

Fall 2022

I am excited to welcome you to Garden City Community College for the 2022-23 academic year. Our mission is to produce positive contributors to society and heading into this academic year I want to assure you that Garden City Community College exists specifically for you as students to help meet your educational and career goals. At the very heart of GCCC are our Values which focus directly on serving and preparing you for transfer, workforce, and life. Our faculty and staff are dedicated to providing quality education and making Garden City Community College a positive experience. GCCC faculty, staff, and administration work closely to ensure that decision making leads to creating a safe and healthy campus focused on student success.

The Student Handbook is prepared as a guide to help you to better understand the many opportunities and services that are available to assist both inside and outside the classroom for success. This handbook will help you connect with the people, services, and programs here to support your academic and personal enrichment.

The College's goal is to ensure your success. Garden City Community College provides student and academic support services to assist in successfully completing your college education. Student organizations, athletic teams, and unique learning opportunities will help you expand your knowledge, make connections, and explore interests. By fully participating in the College community, you can obtain leadership and teamwork skills, meet new people, and build your résumé. I encourage you to be engaged, involved and through this involvement your contributions will also make the College a better place to work and study.

Garden City Community College is a special place and STUDENTS are the focus of all that we do at GCCC. I am excited to have you as a Broncbuster and I look forward to an enjoyable year ahead as we work together to shape and change our College, community, state, and nation. Together we make a difference and Broncbusters will lead the way. It's a GREAT day to be a Buster.

I wish you the very best this new academic year, and From Here you can Achieve Anything.

Dr. Ryan J. Ruda
President

MISSION STATEMENT

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

VISION STATEMENT

GCCC will be the premier educational nexus of progress, providing world class learning in a dynamic environment. From here, you can go anywhere.

VALUES

Bold Innovation

Unwavering Integrity

Service and Collegiality

Trust, Transparency & Accountability

Empowered Creativity & Academic Freedom

Responsible Leadership

Student-Centered Focus

SYMBOLS AND SEALS

The Broncbuster is the College mascot, initially selected by the class of 1939 as the College symbol. A logo featuring the letters "GCCC", designed by a student, was adopted by the Board of Trustees as the official College symbols in 1989. Brown and gold are the official College colors, represented of the College flower, the sunflower.

The emblematic Seal of the College was designed by an early Fine Arts student, Thelma Whitney, and art instructor Vera L. Stone. The 32 petals of the sunflower represent the 32 members of the first class. The lamp of knowledge atop two books, the sugar beets, denoting the original name of the school newspaper, the organizing date and the motto, Plus Ultra (Ever Upward), are significant to GCCC. The seal was officially adopted for the College by the Board of Education.

THE ALMA MATER

On the plains of Western of Western Kansas

Glorious to view,

Stands our College Alma Mater

Oh Hail, to you!

Glorious, Victorious

Famous Brown and Gold

Hail, Oh Hail, you Broncbusters Hail

Hail, Oh Hail, to you.

ATHLETICS

The College is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. Men's athletic programs include football, basketball, baseball, golf, rodeo, soccer, track & field, and cross country. Women compete in volleyball, basketball, rodeo, softball, soccer, golf, cross country, and track & field. GCCC women athletes compete as the Lady Broncbusters; the men athletes as the Broncbusters.

Members of the conference are:

Allen CCC (Iola) Red Devils	Barton CCC (Great Bend) Cougars
Butler CC (El Dorado) Grizzlies	Cloud CCC (Concordia) Thunderbirds
Coffeeville CC Red Ravens	Colby CC Trojans
Cowley College (Arkansas City) Tigers	Dodge City CC Conquistadors
Fort Scott CC Greyhounds	Garden City CC Broncbusters
Highland CC Scotties	Hutchinson CC Blue Dragons
Independence CC Pirates	Johnson CCC (Overland Park) Cavaliers
Kansas City Kansas CC Blue Devils	Labette CC (Parsons) Cardinals
Neosho CCC (Chanute) Panthers	Pratt CC Beavers
Seward CCC (Liberal) Saints	Northwest Ks Technical College Mavericks

CAMPUS DIRECTORY

Area of Concern	Whom to See	Where/Phone
Academic Catalog		www.gcccks.edu
Academic Issues, Career Info. & Changing Advisor	Your Advisor Counselor Advising Center	Advisor's Office SCSC 276-9635 SCSC
Adding or Dropping a Course (Enrollment)	Your Advisor Registrar Advising Center	Advisor's Office SCSC SCSC
Advising	Your Advisor Advising Center	Advisor's Office SCSC
Alcohol/Drug Resources	Counselor Genesis (on-campus hours)	SCSC 276-9635 Student Center
Assessment (Placement)	Assessment Center	SCSC 276-9654
Attendance	Contact your instructors	Faculty Offices/ Canvas
Bill Payment/ Money	Business Office	SCSC
Books & Supplies & ID Cards	Canvas/ Bookstore	Canvas or Student Center
Campus Police	Campus Police Department	SCSC (2 nd floor) 272-6828
Counseling/ Mental health	Counselor Genesis (hours as posted)	SCSC 276-9635 Student Center
Cosmetology	Cosmetology Department	Penka Bldg 276-8713
Degree Checks	Your Advisor Advising Center	Advisor's Office SCSC
Dining/ Catering/ Meal Tickets	Food Service Director	Student Center 276-9607
Disability services/ ADA Concerns	Accommodations Coordinator	SAFL 276-9638
Email/ Technology Log-in Issues		password.reset@gcccks.edu
Financial Aid/ Student Loans/ Scholarships	Financial Aid Office	SCSC 276-9519 or finaid@gcccks.edu
Grades	Canvas Self-service	Online Online
Health/ Illness/ Health Insurance	College Health Nurse	Student Center 276-9601
Housing Issues	Director of Residential Life	Student Center 276-9516
International Students	International Coordinator	SCSC 276-9662
Library Services	Library Staff	SAFL 276-9511
Low Income/1 st Generation Students	Student Support Services	SAFL 276-9515 276-9660
Maintenance	Dean of Physical Planning	Phy. Plant Bldg. 276-9549
Meeting Rooms	Office Manager of Facilities	Phy. Plant Bldg. 276-0429
Notary Public	Registrar	SCSC 276-9571
Poster Placement and Approval	SGA Advisor	BTSC Lower level
Student Complaints	VP of Student Services	SCSC 276-9683
Title IX	Title IX Coordinator	SCSC 276-9508
Transcripts	Registrar	SCSC 276-9605
Tutoring & Academic Assistance	Comp. Learning Center Student Support Services	SAFL 276-9641 SAFL 276-9660
Veteran's Information	Registrar	SCSC 276-9605
Work Study	Financial Aid Office	SCSC 276-9519
Withdrawing from College	Advising Center	SCSC

STUDENT SERVICES DIRECTORY

NAME	TITLE	BUILDING	PHONE 276-...
Rafaela Arana	Assessment Coordinator	SCSC	9654
Patricia Miller	College Health Nurse	Student Center	9601
Joy Lehmann	Coordinator of Disabilities	SAFL	9638
Colin Lamb	Vice President for Student Services	SCSC	9683
Marc Malone	Vice President for Instruction	SCSC	9597
Phil Terpstra	Dean of Academics	ACAD	0401
JoAnn Garrier	Counselor	SCSC	9635
Rebekah Fitzpatrick	Academic Advisor	SCSC	275-3243
Jamie Durler	Director of Instructional Design	SCSC	275-3243
Tammy Tabor	Dean of Student Services	SCSC	9508
Samantha Garcia	Director of Admissions/ International Coordinator	SCSC	9662
Melinda Harrington	Director of Financial Aid	SCSC	9598
Jill Lucas	Assistant Director of Financial Aid	SCSC	9514
Vanessa Rodriguez	Financial Aid Advisor	SCSC	9667
Marie Bradley	Food Service Director	Cafeteria	9607
Nancy Unruh	Registrar	SCSC	9571
Donna Boese	Assistant Registrar	SCSC	9605
Louise Lurtz	Records Assistant	SCSC	9530
Gordon Schuler	Director of Residential Life	Residence Halls	9642
Annette Waetzig	Residential Life Office Manager	Residence Halls	9516
Kurt Peterson	SSS Tutor Coordinator	SAFL	275-3245
Johana Gonzalez	SSS Advisor	SAFL	276-9674
Lizette Avalos	SSS Advisor	SAFL	275-3268
Brittany Clark	Student Activities Coordinator/SGA	BTSC	Lower Level
Zach Towle	Athletic Academic Advisor	SCSC	275-3219
Kaylee Crawford	Family Crisis Campus Advocate	SCSC	260-5377
Sydnee Sassaman	Director of Advising	SCSC	275-3220
Melanie Hands	Academic Advisor	SCSC	9671

BUILDING ABBREVIATIONS KEY

ACAD – Academic Building
 ANNEX – Gary Jarmer Annex
 AOC – Access and Opportunity Center
 BTSC – Beth Tedrow Student Center
 DPAC – Dennis Perryman Athletic Center
 EGV – East Garden Village
 FOUS – Fouse Science/Math Building
 JCVT – John Collins Vocational Building
 JOYC – Pauline Joyce Fine Arts Building
 PENK – Penka Building
 PHYP – Physical Plant
 SAFL – Thomas F. Saffell Library
 SCSC – Student & Community Services Center
 TECH - Welding Lab

DEGREE AND GRADUATION REQUIREMENTS

Garden City Community College awards four degrees, each with a special emphasis to meet individual student needs. The degrees are:

Association in Arts (AA)	Associate in Science (AS)
Associate in Applied Science (AAS)	Associate in General Studies (AGS)

Each student planning to graduate from GCCC is required to declare his/her intent to graduate by filing an Application for Graduation with the Registrar's office. Application deadlines are:

Fall completion.....	September 1
Spring completion.....	December 1
Summer completion.....	February 1

Upon completion of 60 credit hours (minimum 16 credit hours from GCCC) including fulfillment of specified General Education Requirements, additional courses required to complete the chosen program of study, cumulative GPA of 2.0, and a completed Application for Graduation, the degree seeking student will be awarded an Associate Degree.

It is the student's responsibility to be familiar with the graduation requirements for the degree they are seeking. Refer to the College catalog for a detailed outline of the requirements. Questions concerning these may be clarified by Advisors, Registrar or the Vice President for Student Services.

Certificates - Certificates are based on completion of a course of study less than two years in length (less than 64 hours) with a 2.0 GPA. Students completing Technical Certificate programs in Practical Nursing, Welding, and Cosmetology must apply for graduation ceremonies.

Honors Recognition – Outstanding scholastic work is recognized at the end of each semester through a President's Honor Roll, which lists names of those who have earned a 4.0 grade point average for that semester. The Vice President's/Dean Honor Roll lists those who have earned a 3.2 to 3.999 GPA. Honorable Mention is given to those at 3.0 to 3.199 GPA. To be eligible for honors recognition, a student must be enrolled in and receive grades in eight or more credit hours.

At commencement, excellence in scholarship is recognized. High Honors to those are awarded to those with cumulative grade point averages of 3.6 or better and Honors to those with 3.2 to 3.599 cumulative GPA.

ACADEMIC STUDENT POLICIES AND PROCEDURES

Refer to GCCC website for all policy information.

The Student and Academic Decisions – Academic decisions are made by faculty members, division leaders, Dean and Vice Presidents. If a student believes an academic decision is unfair, they may meet with the above personnel, who will review the complaint and render a final decision.

Student Responsibilities – Those enrolling for College credit at GCCC are considered adults and expected to assume responsibility for the following:

1. Planning a semester schedule or course of study and completion of all course requirements.
Instructors, counselors and administrators will give advice. The College catalog and supplementary bulletins are authoritative sources of information on academic matters.
2. Voluntary consultation with counselors on adjustment difficulties, vocational and professional aptitude and planning as well as personal problems pertaining to a College career.
3. Attending classes regularly.
4. Observance of all College regulations specified in the College catalog, Student Handbook, Residential Life Handbook, the Student Athlete Handbook and other information bulletins.

Residency – Kansas Community Colleges are funded in part through taxes paid by Kansans. Therefore, the Kansas Board of Regents specifically states that students eligible for in-state tuition rates must have been bona fide residents of the state for six continuous months or more. **A student can be a resident of only one state. If a student leaves the state and claims residency elsewhere, they forfeit residency in Kansas regardless of the time spent out of the state.** Inquiries about appeals, exceptions or affidavits of residency should be made to the Registrar. Refer to the College catalog for further information or clarification.

Updating student information – Students needing to change their recorded information such as a name, address, or social security number, must complete a “Student Data Change Form” at the Registrar’s Office. A name change requires a copy of:

1. Marriage (License) Certificate.
2. Filed court document; OR
3. Drivers license and social security card.

Changing an erroneously reported social security number requires a copy of the official social security card.

Advanced standing credit – Advanced standing implies that credit will be granted for specific courses in which certain requirements or standards have been satisfactorily completed from external sources. These external sources may include: **proficiency examinations, military credits, national standardized examinations, Kansas Technical Schools, competency-based programs, correspondence courses and departmental course challenges**. A maximum of 30 credit hours may be accepted by this method. (Credits transferred from regionally accredited universities/Colleges are excluded from this classification; total hours applicable to fulfilling degree requirements from advanced standing and/or transfer cannot exceed 48 semester hours). Advanced standing credit will not count for the 16-credit hour residency requirement. All external credit requests must be approved by the College Registrar. The source will also be listed on the transcript.

In most cases, a processing fee is required, and the student will be notified at the time of evaluation the amount of the charge. Credit will not be awarded if:

1. A student has previously received a grade in the course.
2. A student has previously received a grade in a higher content level course.
3. A student has been awarded credit through other non-traditional programs in areas containing the same content.

The credit by Examination Program is administered through the Mary Jo Williams Assessment Center, located in the SCSC.

Add/Drop Policy and Procedure – Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule form) adopted by the College. Any student who wishes to modify his/her schedule should immediately go to the Registrar’s Office for instructions.

Adding Classes – Students wishing to add (a) class(es) during the first (5) days of each semester may do so with the advisor’s signature only. The student must secure a Change of Schedule form from the Registrar’s Office or his or her advisor, obtain the advisor’s signature, and return the completed form to the Registrar’s Office for processing.

After the fifth (5th) day of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. In addition, after the published 20th day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate instructional administrator is required before the Registrar’s Office will process the Change of Schedule form.

If a class has reached maximum enrollment and the class is “closed”, the student has the option to be placed on the waitlist (if available) for the class. If a space becomes available in the class, the student, instructor, and the advisor will be notified. The student will have four (4) days to respond and accept the space for enrollment. After four (4) days the student will be removed from the waitlist.

Dropping Classes – Students wishing to drop (a) class(es) during the first five (5) days of each semester may do so with the advisor’s signature only. The student must secure a Change of Schedule form from the Registrar’s Office or his or her advisor, obtain the advisor’s signature and return the completed and signed form to the Registrar’s Office for processing. After the fifth (5th) day of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student’s enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar’s Office. Courses dropped prior to the published 20th day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student’s transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of “W”. Dropping courses is allowed only until 75% of course completion. After the

last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Academic Review Committee.

Auditing a Class – Students may choose to audit classes; no credit nor any grade will be assigned to audited courses. Regular tuition and fees will be charged. Students must declare their intention to audit at the time of enrollment and the option **cannot** be changed once the class begins. A course originally audited cannot later be converted to a graded or Pass/Fail basis.

Advisement – Students are assigned academic advisors based on the program of study declared on the student's application for admission. Deciding or exploratory students are assigned an advisor in the Salmans Advising Center. Advisors will assist students in developing a plan to meet their educational goals, selecting courses, and monitoring academic progress as well as making appropriate referrals to programs that will help the student meet their educational goals. An advisor's approval is required for enrollment and schedule changes. Students can change their advisor by completing a Reassignment of Advisor form. Advisor changes may be subject to approval by the Director of Advising. Students are responsible for consulting with their advisor on the development of their educational plan and the completion of the coursework required to meet their educational goals. It is essential that the student meet with their academic advisor several times throughout a semester to review their educational progress.

Changing Advisor or Intended Major – Students may change advisors or majors before the 20th day of classes each semester by completing a Reassignment of Advisor/Change of Major form available in the Advising Center or the Registrar's Office. Signatures of the previous and new advisor must be secured before the change form is brought to the Registrar's Office.

Attendance Policy – Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. The College will inform instructors of special circumstances which make an absence necessary. There is no officially recognized system allowing a certain number of absences before a student's grade is affected. Those representing the College in any capacity necessitating absence from class should obtain assignments from instructors and submit them prior to the absence or as directed by each instructor. Instructors will be provided lists of participants in College activities.

Procedures – Punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Each faculty member will include attendance guidelines in his or her course syllabus. Students will be responsible for knowing and adhering to those guidelines. Penalties for excessive absences may include a grade reduction. It is the student's responsibility to obtain class materials missed because of absence. The matter of excessive absence and the way it affects a student's grade is to be determined by the instructor, who, in turn, should be guided by Department guidelines where applicable. For example, some Departments that offer curricula requiring structured clinical instruction have more strict attendance requirements. Students who are under obligation to participate in jury duty, a generally recognized religious observance, or activities where they are required to represent the College must give notice to the faculty member in advance of the observance. If there are questions regarding whether a religious holiday is recognized or an activity is College-sponsored, students should contact the Vice President for Instruction. Such students shall be afforded the opportunity to independently make up coursework or work of equal value for the day(s) the event was scheduled and take a scheduled exam at an alternate time determined by the instructor. Failure to provide timely written notice may result in loss of this opportunity. Students should be aware that the quality of their learning experience may suffer as a result of their absence if coursework is not made up.

Students should be advised in the course syllabus, outline, or other handout of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whether grading practices apply is imperative in all classes. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division, and able to withstand review if protested by a student. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations. Federal guidelines for financial aid require instructors to be able to give a student's last date of attendance. For all other absences, authorization of excuse is the province of the individual faculty member and subject to the standard appeal process. If students receive benefits from a government agency, they must follow any policy the specific agency stipulations. Lack of attendance may affect financial aid.

Attendance Guidelines:

1. Consistent attendance at Garden City Community College is encouraged.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date of to fail any student whose absences are excessive in the opinion of that instructor.

College Sponsored Activity Absence:

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow same criteria.

Student Credit Hour Load – The academic year consists of a fall and a spring semester, each 16 weeks. One three-week, one six-week and one two-week summer session is also available. Academic and technical credit programs are offered on semester credit-hour basis. One hour of credit is earned for each hour per week a student attends class every semester. Laboratory classes require additional time under an instructor's supervision. Approximately two hours of study time is recommended for each hour of classroom activity. Fifteen hours of College credit is considered a standard semester load. Students may discuss with their advisors and the appropriate Vice President their desire to carry more than 18 hours a semester. Permission to enroll in over 18 hours per semester may be granted by the appropriate Vice President. An average course load for the combined summer sessions is suggested to be 12 hours or less.

Placement Assessment – GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Earning a degree from GCCC requires the successful completion of a series of communication and math courses. There are mandatory prerequisite skills for access to these courses because we want to set up students for success. Developmental course work is intended to prepare students with the academic skills necessary to succeed at the College level. The placement guidelines below determine if the student is prepared for success in the required English, reading, and math courses.

- Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.
- Students who have completed the GED (Version 2014) within the last three (3) years are encouraged to use their GED scores instead of placement exams.
- Students may also use ACT or SAT scores that are within the last three years for placement.
- Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.

Please contact the Mary Jo Williams Testing Center in the Student and Community Services Center (SCSC) to arrange for testing.

Enrollment – Enrollment begins well in advance of the beginning of each semester and summer session. Currently enrolled students are given the opportunity to select classes before enrollment is opened to new students. Enrolling early is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Enrollment for the summer begins in March and fall semesters begins in April. Enrollment for the spring semester begins in November. Exact dates for the start of these enrollment periods are listed in the calendar located in the front of this catalog, in the Student Handbook and on the College web site.

Class Cancellations – During the registration process, all course sections offered are reviewed to see if there is sufficient enrollment to justify the class. If a class is cancelled, students are contacted by mail if there is sufficient time before the end of the registration period to adjust their schedules. If a section is cancelled too late for mail notification, attempts to contact students are made by students' GCCC e-mail or by telephone and a sign is posted by the scheduled classroom door.

Examinations – Students absent on the day of an announced examination may be permitted to make-up the exam at the discretion of the instructor. Final examinations at the close of each semester are required for all students. In case of an emergency, such as bereavement or hospitalization, a student may be permitted to deviate from the schedule of examinations with permission from the appropriate Vice President.

The academic calendar for the entire year is printed in the calendar section of this handbook as well as in each semester's course schedule and on the GCCC main website. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final exam schedule.

Course Withdrawal Appeal Process - Students may appeal to the Academic Review Committee within two (2) weeks of the Last Day to Withdraw. The appeal form is available in the Registrar's Office. Students can appeal by following the steps below:

1. Students wishing to appeal the Last Day to Withdraw must complete a "Course Withdrawal Appeal Request" form and return it to the Dean of Student Services within two weeks of the Last Day to Withdraw from classes.
2. The Dean of Student Services will forward all appeals to the Academic Review Committee which are comprised of three members of Student Services.
3. The Academic Review Committee will meet to review and approve or deny the appeals and the Dean of Student Services who will notify students of the outcome.
4. If the request is approved, the Dean of Student Services will notify the Registrar in writing. The Registrar will withdraw the student the class(es) in question and issue a 'W' (withdrawn) for the class(es). If the request is denied, the student will receive the grade for the class that the instructor records.
5. The Dean of Student Services, Chair, for the Academic Review Committee will notify the student, in writing, of the committee's decision. The decision of the committee is final.

Complete Withdrawal from College – Students who find it necessary of withdraw from all classes for the remainder of the semester must meet with a counselor in the SCSC Building. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive an "F" for those classes still enrolled, and that grade will be entered on the transcript. Students receiving any type of financial aid are recommended to also complete an exit interview with a financial aid staff member.

After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive an "F" for that class. Students may appeal to the Academic Review Committee to receive a withdraw by following these steps:

1. The Student will receive an appeal form which must be filled out and returned to the Dean of Student Services.
2. The decision of the Committee will be considered final. If the request is approved, the student will be withdrawn from the class in question and receive a "W" for the class. If the request is denied, the student will receive the grade for the class that the instructor records.

Students wishing to appeal the last day to withdraw must complete a "Course Withdrawal Appeal Request" form and return it to the Dean of Student Services with appropriate documentation within two weeks of the last day to withdraw.

Grading System – Faculty members have the responsibility for grading. Evaluation of student learning must be documented.

Procedures: Grading scales/criteria that are used must appear in the course syllabus, so students know what is expected and how to accomplish the objectives for the course. Final grades are due in the Registrar's office shortly after the end of a semester, on dates established by the Registrar.

During the last week of each semester, comprehensive final exams of other educational or evaluative events are expected for all courses, with certain exceptions (labs, fieldwork, and practicums, private lessons, and others as determined by the Vice President for Instruction Services).

All final exams are to be given at the date and time indicated on the final exam schedule. Exceptions must first be cleared with the Dean of Academics or Dean of Technical Education & Workforce Development.

GRADING SYSTEM

Grades are reported to the office of the Registrar at the end of each semester. Grades are reported by letter only. No plus or minus values are recorded. The scale of grades and grade points is as follows:

GRADE	GRADE POINTS PER CREDIT HOUR
A (Excellent)	4
B (Good)	3
C (Average)	2
D (Poor, but passing)	1
F (Failing)	0

P (Passing - Credit only, not computed in GPA)	0
I (Incomplete)	0
W (Withdrawn)	0
CR (Credit only, not computed in GPA)	0
AU (Audit - no credit, no grade)	0
XF (Failed due to academic dishonesty)	0

Note: An “I” grade indicates the instructor’s and College’s willingness to assist the student in completing course assignments independently and to ultimately award a grade. It should be assigned only to students passing the course and who are near the end of the semester when independent completion of course requirements is probable and achievable. The instructor will not automatically record and incomplete; the student must petition the instructor before the end of final examinations. Course requirements must be completed by the end of the next full semester, or a failing grade will be assigned. A contract signed by the instructor and the student must be submitted to the Registrar’s Office for an incomplete grade. A “CR” or “P” grade indicates that the student has received credit for the course, but the grade is not calculated in the grade point average. The hours do count for graduation.

At the end of each semester, faculty will report final grades through the BusterWeb Gradebook system. Every instructor is responsible for accurate grade reporting and submitting them by the deadline listed in the instructions. Instructors needing to change a final grade (e.g. an incomplete grade of correcting an error) will need to submit a Change of Grade Request Form to the Registrar’s Office. Grades are not distributed to students through the mail. Grades are posted to the internet via the College website. Due to financial aid audit requirements, the following procedures are implemented: Student grade records and attendance records must be kept for five (5) years. If faculty do not wish to personally keep the records, they can be given to the division secretary for filing. They may be in the form of gradebooks, class rosters with verified attendance, or attendance records. Through the BusterWeb Gradebook system, instructors note the last date of attendance for students. This date needs to be as accurate as possible.

Calculating Grade Point Averages – The College grades on a four-point system. A is four points, B is three, C is two, D is one and F, I and W grades are zero points. In figuring grade point averages, use the letter grades for each course and translate them into grade points from the scale. Then multiply this number by the number of credit hours for each course. Thus, an “A” in three-hour course equals 12 grade points, and a “C” in five-hour course equals 10. When this is done for each course taken for a letter grade, add the total number of grade points and divide by the total of enrolled letter graded hours, to determine the grade point average. Remember to include all courses, except those taken for pass/fail, audit or withdrawals.

Credit/Pass Grades – A “CR” or “P” grade indicates a student has received credit for the course, but the grade is not calculated in the grade point average. Credit/Pass grades are counted as a “C” for athletic eligibility purposes. The hours do count for graduation. A “CR” grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops, or similar experiences. Credit by exam program credits is usually designated by this notation.

Pass/Fail Policy – The student must declare their intention to enroll for pass/fail at the time of the enrollment, and the option cannot be changed once the class begins. Regular tuition and fees will be charged to a student who enrolls for the pass/fail option in a class. Students may enroll in certain courses under the Pass/Fail option. Under this option, an earned grade of A, B, C or D will be recorded on the transcript as “P” for passing. A grade of “F” will be recorded as “F” for failing. Grades recorded as “P” will not be counted in calculation grade point average, but “F” grades will be counted in the calculation. The following conditions apply to students choosing this option:

- Courses that cannot be taken Pass/Fail are as follows:
 - General education requirements, with exception of activity courses
 - Courses required in the major field of study
- Advisor approval is required before a student chooses the Pass/Fail option
- A student must indicate the Pass/Fail option at the time of registration, and the option cannot be changed once a class begins.
- A course originally completed under the Pass/Fail option cannot later be converted to a grade
- A student may enroll in only one Pass/Fail course per semester

Note: Some university/college scholarship committees and honor societies do not accept the Pass/Fail grading system grade point averages and may convert grades of “P” and “CR” to a letter grade of “C” or in some other way penalize the student. Students planning to seek admission to a professional school, i.e.,

medical, veterinary medicine, physical therapy, etc. Should contact potential universities for the specific policy regarding pass/fail and credit by examination experiences.

Incomplete Grades - Due to extenuating circumstances, if a student has not completed all requirements of a course, the instructor may issue an Incomplete "I" grade at the end of the semester, giving the student additional time to complete the requirements. **The instructor will not automatically record and incomplete; the student must petition the instructor before the end of final exams. A contract for an Incomplete Grade, available from the Registrar's Office, is required.**

The student and the instructor must agree on conditions by which the requirements will be met and the contract for an Incomplete "I" grade must be completed and attached to the instructor's final grade sheet. The instructor must issue a Change of Grade Request form before the "I" grade can be removed, and a letter grade entered on the transcript. The "I" grades will be converted to "F" grades if requirements have not been met by the Friday prior to finals week of the following semester.

Independent Study Courses – In exceptional circumstances the College may approve offering an existing course on an independent study basis (i.e. student must have the course to graduate that semester, and there are not sufficient other students to warrant offering a regular class section). The student will need to obtain the approval of the Vice President for Instructional Services before being allowed to register. Contact Registrar Office for appropriate form.

Posting Grades - The public posting of grades, either by student name, institutional student identification number, or social security number is a violation of Federal Education Rights and Privacy Act (FERPA) and is restricted by the College. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. The student may obtain the grade for a particular course by individual discussion with the instructor; via BusterWEB; or by self-addressed, postage-paid envelope/postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing. Grades are entered into the computer for processing, and the student must wait until grades are posted on BusterWEB to view final grades.

Repetition of Courses – Repeating a course taken at GCCC for which credit has already been earned will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A, B, C, D, F) is used for the GPA calculation. If a course taken at another institution is repeated at GCCC, the grades will be averaged, not cancelled, to compute the GPA.

Grade Changes – Grade change forms are submitted directly to the Registrar's Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the appropriate instructional administrator. The student will receive a copy of the grade change form as notification that the process has been completed. Grade change requests must be submitted to the Registrar's Office within one semester of the student's initial enrollment in the course.

Academic Ethics - Garden City Community College assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic ethics includes:

- Cheating on examinations, written quizzes, and other written work,
- Plagiarism, which is defined as the use of another's written work without appropriate recognition and citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation, or the use of AI-generated material without instructor consent or appropriate citation,
- Sharing sign-in credentials with someone or using log-in credentials that are not yours,
- Giving assistance to another person during an examination,
- Falsification of an academic record,

- Obtaining or attempting to obtain copies of a non-circulated examination or examination questions,
- Facilitating another student's academic dishonesty.

Depending on the level of infraction and occurrence rate of academic dishonesty, the following disciplinary actions are possible if a student is determined to be guilty of academic dishonesty at the discretion of the instructor and relevant administration:

- The student may be allowed to repeat the assignment or complete an alternative assignment. The student will be issued a warning and/or be provided counseling.
- The student may be given a failing grade for the assignment.
- The student may be given a failing grade for the course.
- The student may be administratively withdrawn from the course and assigned an "XF" grade for the course. (An XF means failed for academic dishonesty and will remain on student transcript.)
- The student may be administratively withdrawn from their program and college.

Students may refer to the college Appeals Policy on the college website, in the College catalog, and in the student handbook.

Academic Probation Process

The expectation is that students will perform at a level academically that progresses toward graduation. A minimum of a 2.0 GPA is required for graduation. Students whose grades do not reflect a 2.0 GPA or better are not making satisfactory progress toward graduation. These students will be placed on academic probation or will be academically dismissed. Students must complete a minimum of 12-credit hours at Garden City Community College before being evaluated under this policy.

Academic Warning

This is a warning to students that their Cumulative GPA has fallen below a 2.0. These students will have the following restrictions:

- Students who were enrolled in 12 hours or more during the previous Fall or Spring semester will be limited to 12 hours of enrollment for the Fall or Spring semester or 6 hours in the Summer Session they are on academic warning and on campus students may take no more than one online course. Suggestions for advisors: The student should retake at least one course in which they received a D or F.
- Students who were enrolled in less than 12 hours during the previous Fall or Spring semester will be limited to 9 hours of enrollment for the Fall or Spring semester or 6 hours in the Summer Session they are on academic warning and on campus students may take no more than one online course. Suggestions for advisors: The student should retake at least one course in which they received a D or F.
- Student will receive grade monitoring by their academic advisor. The advisor will contact the student throughout the semester regarding their progress and offer support as needed.

Academic Probation

This is a warning to students that their GPA has continued to stay below a 2.0 for more than one semester. Students on Academic Probation will have the following requirements:

- Students who were enrolled in 12 hours or more during the previous Fall or Spring semester will be limited to 12 hours of enrollment for the Fall or Spring semester or 6 hours in the Summer Session they are on academic warning and no online courses for on campus students. Students who are fully online students will be limited to 3 courses no more than 9 hours. Suggestions for advisors: The student should retake at least one course in which they received a D or F.
- Students who were enrolled in less than 12 hours during the previous Fall or Spring semester will be limited to 9 hours of enrollment for the Fall or Spring semester or 6 hours in the Summer Session they are on academic warning and no online courses for on campus students. Students who are fully online students will be limited to 2 courses or no more

than 6 hours. Suggestions for advisors: The student should retake at least one course in which they received a D or F.

- Students will be required to enroll in PCDE001 - Project Success I and meet with their Academic Advisor by the end of the first week of classes to make an academic plan. If classes have already started, then student is required to meet with the Academic Advisor within one week of their enrollment. Failure to meet with their Academic Advisor during the first week could result in the student being removed from their courses. The student must complete the requirements for PCDE001-Project Success

ACADEMIC DISMISSAL APPEAL PROCESS

An appeal process is available to any student placed on Academic Dismissal. During the appeal process, a student is not allowed to enroll at GCCC. All appeals must occur in the following manner by the deadline specified in the Academic Dismissal letter or as indicated by the Dean of Student Services:

1. The Application for Reinstatement must be completed, signed by the student, and submitted to the Dean of Student Services.
2. The student must also submit a signed letter of appeal with an explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that may have adversely affected academic performance. This letter must also state the conditions that indicate a plan of improvement.
3. Two letters of recommendation must be mailed directly to the Dean of Student Services. The letters can come from College faculty or staff, an academic advisor, or work supervisors. One letter of support may come from a family member.
4. If the reason is personal illness/injury, a medical verification form must be completed by a physician. This form is available from the Dean of Student Services.
5. The student must provide a degree audit from an academic advisor.
6. College transcript(s) must be submitted to the Dean of Student Services.

The items listed above will be given priority if received in the office of the Dean of Student Services by:

- June 1 for Summer enrollment
- August 1 for Fall enrollment
- November 1 for Spring enrollment

Dishonesty on any of the materials submitted to the Academic Review Committee is considered grounds for denial of reinstatement or admission to Garden City Community College.

The Academic Review Committee may schedule a hearing and will notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted or admitted. A student's failure to appear at the hearing waives the student's right to appeal for that specific term of appeal.

Students who have been academically dismissed from any other post-secondary institution prior to seeking admission to GCCC, must present the same information listed above to the Dean of Student Services by the priority deadline date set.

If readmitted, the student will be placed on Academic Probation for the first semester of enrollment and must meet the conditions for academic good standing thereafter. Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the Vice President for Instruction or his/her designee. Such appeals must be made in writing to the Vice President for Instruction within one working day following denial by the Committee. Decisions by the Vice President for Instruction are final. If a student does not appeal or is denied readmission for one semester, students have the right to appeal at a future date. The appeal process must be completed by the priority dates specified for the semester in which the student wishes to enroll.

The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal. Students transferring from another college are reminded that

enrollment is not official until all records are complete and official transcripts are submitted to the Admissions Office.

Reinstatement after dismissal from Garden City Community College or if student is transferring to GCCC who has been dismissed from another institution is neither automatic nor guaranteed. A student may be reinstated only if clear and convincing evidence of probable academic success is provided.

ACADEMIC RENEWAL

The College permits students to petition for academic renewal on one semester's course work completed at least five years prior to current enrollment. A student eligible for consideration may apply for Academic Renewal by petitioning the Registrar's Office according to the following guidelines:

1. Course work at Garden City Community College must have been taken five or more years prior to petitioning for renewal. **None** of the credits completed in the semester for which renewal is petitioned will count toward a degree.
2. At the time of petitioning for Academic Renewal, the student must have completed a minimum of 12 credit hours within the previous two years with an earned GPA of at least 2.0 at GCCC.
3. A petition for Academic Renewal will not be considered if a degree has been earned subsequent to the semester in question.
4. All course work will continue to appear on the transcript but the grades earned in the renewal semester will not be included in the student's GCCC cumulative GPA.
5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

Credit Transferred from Other Colleges/Universities

GCCC accepts appropriate credits earned from a regionally accredited College or University and may permit up to 45 semester hours of transfer course work toward an Associate Degree.

Graduation Rate –

The four-year completion or graduation rate for students who entered Garden City Community College fall 2014, 2015, 2016 and 2017 as first-time, full-time, degree-seeking students was 43%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 24%. The persistence rate accounted for 67% of the four-year cohort groups. (2021-22 Graduation Rate Survey)

COSTS

***Tuition and General Fees –** The total amount of tuition and general fees is determined each semester by the student's status and number of hours enrolled. Regular tuition and fees for audited courses.

KANSAS IN-STATE RESIDENCY

Tuition \$63 per credit hour

*Credit Hour Fees \$55 per credit hour

OUT-OF -STATE RESIDENCY

Tuition \$82 per credit hour

* Credit Hour Fees \$55 per credit hour

INTERNATIONAL RESIDENCY

Tuition \$100 per credit hour

*Credit Hour Fees \$55 per credit hour

FINNEY COUNTY RESIDENCY

Tuition \$61 per credit hour

*Credit Hour Fees \$55 per credit hour

BORDER- STATE RESIDENCY STATUS (CO, NE, MO, OK, TX, NM)

Tuition \$77 per credit hour

*Credit Hour Fees \$55 per credit hour

ON-LINE

Tuition \$150 per credit hour

***Special Fees -** Certain courses, classes or programs have various additional lab, materials, or other fees. Additional fees can be viewed on-line in the course section information.

*Tuition and fees are subject to change.

Fee Payment - If students are enrolled prior to the start of the semester, they will be billed by the Business Office. Students whose financial aid applications are complete and accurate in the Financial Aid Office by July 1 or December 1 will have their aid eligibility determined by August 1 or January 1.

Tuition and Fee Refunds

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. (Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)

If the College cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

No-Show Fee - Students who do not attend classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and are subject to a \$50 per course drop fee.

100% Refund Periods - *(also applies to Evening and Outreach classes):*

- **12 or More Week Classes** - Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.
- **8 -11 Week Classes** - The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.
- **6 - 7 Week Classes** - The 100% refund period for a 6-7 week class is **prior** to the **fifth calendar day** after the start of the class.
- **2 - 5 Week Classes** - The 100% refund period for a 2-5 week class is **prior** to the **third calendar day** after the start of the class.
- **1 Week Classes** - The 100% refund period for a 1 week class is **prior** to the start of the class.

Refund Appeal Procedure

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Instructional Services.

The Business Office will notify the student, in writing, of the committee's decision.

- In addition to GCCC's refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a "Return of Title IV Funds" calculation. This calculation is required for students who completely withdraw or fail all classes for the payment period. The "Return of Title IV Funds" calculation involves **only** the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep, based on how long the student was enrolled during the semester. ***It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy.***

Payment of Obligations - Students are expected to make prompt payment of all College financial obligations, such as tuition and fees, housing, food, special fees, library fines ect. Payments can be made in person to the Business Office with Cash, Check, Money Order, Credit or Debit card during regular business hours. In addition, students can make payments or sign up for an automatic payment plan with flexible payment options through Self Service.

- From the Home page of Self Service click on the Icon on the right side (Financial Information)

- Click on Make a Payment/Set-up a Payment Plan
- This will direct you to GCCC's third party payment software (NelNet).
- The first time you login you will have to review and complete your contact information
- The next screen is the Payment Activity page with your current balance. Click "Make a Payment" fill out banking account or credit card information and click "Pay Now"
- To set up a payment plan follow the instructions above and click on Set Up Payment Plan, fill out bank account or credit card information, pick the payment plan you would like and submit.
- You will receive a confirmation to your student email account.
- There is no charge to view you student account of make a payment. You will be charged a \$25.00 fee to set up a payment plan. You also may set up an authorized party in NelNet which will allow your parent, grandparent, etc. to make a payment, set up a payment plan or see the transactions posted to your account. Transmitted financial aid and scholarships will not be applied to your Student Account until, September 26, 2022, for fall and, February 27, 2023 for spring.

All existing financial obligations must be paid before enrollment will be allowed for the subsequent semester or summer session.

If a student leaves the College with unpaid accounts, his/her academic records will be placed on hold and no academic transcripts will be issued until the account is cleared.

Graduating students must clear all outstanding accounts before any documentation of earned degree(s) will be issued.

Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending GCCC. No academic transcripts will be issued until the default status is resolved.

To avoid registration delays a student, relying on financial aid to pay College costs, is responsible for contacting the Financial Aid Office and having all necessary forms and documentation completed before registration.

Residence Hall Costs - The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for meal plans (19 meals per week). This amount is subject to change. Students interested in the Residence Halls should apply online through the StarRez portal found on the Residential Life web page. Contact the Residential Life Office at (620) 276-9516 for current costs and additional information.

Textbook Costs - Textbooks are part of student fees that each student pays on a per credit hour basis. The College has partnered with Cengage Learning and most courses have adopted textbooks which are used as an e-textbook online. On-campus students will still go to the Broncbuster Bookstore for their textbooks. If your course uses Cengage texts, you will receive an access code at the bookstore to access your textbooks. Students who are taking classes which do not use Cengage will still need to purchase their textbooks from the Broncbuster Bookstore. Students taking online courses will have their textbooks embedded into the course and may access it through the Canvas course link.

Transcripts - A fee of \$5 will be charged for each official transcript requested (\$5 for faxed transcripts). No transcript will be released for anyone financially indebted to the College. Transcripts are issued only on the student's written request, after the appropriate transcript fee is paid. Those who desire to transfer to another institution should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. Official transcripts received from other institutions cannot be released to any individual or institution. Transcripts will be sent by Federal Express only if an authorized account number is provided, or payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student," and are not considered to be official.

Records on Hold - If a student is delinquent on an account to the College, including but not limited to unpaid tuition and/or fees, unpaid housing contracts, non-return of scholarship books, non-returned athletic equipment or clothing, unpaid library fines or non-returned books or unpaid class supplies, a "hold" are placed upon the student's records by the College official in charge of that area. The records will only be sent by the Registrar's Office with written authorization from the official who originally requested the hold that the obligation has been cleared or paid. Records of former students who are in default on Federal Loans taken while attending GCCC will also be placed on hold until the default status is satisfactorily resolved.

Returned Payment Policy - If a check made payable to the College is returned by a bank for any reason, the student's records are placed on hold until the financial obligations are paid. The student is charged a returned check fee for each returned check.

FACILITIES AND SERVICES

Residence Halls - Students have five housing options to choose from including West Hall, East Units, Apartments, Houses, and Broncbuster Suites. Housing includes lounges with cable television, study area, recreation area, vending machines, mailboxes, laundry facilities and supervision. Activities designed for those living in the residence halls are conducted throughout the year. Activities include organized tournaments, special food nights, movie nights, etc. Each room has high speed wireless internet. For further information concerning on-campus visit the College Web site (www.gcccks.edu).

Housing Hours: Monday-Friday, 8 a.m. - Noon and 1 p.m. - 4 p.m.; Saturday-Sunday by appointment.

Parking: Resident parking lots are located directly south of the Beth Tedrow Student Center complex. Please observe the 10-m.p.h. speed limit in the parking lot. All residents are issued parking permits, which must be placed inside the car where they are easily visible. Note that there are restricted parking stalls in the lots such as 10-minute limited parking, loading zones, fire lanes and zones and stalls reserved for staff. All parking stalls are marked with yellow lines and fire lanes are marked with red lines and signage. Violators are towed at their own expense.

Visitation Policy: Hall residents may have their invited guests in living quarters during the following days and hours: Sunday-Thursday, 10 a.m. - midnight; Friday-Saturday, 10 a.m. - 2 a.m.

Disciplinary Action: Disciplinary action for rule or policy violations are subject to loss of privileges, probation, removal from Residential Life, fines and mandatory meetings or classes.

Additional Information: For specific information regarding rules, regulations, policies and procedures related to the Residence Halls, students and visitors should refer to the Residential Life Handbook and/or visit with a staff member.

Beth G. Tedrow Student Center

The Beth Tedrow Student Center provides additional opportunities for students and community members. Services include dining facilities, study areas, recreational activities, etc. Located in the Center are the Cafeteria, Broncbuster Bookstore, student organization meeting areas and a small theater. Offices housed in the Center include the Student Government Association, Student Activities Coordinator, College Health Nurse, Residential Life staff, (including the Director, Supervisor, full-time maintenance, and the Office Manager). Additional meeting rooms including the Endowment Room, are available and may be scheduled for campus and community group use.

Students, employees, and community members are encouraged to visit the Center to meet with friends, watch TV and movies, and participate in activities such as air hockey, billiards, ping-pong, darts, foosball, video games, etc. In addition to indoor attractions, basketball, disc golf, sand volleyball, horseshoes, and picnic areas, with charcoal grill, are located on the west side of the Center. Shoes and shirt must be worn at all times inside the building. Student activity fees help fund the Center.

Cafeteria - The cafeteria is also under the direction of the Food Service Director. Food service is available to all students, faculty, staff, and guests in the cafeteria. As of July 1, 2022, casual meal rates, including tax, are as follows:

Breakfast \$5.50	Lunch \$6.85	Special Dinner \$9.00	Dinner \$7.95
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**Prices subject to change.*

Off-campus students, faculty and staff may sign a special food service contract that calls for 19 meals per week. Students may make arrangements with the Residential Life Office to take advantage of this plan. Individual meal cards are also available from the Food Service Director.

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director's office for prices and plans available:

10 Meal Punch Cards are: \$54.85

15 Meal Punch Cards are: \$72.18

Cafeteria Hours:

Monday through Thursday

Hot Breakfast: 7 – 9:00

Lunch: 11:30 – 2:00

Dinner: 5 – 6:45

Friday

Hot Breakfast: 7 – 9:00

Lunch: 11:30 – 1:00

Dinner 5:00 – 6:00

Saturday & Sunday

Brunch 12:00 – 1:00

Dinner 5:00 – 6:00

MEAL HOURS ON DAYS WITH NO /CANCELED CLASSES DUE TO BAD WEATHER:

Continental Breakfast (Monday - Friday)	9:00 a.m. - 9:30 a.m.
Lunch (Monday - Friday)	12:00 noon - 1:00 p.m.
Dinner (Monday - Friday)	5:00 p.m. - 6:00 p.m.

Summer hours

Varies check with food services to see about summer hours Food Service will not be available when campus is closed or on days classes are not scheduled.

Broncbuster Room & Endowment Room - These rooms, located in the Beth Tedrow Student Center, may be reserved by organizations for small dinners, parties, and meetings. Events must be scheduled well in advance with the President's office, located in the SCSC. Food service must be arranged with the Food Service Director. No food is to be brought in from off-campus.

Broncbuster Bookstore – While most textbooks are provided through Cengage, there may be courses that might require textbooks and other supplies may be purchased in the Broncbuster Bookstore, located in the Beth Tedrow Student Center. Regular hours are 8 a.m. to 4:30 p.m., Monday through Thursday and Fridays 8 am to 4 pm. Special evening hours will be in effect during rush periods. Various clothing and other College logo items are also available.

Thomas F. Saffell Library - Saffell Library is centrally located and considered the academic hub of campus, maintaining print and electronic collections that support the multiple disciplines and curricula offered by GCCC. With its dozens of subscription databases students can search millions of periodical citations and discover a wide range of full text articles through multiple journals, magazines, newspapers, and other electronic references. Saffell Library also has a large print monograph collection arranged in open stacks for convenient use and browsing.

Student facilities include study tables and quiet rooms for individual and group meetings, along with 40+ individual study carrels, each housing its own computer. The library is Wi-Fi enabled so students are encouraged to bring their own devices. Library staff offer formal and informal instruction for using information resources effectively, efficiently, and ethically. Also located in the building is the **Mary Jo Williams Comprehensive Learning Center**. For library hours and additional information please refer to the website <https://www.gcccks.edu/academics/library.aspx>

STUDENT ASSISTANCE AND SERVICES

Student Services - The mission of the Student Services Division is to provide quality services that prepare students for learning and to participate as partners in the student learning experience. The professional staff of the Division of Student Services counsels with students and student organizations to provide meaningful activity programs and to implement the vision of the College in assisting to provide positive contributors to the economic and social well-being of society.

Students are encouraged to visit the Student Services for counseling or consultation to discuss any questions, concerns, or problems. The Vice President for Student Services, the Dean of Student Services, the Financial Aid Office, the Placement & Testing Coordinator, Counseling and Advising, the Admissions and Records Offices are located in the Student and Community Services Building. The College Health Nurse, Student Activities Coordinator and Residential Life Office are located in the Beth Tedrow Student

Center. Student Support Services (SSS) and the Coordinator of Accommodation are located in Saffel Library.

Apply for Accommodations: Garden City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources.

Services and Accommodations Provided by GCCC

Documentation of the disability must be submitted to provide evidence of the need for accommodations. It will be reviewed to determine what accommodations will be approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality.

How to Receive Accommodations

1. Prior to enrolling in classes at GCCC, contact the Coordinator of Accommodation this is the person designated by the College to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility. You will need to request accommodations before the beginning of each semester. You may call 620-276-9638 or stop by the Saffel Library and ask for the Coordinator of Accommodation.
2. Provide documentation (psychological, educational, or medical evaluations) IEP or Section 504. You may submit the documentation in person or mail to:
Garden City Community College
Attn: Accommodations Coordinator
801 Campus Dr
Garden City, KS 67801
3. Once your request for accommodations plus your documentation is received, the Coordinator will review your request and documents to determine eligibility. If it is determined that you are eligible for accommodations, you will be provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Coordinator will communicate directly to you why your request or documentation is insufficient for eligibility in order to determine if you can submit additional information that may meet eligibility requirements.
4. It is also recommended, that, if you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class.
5. The Coordinator of Accommodation will also contact each of your instructors about the accommodations granted.

Placement and Testing – All degree-seeking students or students enrolling in a math or English course must provide evidence of proficiency prior to enrollment. Only the Vice President for Instructional Services or designee may authorize enrollment in reading, math or writing courses without demonstrated proficiency through an approved placement method.

GCCC has adopted multiple placement measures to help students select the most appropriate English, reading and math courses for their educational goals. Students who provide high school transcripts that meet approved guidelines are encouraged to use their cumulative high school GPA (earned within the prior three years) instead of placement exams. Please meet with an academic advisor prior to enrollment to ensure appropriate course selection.

The Testing Center takes individual appointments for exam proctoring as well as college admissions and prior learning assessments (ACT, SAT, Accuplacer, CLEP). Students and community members also have access to professional certification testing offered by the following vendors: Pearson Vue, Kyterion, Prometric and RETA.

Counseling - A licensed professional counselor is available on campus for educational, career and personal counseling. (620) 276-9635.

Students also have access to mental health professionals through Genesis Family Health, (620) 276-1766. Genesis also has an office on campus, located in the Beth Tedrow Student Center.

Out-of-Class Testing Center - The Out-of-Class Testing Center is utilized by instructors who do not administer tests in the classroom. Such courses are designated in the course catalog as "out-of-class testing required." The Out-of-Class Testing Center is located in the lecture hall of the Science & Math Building at specific times throughout the week. Students must present a picture I.D. to take a test. The Testing Center's hours are Monday and Thursday from 5 p.m. to 9 p.m., Tuesday and Wednesday from 2 p.m. to 6 p.m., Fridays 9 a.m. to 1 p.m. and Sunday from 5 p.m. to 9 p.m. These hours are subject to change, so students should check campus bulletin boards or with instructors. The testing Center is closed on holidays.

Salmans Advising Center - The Salmans Advising Center is also located in the SCSC. This center is open to assist part-time, evening, undecided and walk-in students. The staff provides assistance to students by assessing their abilities, aptitudes, interests, and educational needs. The staff also advises students regarding courses of study best suited to their abilities and interests and helps develop an understanding of educational and career opportunities and requirements. Endowed by funds from M.K. and Agnes Salmans, this Center is dedicated to providing each student the professional assistance necessary to ensure the opportunity for student success.

GCCC Email Account/Buster Biz App - On-line access to student academic information, including class schedules, grades, and unofficial transcripts. Once you are admitted you will receive an email with your Log In credentials for GCCC. Go to <https://www.office.com/> and log in to your email. For more information on technology and log ins at GCCC visit our website.

Self-service is your go to account for all things financial aid, billing, and enrollment. Before enrolling you will need to log in and verify your information and accept our refund policy.

1. Click on your name on the top right corner of the webpage and select "User Profile".
2. Select "Confirm" to verify your address, email address, and phone number.
3. Once this is complete, you will click on your name again and select "Emergency Contact" and confirm if the information is correct.
4. Select your name again and click on "Required Agreements". Click on "View" and "Accept" the agreement. You are now ready for enrollment!

Student Email Account - GCCC provides all enrolled students with a free institutional email account.

Faculty and staff utilize the account to communicate with students and institution or campus-wide announcements are posted. Students are expected to check their GC3 email on a regular basis.

Access to GC3 email accounts is made through the GCCC Website (www.gcccks.edu).

If you have issues logging into any GCCC system (Self-service, BusterMail, Canvas, network or Wi-Fi) or need your password reset, please send an email to password.reset@gcccks.edu (and include your name, GCCC ID # and Date of Birth).

Canvas & Garden City Community College App – Log ins for both Canvas and the GCCC App are the same as Self-service. These two applications are vital tools for your education. On Canvas you will have access to your courses and turn in assignments, etc.. The Garden City Community College App is the communication tool to know what the events and happenings of campus.

Campus Police - The GCCC Police Department located on the 2nd floor of the SCSC is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of all College departments. Charged with ensuring safety and security for GCCC the department strives to fulfill its responsibility to each member of the College community by providing quality services. In addition to enforcing the laws on campus, they also provide valuable services to students such as vehicle unlocks, jumpstarts, safety escorts and safety programs.

To call the GCCC Police Department during business hours dial (620) 276-9603 (office). After hours dial (620) 272-6828 (cell). Refer to the GCCC Safety and Security Report for specific traffic and parking regulations and related policies/procedures. A printed copy may be obtained at the GCCC Police Department.

Comprehensive Learning Center - The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support, and enhance the academic achievement of those it serves. Staffed by a team of professional educators, paraprofessionals, peer tutors and volunteers, the learning environment is friendly and supportive. Free assistance is available by appointment or on a walk-in basis to students wishing help

in study skills, reading, math, writing, science, English as a Second Language, and most other curriculum areas.

The CLC offers all levels of learning assistance through multiple learning activities:

- Enrichment activities provide learning opportunities beyond those available in the traditional classroom.
- Supplemental activities support college courses by providing alternative learning methods.
- Developmental activities help students gain competencies so they can successfully complete their course of study.

The CLC has many computers for use in word processing, course tutorials, web-based research, or email. Students and instructors also find this a convenient place to use audio and video course supplements, programmed texts, and other special instructional materials. The CLC is located within Saffell Library and observes the same service hours as the library.

New Student Orientation - GCCC provides an opportunity for new students and parents to get acquainted with services and resources available. The interactive format is designed to ease students into the College environment and answer any questions that may arise. New Student Orientation is mandatory for students new to GCCC (freshman and transfer students).

Student Scholarships and Other Financial Assistance - Financial aid to students is funded by the College, donors to the College Endowment Association and state and federal government funded programs. The aid consists of scholarships, grants, loans, and work study opportunities. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities and/or excellence in extra-curricular activities. Information on scholarships and grant-in-aid is available in the Financial Aid Office, located in the Student and Community Services Building.

Student Support Services (SSS) – TRIO Student Support Services works with *first generation* (meaning that neither parent has a bachelor's degree) students who plan to study at GCCC each semester till they graduate with an associate degree and transfer to a four-year college or university the following semester (with summers being optional). The "support" includes tutoring since the program has a very strong emphasis on being successful academically. SSS has its own tutoring program but participants also have the option to work with tutors in the Comprehensive Learning Center. Students who are accepted to the program can get a very wide variety of services that includes assistance with enrollment, FAFSA completion, other federal financial aid issues, scholarship applications, transfer to a four-year institution, and more. Participants have opportunities to visit campuses of four-year institutions in Kansas. They can also get free school supplies. SSS staff is available during College office hours so students can ask questions or share concerns during that time. It is important to note that all services are free. In order to apply, students must complete a one-page application and submit a copy of the 1040 from the most recent tax return on themselves and on their parents. Students are encouraged to stop by SSS offices in the Saffell Library to ask questions about the application process and to ask other questions as well.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2017, the Department of Education provides 95% of the operating funds and GCCC provides a 5% cash match plus very generous in-kind support. SSS serves two hundred participants each year.

Student Employment Opportunities - On-campus jobs are available for qualified students through the Financial Aid Office. Jobs are financed either through federally funded Work-Study programs or the College. Off-campus employment opportunities are listed through the Counseling/Career Resources Center located in the SCSC. Students seeking employment can receive assistance in learning about available positions, interviewing skills, resumé writing, and other job readiness skills.

Veteran's Service - We welcome veteran students and offer VA educational assistance and guidance through the Post 9/11 GI Bill, Montgomery GI Bill, Reserve Educational Assistance Program, Dependents Educational Assistance and VA Vocational Rehabilitation along with their enrollment at GCCC. The U.S. Department of Veterans Affairs (www.va.gov) determines the eligibility of educational benefits for veterans of the U.S. armed forces and their family members. If you or your family members are eligible for veteran educational benefits, the GCCC Registrar's Office will certify your GCCC enrollment in order for you or your family members to receive these benefits. Students who are eligible to receive veteran educational benefits need to complete a Veteran's Benefit Request Form to be considered for the benefits.

Information is available at the Veterans Administration website at www.va.gov to verify individual eligibility and requirements to apply. Once your eligibility has been confirmed, Garden City Community College will assist you in processing the necessary forms. Veterans may contact Donna Boese, VA Certifying Official at 620-276-9605 or email VAREP@gcccks.edu.

FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid Office is committed to helping Garden City Community College students reach their educational goals. Students may contact the office for answers to questions about applying for aid, receiving aid, and transferring aid to another college. For specific information, contact the Financial Aid Office at (620) 276-9519. Students are encouraged to visit the office located in the SCSC building, call 620-276-9519 or email finaid@gcccks.edu for assistance and questions.

TYPES OF AID -

U.S. Department of Education Federal Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Stafford Loan •Federal Plus Loan

GCCC Institutional Aid

- Work-Study
- Scholarships
- Grant-in-Aid Awards

Additional Financial Aid Assistance

- Veterans Administration Benefits
- Vocational Rehabilitation
- Kansas Board of Regents www.kansasregents.org

FEDERAL FINANCIAL AID

Application Process – To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov. The student's official high school transcript, GED and all college/university transcripts must be on file in the Admissions Office. If the applicant's Student Aid Report is selected for "verification," the student is asked to provide additional documentation. GCCC school code for FAFSA (001919).

Student Eligibility Requirements - Students must meet the following requirements to be eligible to receive federal financial aid:

- Be a U.S. Citizen or eligible non-citizen.
- Have a high school diploma or GED. Students cannot be concurrently enrolled in high school/home school, including alternative high schools.
- Be enrolled as a degree or certificate seeking student in an eligible program of study.
- Make satisfactory academic progress toward earning a degree or certificate in an eligible program.
- Provide all necessary forms and documents as requested.

NOTE: Federal financial aid can only be awarded/ disbursed for classes that count toward your degree or certificate at Garden City Community College. Federal financial aid will not be awarded/distributed for classes that have already met your degree or certificate requirements.

SCHOLARSHIPS Application Process-

To apply for Scholarships:

HEALTH SERVICES

The College employs a Registered Nurse. The Student Health Office is located in the northwest corner of the Beth Tedrow Student Center and is open to all students and employees. Office hours are Monday-Thursday 8 a.m. to 4:30 p.m. & Friday 8 a.m. to 4:00 p.m.

Services offered through the health office includes: health assessment, pregnancy testing, weight and blood pressure checks, annual influenza vaccinations, nutrition counseling, assistance with community healthcare, health/wellness education, prevention issues, literature distribution and general first aid. Over-the-counter medications are available through the student health center. For information on other services through the Student Health Office, please contact the nurse. All records and conversations are strictly confidential.

Health and Hospital Protection

The College does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the College assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Student Health Nurse and on the College Web site (www.gcccks.edu) listed under Student Health.

Face Coverings/Covid-19 Pandemic - The top priority of Garden City Community College is the safety and health of students, staff, and the community. GCCC asks that you continue to be vigilant and help decrease the spread of COVID-19 by washing hands, social distancing, wearing a face mask in public places, getting vaccinated, and staying home if you are not feeling well.

The College will continue to monitor the COVID situation on our campus and in our community and will be prepared to implement a mask mandate if the situation warrants. A multi-phased Healthy and Safe Campus Plan has been developed through extensive discussion between the GCCC COVID Committee and the Finney County Health Department (FCHD), with considerations given to rapidly evolving medical guidance, increasing community positivity rate, and the goal of slowing the spread to protect the campus and community.

- *Phase 1* policy is "Masks Appreciated"
- *Phase 2* policy is "Masks Required for All in Classrooms and Learning Environments and Student Life Programming Events Held Indoors. Masks Appreciated Elsewhere Indoors"
- *Phase 3* policy is "Masks Required for All on Campus when Indoors"

STUDENT ORGANIZATIONS, ACTIVITIES AND SPONSORS

ART CLUB

GCCC Art Club exists to provide opportunities for participation in art centered exhibitions, lectures, workshops and demonstrations in Southwest KS. The club provides GCCC students the opportunity to expand their artistic knowledge through service and travel. Participants create a diverse and supportive artistic community while serving as ambassadors of the arts to GCCC and Southwest Kansas.

GCCC Art Club unites like-minded students to encourage formation of arts centered communities through various events and demonstrations.

GCCC Art Club provides members the opportunity to experience visual arts and culture by traveling to see contemporary and historical art not available in our local community. Contact Brian McCallum or Michael Knutson for more information.

ASSOCIATION OF NURSING STUDENTS

This is the official organization for students in the nursing and pre-nursing courses. The association acts as an information group, stimulates interest in the profession and promotes participation in campus and community projects. ANS is also active in sponsoring an annual pinning ceremony in conjunction with GCCC graduation.

ATHLETICS

The College sponsors intercollegiate participation in football, baseball, basketball, cross country, track and field, golf, soccer and rodeo for men, and volleyball, basketball, rodeo, cheer, dance, golf, soccer, softball, cross country and track and field for women. The College is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association.

The athletic program is designed to provide competition in sports for any student who can qualify for the teams and who meets College, conference, and national association requirements. Physical conditioning, teamwork and cooperation, competitiveness, mental discipline, and spectator enjoyment are among the objectives of the program.

ATHLETIC TRAINERS

The student athletic training club promotes the educational advancement in the athletic training field of student trainers at GCCC.

BAND/INSTRUMENTAL MUSIC/MARCHING BAND

Membership in the band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster Band plays for all home football and basketball games. The band, with the other College musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

BLOCK AND BRIDLE

A nationally recognized agriculture organization, membership is open to all students wishing to learn more about agriculture, agriculture careers and/or to further develop agricultural skills.

BRIDGES / LSAMP

As part of the two separate federal grants, GCCC grants Bridges and LSAMP scholarships for STEM majors. Each student must work on a small research project throughout the academic year and develop a research proposal for submissions to a national research conference. Additionally, students receive tutoring, advising, and work experience as lab assistants as needed. For more information, contact Perla Salazar or Shelli Lalicker.

CHEER/YELL LEADERS

This group consists of female cheer and male yell leaders. Tryouts or auditions are held in the spring to fill the team for the next year. The leaders attend summer camp and cheer for football, volleyball, and men's and women's basketball games.

CHOIR/VOCAL MUSIC

Choir is open to all students on either a credit or non-credit basis. The College choir presents one major performance each semester as well as several other public appearances throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

CRIMINAL JUSTICE COMPETITION TEAM

Members of the Criminal Justice Competition Team are selected on grades, leadership abilities and involvement. Members must be a criminal justice majors and become a member of the American Criminal Justice Association/Lambda Alpha Epsilon, which sponsors regional and national competitions. Kansas criminal justice programs also sponsor additional in-state competitions during the year. The team has been successful at state, regional and national levels in all of the competition categories including written tests, crime scene investigation, physical agility and firearms. GCCC's competition team has won numerous regional awards and three national championships. Sponsor: Brandy Unruh, brandy.unruh@gcccks.edu, (620) 276-9503.

ESPORTS

Esports offers traditional and non-traditional students a unique and new opportunity to be involved with GCCC through competitive gaming. We offer all the fun of traditional gaming added with the experience of maintaining healthy, successful students for their future endeavors. Contact: David Larsen, david.larsen@gcccks.edu, (620) 275-3230.

FARM BUREAU COLLEGIATE PROGRAM

Kansas Farm Bureau's Collegiate Farm Bureau program offers students the ability to enhance their leadership skills through experiences and opportunities within the Farm Bureau organization to become agricultural leaders. Sponsor: Cindy VenJohn, cindy.venjohn@gcccks.edu, (620) 276-9502.

GC3 STUDENT MEDIA

See your work in print and online. Be a part of a group while learning graphic design, reporting, videography, video and audio editing, public relation, marketing, and sports media. Help students, faculty, and staff by telling them about breaking news that affects their lives or giving them a voice. Work in a state-of-the-art media lab to produce multimedia for the campus and community. Learn marketable skills in both your specific subject area as well as in management and human relations.

Join the hundreds of GC3 Media alumni who got their start with GC3 Media and are now media managers, editors, writers, graphic designers, on-air talent, public relations specialists, salespeople, and many other occupations.

Students must enroll in Media Production I, II, III, IV (JRNL-113, 114, 203 or 204) and will receive course credit and a grade for their participation. In addition, students are eligible for scholarships. Jobs are available at skill levels ranging from basic to highly technical; compensation is commensurate with the skill level and time commitment required.

Jobs with GC3 Media are available for students without regard to major. Although many of the students are Communication majors, other students are studying Art, Education, Computer Science, English, etc. All staff members are required to be full-time students at GCCC and must be in good standing, with a 2.5 minimum grade point average. Enrollment is by permission only. Sponsor Stacey Carr, stacey.carr@gcccks.edu, (620) 276-9466.

HALO

The Hispanic American Leadership Organization (HALO) is organized for the purpose of promoting cooperation between students of various ethnic groups and to sponsor awareness programs that involve all students in activities and social functions. Membership is open to any student. Contact Lizette Avalos, lizette.avalos@gcccks.edu, (620) 275-3268 or Johana Gonzalez, johana.gonzalez@gcccks.edu, (620) 276-9674.

INTERNATIONAL CLUB (I-CLUB)

The purpose of this club shall be to foster fellowship among all students, promoting dialogue towards intercultural understanding, enriching the campus & the Garden City Community through cultural meetings and events.

INTRAMURALS

An intramural athletic program is available for students who wish to participate. The program, operated by the Student Activities Coordinator, offers various activities including basketball, dodge ball, sand volleyball, wallyball, volleyball, basketball, flag football, racquetball, softball, tennis, ultimate Frisbee, etc. Student interest may provide for additional activities.

MEAT JUDGING TEAM

The GCCC meat judging team dates back to 1988 on this campus. Overall, meat judging was started as a way for students to utilize industry concepts and equations to compete with other Colleges and universities with an animal science curriculum. Many industry leaders look for the career traits that meat judging team members have, including decision-making, note-taking, communication, and time management skills. Team members are awarded books and tuition scholarships for two years. Sponsor: Dr. Clint Alexander, clint.alexander@gcccks.edu, (620) 276-9527.

PHI THETA KAPPA

The national honor society for two-year Colleges promotes scholarship, fellowship, and service for students who are invited to membership. Students who earn a 3.5-4.0 cumulative grade point average and who have completed twelve hours toward a degree program are invited to membership each semester. Active chapter members participate in the Honors Study, chapter social activities, and service projects for the campus and community. Opportunities are also available for participation in activities with other chapters and on the state and national level. Members of the Alpha Xi Upsilon Chapter are recognized at graduation and in several activities during the year on campus. Sponsors: Winsom Lamb, winsom.lamb@gccccks.edu, (620) 276-9589 or Tammy Hutcheson, tammy.hutcheson@gccccks.edu (620) 276-9623

PRISM

The purpose of this organization is to promote awareness, understanding, and tolerance of gay, lesbian, bisexual, intersex, questioning, and transgender issues at the GCCC campus and GC Community through advocacy, social activities, and community service. Contact: Brian McCallum, brian.mccallum@gccccks.edu, (620) 276-0419.

QUIZ BOWL TEAM

Quiz Bowl is a traveling team, similar to Scholars Bowl, that competes with other community colleges in state and national tournaments throughout the school year. Tournament questions include topics from community college curricula, including literature, social and physical sciences, math, geography, art, music, history, pop culture, current events, and sports. Scholarships for competitive players are available. Coaches: Cody Cundiff (620) 276-9582, cody.cundiff@gccccks.edu or Haley York (620) 276-9643 or haley.york@gccccks.edu.

SCIENCE & MATH CLUB

The Science and Math Club at Garden City Community College exists to promote a knowledge and appreciation of science and math among GCCC students.

We do this by promoting science and math through activities and events, such as demonstrations for students, learning how to use and then using 3D printers and software, and attending community events with science-related activities. Contact: Nicole Dick, nicole.dick@gccccks.edu (620) 276-9686.

STUDENT ACTIVITIES COMMITTEE

Scholarships are offered for those students willing to work an average of twelve hours a week at the Student Center and assist in the advertising and overseeing of student activities. All students are encouraged to apply but only those who are able to maintain a 2.0 GPA and are full time students are eligible. Past SAC events include: Make-It Take -It Tuesdays, air hockey tournaments, free donut days, free week-before-finals massages, pudding eating contest, pumpkin carving contest.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is the student representative governing body of the College. It meets each week for discussion of campus activities, problems, and necessary improvements. Members are elected to the association from the student body. Students are encouraged to participate in both the SGA and the activities it sponsors.

TAU EPSILON LAMBDA

Persons who are actively engaged in the field of criminal justice and students pursuing a course of study in the area of administration of justice are eligible for membership.

STUDENT RIGHTS AND RESPONSIBILITIES

Identification Cards – During enrollment periods, the College will issue (or update) a photo identification card for all students. It is recommended that a new identification card should be issued to all new and returning students at no costs, if the old identification card is turned in. A driver's license or state identification card must be presented in order to obtain a GCCC identification card. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the Broncbuster Bookstore on the upper level of the Student Center Building. Students are requested to carry the card at all times to take

advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

1. Admissions to Lecture Series, Student Government Association activities, home athletic events and drama and musical presentations sponsored by the College.
2. Copies of each issue of the College magazine and newspaper.
3. A vote in all College elections such as Student Government offices and College royalty contests.
4. Materials and the use of other services at the Saffell Library.
5. Checking out games/game equipment and other services in the Beth Tedrow Student Center.
6. Entry to the College cafeteria for those who have contracted for meals.
7. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to Department of Campus Safety in the SCSC building. Duplicate cards may be obtained for a nominal charge in the Broncbuster Bookstore.

Disability Services – All students are provided a quality education and equal educational opportunities. The College works to comply with legal requirements to ensure the requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be if require alteration of essential elements of the program or directly related licensing requirements or would result in undue financial or administrative burdens.

Tuberculosis Testing - In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending classes/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the Tuberculosis Screening Questionnaire and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

Verification of Enrollment - Students needing verification of enrollment for the current semester should present forms to the Registrar's Office after classes have been in session at least one week.

Student Records - A student has the right to inspect and review all official records, files and data directly related to the student, including material incorporated into each student's cumulative record folder, and intended for College use or to be available to parties outside the College or school system, and specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized achievement test score), attendance data, scores on standardized intelligence test, aptitude, psychological tests, interest inventory results, health data, family information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

Students will be granted access to their personal College records within a period of 45 days after the request. No records pertaining to the student shall be removed from the office where they are maintained. Students shall have an opportunity for a hearing to challenge the content of their College records, to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the College for this purpose.

Collection of personally identifiable data specifically authorized by federal law shall not include information (including social security numbers) that would permit personal identification of students.

Student's Privacy Rights - Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, **with the following exceptions:**

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency or the educational authorities;

- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information designated by the educational institution:
 - 1. Name
 - 2. Address
 - 3. Telephone listing
 - 4. Date and place of birth
 - 5. Major field of study
 - 6. Classification
 - 7. Participation in officially recognized College activities
 - 8. Sports - weights and height of athletic team members
 - 9. Dates of attendance
 - 10. Degrees or certificates earned
 - 11. Awards received
 - 12. Most recent previous educational institution attended
 - 13. Photograph
 - 14. Email Address

The College will publish Directory Information, collectively or individually, UNLESS a student notifies the Registrar **in writing** to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice **all** directory information will be withheld from publication.

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

Copies of the complete student records policy may be obtained on request from the Registrar.

STUDENT CONDUCT

NOTICE: Garden City Community College reserves the right to revise the Code of Conduct and other related policies at any time for any reason. At the time of printing, these policies were current, however, please check the on-line version on the Garden City Community College website for up to date revisions.

STUDENT CODE OF CONDUCT PURPOSE

Garden City Community College (hereinafter referred to as "GCCC" or "the College") students are responsible for knowing and adhering to the information, policies, and procedures outlined in this document. The College reserves the right to revise the Code of Conduct and other related policies as necessary and once those changes are posted online, they are in effect. Students are encouraged to review all College policies to ensure they understand them. College policies are posted at: gcccks.edu/about_gccc/policies.aspx.

The College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. At GCCC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include:

B-old innovation
Unwavering Integrity
Service and Collegiality
Trust, Transparency, & Accountability
Empowered Creativity & Academic Freedom
Responsible Leadership
Student-centered focus

When students fail to exemplify these values by engaging in conduct in violation of this Policy, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The College assumes that all students are able and willing to maintain the standard of self-discipline appropriate for membership in a College community. The College's student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose conduct is not in accordance with GCCC's policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with the College's community expectations.

Discipline is the responsibility of the Vice President for Student Services¹. Disciplinary action may be initiated when a student's conduct is determined to be dangerous to their health/well-being, infringes on others' rights, damages College property, or any other situation which reflects negatively on the College community, programs, organizations, or activities. The College reserves the right to discipline students whose conduct is at any time unsatisfactory in the judgment of College officials, up to and including dismissal.

JURISDICTION

All GCCC students are provided a copy of the Student Code of Conduct annually in the form of a link on the College's website. Hard copies are available upon request from the Office of Student Services.

The Student Code of Conduct and the student conduct process apply to the conduct of individual students, student groups, and student organizations. The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility.

The Student Code of Conduct applies to conduct that take place on campus, at College-sponsored events, and may also apply off-campus when the Dean of Students² determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- Any situation that significantly impinges upon the rights, property, or achievements of other, significantly breaches the peace, and/or causes social disorder.
- Any situation that substantially interferes with the educational interests or mission of the College.

This Policy applies to online misconduct, via email, social media, or through other electronic means. Students should be aware that online postings are not always private and can be subject to allegations of conduct violations if evidence of policy violations are posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College

¹ All references herein to the Vice President for Student Services also include a designee of the Vice President for Student Services.

² All references herein to the Dean of Student Services also include a designee of the Dean of Student Services.

officials. While most online speech by students not involving College networks or technology is protected as free expression and not subject to this Policy, two narrow exceptions exist when the conduct:

1. constitutes a true threat³, or
2. is speech posted online about the College or its community members that causes a significant on-campus disruption to the mission or operations of the College.

This Policy applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College may seek resolution of violations of this Policy committed against them by members of the College community on College property or within College programs.

There is no time-limit on reporting violations of this Policy; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

GLOSSARY OF TERMS

Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the conduct process, to advise the party on that process, and to accompany the party to the hearing, if any.

College Business Day means any weekday (Monday – Friday) that the College is open.

Complainant means an individual who has alleged to have been impacted by conduct that could constitute a violation of this Policy.

Final Determination is a conclusion by the standard of proof that the alleged conduct did or did not violate policy.

Finding is a conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).

Investigator means the person authorized by the College to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, recommend findings, and compile this information into an investigation report.

Parties means the Complainant(s) and Respondent(s), collectively.

Preponderance of the Evidence Standard means whether the evidence supports that it is more likely than not that the Respondent violated the Policy as alleged.

Respondent means a student who has been reported to have engaged in conduct that could constitute a violation of this Policy.

Sanction means a consequence imposed on a Respondent who is found to have violated this Policy.

Student means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with the College.

CAMPUS ENVIRONMENT/OFFICIAL COMPLIANCE

³ For purposes of this Policy, “true threat” is defined as a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals.

Federal Right to Know and Campus Security Act, In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Student's Right-to-Know and Campus Security Act (Public Law 101-542), the College collects and reports specific information on campus crime statistics, campus security policies, retention/graduation rates, and student financial assistance. Additionally, the College is required to inform the campus community where information concerning registered sex offenders can be obtained. Information regarding campus crime statistics and campus security policies may be requested from the GCCC Police Department (620-272-6828). Information regarding retention/graduation rates and student financial assistance may be requested from the Office of Admissions (620-276-7611), or the Director of Athletics (620-276-0352). This information is also accessible at:

- [Campus Crime Statistics](#)
- [Graduation Rates/Financial Assistance](#)
- [Kansas Bureau of Investigation \(KBI\) Registered Offenders List](#)

Campus Crime Disclosure Act – In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, GCCC collects and reports specific information on campus crime statistics, campus security policies and is required to inform the campus community where information concerning registered sex offenders can be obtained. This information as well as a link to the KBI's Registered Offenders List can be accessed on the College's Web site (www.gcccks.edu) or by directly going to the KBI site at www.accesskansas.org/kbi/ro.shtml. To obtain a printed copy of the report, contact Campus Police at 620-272-6828.

Disability Services, The College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities. Under the ADA and its amendments, an individual has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself. The Coordinator of Accommodations has been designated as the College's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability. Complaints may be made to: Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9638 located in the Student and Community Services Center. Accommodation request forms are available in the Accommodations Office. For additional information see section "Student Assist Services."

Drug/Alcohol-Free Campus, the College has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, and strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. The College subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse, as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. GCCC will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.

4. The College will provide for a reasonable level of care for alcohol and drug abusers through counseling, referral, and treatment. The foundation of the philosophy concerning alcohol and drug abuse for GCCC is the firm commitment to an educational program which provides adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The College is committed to a healthy environment for learning and living.

Student Peaceful Assembly and Forum, As a public educational institution in Kansas, the buildings, facilities, and grounds of the College are dedicated to education and the fulfillment of the College's mission to provide high quality instruction and make original contributions to the knowledge and human understanding of its students. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities, and grounds are dedicated and said buildings, facilities, and grounds are not available for unrestricted use by groups affiliated with the College or non-College groups. All requests are subject to the approval of the Vice President for Student Services or a designee. Time, place, and manner restrictions are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of groups affiliated with the College and non-College groups who are interested in using campus spaces for purposes of constitutionally protected speech, assembly, or expression. More information related to the [Student Peaceful Assembly and Forum Policy](#) may be accessed on the College's website.

PROHIBITED CONDUCT

Refer to the GCCC [website](#) for all policy information.

As members of the College community, all students, student groups, and student organizations are expected to conduct themselves in a manner that is consistent with the policies and procedures of the College, federal state, and local laws, and city ordinances. Failure to comply with any of the rules/regulations governing the following areas may place a student in violation of the Student Code of Conduct, and subject them to disciplinary action:

- **Alcohol and Drug Policy:** In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined by these acts) by a student or employee on College property or at any College event or activity. No alcohol is allowed on College property or property controlled by the College without the prior written approval by the President or Board of Trustees. Violations of the [Alcohol & Drug Policy and Prevention Program](#) will result in disciplinary action up to and including dismissal from the College.
- **Bullying:** includes repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish a Complainant, that is not speech or conduct that is otherwise protected by the First Amendment.
- **Computer Usage:** Violations of the [Computer Usage Policy](#) or any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as, but not limited to, using other's email without permission, downloading, viewing, or creating pornographic material, monopolizing hardware, software and/or printers for personal use (not College related), tampering with the College's network security system, or any illegal activity that violates the laws of libel, copyright, trademark, or the Buckley Amendment.
- **Dishonesty:** includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the College or College officials.
- **Disruptive Behavior:** includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on/at College sponsored events that significantly interferes with the academic mission or operations of the College.

- **Endangerment:** includes any physical action, including hazing (further defined below), which intentionally or recklessly threatens the physical well-being, mental health, or safety of others.
- **Intimidation:** Individual or group behavior which intentionally and substantially impinges upon or invades the rights of others. Such conduct includes, but is not limited to, implied threats or acts that cause the Complainant reasonable fear of harm.
- **Hazing:** includes acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining a student organization or any other group affiliation activity.
- **Fireworks, Knives, and Prohibited Weapons:** A Garden City ordinance prohibits the detonation of fireworks within city limits. Knives, explosives, air rifles/pistols, pellet guns, BB guns, paintball guns, and bludgeon weapons are prohibited on College property, except as noted in the bullet below. The GCCC Campus Police Department will investigate all matters relating to these areas and violators may be prosecuted. Students may also receive discipline, which could include dismissal from the College for violations and/or threats involving weapons.
- **Guns, Firearms, or Other Permitted Weapons:** In order to promote a safe and secure learning environment, GCCC prohibits the possession or use of weapons on campus and at off-campus College-sponsored activities, other than as set forth below:
 - In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq, and other applicable federal/state laws, it is permissible and will not be a violation of this policy for the:
 - i. carrying of a concealed handgun on campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the concealed carry restrictions set forth below,
 - ii. lawful carrying of a concealed handgun by an employee performing College duties at an off-campus activity, when in accordance with applicable laws/policies for such location,
 - iii. lawful possession of a handgun within a personal/non-College vehicle,
 - iv. lawful possession of weapons:

Each individual who lawfully possesses a handgun on campus will be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and the GCCC Weapons Policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view in a way that does not reveal the handgun in any way. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items at all times. Moreover, the carrier must remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It is a violation of this Policy to openly display any lawfully possessed handgun while on campus, except as permitted by law.

All laws and regulations are strictly enforced to assure safety. For additional information, please refer to the GCCC Weapons policy, accessible at:

https://www.gccccks.edu/about_gccc/policies/weapons_policy.pdf.

- **Gambling:** by Kansas Statute 21-4303, gambling is illegal and is not permitted.
- **Smoking in Restricted Areas:** All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed except in approved designated smoking areas. Full policy accessible at: https://www.gccccks.edu/about_gccc/policies.aspx.

- **Theft/Vandalism:** theft of or intentional damage to College property or the property of another may subject students to College disciplinary measures as well as legal action.
- **Traffic Laws and Regulations:** All local and state regulations are in effect on campus 24 hours a day. In addition to the GCCC Campus Police Department, city, county, and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety. Cars parked in the non-parking areas are subject to be towed and owners are responsible for towing/storage costs.
- **Violation of College Policy** – conduct that would constitute a violation of any College policy, rule, or regulation (e.g., the *Residential Life Handbook* or *Academic Catalog*).

ARRESTS AND VIOLATIONS OF THE LAW

All GCCC Students who are arrested are required to report their arrest to the Dean of Student Services within seventy-two hours (72) of release. Failure to accurately report an arrest is a violation of this Policy.

Alleged violations of federal, state, and/or local laws and/or city ordinances may be investigated and addressed under this Policy. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation⁴ and/or complaint. Interim suspensions, outlined [below](#), are imposed until a hearing can be held, typically within two (2) weeks. Interim suspended students may request an immediate show cause meeting from the Vice President for Student Services to show cause why the interim suspension should be lifted or modified. This show cause meeting may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and/or the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process.

In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. The College will make reasonable efforts to minimize the academic impact of the interim actions on the Respondent, as appropriate under the circumstances.

Student accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such instances, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The Respondent must comply with all College investigative efforts that will not prejudice their defense in the criminal trial.
- The Respondent must comply with all interim actions and/or restrictions imposed during the leave of absence.
- The Respondent must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions imposed.

REGISTERED SEX OFFENDERS

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College **prior** to enrollment. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension, or dismissal from school. A copy of the documentation is kept on file at the GCCC Campus Police Department. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is:

⁴ Criminal investigations involving allegations of sexual assault, dating violence, domestic violence, and/or stalking will follow the emergency removal process as outlined in the Non-Discrimination/Anti-Harassment Policy.

OVERVIEW OF COLLEGE CONDUCT PROCESS

Garden City Community College administrators, faculty, and staff respect and protect the rights of everyone at the College. To ensure the fair treatment of each individual, the College has established the following disciplinary process.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating College rules and regulations as listed in this Policy.

Violations of the Code of Conduct are a matter of concern to administrators, faculty, staff, and students. The Dean of Student Services is responsible for receiving reports of alleged violations of the Code of Conduct. This process applies to alleged violations of this Policy except for allegations of discrimination, harassment, retaliation, and/or sexual misconduct which follow the resolution processes outlined in the [Nondiscrimination/Anti-Harassment Policy](#).

Garden City's Student Disciplinary Process is a four-step model that consists of the following stages: Preliminary Inquiry, Investigation and Initial Decision, Disciplinary Review Committee Hearing, and Appeal to the Vice President for Student Services.

STEP 1: PRELIMINARY INQUIRY

Any member of the community – administrator, faculty, staff, student, or third-party – may report an allegation and/or file a complaint against a GCCC student with the Dean of Student Services. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Student Services and/or to Campus Police.

The Dean of Student Services will conduct a preliminary inquiry into the nature of the incident, complaint, or notice of alleged policy violation, the evidence available, and the parties involved. The preliminary inquiry is a neutral fact-finding process that is used to determine whether there is sufficient information to warrant action by the College. Preliminary meetings with the Complainant and/or witnesses may occur before initiating the student conduct process or contacting the Respondent. If the Respondent is contacted about the complaint during the preliminary inquiry, the Respondent will be made aware of the initiation of the preliminary inquiry and that the incident could result in a student conduct process being initiated. The preliminary inquiry may result in any of the following:

1. **No Action:** If there is insufficient credible information to indicate a violation occurred, the complaint will not be advanced to the formal student conduct process. The information will be retained by the College to document that the matter was reviewed.
2. **Educational Conversation:** If the information provided is concerning but does not reach the level of a potential policy violation (e.g., an incident that occurs outside of the College's jurisdiction or repeated low-level behaviors), College officials may have an educational conversation about the behavior with the Respondent.
3. **Conflict Resolution:** The Dean of Student Services has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and be bound by the decision with no hearing/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing. The Dean of Student Services may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation or other appropriate conflict resolution.
4. **Initiation of Conduct Process:** If there is reasonable cause to believe that a student/student

organization may have violated this Policy, the formal conduct process will be initiated⁵.

STEP 2: INVESTIGATION AND INITIAL DECISION

The Dean of Student Services will assign the allegation(s) for investigation to either the GCCC Campus Police Department or another College official, if investigation is warranted. All [investigations](#) are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all available relevant parties and witnesses and the Investigator will obtain all available relevant evidence. Once the initiation of the investigation has occurred, the Respondent (including student groups or the president on record for a student organization) will be provided with written notice of the investigation a minimum of two (2) days before the Investigator schedules an investigation interview, barring any exigent circumstances. The notice will include the following:

1. The alleged policy violation(s) and any potential sanctions that could be imposed
2. A link to the College policy(ies) implicated
3. A link to the College procedures used to resolve the complaint
4. The date and time of the scheduled investigation interview
5. An explanation of the ability to have an advisor of choice present throughout the student conduct process
6. The contact information for the College officials assigned to resolve the complaint

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the Respondent's College-issued email or designated accounts. Once emailed and/or received in-person, notice will be presumptively delivered.

During the Respondent's investigation interview, the Investigator will explain the Respondent's rights and responsibilities, the alleged policy violation(s), and provide the Respondent an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The Investigator will also answer questions about the conduct process. The Investigator may provide a range of possible outcomes for the alleged violation(s), but the Investigator cannot ensure that a specific outcome will occur.

Once the investigation has concluded, the Investigator will compile a summary investigation report, including recommended finding(s) as to whether the Respondent violated the Code of Conduct, using the preponderance of the evidence standard (see [Glossary of Terms](#)).

The investigation report is then forwarded to the Adjudicator (in most cases the Dean of Student Services, or designee). The Adjudicator will provide the Respondent with a copy of the investigation report and finding(s) and include a copy of this procedural regulation. This notice will be given to the Respondent and to their parent(s) or guardian(s) if student is a dependent and under 18 years of age.

Findings

The following options describe how the complaint will proceed depending on whether the Respondent is found responsible by the Investigator for violating College policy.

1. The Respondent is found "Not Responsible"

Where the Respondent is found not responsible for the alleged policy violation(s), the investigation will be closed. The Complainant, if any, may request that the Adjudicator review the investigation file and possibly reopen the investigation or convene a hearing (as outlined in Steps 2 and 3). The decision to reopen an investigation or convene a hearing rests solely in the discretion of the Adjudicator and is granted only on the basis of extraordinary cause.

⁵ A student Respondent facing an alleged violation of this Policy is not permitted to withdraw from the College until all allegations are resolved, unless special permission to do so is granted by the Dean of Student Services, in writing.

2. The Respondent accepts a finding of “Responsible”

Where the Respondent accepts the Investigator’s finding that they violated College policy, the Adjudicator will recommend appropriate sanctions for the violation. If the Respondent accepts the recommended sanctions, the sanctions are implemented, and the process ends. There will be a three (3) day period for review between the date of the acceptance and when the resolution becomes final. The Respondent can decide to reject the sanctions within that time period and send the complaint to a hearing. Once a Respondent accepts responsibility and recommended sanctions, and the three (3) day review period ends, the Adjudicator’s determination is final and not subject to appeal.

3. The Respondent rejects the finding of “Responsible”

Where the Respondent rejects the Investigator’s finding that they violated College policy, or does not accept the Adjudicator’s recommended sanctions, a formal hearing will be convened, as outlined in Step 3.

STEP 3: DISCIPLINARY REVIEW COMMITTEE HEARING

Respondents may request a hearing from the Dean of Student Services with the Disciplinary Review Committee within two (2) days of receiving the recommended finding of responsibility from the Adjudicator. Within five (5) days of receiving the written request for a hearing, the Dean of Student Services will send a [Notice of Hearing](#) and notify the Respondent (and the Complainant, if any) of the date, time, and place of the hearing with the Disciplinary Review Committee. The Disciplinary Review Committee is comprised of three (3) trained faculty and staff members. The Dean of Student Services will appoint one member of the Disciplinary Review Committee to Chair the hearing. Hearings are conducted privately per state privacy laws and the Family Educational Rights and Privacy Act (FERPA). The hearing may be held to determine if Policy has been violated, or if a Policy violation has been admitted by the Respondent, for the purpose of assigning sanctions, only.

The Complainant (if any), Respondent, and their respective advisors are permitted to attend the entire hearing, except for deliberations.

In complaints involving multiple Respondents, the Dean of Student Services may determine that hearings be conducted jointly. Any Respondent who requests to have their hearing conducted individually may submit a written request a minimum of three (3) days before the scheduled hearing to the Dean of Student Services or designee who will decide whether to grant the request.

The College may arrange for witnesses to attend the hearing and present relevant evidence. Failure of a witness to appear will not automatically require a delay or affect the validity of the proceedings. A decision will be made on the evidence presented during the hearing, including the evidence from the investigation report.

The parties and witnesses will provide evidence to, and answer questions from, the Disciplinary Review Committee. Questions may be suggested by the Complainant or the Respondent to be answered by each other or by other witnesses. Suggested questions from the parties will be posed by the Disciplinary Review Committee. The Chair reserves the right to rephrase a question or to refrain from asking suggested questions that are not relevant.

All procedural questions are subject to the final decision of the Chair with the assistance of the Dean of Student Services.

If the Respondent, with adequate notice, does not attend a hearing, the hearing will typically proceed in the Respondent’s absence. The Respondent will not be presumed to be in violation, even if they choose not to attend the hearing.

The College may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Respondent, and/or witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation remotely, by written statement, or other means, where the College deems this accommodation to be appropriate.

Once the hearing concludes, the Disciplinary Review Committee will deliberate and determine by simple majority whether the Respondent is responsible for violating College Policy using the preponderance of the evidence standard. The Disciplinary Review will issue sanctions in cases where the Respondent is found responsible for violating College Policy. The Chair will prepare a written outcome letter and deliver it to the Dean of Student Services, detailing the recommended finding, the evidence that supports the determination, and any evidence the Disciplinary Review Committee excluded from consideration and why. This outcome letter should conclude with any recommended sanction(s). This letter must be submitted to the Dean of Student Services within five (5) days of the end of deliberations unless the Dean of Student Services grants an extension.

The Dean of Student Services will inform the Respondent (and any Complainant) of the Disciplinary Review Committee's decision, typically within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the student's College-issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered.

Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

STEP 4: APPEAL TO THE VICE PRESIDENT FOR STUDENT SERVICES

Appeals must be based on at least one of the grounds for appeal outlined in the [Appeals](#) section below. Should a Complainant, if any, or Respondent request to appeal the decision made by the Disciplinary Review Committee, they may do so, in writing, directly to the Vice President of Student Services. The Vice President of Student Services will review all the documentation that was presented to the Disciplinary Review Committee during the hearing and conducts the appeal largely as a paper review of the record. Complainants, if any, and Respondents will be notified of appeal results in writing. The Vice President for Student Services' decision is final.

CONDUCT PROCEDURES

INTERIM MEASURES

The interim measure process is separate and distinct from the investigation and discipline process. While a disciplinary decision is pending, the Dean of Student Services, in coordination with the CARE Team, may immediately impose interim action(s) in the event that a student's continued presence in a class, program, activity, or event, or on any College-owned, College-operated, or College-utilized facility, poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Dean of Student Services will consider potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim measure while it remains in effect by submitting a written request to the Vice President for Student Services. The Vice President for Student Services will review the request and determine if the interim action will be upheld, modified, or terminated. The decision of the Vice President for Student Services is final.

GROUP VIOLATIONS

A student group or organization and its officers and membership may be held collectively and/or individually responsible when the organization or its member(s) violate this Policy by actions that:

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit
- Have received consent or encouragement of the organization or of the organization's leaders or officers
- Were known or should have been known to the membership or its officers

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

AMNESTY

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in conduct processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident.

To encourage reporting of acts of significant misconduct and participation in the process, the College maintains a policy of offering Complainants and witnesses amnesty from minor policy violations—such as underage consumption of alcohol or the use of illicit drugs—related to the incident. The College's Amnesty Policy is accessible at:

<https://www.gcccks.edu/about/gcc/policies/amnesty.pdf>.

INVESTIGATIONS

The Dean of Student Services will appoint the Investigator. The Investigator will take the following steps, if not already completed by the Dean of Student Services (not necessarily in this order):

1. Initiate any necessary interim measures on behalf of the Complainant (if any)
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged Complainant, or a College proxy or representative
3. Conduct an immediate preliminary inquiry to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns, and the nature of the complaint
 - a. If the Complainant is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the Complainant
 - b. Notify the Complainant of whether the College intends to pursue the complaint regardless of their involvement, and inform the Complainant of their rights in the process and option to become involved if they so choose
4. If indicated by the preliminary inquiry and authorized by the Dean of Student Services, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the Respondent violated College policy, and to determine what specific policy violations should serve as the basis for the complaint
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action
 - b. A comprehensive investigation usually takes between one (1) day and two (2) weeks
5. Meet with the Complainant or individual who provided notice of the alleged policy violation(s) to finalize their statement, which will be summarized by the Investigator and verified by the Complainant or individual who provided notice
6. Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent, who may be given notice of the interview prior to or at the time of the interview
 - a. Prepare the notice of investigation for Respondent
7. Interview all relevant witnesses, summarize the information they share, and have each witness sign the interview summary to verify its accuracy
8. Obtain all documentary evidence and information that is available
9. Obtain all physical evidence that is available
10. Complete the investigation promptly by analyzing all available evidence without unreasonable delay

11. Make a finding, based on the preponderance of the evidence (whether a policy violation is more likely than not)
12. Send the investigation report to the Adjudicator and update the Complainant, if any, of the status of the investigation and recommended findings

NOTICE OF HEARING

Once a determination is made to refer a complaint for a hearing, notice will be given to the Respondent and Complainant (if any). Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to College-issued email or designated accounts. Once emailed and/or received in-person, notice will be presumptively delivered.

The Notice of Hearing will include:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing.
3. Description of any technology that will be used to facilitate the hearing.
4. Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Disciplinary Review Committee and parties to see and hear a party or witness answering questions. Such a request must be raised with the Dean of Student Services as soon as possible, preferably at least five (5) College business days prior to the hearing.
5. A list of all those who will attend the hearing, along with an invitation to object to any member of the Disciplinary Review Committee based on demonstrated bias or conflict of interest. This must be raised with the Dean of Student Services at least two (2) College business days prior to the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Disciplinary Review Committee Chair may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing.
8. An invitation to contact the Dean of Student Services to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least three (3) College business days prior to the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College.

HEARING OPTIONS AND PREPARATION

When a Respondent denies violating College policy, a formal hearing will be conducted. Respondents who deny a violation for which a hearing will be held will be given a minimum of ten (10) days to prepare unless all parties wish to proceed more quickly.

Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Services or emailed to the student's College-issued email account. Once emailed and/or received in-person, notice will be presumptively delivered.
2. If there is a Complainant of the conduct in question, the Complainant may serve as the party bringing the complaint or may elect to have the College serve as the party bringing the complaint forward. Where there is no Complainant, the College will serve as the party bringing the complaint forward.

3. If a Respondent fails to respond to notice from the Dean of Student Services, the Dean of Student Services may initiate a complaint against the Respondent for failure to comply with the directives of a College official and give notice of this offense. Unless the Respondent responds to this notice within two (2) College business days by answering the original notice, an administrative conference may be scheduled and held on the Respondent's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.
4. At least three (3) College business days before any scheduled formal hearing, the following will occur:
 - a. The Respondent will deliver to the Dean of Student Services a written response to the complaint, if they so choose
 - b. The Respondent will deliver to the Dean of Student Services a written list of all witnesses for the College to call at the hearing
 - c. The Complainant or person bringing the complaint will deliver to the Dean of Student Services a written list of all witnesses for the College to call at the hearing
 - d. The Complainant and the Respondent will notify the Dean of Student Services of the names of any Advisors who may be accompanying the parties at the hearing.
5. The Dean of Student Services will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) College business days before any scheduled hearing. In addition, the parties will be given a list of the names of all the Committee members in advance. Should any party object to any Committee member, that party must raise all objections, in writing, to the Dean of Student Services immediately. Committee members will only be unseated if the Dean of Student Services concludes that their bias or conflict of interest precludes an impartial hearing of the complaint. Additionally, any Committee member who feels they cannot make an objective determination must recuse themselves from the proceedings.

DISCIPLINARY REVIEW COMMITTEE HEARING PROCEDURES

The Dean of Student Services will appoint one member of the Committee as the Chair for the hearing. The parties have the right to be present at the hearing but not during Committee deliberations. If a party cannot attend the hearing, it is the party's responsibility to notify the Dean of Student Services no later than (3) College business days prior to the scheduled hearing. Except in cases of unforeseen circumstances, if the party requesting a rescheduled hearing fails to provide the three (3) day notice, or fails to appear at the hearing, the hearing will proceed as scheduled. If the Complainant fails to appear, the complaint may be dismissed unless the College chooses to pursue the allegation, as determined by the Dean of Student Services.

The Dean of Student Services, the Chair, and the Committee will conduct disciplinary hearings according to the following guidelines:

1. Hearings are closed to the public.
2. Admission to the hearing of individuals other than the parties and their advisors will be at the discretion of the Dean of Student Services.
3. In hearings involving more than one Respondent, the standard procedure will be to hear the complaints jointly. However, the Dean of Student Services may permit the hearings to be held separately. In joint hearings, separate determinations of responsibility will be made for each Respondent.
4. The parties may each have an Advisor of their choice present with them for the hearing, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.⁶

⁶ "Available" means the party cannot insist on an Advisor who simply does not have inclination, time, or availability. Also, the Advisor cannot have conflicting roles, such as being a College official who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

5. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Committee. Formal rules of evidence are not observed. The Committee may decide to limit the number of character witnesses presented or may accept written affidavits of character instead.
6. All procedural questions are subject to the final decision of the Chair of the Committee.
7. After the Committee hearing, the panel will deliberate and determine, by simple majority, whether it is more likely than not that the Respondent violated College policy. The Dean of Student Services may be present during deliberations to serve as a resource but will not participate substantively in the deliberations. Once a finding is determined, the Committee will determine appropriate sanction(s) if the finding is one of responsibility.
8. The Dean of Student Services is responsible for informing the Committee of applicable precedent and any previous conduct violations or other relevant pattern information about the Respondent. The Chair will prepare a written deliberation report and deliver it to the Dean of Student Services, detailing the recommended finding, how each member voted, the information cited by the Committee in support of its recommendation, and any information the Committee excluded from its consideration and why. This report should conclude with any recommended sanction(s). This report must be submitted to the Dean of Student Services within five (5) College business days of the end of deliberations, unless the Dean of Student Services grants an extension.
9. The Dean of Student Services will inform the Respondent and Complainant, if any (and as permitted by federal and state laws and College policy), of the final determination, typically within seven (7) College business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Services or emailed to the student's College-issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered. Notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
10. Hearings are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The Committee, the parties, their Advisors, and appropriate administrators of the College will be permitted to review the recording or review a transcript of the recording, upon request to the Dean of Student Services. No person will be given or be allowed to make a copy of the recording without permission of the Dean of Student Services.

APPEALS

Appeals must be filed in writing with the Vice President for Student Services within three (3) days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Vice President for Student Services. Respondents and Complainants, if any, may file an appeal on one or more of the following grounds:

1. A procedural irregularity affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A summary of the new evidence and its potential impact must be included.
3. The Investigator, Adjudicator, or any member of the Disciplinary Review Committee had a conflict of interest or bias that affected the outcome of the matter.
4. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the Respondent.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Vice President for Student Services, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Vice President for Student Services will notify all parties and their Advisors, the Dean of Student Services, and, when appropriate, the Investigator, and/or the Disciplinary Review Committee.

All other parties and their Advisors, the Dean of Student Services, and, when appropriate, the Investigator and/or the Disciplinary Review Committee will be emailed and/or provided a hard copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses, if any, will be forwarded by the Vice President for Student Services to all parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that request will be reviewed to determine if it meets the grounds in this Policy by the Vice President for Student Services and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Dean of Student Services, and the Investigator and/or Disciplinary Review Committee, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all parties. If not approved, the parties will be notified accordingly, in writing.

Neither party may submit any new requests for appeal after this time period. The Vice President for Student Services will collect any additional information needed and all documentation regarding the approved grounds for appeal and will render a decision within no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard. The appeal is deferential to the Committee decision, making changes to the finding only where there is clear error, and changes to the sanction only where there is compelling evidence to do so. The Vice President for Student Services may remand the matter to the investigator or Committee, as appropriate, if an appeal is granted.

A Notice of Appeal Outcome will be sent to all parties simultaneously. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' College-issued email or otherwise approved account. Once emailed and/or received in-person, notice will be presumptively delivered.

STUDENT/STUDENT ORGANIZATION SANCTIONS

The following are the usual sanctions that may be imposed upon students or student organizations singly or in combination:

- **Mandatory Training** This training is provided to educate the Respondent that their conduct violated College Policy and does not align with GCCC's expectations for community members.
- **Disciplinary Warning** This written warning is provided to acknowledge that the Respondent's behavior violated College policy and does not align with Garden City Community College's expectations for community members. Another breach of College policy and/or if the Respondent is found responsible for any future violations of College policy may result in more severe disciplinary action.
- **Disciplinary Probation** The student is deemed not in good conduct standing with the College. The duration of any probationary period will be determined by the sanctioning authority on a case-by-case basis. Any further violations of College policy while on probation may result in more serious sanctions being imposed, which may include suspension or dismissal from the College. Restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the College on athletic teams or in other leadership positions, eligibility to receive any College award or honorary recognition, entrance into College residence halls or other areas of campus, participation in a study abroad program, or College computer and network usage.
- **Suspension** The student is required to leave the College for a designated time and/or until conditions specified at the time of the suspension are met. During the suspension period, a student may not attend classes (either in person or online) nor participate in a student group or student organization activities, whether they occur on or off-campus. A currently enrolled student is withdrawn from their classes and is not eligible for a refund. A registration and records hold will be placed on the student's account until the conclusion of the suspension period. If the student is an on-campus resident, the student's contract with Housing & Residence Life will be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period. The student must complete all assigned educational sanctions before the conclusion of the suspension period. The suspension will remain in effect until they are completed and any other conditions are met. Any further violations of College policy while on suspension could result in more serious sanctions being imposed.

- **Dismissal** This action removes a student from their academic program and separates the student from the College for a period of two to seven (2-7) years. During the dismissal, the student is not allowed on College premises unless authorized in writing in advance under conditions approved by the Vice President for Student Services or their designee. A currently enrolled student is withdrawn from their classes and may not be eligible for a refund.
- **Loss of College Privileges** This action restricts students from accessing specific College privileges including, but not limited to: parking on campus, participation in student activities, holding a student leadership position, College recognition of student organizations, attending athletic events or participating in athletics, and College computer and network access.
- **Residence Hall Transfer or Removal** The student will be placed in another room or residence hall or restricted from living on campus for a specified or indefinite period. If a student is restricted from living on campus, the student's Housing and Residence Life contract will be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.
- **Campus and/or Building Ban** The student is prohibited from being on any campus property and/or entering specific College facilities. Any student alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.
- **No Trespass Order** The student is prohibited from being on any campus property and/or entering specific College facilities. Any student alleged to have violated a campus and/or building ban may be subject to arrest.

PARENTAL NOTIFICATION

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by College officials when permitted by the Family Educational Rights and Privacy Act (FERPA), such as in emergency situations, or with consent of the student.

NOTIFICATION OF OUTCOME

The outcome of a Disciplinary Review Committee hearing is part of the education record of the Respondent and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence," the College will inform the Complainant in writing of the final results of the hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the Respondent's name, the violation committed, and the sanctions assigned (if applicable).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1. Arson
2. Assault offenses
3. Burglary
4. Criminal Homicide - manslaughter by negligence
5. Criminal Homicide – murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible and Non-forcible sex offenses⁷

FAILURE TO COMPLY WITH SANCTIONS OR RESPONSIVE ACTIONS

⁷ Complaints of forcible and non-forcible sex offenses and their related proceedings will be processed through the College's Nondiscrimination/Anti-Harassment Policy.

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final outcome (including appeal outcomes).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension and/or termination from the College.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Dean of Student Services.

DISCIPLINARY RECORDS

All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or dismissal, including from housing), which are maintain indefinitely.

STUDENT GUIDE ON SEXUAL MISCONDUCT

INTRODUCTION

Garden City Community College (“the College”) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination, or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this Policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this Policy is reported, the allegations are subject to resolution using the College’s Informal or Formal Grievance Processes, determined by the Title IX Coordinator.

If You Have Experienced Sexual Misconduct:

- 1) Get to a safe location as soon as you are able.
- 2) Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy.
- 3) Contact any of the following for immediate assistance: [*Denotes the resource is confidential]
If you are off campus and experiencing an emergency situation, you can call local police by dialing 911.
 - o GCCC Title IX Coordinator – Dean of Student Services, Tammy Tabor (620) 276-9597, Regular business hours, M-F
 - o Other than the denoted confidential reporters, all GCCC employees are designated as responsible mandated reporters
 - o GCCC Campus Security – (620) 272-6828, Day & Evening
 - o GCCC Counseling Services* – (620) 276-9683 or (620) 276-9635, Regular business hours M-F
 - o Local Law Enforcement and Emergency Services – 911
 - o GCCC Campus Health Nurse* – Trisha Miller, R.N., B.S.N. – (620) 276-9601, Regular business hours M-F
 - o St. Catherine Hospital, **Emergency** – 911, *Non-Emergency* – (620) 272-2222, 24/7 (401 E Spruce St, Garden City, KS, www.centura.org)
 - o Compass Behavioral Health* – 1111 E Spruce – 620-276-7689; Hotline 1-800-259-9576
 - o Finney County Sexual Assault Nurse Examiner (SANE), *Emergency* – 911, *Non-Emergency* – (620) 272-2222 (St. Catherine Emergency Room)
 - o Family Crisis Services*, **Crisis Hotline** – Kaylee Crawford, Campus Advocate (620) 275-5911 or the office at (620) 275-2018 (106 W Fulton St, Garden City, KS. Also available Text 2 Talk for non-emergencies (620) 640-9050.
 - o Genesis Family Health*, (620) 275-1766, Beth Tedrow Student Center, Monday, Wednesday, Friday, afternoon. Or 712 St. John St, Garden City.
 - o Kansas Coalition Against Sexual & Domestic Violence*, **Crisis Hotline** – 1-888-END-ABUSE (363-2287), (www.kcsdv.org)
 - o National Sexual Assault Hotline* – 1-800-656-HOPE (4673), (<https://ohl.rainn.org/online/>)
 - o National Domestic Violence Hotline* – 1-800-799-SAFE (7233)
- 4) Preserve Evidence
It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (non-plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint. Locally in Garden City, the Family Crisis Services (620) 275-5911 is available to provide assistance or answer questions you may have regarding medical and legal options.
- 5) Choose how to proceed
You have options, and are encouraged to contact the Title IX Coordinator to discuss your options:
 - 1) Do nothing until you are ready;
 - 2) Pursue resolution by GCCC; and/or
 - 3) File a formal written complaint with the Title IX Coordinator; and/or
 - 4) Initiate criminal proceedings; and/or
 - 5) Initiate a civil process against the perpetrator. You may choose whatever combination of options is best for you.

If you wish to have an incident investigated and resolved by the College, students and employees should contact the Title IX Coordinator. GCCC procedures will be explained. Those who wish incidents to be handled criminally should contact Campus Security or local police. A campus official may be available to accompany students in making such reports, if desired. Contact the Title IX Coordinator office for more information.

About Confidentiality and Privacy:

To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as Garden City Community College's mandatory reporting requirements.

As the College's procedure for handling complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the College's legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. Garden City Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Only people who "need to know" will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Confidential Reporting

Every effort is made by the College to preserve the confidentiality of reports. The College will not share the identity of any individual who has made a report or Formal Complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of harassment, discrimination, or retaliation; any Respondent; or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA) or its implementing regulations, or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including any investigation, hearing, or grievance proceeding arising under these Policies and procedures.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Residential Life, CARE Team, Campus Safety & Security, Athletic Director, and the Division of Student Services. Information will be shared as necessary with investigators, decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Officials With Authority / Mandated Reporting

All GCCC employees who are not identified above as confidential, are designated as Officials With Authority – OWA's (or mandated reporters) for all the details they are aware of about an incident. They are required to share this information with the College's Title IX Coordinator. Giving a responsible employee notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given. Incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under the College's Title IX – Non-Discrimination and Anti-Harassment Policy which is discussed later in this guide.

Anonymous Reporting

Members of the campus community can report incidents anonymously through the online assessment form. The Assessment Form is found under the Counseling and Advising page of the website or at the following URL: <http://www.gcccks.edu/student/counselingadvising/safetyassessment/>.

Reports to the Title IX Coordinator can be made via email, phone or in person at the information above. Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of College policy and can be subject to disciplinary action for failure to comply with the College policies.

TITLE IX COORDINATOR

The College's Title IX Coordinator oversees compliance with all aspects of sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the President of the College, and is located in the Student Community Services Center (SCSC). Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Students:

Tammy Tabor

Title IX Coordinator

(620) 276-9508

tammy.tabor@gccccks.edu

Employees:

Kellee Munoz

Director of Human Resources

(620) 276-9574

kellee.munoz@gccccks.edu

Registered Sex Offender Enrolled

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when enrolled. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension, or expulsion from school. A copy of the documentation is kept in the GCCC Campus Police Department. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is <https://kansas.gov/kbi/ro.shtml>.

TITLE IX NON-DISCRIMINATION / ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Dean of Student Services coordinates the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Dean of Student Services, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact, Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

TORNADO INSTRUCTIONS

Below is a list of GCCC buildings and the designated places in each building you and your students should go in the event there is a tornado warning. Please locate your building and be aware of where to take your students if and when you know of a tornado warning. **DO NOT TELL YOUR STUDENTS TO GO HOME.** In the event of a tornado, more people are killed and injured by flying debris than by the actual tornado itself. Of course, if they, as individuals, choose to go home, you cannot require them to stay in the building. There are a number of ways you may be alerted to a tornado warning. First of all, you may hear the city sirens. Secondly, the Campus Police or other GCCC staff coming to your classroom may alert you. In either case, you must instruct your students to go to the designated areas immediately. If there is threatening weather forecast and may want to bring a radio to your class.

Please keep this list in your class materials so it will be readily available when needed.

Tornado Watch and Warning

- o In the event that a **Tornado Watch** is issued for our area, the following will happen:
 - A global e-mail message via Bustermail and text message will be sent.
 - You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.
- o If a **Tornado Warning** is issued for our area, the following will happen:
 - External City warning sirens will be activated.

Stay away from windows and exterior doors.

You should promptly move to your designated **Tornado Shelter**.

Remain in your designated shelter until a warning expiration message is announced.

Note: If the facility is damaged, evacuate the area after the storm passes (following the direction of emergency building personnel) and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks. Report any injuries to the GCCC Campus Police and emergency responders.

GCCC Tornado Shelter Instructions

Listed below is a list of GCCC buildings and designated shelters. GCCC personnel **should not** instruct students to go home. If students choose to go home, you cannot require them to stay in the building.

- **Academic (ACAD)**-Restrooms, interior offices
- **Access and Opportunity Center (SCSC)**-Basement interior classrooms
- **Administration (SCSC)**-Basement interior classrooms
- **Adult Learning Center - East Garden Village Site** -Basement of the office
- **Broncbuster Housing**-Laundry Room
- **Fine Arts (JOYC)**-Restrooms, practice rooms, basement
- **Gary Jarmer Annex**-Interior offices or if possible, move to the John Collins building (JCVT)
- **Gym (DPAC)**-Football locker, baseball locker, laundry room, football storage
- **Horse Palace**-Finney County Juvenile Detention Center at 507 W. Santa Fe.
- **John Collins (JCVT)**-Restrooms, interior offices
- **Multi-Sports Complex**-Basement of the Student and Community Services Center on the main GCCC campus
- **Physical Plant**-North offices
- **Penka (PENK)**-Main restrooms, interior offices, classrooms 1007,1013, 1047
- **Saffell Library**-Women's restroom, accommodations computer lab
- **Science and Math (FOUS)**-ADA restrooms, interior offices, conference room
- **Fire Science (Fire Tower)**-Janitor closet or if possible, Beth Tedrow Student Center (BTSC) basement
- **Beth Tedrow Student Center (BTSC)**-Basement exterior rooms, Broncbuster room, Residential West hall first floor
- **Student Housing**-Residential West first floor hallway, first floor restrooms
- **Welding Center**-Interior Restrooms

APPROVAL AND IMPLEMENTATION

No rights or obligations on the College are created or intended by this Policy beyond those typically found within the background laws informing such codes, generally.

This Policy and procedures are effective August 1, 2022