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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 and administration and be the premier community college in Kansas.

PURPOSE STATEMENT

student learning through
meeting our students’ needs,
quality educational programs, and
effective assessment processes;

student success through
providing personal attention,
individualized advising, and
the opportunity to meet personal goals;

ensuring access through
affordability,
flexible delivery and scheduling methods,
responsive student services, and
safe and comprehensive facilities;

responsiveness to our stakeholders through
open communication,
ethical management of resources,
accountability, and
the development of leaders;

meeting community needs through
collaboration and innovation,
lifelong learning opportunities,
commitment to diversity,
cultural enrichment, and
the providing of an educated workforce.
2012 – 2013 ACADEMIC CALENDAR

Fall Semester – 2012
July 23  4-Week Fall Intersession Classes Begin
July 30  Cert. Day for 4-Week Fall Intersession Classes
Aug 13  Faculty Report
Aug 14  Faculty In-Service
Aug 17  4-Week Fall Intersession Classes End
Aug 20  Classes Begin
Aug 24  Last Day to Add a Class
Aug 30  Cert. Day for 1st 8-Week Classes
Aug 31  Last Day for Refund
Sept 3  Labor Day (college closed)
Sept 17 Citizenship Day Observed
Sept 17  Cert. Day for Full Semester Classes
Oct 12  1st 8-Week Classes End
Oct 15  2nd 8-Week Classes Begin
Oct 15  Mid-Term
Oct 25  Cert. Day for 2nd 8-Week Classes
Nov 19-23 Thanksgiving Break (college closed)
Dec 4-10 Night Class Finals
Dec 10  Fall Classes End
Dec 11-13 Finals
Dec 17  Faculty Assessment/Duty Day
Dec 24-Jan 1 Christmas Break (college closed)

Spring Semester – 2013
Jan 2  Intersession Classes Begin
Jan 4  Cert. Day for Intersession Classes
Jan 11  Intersession Classes End
Jan 14  Faculty In-Service (college closed) Faculty Report
Jan 21  Martin Luther King Day (college closed)
Jan 22  Classes Begin
Jan 28  Last Day to Add a Class
Feb 1  Cert. Day for 1st 8-Week Classes
Feb 5  Last Day for Refund
Feb 18  Cert. Day for Full Semester Classes
Mar 15  1st 8-Week Classes End
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Mar 15</td>
<td>Mid-Term</td>
</tr>
<tr>
<td>Mar 18-22</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 25</td>
<td>2nd 8-Week Classes Begin</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Good Friday (college closed)</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Cert. Day for 2nd 8-Week Classes</td>
</tr>
<tr>
<td>May 8-14</td>
<td>Night Class Finals</td>
</tr>
<tr>
<td>May 14</td>
<td>Tuesday Classes are Friday Classes (day classes only)</td>
</tr>
<tr>
<td>May 14</td>
<td>Spring Classes End</td>
</tr>
<tr>
<td>May 15-17</td>
<td>Finals</td>
</tr>
<tr>
<td>May 17</td>
<td>Commencement 7:00 p.m.</td>
</tr>
<tr>
<td>May 20</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>May 20-21</td>
<td>Faculty Assessment Days</td>
</tr>
<tr>
<td>May 22</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day (college closed)</td>
</tr>
<tr>
<td>May 31</td>
<td>Intersession Classes End</td>
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**Summer I – 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jun 3</td>
<td>Summer I Begins (4-Week &amp; 8-Week Classes)</td>
</tr>
<tr>
<td>June 6</td>
<td>Cert. Day for Summer I Classes</td>
</tr>
<tr>
<td>June 7</td>
<td>College Closed</td>
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<tr>
<td>June 14</td>
<td>College Closed</td>
</tr>
<tr>
<td>June 17</td>
<td>Cert. Day for 8-Week Summer Classes</td>
</tr>
<tr>
<td>June 21</td>
<td>College Closed</td>
</tr>
<tr>
<td>June 27</td>
<td>Summer I Ends</td>
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<tr>
<td>Jun 28</td>
<td>College Closed</td>
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</tbody>
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**Summer II – 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 1</td>
<td>Summer II Begins</td>
</tr>
<tr>
<td>July 3</td>
<td>Cert. Day for Summer II Classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (college closed)</td>
</tr>
<tr>
<td>July 5</td>
<td>College Closed</td>
</tr>
<tr>
<td>July 12</td>
<td>College Closed</td>
</tr>
<tr>
<td>July 19</td>
<td>College Closed</td>
</tr>
<tr>
<td>July 25</td>
<td>Summer II &amp; 8-Week Classes End</td>
</tr>
<tr>
<td>July 26</td>
<td>College Closed</td>
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<tr>
<td>July 29</td>
<td>Fall Intersession Classes Begin</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Cert Day for 4-Week Fall Intercession Classes</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Fall Intersession Classes End</td>
</tr>
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CAMPUS RESOURCES

Phone Numbers

Chanute Campus: 1-620-431-2820 or 1-800-729-6222 (KS only)
Ottawa Campus: 1-785-242-2067 or 1-888-466-2688 (KS only)

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 three division chairs, the Dean of Student Development, the Dean of Outreach and Workforce Development, and the Dean of the Ottawa campus.

Applied Science Division (Accounting, Business, Computer Science, Math, Technology, Science) - Rowland Hall, ext. 227

Liberal Arts Division (Humanities, Fine and Performing Arts, Social and Behavioral Sciences, English, Communications, Education) – Ottawa Campus, ext. 303

Outreach and Workforce Development (which includes Allied Health, Lifetime Learning, Construction Technology, Welding, Energy Management, Surgical Technology, Occupational Technology, Health Information Technology, and Medical Assistant) - Student Union, ext. 234

Mary Grimes School of Nursing

Ottawa Campus 785-242-2067 ext. 314
Chanute Campus, Rowland Hall, ext. 254

Ottawa Campus

Dean, Ottawa Campus (620) 242-2067 ext. 312

Vice President for Student Learning

Sanders Hall, ext. 212

Academic Advising

Coordinator of Advising & Articulation, CAVE, ext. 280; Assistant Dean, Ottawa Campus, ext. 305

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 Coordinator of Advising & Articulation on the Chanute Campus or the Assistant Dean on the Ottawa Campus.

Academic Policies
The 2012-2013 College Catalog is available in the Student Services Center at both campuses and online at www.neosho.edu. All academic policies, procedures, and degree requirements are outlined in the 2010-2012 College Catalog.

Access-Disability Accommodations
Chanute campus- Sanders Hall, ext. 213
Ottawa campus-Assistant Dean, ext. 305
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), please notify the Dean of Student Development in Sanders Hall ext. 213, on the Chanute campus, or the Assistant Dean, ext. 305, 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.

Athletics
Athletic Director, NeoKan Hall, ext. 208

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. These member Colleges are divided into the Eastern and Western Divisions. 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, ext. 247; Ottawa, ext. 304
Chanute Bookstore hours:
   Monday -Thursday 8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Ottawa Bookstore hours:
  Monday - Thursday 8:00 a.m. to 5:30 p.m.
  Friday 8:00 a.m. to 5:00 p.m.
Extended hours are both locations as posted.
The Panther Cove in Chanute and Panther Paw in Ottawa provides text books, school
supplies, and a selection of apparel, gifts, and snacks. The Bookstore accepts cash, check,
Visa and MasterCard.

Business Office
Chanute Campus, Sanders Hall, ext. 514 or Ottawa Campus Administrative Office, ext. 310
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.

(CAVE) Center for Academic and Vocational Excellence
Chanute campus-Chapman Library, Basement
Regular Hours:
  Monday – Thursday 8:00 a.m. to 8:00 p.m.
  Friday 8:00 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 (Student Support Services), ABE, adaptive aids for students with disabilities, and
many more support services.

Computer Services
NCCC has several computer labs open for public use. These labs are located in Chapman
Library, CAVE, Student Union, and at the Ottawa campus. Hours of service vary and are
posted near each lab.

Counseling Services
Chanute campus-Sanders Hall, ext. 213
Ottawa campus-Assistant Dean’s Office, Administrative Office, ext. 305
Counseling services and referrals may be arranged through the Dean of Student
Development or the Assistant Dean, Ottawa campus.

Dean of Student Development
Chanute campus, Sanders Hall, ext. 213
The Dean of Student Development serves as the Chief Student Affairs Officer for the college.
The Dean oversees all student services functions of the college, including admissions, student
life, residence life, registration, financial aid, international student services, advising and
counseling. The Assistant Dean of the Ottawa campus oversees these services at the Ottawa
campus.
Dining Service
Student Union (Chanute campus only)
Dining Room Hours:
Monday – Friday
Breakfast  7:00 a.m. 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.

Late night burger bar – Great Western Dining will offer a late night burger bar in the dining hall. Dates and times will be determined later and may change based on demand.

Saturday & Sunday:
Brunch  12:00 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 thru 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, ext. 211
Regular Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.
Ottawa Campus-Assistant Dean, Ottawa, ext. 305
Campus meeting rooms and other facilities may be reserved by contacting the Administrative Assistant to the President on the Chanute Campus, or the Assistant Dean on the Ottawa campus.

Financial Aid
Chanute campus, Sanders Hall, ext. 278
Ottawa campus, ext. 315
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.

Health Services
In Chanute a student health clinic is available to all students in Rowland for general health issues and concerns. Hours of operation are subject to change, but are posted at the Health Clinic. Students must present a student ID and there is a $5.00 co-pay for each visit.

ID Cards
Chanute campus-Welcome Center, Student Union, ext. 264
Students enrolled in at least 6 hours 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 for assistance.

**International Student Services**
Chanute campus, Student Union, ext. 240
Ottawa campus, Assistant Dean, ext. 305
NCCC is host to many international students each semester. The International Student Coordinator assists many international students by providing cultural opportunities, support, and assistance with the paperwork involved for international studies.

**Library**
Chanute campus, Chapman Library, ext. 296
Regular Hours:
Monday–Thursday 8:00 a.m. to 9:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Sunday 5:00 p.m. to 9:00 p.m.
Ottawa campus:
Monday – Friday 8:00 a.m. to 9:00 p.m.
Chapman Library is a full-service academic library with printed and electronic information resources, internet access, Microsoft application software, career resources, and interlibrary loan materials from throughout Kansas. The Library has wireless internet access for students who bring their own laptop computers to campus or students may check out Library wireless access laptops for use within the Library.

**Lost and Found**
Chanute campus-Welcome Center, ext. 264
Ottawa campus-Administrative Office, ext. 319
The location for lost and found items is the Welcome 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.

**Panther Text Net [RAVE]**
Students will automatically be enrolled in the free Panther Text Net to receive emergency information about NCCC. Students can choose what information they receive and may opt in to receive additional messages from various college departments, such as athletic events, student activities, and housing information.
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.

Registrar's Office
Chanute Campus- Sanders Hall, ext. 288
Ottawa Campus-Administrative Office, ext. 308
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 and library parking lots at the Chanute campus and also in the Ottawa parking lot. Neosho County uses "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. For non-emergency student-related safety or security issues, see the Dean of Student Development in Sander's Hall at the Chanute campus or the Assistant Dean at the Ottawa campus. Both campuses of NCCC are patrolled nightly by a private security firm.

STARS (Student Support Services)
CAVE, Chapman Library Basement, ext. 519
TLC in Ottawa, ext. 321
STARS (Students Thriving, Achieving & Recognizing Success) is a federally funded Student Support Services program. The goals of STARS are to help students stay in college, graduate from NCCC, and transfer to a four-year institution to complete their education. To be eligible for STARS, students must apply and meet any one or more of the following: first generation (neither parent received a four-year degree), meet federal income guidelines, and/or have a documented disability. STARS actively serve 160 students each year. Services available to participate include one-on-one tutoring, academic /transfer/career advising, workshops on a variety of topics, four-year campus visits, additional financial aid, cultural enrichment activities, and other support services. Academic success and personal development are the major focus of STARS.

Student Employment
Chanute campus-Sanders Hall, ext. 219 (Federal Work Study)
Ottawa campus-Assistant Dean, ext. 305
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 (ext. 219).
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.

6) 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 project 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 via 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 of 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 the Ethics and Integrity course. All actions taken by the instructor will be documented by the instructor, reported to the Division Chair and the Vice-President for Student Learning and a copy of the documentation placed on file with the Dean of Student Development or the Dean of the Ottawa Campus. If the student does not agree with the actions taken by the instructor, he/she may utilize the Academic Honesty Appeal Procedure listed in this handbook.

Records of acts of misconduct will be kept on file by NCCC. In case of serious violations of the Academic Honesty or multiple violations of the policy, the Dean of Student Development on the Chanute campus or the Dean of the Ottawa campus will 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 Integrity**: NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic Integrity in the classroom is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic integrity, as well as the Academic Honesty Policy, can be found in this handbook.

**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 ninety (90) 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, except in the case of an XF. If the student wishes to appeal the grade of an XF, the above final grade appeal deadlines are then used.

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 require 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 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 Regent’s 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. A 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 the 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- NeoKan, ext. 565**  
**Ottawa campus-Assistant Admissions Director, ext. 324**

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 between other community colleges. The official competitions take place in the spring and consist of a preliminary, a regional, a sub-state, 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 ext. 239)

**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.

**Forensics/Debate**

Forensics/Debate provides opportunities for students to participate in intercollegiate competition with students from other community colleges and universities. Membership is open to all students who enroll in either Forensics or Debate class. To be eligible to compete, students must maintain a minimum G.P.A. of 2.0 (TBA)

**Music**

The music department at NCCC includes three choral ensembles: Concert Choir, Men’s Ensemble, and Women’s Ensemble. Membership in the Men’s or Women’s Ensembles are open to all students without audition. Membership in the Concert Choir requires an audition. (David Smith ext. 515)

**Student Senate**

The Student Senate is the governing agency of the student body. Its goal is to promote student interests in all phases of campus life. The executive council of this body consists of:
president, vice-president, and secretary/treasurer elected by the student body in a general election. The senators consist of two sophomores and two freshmen. One representative from each of the active clubs of the college is also a voting member. The Student Senate has the responsibility of coordinating the social functions of the college and cultivating a desirable college spirit through extracurricular activities. Each of the clubs on campus is chartered by the Student Senate. Members of the Student Senate are given an opportunity to participate in institutional decision making as members of the following institutional committees: Executive Committee, Scholarship & Financial Aid Committee, Strategic Planning Committee, Student Success Committee, and Student Appeals Committee. Chanute and Ottawa campuses have separate student senates. (Coordinator of Resident and Student Life, ext. 565/ Leslie Beddo Ottawa ext. 324)

**Theatrical Production**
Theatrical productions are regularly scheduled throughout the school year on the Chanute campus. Anyone is eligible to audition for the productions. Experience is not necessary or critical. Each production is different and requires new faces for new challenges. Credit by enrolling in theatre workshop is encouraged for those who participate. All students are encouraged to take part in these productions. (TBA ext. 229)

**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. (Brad Wilkinson ext. 223)

**Black Student Union**
The purpose of the Black Student Union is to promote a general understanding of all black cultures and their 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 concerns. Membership is open to all wishing to be a part to the clubs goals and prospective purposes. (Luka Kapkiai ext. 530)

**Business 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. (Linda Jones ext. 227)

**Delta Psi Omega**
Delta Psi Omega is a national honorary dramatic fraternity for community college students. One of the main objectives of this organization is to give students adequate recognition for their work in promoting College Theater. (TBA ext. 229)
Fellowship of Christian Athletes
The mission of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowships and in the fellowship of the Church.” (Jason Kegler ext. 213)

Honors
The NCCC Honors 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 ext. 239 and Kevin Blackwell ext. 303)

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 Chanute Chamber of Commerce and Office of Tourism Annual Pancake Breakfast, various radio programs and community organizations where information about specific cultures are shared. Membership is open to all students. (Sarah Cadwallader ext. 240)

KANS - 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 - (Leigh Scharff ext. 294) Ottawa Campus – (Deb Callahan ext. 331)

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 ext. 231)

Music Club
The music club is meant to foster and stimulate interest in music at the college and the surrounding community. (David Smith ext. 515)

Panther History Club
The Panther Historian 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 ext. 239)

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 scholarship, 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 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 - (Charles Babb ext.275), Ottawa - (Kevin Blackwell ext.303)

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)

Who’s Who
“Who’s Who Among Students in American Community and Junior Colleges” is an honorary organization open to all NCCC students. Students are chosen for this honor by the Student Learning Division leadership. (Jim Genandt ext. 212)

CODE OF CONDUCT

Purpose of the code
The purpose 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 Chief Student Affairs Officer’s office 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, and 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 Development 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.
13) The term “cheating” includes, but is not limited to:
   A. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   B. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   C. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
14) The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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 Conduct 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

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.).
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, defined as an act which endangers the mental or physical health or safety of a student, 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 a group or organization.
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, distribution, or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
10) Possession, illegal sale, manufacture, or distribution of controlled substances, chemical precursors, controlled substance analogues or dangerous (illegal drugs) on or off campus.
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.
13) Failure to satisfy College financial obligations.
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.
16) Violation of federal, state or local law on College-premises or at College sponsored or supervised activities.
17) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or at College sponsored activities. The College accepts the state statutory definitions of the aforementioned items.

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.

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.

Violations of NCCC Policies & Procedures
The following is a specific, although not exhaustive, list of policies and/or procedures that commonly result in the administrative discipline:

Alcohol Beverages/Possession of Drugs
NCCC is in compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The College expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. The College accepts the state statutory definitions of drugs and drug paraphernalia. Misconduct in connection with the use of alcohol or illicit drugs on campus will result in disciplinary action for the student(s) involved.

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 Director of Technology Services 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 www.neosho.edu/policy.htm).
Discrimination
Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college’s programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Disorderly Assembly
It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, does 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.

Drug Free School Policy
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.

A. Internal Sanctions. NCCC will impose disciplinary sanctions on students who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, on NCCC property, or as a part of an event sanctioned or sponsored by NCCC. Any violation of this policy can result in immediate suspension. A criminal conviction is not required for sanctions to be imposed upon a student for violation of this policy.

B. External Sanctions. 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.

Federal law provides rather severe penalties for distribution or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance.
The type and quantity of the drug, whether the person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is a person’s first offense (no prior convictions), then s/he is subject to imprisonment of not more than five years, a fine of $250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, s/he is subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then s/he is subject to not less than 20 years to life, a fine of $100,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both. The Federal Controlled Substance Act provides penalties of up to 15 years imprisonment and fines of up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to imprisonment of not more than 20 years and a fine up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fines otherwise authorized by law.

Kansas law provides that any person who violates the criminal statues on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a class “C” felony. For a conviction of a class “C” felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years with a maximum of 10-20 years and a fine of up to $15,000. Unlawful possession of a depressant, stimulant, or hallucinogenic drug is punishable as a class “A” misdemeanor, with a penalty of up to a year in jail and a fine of $2,500. Depressants include barbiturates and Valium. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

Article 7 of the Kansas Liquor Control Act provides for punishments ranging up to six (6) months’ imprisonment and fines of up to $1,000 for violations of statutes relating to the possession and distribution of alcohol. In addition, no persons shall knowingly sell, deliver, or furnish alcoholic beverages to any person less than twenty-one (21) years of age or sell, deliver, or knowingly furnish alcoholic beverages to an intoxicated person who has been adjudged insane or mentally deficient.

There are also state laws concerning driving under the influence of alcohol and using a false driver’s license to obtain 3.2 beer or other alcoholic beverage. Depending on the number of previous convictions, or gravity of the circumstance, a person may be convicted of a felony or misdemeanor for such an offense. It is most likely that a person will forfeit driving privileges in the event s/he is convicted of such offense.

There are also local city laws similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more
severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Students are encouraged to review this information. The above referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process. According to the Drug and Alcohol Sanctions in this book, students abusing drugs or alcohol will be referred to the Chief Student Affairs Officer for disciplinary action.

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.

Health Risks- The following are health risks related to the consumption or use of alcohol/ and or drugs:

**Alcohol** - short term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

**Amphetamines/Stimulants** - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heat and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

**Anabolic Steroids** - seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

**Barbiturates/Depressants** - (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion or reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
Cocaine/Crack - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in the self-inflicted injuries, impaired coordination, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis - (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics - (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsion, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine - some 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Items Forbidden on Campus
The possession, use, or sale of weapons, ammunition, combustibles, fireworks, and explosive devices or any substance or device designed to harm or incapacitate is prohibited on campus. "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.

Loitering/Illegal Entry
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 21-3828. The police and/or sheriff's office will be called to remove such violators.

Passing of Worthless Checks
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.
Sex offenders
Due to the Kansas Supreme Court’s decision in State v. Myers, 260 Kan. 669 (1996), the Kansas Offender Registration, enacted by K.S.A. 22-4901 et seq., contains information only on convicted offenders who committed their offenses after April 14, 1994. The information contained in the registration has been provided by the registrant. The Kansas Bureau of Investigation (KBI) and the sheriff’s office cannot guarantee the accuracy of this information. It is common for offenders to move and fail to notify the sheriff’s office in their county of residence of that change. This information is updated continuously; however, the KBI cannot guarantee the accuracy day to day. Further information on any registered offender in this file can be obtained from the sheriff’s office in the registrant’s county of residence or on the state website @ www.accesskansas.org/kbi/ro.htm.

Sexual Offense/Stalking
Any member of the College community who commits sexual offense is subject to criminal prosecution and College disciplinary procedures. Under College disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. Both the accused and the accuser are entitled to have others present during the hearing. By law, all College disciplinary procedures provide due-process, protection for the accuser and the accused. At the conclusion of the mandated hearings related to sexual offense, both the accuser and the accused shall be informed of the decision and sanction. Any student who is sexually assaulted should report the incident to Chief Academic Officer, Chief Student Affairs Officer or the police or sheriff’s department regardless of whether or not the student intends to press charges. A victim’s physical and emotional well-being is of paramount concern. However, it is important to consider preserving physical evidence to assist in apprehending and prosecuting any attacker. Students who are victims of a sexual offense will be assisted in continuing their studies by changing academic or living arrangements whenever requested by students and if such changes are possible. Stalking is an intentional, malicious and repeated following or harassment of another person and making a credible threat with the intent to place such person in reasonable fear for such person’s safety, as defined by K.S.A. 21-3438, and is a criminal offense. If you feel you are a victim of a stalker, please notify the police department or sheriff’s office immediately.

Tobacco Use on Campus
Tobacco use is prohibited within any College vehicle or building, owned, leased, or rented by the College, including all distant campuses, sites, or locations. Smoking is prohibited within 35 feet from any College building with the exception of designated smoking areas identified by appropriate signage. Additionally, smoking is prohibited in the center of the Chanute main campus in the area known as the “quad” or “breezeway.” This is the area between Chapman Library, the Student Union/gym, Stoltz Hall, and Sanders Hall.

Violations
First Occurrence: Fine of $5
Second Occurrence: Fine of $25 and 10 hours community service
Third Occurrence: Fine of $50, 20 hours community service, and disciplinary probation
Fourth Occurrence: Possible College Suspension Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
The Dean of Student Development and campus/location/site administrators will be responsible for enforcement of this policy. Monies raised through these fines will be used for policy expenditures, wellness activities, and wellness education for the student body.

**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.

**Disciplinary 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. Forms for this purpose are available in the office of the Chief Student Affairs Officer at the Chanute campus and at the main office of Ottawa and must be signed by the reporting person.

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 in writing on forms available in the Office of the Chief Student Affairs Officer at the Chanute campus and at the main office of Ottawa, and shall be signed by the College official making the referral. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

The Chief Student Affairs Officer 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, advice, 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 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 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, 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.

### Sexual Harassment and Grievance Policy

Title IX compliance includes the prohibition of sexual harassment and provisions for grievance procedures.
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 P. L. 92-318. 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 harassment and has adopted for its students and employees the following definition of sexual harassment:

Requests for sexual favors or unwelcome advances in the form of verbal or physical conduct of a sexual nature for which compliance is made an expressed or implied condition of an individual’s initial or continued employment, requests which affect decisions regarding an individual’s education, or requests which interfere with an individual’s work or academic performance including peer sexual harassment which creates a hostile environment to the educational process.

The Chief Academic Officer has been designated as the compliance officer responsible to coordinate the efforts of the college to comply with and carry out its responsibilities under this 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) 431-2820, ext. 212.

All sexual harassment complaints must be submitted as follows:

**A. Definitions**
1. Grievance: Grievance is (1) a work-related complaint which is not related to termination of contracts or termination of employment, nonrenewal of contracts, suspensions or demotions; (2) a student complaint not related to a grade appeal.
2. Aggrieved Person: The person or persons making the complaint.
3. Party of Interest: The person or persons making the complaint and/or any person against whom action might be taken in order to resolve the grievance.
4. Days Except when otherwise indicated, days shall mean working days.

**B. Purpose**
The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems affecting persons which may arise from time to time.

**C. Procedure**
1. Level One
   Within 20 days from the date of awareness of a problem, the aggrieved person shall seek to resolve the matter informally with his/her supervisor, unless the supervisor is a party of interest, in which case the procedure shall begin with level two. Level one for students shall begin with the Chief Student Affairs officer.
2. Level Two
   a. If the aggrieved person is not satisfied with the disposition of his/her grievance at level one, or if no decision has been rendered within five (5) working days after discussion of the grievance he/she may file the grievance in writing within ten (10) days of level one response with the Chief Academic Officer on the form available in the Chief Academic Officer’s office.
   b. Within five (5) contract days after receipt of the written grievance the Chief Academic Officer or his/her designee will meet with the aggrieved person and his/her representative in an effort to resolve it. The Chief Academic Officer shall submit his/her decision in writing to
the aggrieved person within five (5) days after the meeting. If the Chief Academic Officer is a party of interest, then the procedure shall begin with Level Three.

3. Level Three
a. If the aggrieved person is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance within ten (10) days of the level two response with the president.
b. Within five (5) days after receipt of the written grievance the president or his/her designee will meet with the aggrieved person and his/her representatives in an effort to resolve it. The president shall submit his/ her decision in writing to the aggrieved person within five (5) days of the meeting.
If the President is a party of interest, then the procedure shall begin with Level Four.

4. Level Four
a. If the aggrieved person is not satisfied with the disposition of his/her grievance at level three, he/she may file the grievance within ten (10) working days of the level three response with the board of trustees, by filing the grievance with the President.
b. Upon receipt of the written grievance by the board, the grievance shall be scheduled at the next regular board meeting or the following regular board meeting if the next meeting is within ten (10) days of the receipt of the grievance by the board. The grievance will be heard in executive session unless otherwise requested by the grievant. The board shall submit its decision in writing to the aggrieved person within five (5) days of the meeting.

D. Rights of Representation
1. No reprisals will be taken by the board or administration against any participant in the grievance procedure by reason of such participation.
2. A person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative selected by the grievant.

E. Miscellaneous
1. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the contract year, the days shall be those days during which the college is open for business.
3. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended at the last step, or the grievant may advise the administration that the grievance is dropped.
4. Decisions rendered at level two, three and four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties of interest.
5. When it is necessary for a representative to attend a grievance hearing during the school day, he/she will, upon notice to the Chief Academic Officer, be released without loss of pay. Any persons whose appearance in such hearings as a witness is necessary will be accorded the same right.
6. All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file or academic records of any of the participants.
7. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents will be prepared by the administration and made available in the Chief Academic Officer office to facilitate operations of the grievance procedure.
8. Time line exception: If the grievant chooses to have representation at any level, the administration will contact the grievant, who may coordinate with his/her representative to determine mutually acceptable dates at each level.
9. Strict rules of evidence and requirements of substantive and procedural due process, except the notice provisions and time deadlines provided herein, will not apply.
10. In the absence of a written reply herein being given within the time specified, the grievance is considered to be denied and the grievant may submit the grievance to the next level.
11. All grievances filed shall:
a. Be signed by the aggrieved person;
b. Be specific;
c. Contain a synopsis of the facts giving rise to the grievance;
d. Cite the article, section, page number of that portion of any policy or procedure allegedly violated (if applicable);
e. Contain the date of any alleged violation;
f. Specify the relief requested; and
g. Be submitted using college supplied forms. If the grievance as filed is not in conformance with these requirements, then the college reserves the right to reject the grievance. Such rejection shall not extend the time limitations herein set forth.

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 Committee on Student Conduct, 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 Committee on Student Conduct 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 not be used in any hearing unless a determination of guilt has been made. If the Committee finds a student guilty, the previous disciplinary record, if any, may then be introduced to be considered in assessing penalties.

13. Legal rules of evidence do not apply to hearings before the Committee. The standard of review is by a preponderance or greater weight 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. The Committee shall deliberate and voice opinions. A majority vote will control. In the event a majority decision cannot be reached regarding innocence or guilt, the case may be dismissed or the Chief Student Affairs Officer may request that a second Committee be formed to reheat 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.

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 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.

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.

Privacy Rights of Students

The College from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, new releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. The College is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable time after the start of the semester notifies the Student Privacy Office (Registrar, Sanders Hall) in writing that all of the categories listed below (designated Directory Information) should not be released without prior written consent.

The following information is considered Directory Information.
1) Address
2) Awards received
Winter Storms/Severe Weather

College authorities will make the decision to close the campus, usually prior to 6:00 a.m. the day of classes. Information will be made available to the following radio and TV stations:

<table>
<thead>
<tr>
<th>Chanute Campus</th>
<th>Ottawa Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINZ – 95.3 FM</td>
<td>KOFO – 1220 AM Ottawa</td>
</tr>
<tr>
<td>KKOY – 105.5 FM</td>
<td>LAZER – 105.9 FM Lawrence</td>
</tr>
<tr>
<td>Cablevision of Chanute</td>
<td>KLWN – 1320 AM Lawrence</td>
</tr>
<tr>
<td>KKOW – 96.9 FM</td>
<td>WIBW – 580 AM Topeka</td>
</tr>
<tr>
<td>KOAM TV CH 7</td>
<td>WIBW – CH 13 Topeka</td>
</tr>
<tr>
<td>KIKS – 101.5</td>
<td>97 Country – 97.3 FM Topeka</td>
</tr>
<tr>
<td>KLKC 93.5</td>
<td>CH4, CH5, CH9 Kansas City</td>
</tr>
<tr>
<td>KJHK – 90.7 FM</td>
<td>Lawrence</td>
</tr>
</tbody>
</table>

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.

SAFETY AND SECURITY

Crime and Homeland Security

Neosho County Community College takes the safety and security of its students, employees and community it serves as its highest priority. Below, are federally-mandated reports of campus crime statics including all relevant definition:
(FERPA) Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords' students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the date the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Neosho County Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

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.

**Sex Offenses Definitions** (As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

- **A. Forcible Rape**
The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **B. Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **C. Sexual Assault with an Object**
The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **D. Forcible Fondling**
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses-Non-Forcible:** Unlawful, non-forcible sexual intercourse

- **A. Incest**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **B. Statutory Rape**
Non-forcible 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.

**Sexual Violence**
Sexual Assault is any sexual activity in which a person is forced to participate without consent. It includes rape, marital rape, date rape, same-sex assault, child sexual abuse, incest, unwanted sexual touching, sexual harassment and sexual exploitation by therapists. The offender may be a stranger, but is most often a family member or a trusted acquaintance. Anyone can be a victim regardless of age, gender, race or socioeconomic background.

*If you have been sexually assaulted:*
- 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 you will. Advocates are available who care and understand. It's never too late to seek help.

Crime Definitions from the Uniform Crime Reporting Handbook

**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.

**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).

**Murder and Non-negligent Manslaughter**
The willful (non-negligent) killing of one human being by another.

**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, violence, and/or causing the victim fear.
Weapon Law Violations
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations
The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

Crime Reporting Activities
The Crime Awareness and Campus Security Act of 1990, regulation 34 CFR 668.46(1) 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. 14th 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 is 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 campus police at 911. All campus phones, including any pay phone, 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 Development at (620) 365-9781 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

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<tr>
<th>CRIMES REPORTED FOR:</th>
<th>NCCC CHANUTE CAMPUS</th>
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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 Dean of Ottawa’s campus and may be obtained from the Dean upon request.

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

**Overview:** This document summarizes Neosho County Community College’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 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, which 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:
1) 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:

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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)431-2820, ext. 677. 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.
Homeland Security/Emergency Action Plan
In conjunction with parameters set by National Homeland Security, Neosho County Community College is considering actions that we might take to address threat levels. 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. Specific guidelines can be found in the Neosho County Community College Emergency Action Plan. The emergency response manual has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the manual 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.
The manual is available in the Residence Life office, the Student Union, from the administration office at either campus location or on the NCCC webpage at www.neosho.edu. Click on Safety and Security on the left side of the page. The NCCC Emergency Action Plan can be found at the bottom of the page.

Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 Statement of Compliance
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), please notify the Chief Student Affairs Officer, Sanders Hall, ext. 213, on the Chanute campus, or the Assistant Dean, ext. 312, 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. As necessary, the Chief Student Affairs Officer will review documentation about your disability and determine the need for the accommodations you are requesting. The Chief Student Affairs Officer will then assist you in planning for any necessary accommodations and will notify your instructors of the accommodation plan.

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.

Notice of Non-Discrimination
Neosho County Community College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974,
Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disabilities, marital status, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, and educational services. Any person having questions regarding the above is directed to the dean of finance and student services, Title VI and IX and Section 504 coordinator, NCCC, 800 West 14th, Chanute, Kansas 66720, 620-431-2820 ext. 213.

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.

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