



Welcome to Neosho County Community College! Thank you so much for choosing NCCC! With our excellent faculty, caring staff, state-of-the-art technology, outstanding facilities, small class sizes, affordable tuition, flexible schedules, a strong commitment to student health and safety, and unmatched reputation, it is no mystery why over 3,000 students choose to be Panthers each year.

This College stands ready to help you achieve your educational goals. With free tutoring, numerous scholarships, open computer labs, teaching and learning centers, faculty open office hours, individualized advising, and student clubs and organizations, your success is our success. In fact, NCCC has the highest student success percentage of the nineteen community colleges in Kansas! We are personally invested in helping you reach your goal.

My staff and I stand ready to help you achieve your degree or certificate. The mission of Neosho County Community College is to enrich our communities and our students' lives. I know your time as a Panther will be just that — enriching.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Inbody". The signature is fluid and cursive, written in a professional style.

Dr. Brian Inbody  
NCCC President

**2017-2018  
STUDENT HANDBOOK**

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# THE MISSION OF NEOSHO COUNTY COMMUNITY COLLEGE

The mission of Neosho County Community College is to enrich our communities and our students' lives.

## VISION STATEMENT

Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration, and staff and be the premier community college in Kansas.

## PURPOSE STATEMENT

### **student learning through**

- integrating effective curriculum, teaching, and technology to build engaging educational environments,
- using effective assessment processes for educational environments, and
- advancing critical thinking and open exchange of ideas;

### **student success through**

- facilitating student goal completion, retention, and persistence,
- promoting accessibility via college/career readiness efforts, affordability, flexible scheduling, and modalities,
- using a comprehensive system of proactive support, and
- embracing diversity;

### **accountability to stakeholders through**

- communicating openly with all constituencies,
- managing resources ethically and effectively,
- implementing systematic, evidence-based, integrated plans,
- supporting and developing college employees, and

- providing safe and comprehensive facilities;  
**meeting community needs through**
- facilitating community and economic development by providing informed citizenry and skilled workforce,
- fostering cultural, educational and athletic enrichment,
- offering learning opportunities for all, and
- inspiring a spirit of innovation and entrepreneurship

## 2017 - 2018 ACADEMIC CALENDAR

### Fall Semester – 2017

July	31	4-week Fall Intersession Classes Begin
Aug	14	Faculty Report
Aug	15	In-Service (college closed)
Aug	18	4 Week Fall Intersession Classes End
Aug	21	Classes Begin
Aug	21	First 8 Week Classes Begin
Sept	4	Labor Day (college closed)
Sept	11	12 Week Classes Begin
Sept	18	Citizenship Day
Sept	25	Middle 8 Week Classes Begin
Oct	13	1st 8-Week Classes End
Oct	13	Mid-Term
Oct	16	Last 8 Week Classes Begin
Nov	17	Middle 8 Week Classes End
Nov	20-24	Thanksgiving Break (college closed)
Dec	5-11	Finals (Chanute Night/Ottawa Block)
Dec	8	12 Week Classes End
Dec	8-14	Finals (Online/Hybrid)
Dec	11	Fall Classes End
Dec	12-14	Finals (Chanute Day/Ottawa Non-Block)
Dec	14	Last 8 Week Classes End
Dec	15	Faculty Assessment/Duty Day
Dec	18	Wintersession Classes Begin (4 Week)
Dec	23-Jan. 1	Christmas Break (college closed)

### Spring Semester – 2018

Jan	2	Wintersession Classes Begin (2 Week)
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Jan	8	Faculty Report
Jan	9	In-Service (college closed)
Jan	14	Wintersession Classes End
Jan	15	Martin Luther King Day (college closed)
Jan	16	Classes Begin
Jan	16	First 8 Week Classes Begin
Feb	5	12-Week Classes Begin
Feb	19	Middle 8 Week Classes Begin
Mar	9	1st 8-Week Classes End
Mar	9	Mid-Term
Mar	12	Last 8 Week Classes Begin
Mar	19-23	Spring Break
Mar	30	Good Friday (college closed)
Apr	20	Middle 8 Week Classes End
May	2-8	Finals (Chanute Night/Ottawa Block)
May	4	12 Week Classes End
May	5-11	Finals (Online/Hybrid)
May	8	Tuesday Classes are Friday Classes (day classes only)
May	8	Spring Classes End
May	9-11	Finals (Chanute Day/Ottawa Non-Block)
May	11	Last 8 Week Classes End
May	11	Commencement 7:00 p.m.
May	14	Intersession Classes Begin
May	14-15	Faculty Assessment Days
May	16	Faculty Duty Day
May	25	Intersession Classes End
May	28	Memorial Day (college closed)

## **Summer I – 2018**

June	4	Summer I Begins (4-Week & 8-Week Classes)
June	28	Summer I Ends

## **Summer II – 2018**

July	2	Summer II Begins (4 Week Classes)
July	4	Independence Day (college closed)
July	26	Summer II 4 & 8-Week Classes End
July	30	Fall Intersession Classes Begin
Aug	17	Fall Intersession Classes End



# 2017 - 2018 ENROLLMENT MANAGEMENT CALENDAR

## Fall Semester – 2017

July	31	Intersession Classes Begin
July	31	Last Day to Add-Intersession
Aug	1	Last Day to Drop with Refund-Intersession
Aug	2	Last Day to Drop No Refund-Intersession
Aug	2	Certification-Intersession
Aug	15	Last Day to Withdraw-Intersession
Aug	18	Intersession Classes End
Aug	21	Fall and First 8-week Classes Begin
Aug	22	Last Day to Add-First 8 Week
Aug	25	Last Day to Drop with Refund-First 8 Week
Aug	25	Last Day to Add-Full Semester
Aug	31	Last Day to Drop No Refund-First 8 Week
Sept	1	Certification-First 8 Week
Sept	1	Last Day to Drop with Refund-Full Semester
Sept	11	12 Week Classes Begin
Sept	13	Last Day to Add-12 Week
Sept	15	Last Day to Drop No Refund-Full Semester
Sept	18	Certification Full Semester
Sept	20	Last Day to Drop with Refund-12 Week
Sept	25	Middle 8 Week Classes Begin
Sept	26	Last Day to Add-Middle 8 Week
Sept	28	Last Day to Drop No Refund-12 Week
Sept	29	Certification Day- 12-week
Sept	29	Last Day to Drop with Refund-Middle 8 Week
Sept	29	Last Day to Withdraw-First 8 Week
Oct	6	Certification-Middle 8 Week
Oct	6	Last Day to Drop No Refund-Middle 8 Week
Oct	13	First 8 Week Classes End
Oct	16	Last 8 Week Classes Begin
Oct	17	Last Day to Add-Last 8 Week
Oct	20	Last Day to Drop with Refund-Last 8 Week
Oct	26	Last Day to Drop No Refund-Last 8 Week
Oct	26	Certification-Last 8 Week
Nov	3	Last Day to Withdraw-Middle 8 Week
Nov	10	Last Day to Withdraw-Full Semester
Nov	10	Last Day to Withdraw-12 Week
Nov	17	Middle 8 Week Classes End
Nov	30	Last Day to Withdraw-Last 8 Weeks

Dec	8	12 Week Classes End
Dec	14	Fall Semester Ends
Dec	14	Last 8-week Classes End

## Wintersession – 2017

Dec	18	4-Week Wintersession Classes Begin
Dec	18	Last Day to Add Wintersession
Dec	19	Last Day to Drop Wintersession with Refund
Dec	20	Wintersession Certification
Dec	20	Last Day to Drop Wintersession No Refund
Jan	10	Last Day to Withdraw Wintersession
Jan	14	Wintersession Classes End

## Spring Semester – 2018

Jan	16	Classes Begin
Jan	16	First 8-Week Classes Begin
Jan	17	Last Day to Add-First 8 Week
Jan	22	Last Day to Add-Full Semester
Jan	22	Last Day to Drop With Refund-First 8 Week
Jan	26	Last Day to Drop No Refund-First 8 Week
Jan	29	Certification-First 8 Week
Jan	29	Last Day to Drop With Refund-Full Semester
Feb	5	12 Week Classes Begin
Feb	7	Last Day to Add-12 Week
Feb	9	Last Day to Drop No Refund-Full Semester
Feb	12	Certification-Full Semester
Feb	14	Last Day to Drop With Refund-12 Week
Feb	19	Middle 8 Week Classes Begin
Feb	20	Last Day to Add-Middle 8 Week
Feb	22	Last Day to Drop No Refund-12 Week
Feb	23	Last Day to Withdraw-First 8 Week
Feb	23	Last Day to Drop With Refund-Middle 8 Week
Feb	23	Certification-12 Week
Mar	1	Last Day to Drop No Refund-Middle 8 Week
Mar	2	Certification-Middle 8 week
Mar	9	First 8 Week Classes End
Mar	12	Last 8 Week Classes Begin
Mar	13	Last Day to Add-Last 8 Week
Mar	16	Last Day to Drop With Refund-Last 8 Week

Mar	29	Last Day to Drop No Refund-Last 8 Week
Apr	2	Certification-Last 8 Week
Apr	6	Last Day to Withdraw-Middle 8 Week
Apr	13	Last Day to Withdraw-12 Week
Apr	16	Last Day to Withdraw-Full Semester
Apr	20	Middle 8 Week Classes End
Apr	27	Last Day to Withdraw-Last 8 Week
May	4	12 Week Classes End
May	11	Spring Semester Ends
May	11	Last 8-Week Classes End

## CAMPUS RESOURCES

### Academic Advising

Director of Academic Advising & Testing, CLC, 620-432-0311; Coordinator of the Teaching and Learning Center, Ottawa Campus, 785-248-2803

Your academic advisor is an important person during your time at NCCC. Whether you plan to enter the workforce after graduation or if you plan to transfer to a college or university, your academic advisor can help you with these important transitions. If you have declared a major, you will be assigned an advisor in that academic area. If you have not yet decided on an academic major, your advisor can assist you in exploring career options. To find out your advisor assignment, to change advisors, or to change your major, see the Director of Academic Advising & Testing located in the CLC on the Chanute Campus or the Coordinator of the Teaching and Learning Center on the Ottawa Campus.

### Academic Policies

The 2017-2018 College Catalog is available in the Student Services Center at both campuses and online at [www.neosho.edu](http://www.neosho.edu). All academic policies, procedures, and degree requirements are outlined in the College Catalog at

<http://www.neosho.edu/ProspectiveStudents/Registration/Catalog.aspx>.

### Academic Services

Our students' success is the top priority for the Student Learning Division. The Vice President for Student Learning is the Chief Academic Officer for the college, supported by two division chairs, a Director of Nursing, the Dean of Student Services, the Dean of Outreach and Workforce Development, and the Dean of the Ottawa and Online Campuses.

### Access-Disability Accommodations

Chanute campus- Dean of Student Services - Student Services Office, Sanders Hall, 620-432-0304

Ottawa campus- Dean of the Ottawa Campus – 785-248-2797

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute campus, or the Dean of the Ottawa Campus, 785-248-

2797, on the Ottawa campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

**Applied Science Division** (Accounting, Business, Computer Science, Math, Technology, Science) - Luka Kapkiai, Stoltz Hall, 620-432-0360

## **Athletics**

Athletic Director, NeoKan Hall, 620-432-0397

Intercollegiate athletics are organized at NCCC as an integral part of the curriculum. Learning experiences are involved in athletics at NCCC in team sports as well as individual sports. Some of the learning experiences are: adjusting to team members, living and working with groups, achieving goals through groups, conforming to rules and regulations, striving for excellence, playing to win, and functioning to the best of one's ability. The philosophy of athletics developed at NCCC has been a cooperative effort of the Board of Trustees, administration, athletic director, and coaches.

NCCC is a member of the Kansas Jayhawk Community College Conference (KJCCC). Other members of this Conference are Allen County, Barton County, Butler County, Cloud County, Coffeyville, Colby, Cowley County, Dodge City, Ft. Scott, Garden City, Highland, Hutchinson, Independence, Johnson County, Kansas City, Labette, Pratt, and Seward County. Membership allows NCCC to maintain a regular Intercollegiate athletic schedule in baseball, men's and women's basketball, men's and women's cross country, men's and women's soccer, softball, men's and women's track, volleyball, and wrestling. All athletes on any intercollegiate athletic team must meet the requirements set forth by the conference and the National Junior College Athletic Association (NJCAA). The KJCCC, as well as the NJCAA, is organized for the purpose of controlling, maintaining, and promoting intercollegiate athletics as a vital part of the curriculum of the member Colleges.

## **Bookstore**

Student Union, Chanute, 620-432-0388; Ottawa, 785-248-2823

Chanute Bookstore hours:

Monday -Thursday 8:00 a.m. to 5:30 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Ottawa Bookstore hours:

Monday-Friday 8:00 a.m. to 5:00 p.m.

Extended hours for the first week of the semester are as posted at both locations.

NCCC's Chanute and Ottawa Bookstore locations provide text books, school supplies, and a selection of apparel, gifts, and snacks. The Bookstore accepts cash, check, debit and major credit cards.

## **Business Office**

Chanute Campus, Sanders Hall, 620-432-0380 or Ottawa Campus Administrative Office, 785-248-2800

Regular Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

Summer Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.

Closed Fridays (June & July only)

The business office provides a variety of services to students which include information on student accounts and payment plans. Please refer to the NCCC Website for payment plan options. Payment is due prior to the start of classes.

### **(CAVE) Center for Academic and Vocational Excellence**

Chanute campus-Chapman Learning Center, Lower Level

Regular Hours:

Monday – Thursday 7:30 a.m. to 8:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

Closed Fridays (June & July only)

The CAVE is the Student Success/Learning Center on the Chanute campus. The CAVE provides a full-service computer lab, tutoring, a developmental education lab, the STARS program (TRiO Student Support Services), ABE, and many more support services.

### **Chapman Learning Center (CLC)**

The Chapman Learning Center staff strives to provide each member of the NCCC learning community with relevant, accessible and well-integrated information resources and services. They can answer research and technology questions, as well as provide individual and group instruction. The library location in Chanute is open 24/7 for NCCC students, faculty and staff with a valid swipe card. Library and Learning Center staff members are available to assist patrons during the operating hours listed below. The TLC location in Ottawa is open 8 a.m. to 9 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday.

Chanute campus, Chapman Learning Center, 620-432-0369

Staff Hours:

Monday-Thursday 7:30 a.m. to 8:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

Ottawa campus, Teaching & Learning Center, 785-248-2803:

Staff Hours:

Monday – Thursday 8:00 a.m. to 9:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

### **Computer Services**

NCCC has several computer labs for student use. On the Chanute campus they are located in the Chapman Learning Center, The CAVE, Stoltz Hall and Rowland Hall. On the Ottawa campus, they are located in the TLC, Room 605, 701 and 702 and are accessible when there is no class present. The computers in the CLC on the Chanute Campus are open 24 hours per day to students who are enrolled in at least 1 hour with a school issued ID badge. Students who reside off-campus may request 24 hour access by contacting the receptionist in the CLC.

### **Counseling Services**

Chanute campus- Director of Residence & Student Life - Residence & Student Life Office, Student Union, 620-432-0381

Ottawa campus- Dean of the Ottawa & Online Campuses – Administrative Office, 785-248-2797

Counseling services and referrals may be arranged through the Director of Residence & Student Life or their designee for the Chanute Campus or the Dean of the Ottawa & Online Campuses.

### **Dean of Student Services**

Chanute campus, Student Services Office, Sanders Hall, 620-432-0304

The Dean of Student Services serves as the Chief Student Affairs Officer for the college. The Dean or their designee oversees student service processes of the college, including registration, financial aid, international student services, student life, residence life, dining services, counseling, discipline, compliance, transfer and articulation, Recruitment and College Relations, Chapman Learning Center, Advising and Testing, and ADA. The Dean of the Ottawa & Online Campuses oversees these services at the Ottawa campus.

### **Dining Service**

Student Union (Chanute campus only)

Dining Room Hours:

Monday – Friday

Breakfast	7:00 to 9:00 a.m.
Lunch	11:30 a.m. to 1:15 p.m.
Dinner	5:30 p.m. to 7:30 p.m.

Saturday & Sunday:

Brunch	Noon to 1:00 p.m.
Dinner	5:00 to 6:00 p.m.

(Hours are subject to change – check the signs posted on the dining hall doors.)

Great Western Dining Services provides meals for the NCCC Chanute campus. Full course meals with several entrée choices are provided for breakfast, lunch and dinner, Monday through Friday. Brunch and dinner are served on Saturday and Sunday. Food service is included in the room and board package for residence hall students (19 meals per week). Resident students must present their Student ID to the cashier upon entering the dining hall for each meal. Commuter students and visitors may purchase meals individually or buy a pre-paid meal card. For meal ticket charges, see the cashier in the Dining Room.

### **Facilities Reservations**

Chanute Campus-President's Office, Sanders Hall, 620-432-0346

Ottawa campus- Dean for the Ottawa & Online Campuses – Administrative Office, 785-248-2797

Regular Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Campus meeting rooms and other facilities may be reserved by contacting the Administrative Assistant to the President on the Chanute Campus, or the Dean for the Ottawa & Online Campuses.

### **Financial Aid**

Chanute campus- Sanders Hall, 620-432-0330

Ottawa campus- Administrative Office, 785-248-2839

Regular Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.

The Financial Aid Office is available to assist students in finding resources to finance their education. Scholarships, grants, loans, and work study are provided to qualified students. Students interested in receiving financial aid should contact the financial aid office well in advance of the start of each semester/school year. FAFSA and scholarship priority deadlines are April 1 each year. ([finaid@neosho.edu](mailto:finaid@neosho.edu))

## **Food Pantry**

NCCC is committed to responding to food availability concerns of our students and campus employees. The Pantry, located in the CAVE and Bideau RA Office on the Chanute campus, is free to all students and employees. The Chanute CAVE location is open from 11:30 a.m. - 1:30 p.m. or by request. The Bideau RA Office is available for residence hall students from 11 p.m. to midnight. Plans for a Food Pantry on the Ottawa campus are in progress. Contact the Dean of the Ottawa & Online Campuses for information. Donations for the Chanute campus can be dropped off in the Residence & Student Life Office in the Student Union. For more information, contact the Director of Residence & Student Life on the Chanute campus at 620-432-0381 and the Dean of the Ottawa & Online Campuses at 785-248-2797.

## **ID Cards**

Chanute campus-Welcome Center, Chapman Learning Center, 620-432-0316  
Ottawa campus-TLC, 785-248-2803

Students enrolled in at least one credit hour should obtain an NCCC photo ID, which provides access to services both on and off campus. The ID card serves as your library card, meal card for residential students, admission to college events, and as a form of identification. The first ID card is provided free of charge. Replacement of lost or stolen cards is \$5.00.

## **InsideNC**

InsideNC is NCCC's web portal. InsideNC provides students with access to campus announcements, grades, course materials, account information, and much more. Your InsideNC user name is your Student ID number. Your initial password is the last four digits of your social security number. If you have problems with your InsideNC ID or password, email [webhelp@neosho.edu](mailto:webhelp@neosho.edu) for assistance.

NCCC students are responsible for accessing their college email on a regular basis. The college email is used to communicate with students on important issues such as scheduling class enrollment, business office/payment notices, graduation reminders, etc.

## **International Student Services**

Chanute campus, Chapman Learning Center, 620-432-0324  
Ottawa campus, Admissions Specialist - Administrative Office, 785-248-2822  
NCCC is host to many international students each semester.

The International Student Director assists many international students by providing cultural opportunities, support, and assistance with the paperwork involved for international studies.

**Liberal Arts Division** (Humanities, Fine and Performing Arts, Social and Behavioral Sciences, English, Communications, Education) – Kevin Blackwell, Ottawa Campus, 785-248-2801

## **Lost and Found**

Chanute campus-Welcome Center, 620-432-0316

Ottawa campus-Administrative Office, 785-248-2824

The location for lost and found items is the Welcome Center in the upper level of Chapman Learning Center on the Chanute campus and at the front desk of the administration office at the Ottawa campus. Found items should be turned in to the receptionist and will be held until claimed. Items that are unclaimed for more than a month will be disposed of per Board policy.

## **Mary Grimes School of Nursing**

Chanute Campus, Rowland Hall, 620-432-0350

Ottawa Campus 785-248-2827

## **Ottawa Campus**

Dean of Ottawa & Online Campuses, 785-248-2798

**Outreach and Workforce Development** (which includes Allied Health, Construction Technology, Welding, HVAC, Surgical Technology, Occupational Technology, Health Information Technology, Medical Assistant, and Phlebotomy) - Student Union, 620-432-0364

## **Panther Text Net [RAVE]**

Students will automatically be enrolled in the free Panther Text Net to receive emergency information about NCCC.

**It is highly recommended that all students and family members receive the "Emergencies/College Closings" information. It is required that students residing in campus housing receive "Emergencies/College Closings" and "Housing" information.** Students may opt out of the message system at any time by unsubscribing on their cell phone or by emailing [help@neosho.edu](mailto:help@neosho.edu) requesting to unsubscribe.

## **Registrar's Office**

Chanute Campus- Student Services Office of Sanders Hall, 620-432-0375

Ottawa Campus-Administrative Office, 785-248-2809

The Registrar's office is the place to go to add or drop a class, get a copy of your transcript, or to change your address, major, or advisor.

## **Safety & Security**

The safety of our students and staff is a primary concern for everyone at NCCC. Blue emergency phone kiosks are located between the residence halls and near both the Student Union, Rowland Hall, and Chapman Learning Center parking lots at the Chanute campus and also in the Ottawa parking lot. Neosho County and Franklin County use "911" services for emergencies and students are encouraged to call "911" in emergency situations. It is the policy of NCCC to call "911" in all seizure-related events or if an individual is unconscious. For non-emergency student-related safety or security issues, see the Dean of Student Services in the Student Services Office of Sanders Hall or their designee at the Chanute campus or the Dean for the Ottawa campus. Both campuses of NCCC are patrolled nightly by trained NCCC safety officers who may be reached at 620-212-2854 at the Chanute campus and 785-893-4969 at the Ottawa campus.



## **Social Media**

Keep up with college news and activities via NCCC's social media outlets. Academic and Enrollment Management deadlines are posted on Twitter, @NCCC. Like us on Facebook by searching for Neosho County Community College. As an added safety measure, NCCC regularly monitors social media to ensure compliance with Board policy and enhance safety for our students.

## **STARS (TRiO Student Support Services)**

Located in the lower level of the Chapman Learning Center (CAVE), Chanute Campus, 620-432-0332

STARS (Students Thriving, Achieving and Recognizing Success) is a federally funded TRiO Student Support Services program. The mission of STARS is to connect students with opportunity through academic achievement and personal growth. To be eligible for STARS, students must apply and meet at least one of the following: first generation (neither parent received a four-year bachelor's degree), meet federal income guidelines, and/or have a documented disability. STARS actively serves 165 students each year. Services available to participants include one-on-one tutoring, academic/transfer/career advising, campus visits to four-year colleges and universities, additional financial aid, cultural enrichment activities, and other support services. Our goal is to help students maintain good academic standing, stay in school, graduate from NCCC, and transfer to a four-year college or university.

## **Student Employment**

Chanute campus- Financial Aid Office of Sanders Hall, 620-432-0322 (Federal Work Study)  
Ottawa campus-Administrative Office, 785-248-2808

Student employment is available for students through the Federal Work Study program.

Students interested in Federal Work Study should contact the Director of Financial Aid (785-248-2808 or [finaid@neosho.edu](mailto:finaid@neosho.edu)).

## **Student's Right to Know**

Neosho County Community College adheres to the philosophy of openness and therefore makes available to all students the following information on an annual basis:

- A. The number of students categorized by race and sex;
- B. The number of students who receive athletically-related student aid, categorized by race and sex in all sports;
- C. The graduation rate for students categorized by race and sex;
- D. The completion or graduation rate for students who received athletically related student aid, categorized by race and sex;
- E. The average graduation rate for the four most recent graduating classes categorized by race and sex; and
- F. The average graduation rate for the four most recent graduating classes who received athletically-related student aid, categorized by race and sex.

## **Vice President for Student Learning**

Sanders Hall, 620-432-0302

The Vice President for Student Learning serves as the Chief Academic Affairs Officer for the College.

# ACADEMIC POLICIES AND PROCEDURES

## Academic Honesty

Violations of the Academic Honesty policy include academic dishonesty, which is behavior in which a deliberate means is employed to gain undeserved intellectual credit or advantage, either for oneself or another, or which is disruptive of a course of study. Some examples of academic dishonesty are:

- 1) Plagiarism:** Intentionally using the printed/published data, distinctive ideas, or language of someone else without specifically acknowledging the original source, for example, copying another student's paper, creative work, article, or computer work and submitting it as one's own original work is not allowed. On the other hand, the use of "common knowledge" or of ideas that are not distinctive to a single source does not require acknowledgement. Subject to the foregoing, the particular circumstances under which acknowledgment is required may vary among the different disciplines, which make up the College; in addition, the manner or style used to acknowledge a source will vary among disciplines. In a particular course, students must follow the acknowledgement/citation customs and standards of the discipline offering the course and acknowledge sources in the manner expected by that discipline.
- 2) Unauthorized collaboration on out-of-class projects:** Students may not present work as individual when, in fact, the work was done by/or with other students.
- 3) Cheating on exams:** This is defined as the unauthorized or inappropriate use of information about the exam (questions/answers) and/or the taking of an exam with the assistance of unauthorized materials such as notes, textbooks, crib sheets, and/or any electronic means such as cell phones. It is the responsibility of each instructor to inform students which information aids, if any, may be used on exams.
- 4) Unauthorized access to exams in advance of the examination:** Students who in any unauthorized manner obtain exams in advance of the date and hour of the examination are committing an act of academic dishonesty. Unauthorized access to exams does not include obtaining copies of exams given in previous semesters and returned to students, but it does include a sharing of information about an unreturned exam between a student in an earlier section of a class and a student in a later section.
- 5) Aiding and/or abetting an academically dishonest undertaking:** A student is responsible for ensuring that other students do not misuse his/her work. Students are required to protect the integrity of their own work by, for example, not allowing, knowingly or through carelessness, another student to plagiarize a term paper or copy answers to an exam.

**Responsibility for Academic Honesty:** The fundamental responsibility for the maintenance of the standards of honesty rests upon the student. It is each student's responsibility to be familiar with College policy on academic honesty and to uphold the standards at all times in all situations. Faculty members are responsible for clarification to their classes of those standards of honesty for class assignments or projects where such standards may be unclear or when such standards vary from the accepted norm. The Faculty is expected to take reasonable precautions to protect academic honesty.

**Consequences of Academic Honesty Violations:** Incidents of academic honesty violation in the classroom will be the responsibility of the individual instructor. Upon discovery of such violations, the instructor will have a private meeting with the student to inform him/her of the situation or notify him/her by email. The consequences of violation of the Academic Honesty Policy are at the discretion of the instructor and can range from redoing the assignment for partial credit to course dismissal, to the receiving a grade of “XF” for the course. A grade of “XF” indicates the student failed the course due to violations of the Academic Honesty Policy and remains on the permanent transcript unless removed by passing a course in ethics and integrity. All actions taken by the instructor will be documented by the instructor and reported to the following:

- Instructor’s direct supervisor (appropriate division chair, director or direct supervisor)
- Appropriate Dean as applicable (Dean of the Ottawa & Online Campuses, Dean of Outreach and Workforce Development)
- Vice President for Student Learning
- Dean of Student Services

A copy of the documentation will be placed on file with the Dean of Student Services. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure found in this handbook or the NCCC College Catalog.

Records of acts of misconduct will be kept on file by NCCC. In cases of serious violations of academic honesty or multiple violations of the policy, the Dean of Student Services, in conjunction with the Dean of the Ottawa Campus, the Dean for the Online Campus, or the Dean for Outreach and Workforce Development when applicable may require a meeting with the student to determine what action needs to be taken. Actions may range from a warning to expulsion from the college.

## **Academic Appeals**

### **A. Final Grades**

Final grades are based only on academic standards and the instructor’s evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course. Only final grades given at the conclusion of the course may be appealed. Grounds for Final Grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
  2. Alleged errors in the mathematical calculation of grades.
  3. Alleged errors in recording the grade on the student’s transcript.
  4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).
- In the case of a final grade appeal, the student must begin the appeal process within thirty (30) days from the conclusion of the course. Each final grade being questioned must be appealed separately.

## **B. Academic Honesty**

In the case of an academic honesty violation, (as defined in the Code of Student Conduct and Discipline) the student must begin the appeal process within two (2) working days from the date disciplinary action was initiated by the faculty member or other College official.

## **C. Assignments/ Test Grades**

Assignments/grades cannot be appealed. Once the course is completed the student may use the final grade appeal process listed in this handbook.

## **D. Appeal Procedure**

A student begins the appeal process by completing the Academic Appeal Form available in the office of the Chief Academic Officer and then:

1. To initiate a grade appeal, confer with the appropriate course instructor first. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the Chief Academic Officer.
2. For an academic honesty appeal, including appeal of an XF grade, meeting with the course instructor is not required, and the student shall make an appointment with the Chief Academic Officer.

It rests with the Chief Academic Officer's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the Chief Academic Officer or by the President of the College. No further appeal by the student is allowed.

## **Transfer and Articulation Agreement**

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate oriented sequence at a state and regionally accredited Kansas public community college and whose program of study has met the requirement of the Kansas Public Community College— Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents' universities. Students transferring to Regents institutions who have not completed an Associate of Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

### **Points of Clarification**

1. This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents universities (University of Kansas, Kansas State University, Wichita State University, Emporia State University, Fort Hays State University, Pittsburg State University, and Washburn University) with an Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
  - a) Each receiving institution has the right to determine admission standards to the various majors in their institutions.

b) Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

3. General education is defined as follows: General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It ensures that each graduate will have experienced some of the content, method, and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary school studies. Although the following distribution of courses does not correspond to the general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities. A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s). 12 hours of Basic Skills courses, including: 6 hours of English Composition; 3 hours of Speech Communication; 3 hours of college level mathematics (statistics will be required of transfer students where university curriculum requires it); 12 hours of Humanities courses from at least 3 of the following disciplines: Art\*, Theatre\*, History, Philosophy, and Music\*. \* Performance courses are excluded. 12 hours of Social and Behavior Science courses from at least 3 of the following disciplines: Sociology, Psychology, Political Science, Economics Geography, Anthropology; 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab). Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.

4. Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement. Students attempting to transfer into Technology, Engineering, and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study. Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examinations.

5. Each institution will define its own graduation requirements.

6. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

7. Transfer students may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

8. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.

9. The spirit of the agreement indicates that transfer students are to be judged academically in the same way as non-transfer students. Students transferring to a four-year institution should contact their advisor or the Director of Advising & Counseling early in their college career for assistance in preparing for transfer. Additional information on how Neosho County Community College courses will transfer to Kansas Regents universities may be found at <http://www.kansasregents.org/students>.

At Neosho County Community College, nothing is more important than our students. As such, we are committed to creating the best academic and collegiate environment. Please utilize

the multitude of resources and personnel who are here to help make your collegiate experience the very best.

## **STUDENT ACTIVITIES**

Chanute campus- Director of Residence and Student Life, Student Union, 620-432-0381

Ottawa campus- Director of Recruitment and College Relations, 785-248-2799

The Student Activities office provides guidance for all student clubs and organizations. This office coordinates the planning and implementation of student activities.

### **Academic Excellence Challenge Team**

The Academic Excellence Challenge Team is a group of students from Neosho County Community College who compete against other students from Kansas community colleges in a scholar bowl format. The students spend the year practicing in mock competitions between each other and in scrimmage competitions against other community colleges. The official competitions take place in the spring and consist of a preliminary, a regional, and a state final competition. Each Year NCCC recruits a team of 8 members to participate in the program. To be eligible to compete, students must be enrolled in (at least) 6 credit hours. A team member must have earned at least a 2.0 cumulative G.P.A, have completed no more than 72 semester hours, and may not have a college degree. A team member may participate for a maximum of 2 years. (Mindy Ayers, 620-432-0314)

### **Athletic Events**

Athletic events are an integral part of student life at the Chanute campus. NCCC has the following athletic teams which compete on a regular basis: Men's Basketball; Women's Basketball; Volleyball; Wrestling; Men's Soccer; Women's Soccer; Softball; Baseball; Men's Cross Country/Track; Women's Cross Country/Track; and Cheer/Dance. Admission is free for students to all regularly scheduled conference athletic events at the Chanute campus with valid ID card.

### **Music**

The music department at NCCC includes two choral ensembles, one-on-one private voice and piano lessons, and musical theatre productions. The private lessons and NCCC vocal ensemble are audition only; the Concert Choir is open to students and community members without audition. (Chanute Campus, 620-432-0377)

### **Student Senate**

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all areas of campus life. The executive council of this body consists of: President, Vice-President, and Secretary/Treasurer. All positions are elected by the student body in a general election. The senators consist of two sophomores and two freshmen. The Student Senate has the responsibility of coordinating the social functions of the college and cultivating a desirable college spirit through extracurricular activities. Members of the Student Senate are given an opportunity to participate in institutional decision making as members of the following institutional committees: Executive Committee, Strategic Planning Committee, Assessment & Program Review Committee

and Technology Planning Committee. Chanute and Ottawa campuses have separate student senates. (Chanute Campus, 620-432-0389/Ottawa Campus, 785-248-2799)

### **Theatrical Production**

The NCCC Theatre Department offers a wide variety of performance opportunities (showcases, dramas, comedies, original works, musicals, etc.) that reflect the cultural needs of the college and surrounding communities. The NCCC Theatre Department's mission is to celebrate diversity and the human condition through the power of performance. At least three mainstage performances are offered during the academic year on the Chanute Campus. NCCC students, faculty, and staff are eligible to audition for the productions as well as all interested Neosho County community members. Experience is not necessary or critical. Each production is unique and requires new faces for new challenges. Students are highly encouraged to participate and are eligible for college credit by enrolling in Theatre Workshop (COMM 206-11). For more information, please contact the NCCC Theatre Department at 620-432-0361.

## **STUDENT ORGANIZATIONS**

### **Art Club**

The Art Club is a campus organization that provides educational activities in the visual arts for club members and the college community. Club activities promote the practical and cultural value of art, the development of personal creativity and art career awareness. The Art Club is open to all students who have an interest in art.

### **Black Student Union**

The purpose of the Black Student Union is to promote a general understanding of all black culture and heritage. The organization also assists and supports black students and serves as a representative of all minority students of NCCC on all issues of public interest and/or concern. The organization is open to all students wishing to participate in the club's goals and prospective purposes. (Luka Kapkiai 620-432-0360)

### **Business and Innovation Club**

The Business Club is a campus organization open to all students majoring in the areas of business. Its objective is to provide social, career, and educational activities as they relate to the business world. (Richard Webber, [rwebber@neosho.edu](mailto:rwebber@neosho.edu), 620-432-0307)

### **Crafting of Yarn Club**

The purpose of the Crafting of Yarn Club is to promote the understanding of the needle arts, specifically knitting and crocheting, to foster creative potential and growth, and to promote healthy social interaction through the needle arts. At least one community service project will be done during the school year at a time determined by club members. Membership is open to all students. (Chanute Campus only - Ann Neff, 620-432-8192)

## **Cultural Exchange Club**

The Cultural Exchange Club is an open club for participants to explore diverse cultures through food, music, traditions, discussions, and other learning ventures both on campus and off through member-selected field trips. The club is an exciting opportunity to explore new international experiences, expand cultural diversity, and broaden world views. (Mike Campbell, 785-248-2805)

## **Honors**

The NCCC Honors Program offers a unique and challenging learning experience to students with the desire to excel and have the opportunity to enroll in special sections of select general education courses that will provide stimulating learning experience. (Mindy Ayers, 620-432-0314)

## **International Student Club**

It is the mission of The International Student Club to promote understanding and good will among students of different nations and cultures, to share ideas and diverse perspectives in solutions to identified problems. To immerse themselves in the community, international club members participate in a variety of community services – Chanute Public Library, Annual Book Sale, various radio programs and community organizations where information about specific cultures are shared. Membership is open to all students. (Director of International Student Services, 620-432-0324)

## **Literature and the Movies Club**

Literature and the Movies is a club that meets once a month during the fall and spring semesters. First, students read a piece of literature and then the group meets to watch the movie based on the work and to compare and contrast the two. (Mary Weilert, 620-432-0417)

## **MGSNA - Nurses Club**

Nursing students are encouraged to become active members in the KANS (Kansas Association of Nursing Students). Membership in this organization gives the student an opportunity to learn and practice leadership skills and network with students from other schools of nursing and nurses at state and national levels. Chanute Campus - (Nancy Carpenter, 620-432-0325) Ottawa Campus – (Cheryl VanHemert, 785-248-2834)

## **Music Club**

The Music Club is open to all NCCC students. The purpose of the club is to foster an appreciation for all types of music within the College community. Club members can enjoy live performances, field trips, and discussions about issues concerning music and the arts. (Alan Murray, amurray@neosho.edu)

## **NC Scrub Club**

The NC Scrub Club is the surgical technology student organization that fosters growth and strength of its members through learning and practicing leadership skills, teamwork and humanitarianism. Group activities are directed toward service to the community and



promotion of the education and profession of surgical technology. (Jen Cain, jcain@neosho.edu)

### **NCCC Vocal Ensemble**

NCCC Vocal Ensemble is the premier auditioned student choir. The ensemble performs many styles of choral literature, from madrigals to vocal jazz to modern pop/rock arrangements to contemporary choral pieces. This group presents at least two on-campus concerts per year, sings at various sporting events, and also participates in regional and national choral festivals. (Chanute Campus only, Alan Murray, 620-432-0377)

### **NCCC Circle K**

Circle K International (CKI) is the premier collegiate and university community service, leadership development, and friendship organization in the world. With more than 13,770 members in 17 nations, CKI is making a positive impact on the world every day. Circle K clubs are organized and sponsored by a Kiwanis Club on a college or university campus, CKI is a self-governing organization and elects its own officers, conducts its own meetings, and determines its own service activities. CKI blends community service and leadership training with the opportunity to meet other college students around the world. (Claudia Christiansen, 620-432-0327)

### **Occupational Therapy Assistant Student Organization (OTASO)**

All students accepted into the occupational therapy assistant program have the opportunity to participate in the NCCC Occupational Therapy Assistant Student Organization (OTASO). Involvement in this organization gives OTA student members opportunities for: Professional leadership, promoting professional awareness, promoting professional collaboration (KOTA) and organize community services opportunity. Officers are elected yearly. (Peggy Carman, pcarman@neosho.edu)

### **Panther History Club**

The Panther History Club is the campus organization open to all students. Its objective is to provide social, career and educational activities as they relate to the field of history and social sciences. (Mindy Ayers, 620-432-0314; Ben Smith, 620-432-0301)

### **Panther Players**

The Panther Players Theatre Club is geared towards students interested in participating in theatre or for those who just enjoy attending theatre. Panther Players helps support NCCC's theatre productions as well as attend other productions from high school, community, college/university, and professional theatre. The group meets once a month to discuss club business, community service opportunities, and upcoming events. (Dustin Schaffer, 620-432-0361)

### **PHI THETA KAPPA (PTK)-Omega Iota Chapter-Chanute Campus**

### **PHI THETA KAPPA (PTK)-Beta Nu Iota Chapter-Ottawa Campus**

The purpose of the Phi Theta Kappa at NCCC is the promotion of scholarships, the development of leadership and service, and the cultivation of fellowship among qualified

students of this College. Each year, Phi Theta Kappa, in cooperation with 'USA Today', encourages each community college chapter to nominate two students for Academic All-American. These two students compete nationally for honors and are automatically named to the Kansas Academic All-American team that is recognized at an awards ceremony. Membership in Phi Theta Kappa shall consist of members, provisional members, alumni members, and honorary members. Chanute – Rita Drybread, 620-432-0337; Ottawa - Kevin Blackwell, 785-248-2801

### **National Technical Honor Society**

The Society is committed to the recognition of excellence in every arena of career and technical education – student achievement, community service, and contributions from business, industry, and educational professionals. (Will Jordan, 785-979-0560)

### **Reading and Creative Writing Club**

The Reading and Creative Writing Club gives students, staff and faculty a forum to develop and showcase their creative writing skills, as well as an opportunity to help promote literacy both in their communities and on their campuses. Several activities and fundraisers are planned throughout the year, such as poetry slams, book readings and volunteer mentoring and tutoring in the community. Student, faculty and staff networking are also promoted as staff and faculty are encouraged to attend the activities and fundraisers to share their creative writing pursuits as well. All students are encouraged to join and become involved in the club. (Sally Sudja, 785-248-2833)

### **Scientifically Minded Adventurer's Club**

This organization is for students who have an interest and/or curiosity in the various fields of biology, chemistry and physics. All students are eligible for membership and are encouraged to join and become involved in the club. The club offers opportunities for participation in professional activities featuring guest speakers, technical demonstrations, journal article reviews, science fair participation, and field trips. Several social activities and fundraisers will be planned each year. This organization is interested in promoting the college and personal growth through science and activities. (Andrew Ouellette, 620-432-0382)

### **Student Ambassadors**

NCCC Student Ambassadors are students selected by the admissions department to represent the College at various College and community functions. Student Ambassadors support NCCC by giving campus tours, participating in recruitment events, being a positive role model for peers, and representing NCCC at college and high school athletic events. In addition, NCCC Student Ambassadors will assist the Admissions Office by assisting future and current students through the enrollment process, answering the phone, filing, helping with weekly mailings, and other office duties as assigned. (Chanute Campus, Admissions Office, 620-432-0376; Ottawa Campus, Admissions Office, 785-248-2822 or 785-248-2799)

## **Who's Who**

"Who's Who Among Students in American Community and Junior Colleges" is an honorary organization open to all NCCC students. Membership selection is determined by staff recommendations after consideration of several elements: Academic performance, participation in activities/community engagement, leadership, and other demonstrations of citizenship. Students named to this organization are listed in the annual publication of the organization. (Vice President for Student Learning, 620-432-0302)

## **CODE OF CONDUCT**

### **Purpose of the code**

The primary concern of Neosho County Community College is the student. The college attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the college have been formulated into a student code of conduct and discipline. Enrollment at Neosho County Community College is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This Code and other College policies are subject to change without notice. The student is responsible for obtaining all published materials and updates from the office of the Chief Student Affairs Officer relating to the Code and to become familiar with other rules and guidelines that have bearing on student behavior and responsibilities.

### **Definitions**

- 1) The term "College" means Neosho County Community College.
- 2) The term "student" includes all persons taking courses at the College, both full-time and part-time, whether degree-seeking, non-degree seeking, or lifetime learners. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
- 3) The term "faculty member" means any person employed by the College to conduct learning activities.
- 4) The term "College Official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- 5) The term "member of the College community" includes any person who is a student, faculty member, College Official, or any other person employed by the College.
- 6) The term "College premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- 7) "College Function" includes any activity sponsored by, or in which a college-sponsored or organized group is participating or competing in, whether on or off College premises.
- 8) The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
- 9) The term "shall" is used in the imperative sense.
- 10) The term "may" is used in the permissive sense.

11) The Chief Student Affairs Officer- Dean of Student Services is that person designated by the College President to be responsible for the administration, under the authority of the Board of Trustees, of the Student Code of Conduct.

12) The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, The NCCC College Catalog, and the NCCC Board Policy Manual.

### **Authority**

1) Unless otherwise noted in this Code, the Chief Student Affairs Officer as designated by the President shall be authorized to investigate each case and determine the disciplinary sanctions of any violations of the Code of Conduct. Unless otherwise noted in this Code, the Student Appeals Committee will be a standing committee appointed by the President to hear appeals of disciplinary sanctions imposed by the Chief Student Affairs Officer.

2) The Chief Student Affairs Officer shall develop procedures and procedural rules for the conduct of hearings, which are consistent with provisions of the Code of Conduct and approved by the President.

### **Proscribed Conduct; Scope**

Disciplinary action for violations of the Code of Student Conduct and Discipline is generally intended for application to conduct which occurs on College premises or at College functions. The College expects that each student, regardless of place of residence, will observe all federal, state and applicable local laws both on and off campus. Any student who violates any provision of those laws and/or the Code of Student Conduct and Discipline is subject to disciplinary action, notwithstanding action taken by civil authorities on account of the violation. The standard of review in all hearings is by preponderance or greater weight of the credible evidence. The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures.

### **Interpretation and Revision**

A. Any question of interpretation regarding the Code of Conduct shall be referred to the Chief Student Affairs Officer or his or her designee for final determination.

B. The Code of Conduct shall be reviewed every year under the direction of the Chief Student Affairs Officer and approved by the President.

## **Categories of Misconduct**

### **I. Disruptive Behavior**

This section applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of other students to learn and of instructors to teach. The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative position of discipline:

1) Persistent or gross acts of willful disobedience or defiance toward College personnel.

2) Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).

3) Use of personal portable amplification equipment (e.g., iPods® and MP3 players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.

4) Physical abuse, physical assault (fighting), verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person (including any such action that takes place at an event sponsored or supervised by the College). This includes direct or indirect conduct and all forms of communication (including electronic, non-verbal, verbal, or written).

NCCC's Non-Discrimination Policy states: Neosho County Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations  
a/k/a Chief Operations Officer  
Neosho County Community College  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720  
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

Dean of Student Services  
Neosho County Community College  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720  
Telephone: (620) 432-0304

5) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

## 6) Hazing.

NCCC's Hazing Policy states: NCCC's mission is to enrich the lives of our students. Promoting, permitting, or participating in hazing is prohibited for any NCCC group, club, or organization. NCCC defines hazing as an act which could be seen by a reasonable person as endangering the mental or physical health or safety of a student (including discomfort and/or embarrassment), or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any college group or organization. Examples of hazing activities include but are not limited to:

- Attending a skit night or roast where other members are humiliated
- Singing or chanting by you or with a few select team members in a public situation that is not related to the event, game, or practice
- Wearing clothing that is embarrassing and not part of the uniform
- Being yelled, screamed, or cursed at by other team/organization members
- Getting a tattoo or piercing of a body part.
- Acting as a personal servant to other members
- Deprivation of sleep by other members
- Being awakened at night by other members
- Making prank phone calls or harass other members
- Being tied up, taped, or confined to small spaces
- Being transported to and dropped off in an unfamiliar location
- Enduring harsh weather without proper clothing
- Drinking large amounts of a non-alcoholic beverage such as water
- Drinking large amounts of alcohol to the point of passing out or getting sick
- Watching sex acts
- Performing sex acts with the same or opposite gender
- Morally degrading or humiliation games and activities

Individuals found in violation of this policy may be subject to disciplinary action as referenced by NCCC's Student Code of Conduct. Hazing may also be subject to criminal prosecution pursuant to K.S.A. 21-5418.

7) Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to, or use of, the College.

9) Possession, manufacture, distribution, use, or illegal sale of any alcoholic beverage, controlled substance, chemical precursor, controlled substance analogues or illegal drugs in any college building, facility, grounds, other property owned by the college, or during any college-sponsored activity or event.

Neosho County Community College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In meeting with this commitment, the College provides educational opportunities and assistance through support services. The following policy is established to meet this intent and to ensure compliance with both the “Drug-Free Work Place Act of 1988” and the “Drug Free Schools and Communities Act amendments of 1989” (P.L. 101-226). As set forth in local, state, and federal laws, and rules and regulations of the College, Neosho County Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. All students must abide by this policy as a condition of enrollment or employment. Continuance of enrollment following receipt of this policy constitutes acceptance of this policy by the student. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury.

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. The sanctions include, but are not limited to, incarceration and monetary fines.

If you, a family member, or friend has a substance abuse problem, the most important factor is to **GET HELP!**

There are numerous agencies to assist you with prevention, support or treatment. Some are free of charge. Check with your insurance company about coverage for services. NCCC provides an online alcohol and drug prevention and intervention course that began in 1999. The goal is to provide effective up to date research-based education programs.

1. “Illicit drug use” is defined as the use of drugs and the abuse of other drugs and alcohol, including anabolic steroids.
2. Cocaine, marijuana, opiates, amphetamines, and other drug or substance as set forth in Section 202 of the Controlled Substance Act (21 U.S.C., Sec 812).
3. Cocaine, marijuana, opiates, amphetamines, and other drug or substance as set forth in Schedules I through IV of the Uniform Controlled Dangerous Substances Act, 63.

**Note: Under College regulations, no alcoholic beverages are allowed on College property, no matter what your age.**

10) Unnecessary or unauthorized internet usage.

According to NCCC’s Computer Usage and Internet Policy, this College provides access to the vast information resources of the Internet to students, faculty and staff in their educational endeavors. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely. While we’ve set forth explicit requirements for Internet usage below, we’d like to start by describing our Internet usage philosophy.

First and foremost the Internet for this College is an educational tool, provided to you at significant cost. That means we expect you to use your Internet access primarily for educationally related purposes, i.e., to communicate with students, other College personnel and colleagues, to research relevant topics and obtain useful educational information (except

as outlined below). We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing College policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of College resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the College and expose the College to significant legal liabilities.

The chats, newsgroups and e-mail on the Internet give each individual Internet user an immense and unprecedented reach to promote the interests of the College. Because of that power, we must take special care to maintain the clarity, consistency and integrity of the mission and objectives of the College. Anything any one employee writes in the course of acting for the College on the Internet could be taken as representing the College's educational posture. That is why we expect you to forego a measure of your individual freedom when you participate in chats or newsgroups on College time, as outlined below.

While our direct connection to the Internet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features like file transfers. The overriding principle is that security is to be everyone's first concern. College employees and students can be held accountable for any breaches of security or confidentiality.

Certain terms in this policy should be understood expansively to include related concepts. "**College**" refers to Neosho County Community College. The Dean of Operations serves as the "CHIEF INFORMATION OFFICER" or "CIO" for the college. "**College Network**" refers to NCCC computing resources including but not limited to computers, software and information at all NCCC campuses, outreach sites and the virtual College, whether or not owned by NCCC. It shall also refer to any NCCC-owned computing resource regardless of location. "**Internet Access**" refers to any use of a password issued by NCCC to access and use what is commonly referred to as the Internet. "**Document**" covers just about any kind of file that can be read on a computer screen as if it were a printed page, including any files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. "**Graphics**" includes photographs, pictures, animations, movies, or drawings. "**Display**" includes monitors, flat-panel active or passive matrix displays, monochrome or color LCDs, projectors, televisions and virtual-reality tools. (Complete policy can be found in the Technology Services office located in Rowland Hall, or online at <http://www.neosho.edu/Departments/TechnologyServices/Policies.aspx>).



11) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, the College.

12) Failure to comply with the tobacco use policy.

**Tobacco Use (smoke-free, not tobacco free) Applicability:** This Policy applies to all NCCC students, employees and visitors with respect to use of Tobacco and Smoke Products. "Tobacco and Smoke Products" include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or "E" cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law. The College supports a tobacco- and smoke-free learning and working environment. Tobacco use, including the use of e-cigarettes, is prohibited within any college vehicle or building, owned, leased, or rented by the college, including all distant campuses, sites, or locations. Use of Smoke Products is prohibited in any College building or property except in the outdoor designated areas. Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual's vehicle. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle. Any violation of this Policy may be handled by the appropriate student or employee handbook. The president is charged with developing any additional policies or procedures to carry out this policy.

13) Failure to satisfy College financial obligations.

**NCCC's Passing of Worthless Check Policy states:** The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for suspension from school.

14) Gambling.

15) Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive, behavior are those students whose poor personal hygiene so seriously offends the sensibilities of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.

**The College's Loitering/Illegal Entry Policy states:** Loitering in classrooms, hallways, parking lots and other areas not generally considered to be gathering locations on campus is strictly prohibited. College officials have the right to remove any person or persons found loitering or causing general disturbance on the campus. Any person or persons found in the act of illegal entry, whether to personal property or the property of the College, will be detained and turned over to the proper authorities, and may face fines and/or imprisonment as prescribed by state and local statute. Interference with College officials during the lawful performance of their duties is a criminal offense as defined by K.S.A 21-5922. The police and/or sheriff's office will be called to remove such violators.

16) Violation of federal, state or local law on College-premises or at College sponsored or supervised activities.

17) The possession or use of lethal weapons on College premises is strictly prohibited. Lethal weapons include but are not limited to firearms, ammunition, bows/arrows, knives, explosives, and dangerous substances as defined by K.S.A. 72-89a01(h). Any person found in violation may be subject to the provisions of state law, College policy, and the Student Handbook.

For the Conceal and Carry exception to the Weapons Policy, please see the specific parameters as laid out in the Safety and Security section of this Student Handbook.

18) Participation in a campus demonstration which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, do violence to any person or property, disrupt the function of the College, or interfere with its faculty or staff in the performance of their duties or otherwise by such gatherings bring disgrace or disrepute to the College. Any student who encourages or in any way participates in the formation or prolonging of such gatherings could be subject to disciplinary action.

19) Abuse of the Discipline System, including but not limited to:

- A. Failure to obey the summons of a College official.
- B. Falsification, distortion, or misrepresentation of information to a College official.
- C. Disruption or interference with the orderly conduct of a disciplinary hearing.
- D. Institution of discipline hearing knowingly without cause.
- E. Attempting to discourage an individual's proper participation in, or use of, the discipline system.
- F. Attempting to influence the impartiality of a member of a discipline hearing body prior to, and/or during the course of, the proceeding.
- G. Failure to comply with the sanction(s) imposed under the Disciplinary Code of Conduct.
- H. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- I. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a disciplinary proceeding.

## **Disciplinary Proceedings**

College disciplinary proceedings may be initiated against a student charged with a violation of this Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

## **Charges and Hearings**

Disciplinary action may originate with the Chief Student Affairs Officer or in other units of the College, which may initially deal with the alleged misconduct.

Anyone may report any perceived student violation to the Chief Student Affairs Officer or their designee. Forms for this purpose are available online through the NCCC web site.

A faculty member or College official may report any student violation which is not resolvable through an informal process and believes disciplinary action may be warranted. Any such referral to the Chief Student Affairs Officer shall be submitted online through the NCCC web site. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The College pursues a practice of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

The Chief Student Affairs Officer, or their designee, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the Chief Student Affairs Officer may issue one or more of the following:

- A. Take no action.
- B. Take administrative action to counsel, advise, or admonish the student.
- C. Forward the grievance to an appropriate administrator/committee.
- D. Take disciplinary action against the offending student ranging from warning to suspension or expulsion. The range includes but is not limited to:
  - 1) Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - 2) Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
  - 3) Loss of Privileges: Denial of specified privileges for a designated period of time.
  - 4) Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - 5) Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments.
  - 6) Student Housing Suspension: Separation of the student from Student Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - 7) Student Housing Expulsion: Permanent separation of the student from Student Housing.
  - 8) College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions or readmission may be specified.
  - 9) Withdrawal: Withdrawal is administrative removal of a student from a class or from the College and may be imposed in instances of unmet financial obligation; for reasons of health; pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
  - 10) Expulsion: Permanent severance from NCCC.

## **Interim Suspension**

In certain circumstances, the President or the President's designee, or Chief Student Affairs Officer may impose a College or residence hall suspension prior to the hearing before the Student Appeals Committee. Interim suspension may be imposed:

- 1) To ensure the safety and well-being of members of the College community or preservation of College property;
- 2) To ensure the student's own physical or emotional safety and well-being; or
- 3) If the student poses a threat of disruption or interference with the normal operations of the College.

During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the President or the President's designee, or Chief Student Affairs Officer may determine to be appropriate.

## **Student Grievance Procedure**

Any student adversely affected by the discipline of the Chief Student Affairs Officer, or other College official, for other than grade appeals or sexual misconduct violations, may file (with the Chief Student Affairs Officer's Office) a written request for a hearing before the Student Appeals Committee within two (2) working days from the date disciplinary action was initiated by the Chief Student Affairs Officer or other College official. The request must specify the following: 1) Name, current address and telephone number; 2) Description, date(s) and place(s) of alleged act(s); (3) Date and by whom discipline was levied; (4) The disciplinary penalty assigned; (5) Circumstances which s/he feels merit review; (6) Signature and date. Upon receipt of the request for an appeal hearing, the Chief Student Affairs Officer will schedule a hearing, and notify the student requesting the appeal, of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to friendly counsel.

## **Hearing Procedure**

A time shall be set for a hearing, not less than two (2) nor more than ten (10) calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Chief Student Affairs Officer.

1. A quorum of the committee shall be present during the course of the hearing; the Chair of the committee will be responsible for the written summary of the hearing.
2. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend, in the discretion of the Student Appeals Committee, may result in consideration of the matter with the available information and a determination of misconduct penalties, if any.
3. The chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member should not serve. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not otherwise present to hear the case.
4. The chair will then advise the student of the Committee's procedures and his/her right to make a statement, call and question witnesses, and have an advisor of his/her own choosing present. The advisor can be a member of the faculty, a parent, an attorney, or other individual. However, only the student may speak and ask questions on his/her own behalf.

5. The Student Appeals Committee may seek the advice of the college attorney at any time.
6. The Committee may in its sole discretion temporarily stay the hearing at any time to summon crucial witnesses, if necessary, to effectuate justice.
7. The chair shall review, in the presence of the student and the Chief Student Affairs Officer, the allegations against the student for the matter under review.
8. The chair shall then call upon the Chief Student Affairs Officer for a formal statement and questioning by members of the Committee and the student.
9. The chair shall then call upon the student for a formal statement and questioning by committee members and the Chief Student Affairs Officer.
10. The chair shall then proceed to ask the Chief Student Affairs Officer if he/she cares to introduce evidence or witnesses, in which event the student and the Chief Student Affairs Officer, as well as members of the committee, shall have the right to question them. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the chair shall ask the student if he/she cares to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall only be present in the hearing during their testimony.
11. After hearing all witnesses, the chair shall ask for a concluding statement first from the student and then from the Chief Student Affairs Officer, if they desire to make one. No further questions should be asked during the closing statements.
12. Previous discipline records of the student may be used in any hearing.
13. Legal rules of evidence do not apply to hearings before the Committee. **The standard of review is by a preponderance of the credible evidence.**
14. Following the concluding statements, if offered, the chair shall request that everyone other than him/herself and the committee leave the room. The chair shall preside over deliberations and may vote in case of a tie.
15. In the event a majority decision cannot be reached, the case may be dismissed or the Chief Student Affairs Officer may request that a second Committee be formed to rehear the case.
16. Upon the determination of whether a violation has occurred, the Committee shall either dismiss the disciplinary matter or deliberate the misconduct penalties, whichever is appropriate. If misconduct penalties are to be decided, the Committee shall consider any penalties recommended by the Chief Student Affairs Officer and may affirm, modify, or reject such penalties.
17. When the committee's deliberations are concluded, the student shall be notified in writing within two working days by the chair of the Committee's decision.
18. The student's written request for review, the written statement of the Chief Student Affairs Officer's position, the committee's decision, and the written summary of the hearing, shall, upon completion of the hearing, be made a part of the student's confidential file in the Chief Student Affairs Officer's office.

## **Appeals to the President**

A decision reached by the committee may be appealed by the accused student or referring College official to the President of the College, or his/her designee, within five (5) working days of the decision. The appellant must present a written statement of the reason(s) for the appeal. The President of the College (or his/her designee) will review the committee's determination only to see whether there was evidence before a committee which supported the result reached. The President is not bound by formal rules of hearings in his/her investigation or appraisal and may refuse to review an appeal s/he believes to be without merit. Except as required to explain the basis of new evidence, an appeal shall be limited to

review of the record of the initial hearing and supporting documents for one or more of the following purposes:

- A. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- B. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether details in the case were sufficient to establish that a violation of the Code of Conduct occurred.
- C. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed.
- D. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appearing at the time of the hearing.

Upon review of the case, the President shall:

- 1) Sustain the original disciplinary action; or
- 2) Adjust the sanction, or
- 3) Remand the case to the original committee and Chief Student Affairs Officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s), or
- 4) Dismiss the case.

**The decision of the President shall be “final and binding.”**

In cases involving appeals by students accused of violating the Code of Conduct, review of the sanction by the President of the College may not result in more severe sanctions for the accused student.

## **II. Sexual Misconduct**

“Sexual Misconduct” is a broad term encompassing non-consensual or unwelcome sexual advances, sexual violence, dating violence, domestic violence, and stalking.

Per Title IX compliance, it shall be the administrative policy of NCCC that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of NCCC as required by statute. This title covers three major areas: admissions, employment, and treatment of students.

As a part of its policy not to discriminate on the basis of sex, NCCC hereby specifically prohibits any act of sexual misconduct-and has adopted for its students and employees the following definition of sexual misconduct:

Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct sexual in nature. The Sexual Misconduct Policy specifically addresses the following:

- Unwelcomed communication, including but not limited to phone, text message, email, social media, or other electronic media;
- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact initial or continued employment;

- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact an individual's education;
- Requests for sexual favors for which compliance, or submission to such acts, is expressed or implied to impact the individual's work or academic performance or creates an intimidating, hostile, or offensive work or academic environment.

According to NCCC's Consent Policy, consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented each time from beginning to end while engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn at any time once given, as long as the withdrawal is clearly communicated through words or actions.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs.

***If you have been a victim of sexual misconduct:***

- Get help immediately. In all probability, you will be in shock and should not be alone. Call a friend, a family member, roommate, or another person to come to your immediate aid.
- Promptly seek medical attention. Do NOT bathe, douche, or change clothes prior to the emergency room examination.
- Contact the police (911). You may request school authorities or another support person to assist you. Reporting can help police identify and apprehend the assailant. Reporting may also help protect other potential victims. There are many options for reporting and you are not obligated to go through the court process.
- If requested, NCCC will change a victim's academic situation after an alleged sex offense, including changes in course schedule, if those changes are requested by the victim and are reasonably available. A victim may also request that directory information be withheld from anyone excluding college officials, including name, current address and telephone number, email address, date of birth, program of study, enrollment status, country of citizenship, participation in student clubs, dates of attendance, diplomas or degrees awarded and the most recent educational institution attended by the student other than NCCC.

Remember you are not responsible for the assault. You never lose the right to say "no" under any circumstances. You are not alone if you've been forced or coerced into sexual activity against your will. Advocates are available who care and understand. It's never too late to seek help.

The Vice President of Operations has been designated as the Title IX compliance officer responsible to coordinate the efforts of the college to comply with and carry out its responsibilities under The Campus Sexual Violence Elimination Act, including any

investigation of any complaint communicated to NCCC alleging its noncompliance with this Act or alleging any actions which should be prohibited by this Act. The compliance officer may be contacted by mail at NCCC, 800 West 14th Street, Chanute, Kansas 66720 or by telephone at (620) 432-0301.

## **Reporting**

Reports of sexual misconduct are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Additionally, all employees of the College are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Specific ways to report sexual misconduct can be found in the Sexual Misconduct Policy located here: <http://www.neosho.edu/TitleIX.aspx>.

## **Investigation**

Upon notice to the Title IX Coordinator, the resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. This inquiry normally takes one to three business days. If the Title IX Coordinator determines that a formal investigation is warranted, the College will initiate a confidential investigation that is thorough, reliable, impartial, prompt, and fair. The investigation and the subsequent resolution process determines whether the Sexual Misconduct Policy has been violated. If so, the college will promptly implement effective remedies designed to end the misconduct, prevent its recurrence, and address its effects. The College aims to complete all formal investigations within a 60 calendar day time period.

For a detailed explanation of the investigation process, sanctions imposed, and resolution, please refer to the full Sexual Misconduct Policy at the link above.

## **Appeal**

A student may appeal the decision made in a sexual misconduct case in writing to the Title IX Coordinator within two business days of the delivery of the written findings of the Title IX team. Any party may appeal the findings and/or sanctions only under the grounds below:

- A procedural error or omission occurred that significantly impacted the outcome of the investigation (for example, substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party.

For a detailed explanation of the appeal process, please consult the Sexual Misconduct Policy at the link above.



## WINTER STORMS/SEVERE WEATHER

College authorities will make the decision to close the campus, usually prior to 6 a.m. the day of classes. The decision to close evening classes will be made prior to 5 p.m. Information will be made available to the following radio and TV stations:

Chanute Campus		Ottawa Campus	
KINZ – 95.3 FM	Chanute	KOFO – 1220 AM	Ottawa
KKOY – 105.5 FM	Chanute	LAZER – 105.9 FM	Lawrence
Cablevision of Chanute	Chanute	KLWN – 1320 AM	Lawrence
KKOW – 96.9 FM	Pittsburg	WIBW – 580 AM	Topeka
KOAM TV CH 7	Pittsburg	WIBW – CH 13	Topeka
KIKS – 101.5 FM	Iola	94 Country – 97.3 FM	Topeka
KLKC 0 93.5 FM	Parsons	CH4, CH5, CH9	Kansas City
		KJHK – 90.7 FM	Lawrence
		NPR 91.5 FM	KU

In addition, the College’s phone system message will be updated with the latest closing information. Chanute students may call 800-729-6222 (KS only) or 620-431-2820 at any time for Chanute campus closing information. Ottawa students may call 888-466-2688 (KS only) or 785-242-2067 at any time for Ottawa campus closing information.

The College also utilizes a cell phone text messaging system which will be used to distribute and send emergency messages to all subscribers by location. To sign up for the text message delivery system, please go to [www.neosho.edu](http://www.neosho.edu). In addition, the college will update its web site and social media such as the college Facebook and Twitter feeds.

## SAFETY AND SECURITY

### Conceal and Carry

NCCC is committed to providing a safe and secure environment for all students, employees and patrons of campus services.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et. Seq., as amended (the “Act”) and other applicable Federal/State laws, it is permissible and will not be a violation of the NCCC Weapons Policy for the carrying of a concealed Handgun on Campus as permitted and specifically allowed by the Act, and also in accordance with the Concealed Carry Restrictions set forth below.

### Concealed Carry Restrictions:

*Concealed Carry:* Each individual who lawfully possesses a Handgun on Campus (must be at least 21 years of age) shall be wholly and solely responsible for carrying, storing and use that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an

individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

*Statutory Restrictions:* Kansas Statutes define when an individual is permitted to carry a concealed Handgun and impose criminal penalties for violations. Violation of State and Federal Laws, Rules and Regulations applicable to firearms in general and concealed Handguns specifically is a violation of this Policy.

*Location Restrictions:* Certain Campus buildings and/or Public Areas (as defined at K.S.A. 75-7c20) within Campus buildings can be permanently or temporarily designated to prohibited concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designed to prohibited concealed Handguns with Adequate Security Measures in place. However, the NCCC Vice President for Operations (VPO) may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

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

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

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

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

*Training:* Training on the proper handling of a concealed Handgun is encouraged. All NCCC employees are eligible for NCCC continuing education training reimbursement to supplement training for local, noncredit workshops, which could include a gun safety course (for reimbursement, employees must submit an Application to Staff for Faculty Development). Additionally, NCCC may periodically offer on-campus presentations to students/employees related to safe Handgun practices.

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

**Applicability:** This Policy applies to all Neosho County Community College (NCCC or "College") students, employees and visitors: i) on the NCCC main campus, Ottawa campus, and within locations owned or leased by NCCC that are not part of the NCCC main or Ottawa campuses (collectively, "Campus"), or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities or other programs (collectively, "Off-Campus Activity").

**Enforcement:** Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of violations of this Policy will be administered by the NCCC Dean of Student Services or Director of Human Resources, as appropriate.

**State and Federal Law:** The foregoing Handgun Exception To Weapons Policy shall be subject to State and Federal Laws, Rules and Regulations as they may be amended or interpreted. If any part of any rule or restriction set forth above is determined to be unenforceable due to any such law, rule, or regulation, it shall not affect the enforceability of the balance of the policy. The office of the Vice President for Operations or designee may from time to time disseminate a summary of Kansas statutory restrictions and definitions which shall thereafter be incorporated in and made a part of this policy.

### **Reporting:**

**1. Suspected violations** of this Policy should be reported to the office of the VPO, designee, or **NCCC Safety Officers:**

\* **Call:** 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus

\* **Walk-in:** Operations office, Sanders Hall, Chanute campus only; Dean of Ottawa and Online Campuses, Ottawa campus only

\* **Via text:** NCCC LiveSafe Campus Safety App

\* **Via web site:** NCCC Share A Concern at

[https://cm.maxient.com/reportingform.php?NeoshoCountyCC&layout\\_id=20](https://cm.maxient.com/reportingform.php?NeoshoCountyCC&layout_id=20)

**2. Emergency reports concerning threats or violence on campus:** \* **Call:** 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus

\* **Via text:** NCCC LiveSafe Campus Safety App

\* **Call 911**

## **Homeland Security**

NCCC takes the safety and security of its students, employees and the community it serves as its highest priority. When the National Terrorism Advisory System announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, [www.dhs.gov/alerts](http://www.dhs.gov/alerts))

## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records.

NCCC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-431-2820 ext. 212.

Upon request, any student of NCCC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than 45 days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within ten working days of receipt of a written request for said hearing. No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

- A. School officials, including teachers and administrators, who have a legitimate educational interest;
- B. Officials of schools to which the student wishes to transfer;
- C. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
- D. In connection with the student's application, receipt or continued eligibility/status for financial aid; or
- E. A court order.

Exceptions to this rule exist within the law. Additional information and guidance may be found at the FPCO's website <http://www.ed.gov/policy/gen/guid/fpco/index.html>. Please review the act for more information.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from

personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

## **Directory Information**

Items defined by the college as “directory information” may be released without a student’s written consent. FERPA permits the College to limit the disclosure of and to use its discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release directory information to college employees/trustees and on-campus publications designed to promote student achievement or events or otherwise serve to advance the interest and image of the college. Some examples include playbills showing the student’s name in a production, honor roll lists, graduation programs, sports programs, etc. In addition, two federal laws require the college to provide military recruiters, upon request, with student names, addresses and telephone listings.

The college designates the following as directory information:

- Student’s name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major fields of study and classification
- Full- or part-time status
- Participation in officially recognized activities
- Weight and height of an athletic team member
- Semesters of attendance
- Degrees, awards and honors received
- Previous educational institutions attended

Students who wish to prevent disclosure of directory information must contact the Registrar’s Office to request their information be excluded from certain college publications.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name, address and telephone number of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
(800) 872-5327

## **Jeanne Clery Act Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on

their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

## **Crime Definitions**

### **Aggravated Assault:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Destruction/Damage/Vandalism of Property**

To willfully or maliciously destroy, damage, deface, or otherwise injure real personal property without the consent of the owner or the person having custody or control of it.

### **Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

### **Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### **Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

### **Liquor Law Violations**

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Criminal Homicide-Murder and Nonnegligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence, and/or by putting the victim in fear.

**Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**A. Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**B. Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**C. Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

Each year the residence halls provide special education programs to promote awareness of date rape, rape and other forcible sex offenses.

**Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Weapons: Carrying, Possessing, Etc.**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Crime Reporting Activities

The Clery Act states an institution must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority.

Reports of a crime in or on a non-campus building or property or on public property include reported crimes involving NCCC students or staff that occur during NCCC events or activity outside the college premises. If crimes reported in or on non-public buildings or property or on

public property, a geographic breakdown of the statistics reported will be provided in the annual Campus Security Report.

The annual statistical information includes crimes reported on the NCCC main campus (1) 800 W. 14<sup>th</sup> Street, Chanute, KS 66720; and at the main extension location (2) 900 East Logan, Ottawa, KS 66067.

#### Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

##### On-Campus

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

##### Non-Campus Building or Property

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

##### Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

## Procedures for Reporting Crimes

All emergency situations involving: (1) a crime in progress, (2) a medical emergency, (3) a fire should be immediately reported to police at 911. All campus phones may be used to dial 9-1-1 at no charge. While on campus, persons should be aware that different telephone systems might require you to dial an outside line before dialing 9-1-1.

As an added security measure, "Blue Light" non-dial outdoor emergency telephones are located at strategic points on campus. These phones are easily identified by the word "Emergency" and their distinctive blue lights. When the button is pushed the caller is in immediate contact with the local police department. In addition to providing voice contact with a public safety dispatcher, the dispatcher is also able to pinpoint the caller's location. These phones are for emergency use only. These phones are maintained by Technology services and provide communication for reporting emergencies.

To report any non-emergency incident occurring on campus, contact the **Dean of Student Services at (620) 212-1153** or the Vice President of Operations at (620) 433-0789.

When calling for either emergency or non-emergency service, be prepared to:

1. Clearly identify yourself.
2. State where you are calling from.
3. State briefly, the nature of your call.



If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon public safety or the appropriate police, fire and/or medical service.

**Members of the college community are strongly encouraged to report all crimes and suspicious activity to the local police department or appropriate police agency in a prompt and timely manner.**

### Crime Report

CRIMES REPORTED FOR:	NCCC CHANUTE CAMPUS				NON-CAMPUS BUILDINGS OR PROPERTY			*PUBLIC PROPERTY		
	2013	2014	2015		2013	2014	2015	2013	2014	2015
TYPE OF OFFENSE			Res Hall	Total						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0
Incest	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0
Statutory Rape	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	1	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0

Stalking	N/A	N/A	0	0	N/A	N/A	0	N/A	N/A	0
			2015							
<b>HATE CRIMES (by prejudices)</b>	<b>2013</b>	<b>2014</b>	<b>Res Hall</b>	<b>Total</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Race	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS &amp; REFERRALS FOR SELECTED OFFENSES</b>	2013	2014	2015		2013	2014	2015	2013	2014	2015
			Res Hall	Total						
<b>Liquor Law Violations:</b>										
Arrests	0	0	0	0	0	0	0	0	0	0
Referrals	33	28	67	67	0	0	0	0	0	0
<b>Drug Law Violations:</b>										
Arrests	1	0	0	0	0	0	0	0	0	0
Referrals	0	12	2	2	0	0	0	0	0	0
<b>Weapon Law Violations:</b>										
Arrests	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0

<b>CRIMES REPORTED FOR:</b>	<b>NCCC OTTAWA CAMPUS</b>				<b>NON-CAMPUS BUILDINGS OR PROPERTY</b>			<b>*PUBLIC PROPERTY</b>		
<b>TYPE OF OFFENSE</b>	2013	2014	2015		2013	2014	2015	2013	2014	2015
			Res Hall	Total						
Murder/Non-Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0	0
Forcible Sex Offenses (Includes Rape)	0	0	N/A	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	N/A	0	0	0	0	0	0	0
Robbery								0	0	0

	0	0	N/A	0	0	0	0			
Aggravated Assault/Injury	0	0	N/A	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	N/A	0	0	0	0	0	0	0
Arson	0	0	N/A	0	0	0	0	0	0	0
Domestic Violence	0	0	N/A	0	0	0	0	0	0	0
Dating Violence	0	0	N/A	0	0	0	0	0	0	0
Stalking	0	0	N/A	0	0	0	0	N/A	N/A	0
			<b>2015</b>							
<b>HATE CRIMES (by prejudice)</b>	<b>2013</b>	<b>2014</b>	<b>Res Hall</b>	<b>Total</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Race	0	0	N/A	1	0	0	0	0	0	0
Gender	0	0	N/A	0	0	0	0	0	0	0
Gender Identity	0	0	N/A	0	0	0	0	0	0	0
Religion	0	0	N/A	0	0	0	0	0	0	0
Sexual Orientation	0	0	N/A	0	0	0	0	0	0	0
Ethnicity	0	0	N/A	0	0	0	0	0	0	0
National Origin	0	0	N/A	0	0	0	0	0	0	0
Disability	0	0	N/A	0	0	0	0	0	0	0
<b>ARRESTS &amp; REFERRALS FOR SELECTED OFFENSES</b>	2013	2014	2015		2013	2014	2015	2013	2014	2015
			Res Hall	Total						
<b>Liquor Law Violations:</b>					N/A					
Arrests	0	0	N/A	0		N/A	N/A	0	0	0
Referrals	0	0	N/A	0		N/A	N/A			
<b>Drug Law Violations:</b>					N/A					
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0		0	N/A	N/A	N/A			
<b>Weapon Law Violations:</b>					N/A					
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0	N/A	0	N/A	N/A	N/A			

\*Public property statistics were not available for the immediate area surrounding the college. Statistics for the entire City of Ottawa are on file in the office of the Dean of the Ottawa

campus and may be obtained from the Dean upon request.

## **Gramm - Leach - Bliley Act (“GLBA”) Policy**

**Overview:** This document summarizes NCCC’s comprehensive written information security policy (the “policy”) mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The policy incorporates by reference, the College’s existing policies and procedures and is in addition to any College policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

**Designation of Representatives:** The Institution’s Chief Information Officer is designated as the program officer who shall be responsible for coordinating and overseeing the policy. The chief information officer at NCCC is the Dean of Operations. The program officer may designate representatives of the Institution to oversee and coordinate particular elements of the policy. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the program officer or his or her designees.

**Scope of Policy:** The policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

### **Elements of the Policy:**

#### **Risk Identification and Assessment.**

The Institution intends, as part of the policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the policy, the program officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution’s operations, including:

#### **Employee training and management.**

The program officer will coordinate with representatives in the Institution’s student/financial services and financial aid offices to evaluate the effectiveness of the Institution’s procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution’s current policies and procedures in this area.

#### **Information Systems and Information Processing and Disposal.**

The program officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to Acceptable Use Policy, Information Technology Security Policy, and Records Retention Policy. The program officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

#### **Detecting, Preventing and Responding to Attacks.**

The program officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies.

#### **Designing and Implementing Safeguards.**

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

#### **Overseeing Service Providers.**

The program officer shall coordinate with those responsible for the third party service procurement activities among the Department of Information Technology and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

#### **Adjustments to Program.**

The program officer is responsible for evaluating and adjusting the program based on the risk identification and assessment activities undertaken pursuant to the program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the program.

## **Health Insurance Portability and Accountability Act**

This notice describes how medical information about you may be used and disclosed. Please review it carefully. If you have any questions, please contact the Athletic Trainer at 800 West 14th, Chanute, Kansas 66720 or by phone at (620) 432-0365. As a student at NCCC, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care. Unless you tell us otherwise, we will make every effort to give your family medical updates as appropriate. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This notice applies to all of the records of your care that we maintain, whether created by our training staff or your doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office. We are required by law to keep medical information about you private, give you this notice of our legal duties and privacy practices with respect to medical information about you and follow the terms of the notice that is currently in effect. We may use and disclose medical information about you for treatment (such as sending medical

information about you to a specialist as part as a referral); to obtain payment for treatment (such as sending billing information to your insurance company or Medicare); and to support our health care operations (such as comparing patient data to improve treatment methods). We may disclose medical information and/or participation status to athletic coaches for your health and safety. We may disclose information to administrators and academic counselors to support your academic progress. We may release information to sports information staff and members of the media regarding your participation status. Regarding your medical information, you have the right to look at or get a copy of medical information that we use to make decisions about your care. You have the right to a personal representative to assist you in reviewing your medical information. If you believe that information in your records is incorrect or incomplete, you have the right to request that we amend the records. You have the right to a list of those instances where we have disclosed medical information about you, other than for treatment, payment, health care operations or where you specifically authorized a disclosure. You may request, in writing, that we do not use or disclose medical information about you for specific cases or circumstances. We reserve the right to change the terms of this notice at any time. Changes will apply to medical information we already hold, as well as new information we receive after the change occurs. If we change our notice, we will post the new notice in our athletic training facilities. You can receive a copy of the current notice at any time. You will also be asked to acknowledge in writing your receipt of this notice on our Authorization/Consent for Disclosure of Protected Health Information.

## **Emergency Action Plan**

The following policy functions as a guide only, and the same is subject to change as needed. The Safety and Security Committee will be responsible for the implementation of specific actions under these guidelines which can be found in the Neosho County Community College Emergency Action Plan. The Emergency Action Plan has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations. All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption before approval by the NCCC Board of Trustees. The Emergency Action Plan is available on the NCCC webpage at [www.neosho.edu](http://www.neosho.edu). Click on Safety and Security at the bottom of the page. The NCCC Emergency Action Plan can be found under the Safety and Security links.

## **Board of Trustees**

Published handbooks and policies are meant to be a guide for students at NCCC and are subject to policies set forth in the Board of Trustees Policy Handbook, including policies and amendments adopted during the academic year, which are available for review at the Student Services offices in Sanders Hall.

## **Disclaimer**

The content of this document is provided for the information of the student and does not constitute a contract. The content is accurate at the time of printing but may be modified or changed at any time to correspond to decisions of the NCCC Board of Trustees, and local, state, or federal requirements. Any changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Please visit [http://www.neosho.edu/Portals/0/Departments/support\\_resources/student\\_handbook.pdf](http://www.neosho.edu/Portals/0/Departments/support_resources/student_handbook.pdf) for the most current Student Handbook.