional harm.
- Refuse requests without having to feel guilty or selfish.
- Feel or express anger.
- Make mistakes.
- Have opinions, feelings, and needs be given respect and consideration.
- Be independent.
- Expect reasonable cooperation regarding use of your room.

GUESTS/VISITORS/OVERNIGHT GUEST

All guest must comply with the policies and regulations of Coffeyville Community College.

Visitation hours in the residence halls are 24-hours, seven days a week.

- **The following are general reminders regarding visitation:**
 - All visitors must be escorted by (in the immediate company of) a resident of the hall.
 - Guests will be asked to leave the residence hall if their behavior is disturbing residents.
 - Residents assume complete responsibility for the action of their guests. Make certain that guests are aware of residence hall policies.
 - Individuals who have been evicted and/or banned from the halls are prohibited from entering the residence halls and are not to be assisted by residents in entering the halls.
 - Overnight guests may stay in your room with your roommate's permission.
 - Overnight guests are not allowed to stay for more than one night in a row and not to exceed six nights per month. You must confer with your roommate before inviting guests.
 - Cohabitation in residence hall rooms is not allowed. Residence hall staff reserves the right to define or limit cohabitation at any time.
- **Guests under the age of 18 years** must be pre-approved with the Residence Hall Directors during regular business hours at least 48 hours prior to arrival. All guests pre-approved by the Directors must abide by the curfew laws of the City of Coffeyville. These guests must be out of the complexes by midnight weekdays and 2 am weekends.
- **Overnight and out-of-town guests** are permitted in the Residence Halls only with prior approval by the Residence Hall Directors. Written approval must be received at least 48 hours prior to arrival.

RESIDENCE HALL DAMAGES

Residents are held responsible for damages they or their guests cause in the living unit and complex, including public areas. Damage repair will be billed to the resident's housing account. Academic records are held until damage and cleaning charges are paid. A list of the most frequent fines for damages is below, prices are subject to change.

2017-18 Fines/Assessments for Damage to Residence Hall

Bed (Men's Dorm)	
Bed frame	\$600
Foundation box	\$150
Mattress	\$200
Bed (Women's Dorm)	
Foot/Head board set	\$150
Springs	\$150
Mattress	\$200
Cable Box	\$200
Camera / tampering and/or damage	\$250 *Plus cost of repair/replacement
Carpet damages	Cost of Repair or Replacement
Chair (Men's & Women's Dorm)	\$150
Cleaning (excessive)	\$100
Closet Rod – Men's Dorm	\$50
Cooking / take appliance and fine	\$100
Desk	\$300
Door	\$250 *Plus cost of repair/replacement
Dresser	\$250 *Plus cost of repair/replacement
Fire Extinguisher missing	\$200 *Plus cost of repair/replacement
Fire Extinguisher discharged	\$200 *Plus cost of repair/replacement
Furniture not removed (chairs, couches, etc.)	\$100
Incense or Candle burns	\$100 (Plus additional sanctions)
Light Fixture	\$100
Locks	\$250 *Plus cost of repair/replacement
Mattress Cover	\$45
Mini Blinds (Men's or Women's Dorm)	\$25 *Plus cost of repair/replacement
Mirrors (Men's Bathroom)	\$400
Mirrors (Women's Dorm Suite doors)	\$40
Mirrors (Womens Bathroom)	\$100
Mirror Sticker Adhesive	\$5 per spot
Peep holes Ladies Dorm	\$20 * Plus cost of repair/replacement
Plumber Service (maintenance)	\$25 for first hour
Plumber Service (plumber)	\$150 for first hour
Screen	\$100
Shower curtain	\$30
Shower rod	\$30
Shower stall	\$100-\$500 depending on problem
Smoke alarm dismantled	\$250
Smoke alarm damaged or missing	\$250
Smoking in dorm	\$200
Thermostat	\$75 *Plus cost of repair/replacement
Toilet Paper Holder	\$40
Toilet Seat	\$50
Toilet Stall	\$300-\$1000 depending on damages
Toilet tank assembly or Toilet	\$350
Towel bar	\$40
Vent cover (floor)	\$50 *Plus cost of repair/replacement
Wall Grill	\$100
Wall repainted	\$125

Wall repair	\$100 *Plus cost of repair/replacement
Window	\$35 *Plus cost of repair/replacement 0
Window Lock	\$25

Electrical Outlets

Each unit/suite has multiple outlets. Using numerous adapters and power strips in an attempt to run more items than the electrical load can handle may result in disruption to the electrical service and damage to your appliances. The College will not be responsible for this damage.

Emergencies

Contact the Residence Hall Manager on duty, Security Personnel or the Residence Hall Director in event of an emergency. Emergency telephone numbers are listed on the inside cover of this handbook and at the security window in the Residence Halls.

Severe Weather: Tornado Warnings

All persons in Residence Halls should seek shelter immediately. With advance notice to a warning, students should move to the basement of the Director of Student Life's apartment, the basement of the St. Paul Lutheran Church (506 W 9th) or the basement of the Student Union away from glass, doors, and windows. At the bare minimum, students should move into the restrooms on the ground floor of Dr. Terry Powell Hall.

Fire:

One representative of a building suspecting a fire should go to the nearest phone and call 911 immediately. Every person shall vacate the building by the shortest route to the exterior and remain outside until directed to do otherwise. If an alarm or smoke detector sounds, be sure to check any door before opening it. If the door is hot, remain inside the room and exit through a window or summons help from the open window. Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law. In case of emergencies in Walker Hall, the Security Guard will be responsible for unlocking the back gates. In the absence of the Security Guard, the Director of Student Life will assume this responsibility.

Entrance Guidelines

Suites, including all commons areas, may be entered at any time by College officials, maintenance, cleaning, and security personnel. Living Units (rooms) may be entered:

- By authorized College officials without notice when it is apparent or suspicion or probable cause that a violation of College or civil regulation is being or has been committed.
- By authorized College personnel to ensure that health, fire, and safety regulations are maintained. In addition, individual fire alarms may be checked between the 10th and 15th day of each month.
- By College personnel with advance notice to make improvements and repairs to provide routine maintenance.
- By authorized College personnel without notice when repair or maintenance work has been requested. Residents need not be present.
- By law enforcement officers in the performances of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized College officials without notice for check-in or check-out and safety checks at semester holiday breaks.
- By authorized housing and/or maintenance personnel where major remodeling is taking place (e.g. replacing shower walls). The residents are notified of such projects.

Furniture

Residence Hall units are furnished with beds, desks, chairs. Students may bring additional furniture. Residence Hall policy does require that all furniture, including personal items, remain in the rooms at all times. Tenants are required to remove all personal items from rooms at check-out (See CHECK-OUT). Students leaving unit furniture outside are in violation of policy and are subject to disciplinary

action. Individuals who possess furniture/properties which belong to CCC are subject to disciplinary action.

Health Inspection

The Director of Student Life, Assistant Director of Student Life and/or Student Life Managers may conduct weekly room inspections for possible damages and to verify the cleanliness of each unit and room. It is necessary for the Residence Hall suites and rooms to be neat and orderly to ensure health and safety for all residents. If a room is not neat and orderly, the student will be notified by a Residence Hall staff member or sponsor and will be required to clean the room. A student who fails to comply with these notices will be subject to disciplinary action or damage assessment.

Housekeeping

Dr. Terry Powell Hall & Pat Walker Residence Hall – Students should place properly bagged trash in the trash room located on each floor. Housekeeping will remove the bags; clean the hallways and public areas.

Internet Service

CCC carefully planned and constructed a reliable and robust network in our residence halls. In order to best accomplish this, each dormitory room was built with two wired network connections. This setup allows every resident the ability to plug in their own desktop, laptop or gaming system.

In order to provide the highest level of Internet service personal wireless equipment should not be used in any dorm room. Since every resident can obtain access without the use of personal wireless equipment, the usage of such equipment is forbidden.

For these reasons, the official policy of Walker Hall and Dr. Terry Powell Hall states, “No resident should plug any wireless device into the network. Failure to comply with the request will be considered a violation of dorm policy which will result in the confiscation of wireless equipment and/or fine. Repeated violations of this policy will result in the loss of Internet access in addition to the above sanctions.

Immunization

The Kansas Department of Health and Environment recommends that all College students be immunized against various vaccine preventable diseases. Those preventable diseases include Hepatitis B, Influenza, Measles, Mumps, Rubella, Tetanus, Varicella and Meningococcal.

Coffeyville Community College requires students living in Residence Halls to provide written documentation of the immunizations that they have received, specifically meningococcal, or a signed waiver which indicates they have been informed of the recommendations and have chosen not to be immunized. In addition, CCC requires tuberculosis testing for all newly enrolling and re-enrolling students who were born, lived or traveled outside the United States within the past twelve months.

Rental Insurance

The College is not responsible for theft, loss, or damage of personal property. A student is encouraged to have insurance through their parents or through a separate rental policy.

Keys

In event that a student loses his/her keys:

- Notify the Director of Student Life and Student Conduct or Walker Hall Coordinator about the lost key.
- \$20 fee per key is assessed for key replacement. (Fee must be paid before a new key is authorized.)

Lockouts

- Tenants will be responsible for keeping room keys with them at all times. Lockouts will be handled by the Residence Hall Directors or Student Life Managers. Students who require

assistance for a lockout are charged a \$10 fee and are required to produce a key and/or student ID when the Student Life Manager unlocks the room door.

- Lockout assistance will be completed at the earliest time feasible to the residence life staff and public safety. Leaving room/suite doors unlocked is dangerous and also places all suite mates' belongings at risk.

Laundry Facility

The Laundry Facility is available for use 24 hours a day for residence hall students only. Any student found manipulating the coin box in any way to wash clothes for free will be subject to disciplinary action. Residents will be held responsible for any damage other than normal "wear and tear" to the laundry room facility and may lose the right to use the facility. Any clothes left in the laundry facility overnight will be collected the next day and given to a local charity.

NOTE: Coffeyville Community College is not liable for any items which may be stolen.

Mail/Mailboxes

Mailboxes for students who reside in Dr. Terry Powell Hall and Pat Walker Hall are located in the shared entrance to both dormitory's on the first floor next to the security desk. Mail is distributed after 1:00 pm Monday through Friday. Students are required to present a student I.D. when picking up packages.

Packages may be picked up between the hours of 10:00 a.m. to 2:00 p.m. from the window outside of marketing in the Arts & Science Building. Students will be assigned his/her mailbox combination within the first week of classes and will be given instructions on how the lock system works. A student who loses his/her combination should contact Director of Student Life and Walker Hall Coordinator during normal business hours.

Receiving mail on campus – Mail should be addressed directly to the student with the appropriate dormitory address. Dormitory addresses are listed in the front of this handbook. Example:

Men's Dorm

Your Name
Powell Hall
902 S. Beech
Coffeyville, KS 67337

Women's Dorm

Your Name
Walker Hall
610 W. 10th
Coffeyville, KS 67337

Maintenance

Maintenance requests are made by filling out a "Maintenance Request" form. This form should be placed in a maintenance repair box in each Residence Hall or given to a Residence Hall Director. You may also email your request to dormworkorder@coffeyville.edu. If the problem has not been addressed within forty-eight (48) hours, contact the switchboard operator, located in the Student Services area. In the event of a maintenance emergency, such as heating, air conditioning, plumbing or electrical problems, contact the Director of Student Life or the Walker Hall Coordinator immediately.

Medical Emergency

In the event of an emergency, call an ambulance, and then notify a Resident Hall staff member. If you have a condition which might require medical attention, it is important that you notify both the College and your roommate. CCC may notify a parent or legal guardian in case of an emergency or in a situation which they deem to be potentially life threatening or a risk to your health/safety.

Noise Complaint

Excessive and/or disruptive noise during day hours (until 7 pm) should be reported to a Director of Student Life and Assistant Director of Student Life.

Excessive and/or disruptive noise during evening hours (7 pm - 2:30 am) can be reported to the on-duty Student Life Manager in the security office. The Student Life Manager can be reached at

620.252.7046 in Dr. Terry Powell Hall and 620.252-7150, ext. 400 in Walker Hall. After 2:30 am, Campus Security can be contacted at 620.252.7395. When Campus Security is not available by telephone, security personnel are on routine security checks throughout the campus. Please contact a Student Life Manager, the Director of Student Life, or the Walker Hall Coordinator if security is unavailable.

Parties

There are a maximum number of 8 people allowed in Dr. Terry Powell Hall per unit and 10 people allowed in Walker Hall per suite. Parties that comply with all other Residence Hall guidelines are permitted except during quiet hours. Use of alcohol and illegal drugs is a violation and will result in disciplinary action.

Pets

NO pets are allowed in the Residence Halls, including the laundry facilities, at any time. This includes, but is not limited to, dogs, cats, snakes, rodents, fish, lizards, spiders, and birds.

Posting

All posters, flayers, and banners to be posted in any Residence Hall facilities must be pre-approved by the Director of Student Life. General guidelines for posters follow.

1. A group requesting to hang posters must be a recognized campus organization.
2. Alcoholic beverages and illegal drugs cannot be mentioned or portrayed on the poster.

Quiet Hours

Observe noise consideration all hours of the day, students have the entitlement to study and sleep. The noise level needs to be limited to a level that will not disturb your nearest neighbor. Specific Quiet hours are enforced for noise within the residence hall, They are:

- Weekdays: Midnight - 8 am
- Weekends: 2 am - 8 am

During quiet hours, residents must refrain from playing sound equipment (i.e., stereos, radios, TV, etc.) at any level that can be heard outside the individual rooms. Residents need to first ask the resident.

Projectiles

Dropping objects from windows, dartboards, throwing balls, frisbees, bouncing balls, water balloons or other such objects is not permitted in residence halls.

Stereo/Sound Equipment

Stereos, radios, and TVs should be played at a volume that cannot be heard outside the resident's unit or room at any time during quiet hour regulations. The use of headphones for stereo equipment is recommended. If excessive noise results from abuse of volume levels, the stereo equipment will be confiscated (returned at end of semester), and disciplinary action will result. Electronically amplified equipment is NOT allowed in the Residence Halls except for residents who are taking a music course. This exception requires a signed permission form from the Director of Student Life.

Storage

Coffeyville Community College does not supply storage for tenants. There are several local businesses that do offer storage at monthly rates. A student is not allowed to leave any items during the summer break in rooms or units.

Theft

Lock both room and exterior suite doors at all times. Do not prop doors with the door chains and dead bolts provided on your room door. Most thefts occur from open doors and windows, not forced break-ins. Coffeyville Community College is NOT responsible for any theft, loss, or damage of personal property that may occur. In case of theft, please contact the Director of Student Life and the local police officials immediately.

Tobacco Usage

Smoking is allowed in designated areas only. The use of any tobacco products and/or the distribution of tobacco products, including smokeless, is prohibited in all College facilities, (i.e., classrooms, hallways, dorm rooms, offices, the Student Union, Gilmer K. Nellis Hall, Football Complex, Learning Resource Center, and Theatre), in any College-owned vehicle, at College-sponsored events, on College grounds which have been posted as tobacco-free areas as well as within ten feet outside any building access point (such as doorways, open windows, and air intakes).

Windows

Each window is equipped with window screens. Removing window screens and/or individual entering or exiting through windows, except in the case of emergency, will be subject to discipline actions.

Housing Contract Conditions

The CCC Housing Contract provides room and board for all Residence Hall tenants. All tenants are required to participate in the meal plan. The resident (and her/his parents if the resident is under age 18) is responsible for full contractual obligations. This contract is binding, and the resident is still responsible for the contract if the resident leaves or moves off campus.

Students who wish to remain in the Residence Hall over holiday breaks and in between semesters must receive advance approval from the Director of Student Life and Student Conduct. Students receiving approval will be charged the daily room rate.

Coffeyville Community College reserves the right to refuse or cancel any contract and/or return any advance payment. Students must be officially admitted to CCC as a student in good standing and have submitted the Residence Hall Contract plus the Immunization Information Form. Individuals who have a criminal record involving a felony offense may not be eligible for College housing.

Room Alterations

Each resident is responsible for the condition of his/her room and all College furniture. Painting walls, floors, ceilings, or furnishings is not permitted. Removing window screens or tampering with smoke alarms and fire extinguishers is strictly prohibited. Monetary fines will be assessed for these violations. Permanently affixed or fastened room fixtures such as bookshelves, closets, and desks, cannot be tampered with or removed. A student who modifies room furnishings (i.e., construct lofts, bunk beds, partitions, bookshelves or other structures) does so at his/her own risk. Each resident will be financially responsible if a person is injured by any structure or article constructed or brought into the living unit.

Hanging Pictures or Items

It is recommended that the student use sticky putty or 3M strips, a tenant will not be allowed to use permanent adhesive like glue, double sided tape, nails or screws.

Assignment Changes

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. However, should problems arise a resident may request an assignment change to another living unit. The resident should contact the Residence Hall Director to discuss the situation and the change of assignment process.

A resident may not move until written approval is received from the Residence Hall Director. The Director reserves the right to re-assign a resident to a different living area at any time, if it is in the best interest of the resident, other residents, or the College. Any resident who is asked to move by his/her coach and/or activity sponsor is required to have approval from the Director. The student is held responsible for following and completing proper procedures.

Consideration Policy

If the occupancy of a Residence Hall room falls below two individuals, the remaining resident has the following options:

1. Accept another roommate.
2. Move into another Residence Hall room having only one occupant.
3. Space permitting, pay the additional single room charge.

Beds

Waterbeds are not permitted in the Residence Halls. Desks, dressers, and window ledges are not to be used as support for bunking or lofting beds. Due to limited storage space, beds cannot be moved from the unit. The Residence Halls do not provide storage.

Check-in/Check-out

Upon arrival at Coffeyville Community College, the student reports to the Residence Hall Director. A key will not be issued to the student until the check-in process is completed.

Check-in Procedure

To complete the check-in process, the student must do the following with the Residence Hall Director or Student Life Manager:

1. Complete, sign, and date a check-in form.
2. Complete a Residence Hall Contract.

After the student has completed and signed the above-mentioned forms, a room key will be issued by the Residence Hall Director.

Check-out Procedure

Each student must complete the following basic check-out procedure before leaving campus at the end of each year or semester or if the student drops out of school (if they are graduating or not returning to the Residence Halls):

1. Schedule a time with the Residence Hall Personnel to complete a check-out inventory form (24 hour advance notice is required).
2. Clean the room and unit.
3. Complete and sign the check-out form with the Student Life Manager in charge of the unit.
4. Turn in room key. A student who does not return a room key will be billed for a lock core change and/or replacement key charge.
5. Each resident must check out in person.

Failure to follow these procedures will result in an assessment of a fee of \$50, and any additional charges for cleaning, room damages, and key lock replacement.

Inventory

Each resident will complete a standard inventory during the check-in procedure. It is the resident's responsibility to complete the check-in procedure and assure that it accurately reflects the condition of the living unit. A resident will be billed for damages not recorded on the inventory check-in form.

Moving off Campus

After a resident has checked into the Residence Halls, the housing contract cannot be canceled by a student who chooses to move off campus. A resident should not make a verbal or written agreement for off-campus accommodations without being aware that he/she is still responsible for the charges pertaining to the balance of the Residence Hall room and board contract to turn down the sound equipment, and if this does not work, call the security box in the appropriate Residence Hall.

Single Rooms

Ordinarily, every resident will have a roommate. Requests for single rooms will be approved ONLY when space is available. Single room requests should be made to the Residence Hall Director. If granted, additional fees do apply.

August

2017

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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August

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SUNDAY

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19

August		2017	
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MONDAY	21		
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WEDNESDAY	23		
THURSDAY	24		
FRIDAY	25		
SATURDAY	26		

August/September 2017

SUNDAY

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MONDAY

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22

SATURDAY

23

September

2017

SUNDAY

24

MONDAY

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

SATURDAY

30

October

2017

SUNDAY

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7

October

2017

SUNDAY

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

October

2017

SUNDAY

15

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

21

October

2017

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

October/November 2017

SUNDAY

29

MONDAY

30

TUESDAY

31

WEDNESDAY

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

November		2017
SUNDAY	5	
MONDAY	6	
TUESDAY	7	
WEDNESDAY	8	
THURSDAY	9	
FRIDAY	10	
SATURDAY	11	

November

2017

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

SATURDAY

18

November

2017

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

November/December 2017

SUNDAY

26

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

1

SATURDAY

2

December

2017

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

December

2017

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

December

2017

SUNDAY

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

22

SATURDAY

23

December		2017
SUNDAY	24	
MONDAY	25	
TUESDAY	26	
WEDNESDAY	27	
THURSDAY	28	
FRIDAY	29	
SATURDAY	30	

December/January 2017-18

SUNDAY

31

MONDAY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

January

2018

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

January

2018

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

January		2018
SUNDAY	21	
MONDAY	22	
TUESDAY	23	
WEDNESDAY	24	
THURSDAY	25	
FRIDAY	26	
SATURDAY	27	

January/February 2018

SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

1

FRIDAY

2

SATURDAY

3

February

2018

SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY

10

February		2018
SUNDAY	11	
MONDAY	12	
TUESDAY	13	
WEDNESDAY	14	
THURSDAY	15	
FRIDAY	16	
SATURDAY	17	

February		2018
SUNDAY	18	
MONDAY	19	
TUESDAY	20	
WEDNESDAY	21	
THURSDAY	22	
FRIDAY	23	
SATURDAY	24	

February/March

2018

SUNDAY

25

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

1

FRIDAY

2

SATURDAY

3

March

2018

SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY

10

March		2018	
SUNDAY	11		
MONDAY	12		
TUESDAY	13		
WEDNESDAY	14		
THURSDAY	15		
FRIDAY	16		
SATURDAY	17		

March		2018	
SUNDAY	18		
MONDAY	19		
TUESDAY	20		
WEDNESDAY	21		
THURSDAY	22		
FRIDAY	23		
SATURDAY	24		

March/April		2018
SUNDAY	25	
MONDAY	26	
TUESDAY	27	
WEDNESDAY	28	
THURSDAY	29	
FRIDAY	30	
SATURDAY	31	

April

2018

SUNDAY

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7

April 2018

SUNDAY

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

April		2018	
SUNDAY	15		
MONDAY	16		
TUESDAY	17		
WEDNESDAY	18		
THURSDAY	19		
FRIDAY	20		
SATURDAY	21		

April		2018	
SUNDAY	22		
MONDAY	23		
TUESDAY	24		
WEDNESDAY	25		
THURSDAY	26		
FRIDAY	27		
SATURDAY	28		

April/May

2018

SUNDAY

29

MONDAY

30

TUESDAY

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

SATURDAY

5

May		2018
SUNDAY	6	
MONDAY	7	
TUESDAY	8	
WEDNESDAY	9	
THURSDAY	10	
FRIDAY	11	
SATURDAY	12	

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