

STUDENT HANDBOOK 2020-2021



Fall 2020

I am excited to welcome you to Garden City Community College for the 2020-2021 academic year. Garden City Community College exists specifically for you as students. Our mission is to produce positive contributors to society. 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 experience and making Garden City Community College a positive experience. 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 are able to obtain leadership and teamwork skills, meet new people and build your résumé. 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,

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, 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
Coffeerville 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

Academic Catalog
 Academic Issues, Career Info.
 & Changing Advisor

 Adding or Dropping a Course
 (Enrollment)

 Advising

 Alcohol/Drug Resources

 Assessment (Placement)
 Attendance
 Bill Payment/ Money
 Books & Supplies & ID Cards
 Campus Police
 Counseling/ Mental health

 Custodial (cleanliness) Issues
 Cosmetology
 Degree Checks

 Dining/ Catering/ Meal Tickets
 Disability services/ ADA Concerns
 Email/ Technology Log-in Issues
 Financial Aid/ Student Loans/ Scholarships
 Grades

 Health/ Illness/ Health Insurance
 Housing Issues
 International Students
 Library Services
 Low Income/1st Generation Students
 Maintenance
 Meeting Rooms
 Notary Public
 Poster Placement and Approval
 Student Complaints
 Title IX
 Transcripts
 Tutoring & Academic Assistance

 Veteran's Information
 Work Study
 Withdrawing from College

Whom to See

Your Advisor
 Counselor
 Advising Center
 Your Advisor
 Registrar
 Advising Center
 Your Advisor
 Advising Center
 Counselor
 Genesis (on-campus hours)
 Assessment Center
 Contact your Instructors

 Canvas/ Bookstore
 Campus Police Department
 Counselor
 Genesis (on-campus hours)
 Building Secretary
 Cosmetology Department
 Your Advisor
 Advising Center
 Food Service Director
 Accommodations Coordinator

 Financial Aid Office
 Canvas
 BusterWeb
 College Health Nurse
 Director of Residential Life
 International Coordinator
 Library Staff
 Student Support Services
 Dean of Physical Planning
 Office Manager of Facilities
 Registrar
 SGA Advisor
 VP of Student Services
 Title IX Coordinator
 Registrar
 Comp. Learning Center
 Student Support Services
 Registrar
 Financial Aid Office
 Advising Center

Where/Phone

www.gcccks.edu
 Advisor's Office
 SCSC 276-9635
 SCSC
 Advisor's Office
 SCSC
 SCSC
 Advisor's Office
 SCSC
 SCSC 276-9635
 Student Center
 SCSC 276-9654
 Faculty Offices/ Canvas

 Canvas or Student Center
 SCSC (2nd floor) 272-6828
 SCSC 276-9635
 Student Center
 Appropriate Bldg
 Penka Bldg 276-8713
 Advisor's Office
 SCSC
 Student Center 276-9607
 Library 276-9638
 password.reset@gcccks.edu
 SCSC 276-9519
 Online
 Online
 Student Center 276-9601
 Student Center 276-9516
 SCSC 276-9662
 SAFL 276-9511
 SAFL 276-9515 276-9660
 Phy. Plant Bldg. 276-9549
 Phy. Plant Bldg. 276-0429
 SCSC 276-9571
 SCSC 276-9671
 SCSC 276-9683
 SCSC 276-9508
 SCSC 276-9605
 SAFL 276-9641
 SAFL 276-9660
 SCSC 276-9605
 SCSC 276-9519
 SCSC

STUDENT SERVICES DIRECTORY

NAME	TITLE	BUILDING	PHONE 276-...
Rafaela Arana	Assessment Coordinator	SCSC	9654
Patricia Miller	College Health Nurse	Student Center	9601
Kari Adams	Coordinator of Disabilities	SCSC	9671/9638
Colin Lamb	Vice President of Student Services	SCSC	9683
Marc Malone	Vice President of Instruction	SCSC	
JoAnn Garrier	Counselor	SCSC	9635
Rebekah Fitzpatrick	Academic Advisor	SCSC	275-3243
Jamie Durler	Director of Instructional Design	SCSC	275-3243
Tammy Tabor	Executive Director of Student Services	SCSC	9508
Sydney Sassaman	Director of Admissions/ International Coordinator	SCSC	9662
Samantha Garcia	Assistant Director of Admissions	SCSC	9531
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	Student Center	9607
Nancy Unruh	Registrar	SCSC	9571
Donna Boese	Assistant Registrar	SCSC	9605
Louise Lurtz	Records Assistant	SCSC	9530
Christine Dillingham	Director of Residential Life	Residence Halls	9642
Annette Waetzig	Residential Life Office Manager	Residence Halls	9516
Kurt Peterson	SSS Director	SAFL	275-3245
Johana Gonzalez	SSS Advisor	SAFL	276-9674
Lizette Avalos	SSS Advisor	SAFL	275-3268
Velia Rodriguez	SSS Tutor Coordinator	SAFL	276-9670
Manuela Vigil	SSS Data Coordinator	SAFL	276-9660
Caleb Young	Athletic Academic Advisor	SCSC	275-3219
Nikki Herrman	Family Crisis Campus Advocate	SCSC	276-9672
Leslie Wenzel	Director of Advising	SCSC	275-3220
Melanie Hands	Academic Advisor / SGA Advisor	BTSC/SCSC	0474 / 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 he/she is 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, he/she 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, he/she forfeits 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 including: name, or social security number must complete a “Student Data Change Form” at the Registrar’s Office. Changing a name requires a copy of a marriage certificate or court order. 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.

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 and signed 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 Vice President is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and 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 will be notified through their GC3 email account and will have four (4) days to accept the offer of enrollment by contacting his/her advisor.

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 – An academic advisor is assigned to each student according to the major declared on the student's Application for Admission. Students who are still deciding a major will be assigned an advisor by the Advising Center. Advisors assist students in developing a degree completion plan, selecting courses each semester and monitoring academic progress toward completing the degree program. **An advisor's signature is required for the completion of a student's enrollment.** Each student is responsible for working out a plan of education with his/her advisor. The student is ultimately responsible for the success, degree requirements and transferability of his/her own educational program.

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 students complete a skills assessment to determine their “best fit” course placement. This assessment underscores the College's commitment to the student's right to succeed. Earning a GCCC degree requires successful completion of a series of communication and math courses, with mandatory prerequisite skills for access. Admitting students to a course for which they are not prepared does them an injustice. Developmental coursework is intended to give the student the academic skills necessary to succeed at College-level work. The placement assessment determines if the student is prepared to succeed in the required English, reading and math courses or if he/she would benefit from developmental course preparation before the required College courses. Students have the opportunity to confirm or appeal course placements. To arrange for assessment, student should contact the Mary Jo Williams Assessment Center in the SCSC.

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 open to new students. Early enrollment is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Early enrollment for summer 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 Student Handbook and on the College website.

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.

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 withdrawn 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 withdrawn courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until the published "last date to withdraw". 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 Vice President of Instruction 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 Vice President.
2. The decision of the Vice President 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 Vice President for Instruction with appropriate documentation within two weeks of the last day to withdraw.

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 Vice President of Instruction 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 Vice President.
2. The decision of the Vice President 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.

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. Grades are reported to the office of the Registrar at the end of each semester. Grades are reported be letter only. No plus or minus values are recorded. The grading system includes the following:

A (Excellent)	4.0
B (Good)	3.0
C (Average)	2.0
D (Poor but Passing)	1.0
F (Failing)	0.0
P (Passing – credit only, not computed in GPA)	
I (Incomplete)	
W (Withdrawn)	
CR (Credit only, not computed in GPA)	
AU (Audit – no credit, no grade)	

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. A “CR” grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops, or other similar learning experiences. Credit by examination program credits are usually designated by this notation.

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 are 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, without the student's written permission, is a violation of Federal Education Rights and Privacy Act 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; accessing BusterWeb; or 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.

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. A failing grade will not be changed to a passing grade without the signature of the appropriate Vice President. The student will receive a copy of the grade change form as notification that the process has been completed. Grade change and withdrawal appeals must be submitted to the Registrar's **Office within one semester of the student's initial enrollment in the course.**

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 Executive Director of Student Services:

1. The Application for Reinstatement must be completed, signed by the student, and submitted to the Executive Director 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 Executive Director of Student Services. The letters must 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 Executive Director of Student Services.
5. The student must provide a degree audit from an academic advisor.
6. College transcript(s) must be submitted to the Executive Director of Student Services.

The items listed above will be given priority if received in the office of the Executive Director 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 Executive Director 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 of Instruction or his/her designee. Such appeals must be made in writing to the Vice President of Instruction within one working day following denial by the Committee. Decisions by the Vice President of Instruction are final. If a student does not appeal or is denied readmission for one semester, he/she has 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.

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 \$61 per credit hour

*Credit Hour Fees \$47 per credit hour

OUT-OF -STATE RESIDENCY

Tuition \$80 per credit hour

* Credit Hour Fees \$47 per credit hour

INTERNATIONAL RESIDENCY

Tuition \$98 per credit hour

*Credit Hour Fees \$47 per credit hour

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

Tuition \$75 per credit hour

*Credit Hour Fees \$47 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 and loans. MasterCard, VISA and Discover are accepted. In addition, students may sign up for an automatic payment plan with flexible payment options through Nelnet Business Solutions. Steps to enroll:

- Go to www.gcccks.edu
- Click on BusterWeb under Most Popular to log into your BusterWeb account
- Under Current Students, Registration, click on Link "review Student Account, Make Payment, Signup for payment plan"
- Complete your one-time Nelnet registration

After that you will be able to view transactions that have been posted to your student account, make a payment or set-up a payment plan. There is no charge to view your student account or make a payment, you will be charged a \$25 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 30, 2020 for fall and, March 24, 2021 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 study pays on a per credit hour basis. The College has partnered with Cengage Learning and most courses have adopted textbooks which will be used as an e-textbook online. 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, housing contracts, non-return of scholarship books, athletic equipment or clothing, unpaid library fines, non-returned books or unpaid class supplies, a hold will be 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, stating that the obligation has been cleared or paid. Records of former students in default on Federal Loans taken while attending GCCC will also be placed on hold until the default status is satisfactorily resolved and until required loan exit counseling is completed.

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

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 29th, 2020, casual meal rates, including tax, are as follows:

Breakfast \$5.00

Lunch \$6.25

Special Dinner \$8.25

Dinner \$7.25

*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: \$45

15 Meal Punch Cards are: \$60

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 weekdays with no classes or when school is canceled due to bad weather:

Brunch 12:00 – 1:00

Dinner 5:00 – 6:00

Meals are not served during served over the following break: Easter Break.

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 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 off-campus mental health professionals through Genesis Family Health, (620) 276-1766.

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.

BusterWeb - On-line access to student academic information, including class schedules, grades and unofficial transcripts. To access BusterWeb, go to the GCCC Web site (www.gcccks.edu). If this is the first time you have logged into BusterWeb and you are a student, use the "What's my User Name?" link below to get your user name. Your temporary Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in MMDDYYYY format (i.e. if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985).

If you have issues logging into any GCCC system (BusterWeb, 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 BusterWeb. 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 276-9603 (office). After hours dial 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 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 Web site (www.gcccks.edu). It does not expire when a student leaves GCCC. However, the email account can become dormant if not used after two years of time. To reactivate, students will need to email password.reset@gcccks.edu.

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 GCCC students reach their educational goals. For information refer to the "Financial Aid" page at www.gcccks.edu. 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 (www.fafsa.gov).

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 or alternative high school (official high school and all College transcripts must be on file in the admissions office). OR
- Demonstrate the Ability to Benefit (ATB) and be actively enrolled in an Adult Education/Career Pathways Program.
- Enrolled in a program leading to an Associate Degree or eligible certificate.
- Make satisfactory academic progress toward earning a degree or eligible certificate.
- Provide all necessary forms and documents as requested.

SCHOLARSHIPS Application Process-

To apply for Scholarships:

Visit www.gcccks.edu

Costs & Aid

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.

Due to COVID-19, and to ensure the health and safety of others, all visits to College Health will be by appointment only. Please call College Health 620-276-9601 or email patricia.miller@gcccks.edu to arrange an appointment.

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.

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, 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 – 620-276-9503.

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 – 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

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.

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. Sponsor: Melanie Hands – 620-276-0474 or 620-276-9671.

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– 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.

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.

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 or cody.cundiff@gcccks.edu or Liz Tharman (620) 276-0424 or elizabeth.tharman@gcccks.edu

SCIENCE & MATH CLUB

Mission: 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@gcccks.edu.

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. Sponsor: Melanie Hands – 620-276-0474 or 620-276-9671.

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. Sponsor: Melanie Hands – 620-276-0474 or 620-276-9671.

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 - All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the College.

The College assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a College community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The College reserves the right to take disciplinary measures in the best interests of GCCC.

Discipline is the responsibility of the Vice President for Instruction or Vice President for Student Services, or designee, respectively. Cases involving minor infractions of normal discipline may be handled by the Disciplinary Review Board. Disciplinary action may be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well-being, infringement on others' rights, damage to College property, or any other situation which reflects negatively on the College community, programs, organizations, or activities.

The College reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of College officials.

Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct:

- **Alcohol and Drug Policy** – Alcoholic beverages and illegal drugs are prohibited on College property. Possession, distribution or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the College buildings or at any College-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from College.
- **Assault and Battery** – includes any action, including hazing, which threatens the physical well-being, mental health, or safety of others.
- **Computer Lab** – Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as, but not limited to, using other's e-mail without permission, downloading or engaging in 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 and the Buckley Amendment.
- **Dishonesty** – includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the College.
- **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.
- **Intimidation and Bullying** – Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes, or interferes with the operation of any College class or activity. Such conduct includes, but is not limited to, assault, threats to the

personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing and bullying.

- **Social Media / Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, texting electronic mail, Internet services, and social media including but not limited to Facebook, Twitter, Snapchat, TikTok and Instagram.
- **Fireworks, Knives or Other Weapons** – A Garden City ordinance prohibits the detonation of fireworks within the city limits. Knives, explosives, air rifles/pistols, pellet guns, BB guns, paintball guns and bludgeon weapons are prohibited on GCCC property. Campus Police will investigate all matters relating to these areas and violators may be prosecuted. Students may also receive discipline, which includes dismissal from the College for violations and/or threats involving weapons.
- **Guns, Firearms, & Other 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 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 shall 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 and 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 shall be a violation of this policy to openly display any lawfully possessed handgun while on campus.

Please refer to the GCCC Weapons policy for additional information.

All laws and regulations are strictly enforced to assure safety.

- **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. (Garden City Code).
- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the College's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.
- **Theft/Vandalism** – theft or damage to College or other's property will 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 campus police, 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.
- **Sexual Misconduct** – Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. See Sexual Misconduct Policy.

COLLEGE DISCIPLINARY PROCESS

Refer to GCCC website for all policy information.

The rights of each individual at Garden City Community College deserve the respect and protection of administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect.

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 handbook.

STUDENT DISCIPLINARY PROCESS

Misconduct is considered a matter of concern to administrators, faculty, staff, and students alike. Reports of misconduct are made to the GCCC Campus Police Department.

Garden City's Student Disciplinary Process is a three- step model consisting of the following stages: Investigation and Initial decision; Appeal to the Disciplinary Review Committee; and Appeal to the Vice President of Student Services.

Step 1: Investigation and Initial Decision

Stage one of the disciplinary process begins with any College student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage, the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the GCCC Campus Police and/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Executive Director of Student Services, applicable Academic Dean, or designee, may immediately impose interim action(s) in the event that a student's continued presence in 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 Executive Director of Student Services (or designee) will give consideration to 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 action while it remains in effect by submitting a written request to the applicable Vice President. The Vice President will review the request and determine if the interim action will be upheld, modified, or terminated. The decision of the Vice President will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Executive Director of Student Services, applicable Academic Dean, or designee) and the disciplinary process is initiated. The role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Disciplinary Review Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

Step 2: Right to Appeal to the Appeals Committee

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services or Vice President of Instruction within forty-eight (48) hours of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the applicable Vice President must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Disciplinary Review Committee is comprised of three faculty members and three Student Services staff members, chaired by the Criminal Justice Instructor.

Step 3: Appeal to the Vice President of Student Services or Vice President of Instruction

Should the student desire to appeal the decision made by the Disciplinary Review Committee, they may do so, in writing, directly to the applicable Vice President. The Vice President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President has the ability to support the decision made by the Discipline Review Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' or Vice President of Instruction's decision is final.

CAMPUS ENVIRONMENT/OFFICIAL COMPLIANCE

Discrimination or Harassment - No student shall engage in discrimination/harassment of another student; no one shall engage in discrimination/harassment of an employee of the College as defined by College policy. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972.

This includes:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or
- c) such conduct has the purpose or effect of unreasonably interfering with the instructor, student or staff member's performance or creating an intimidating, hostile or offensive environment.

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook. For more information regarding the Non-Discrimination/Anti-Harassment policy, please see the Student Handbook or visit the College website at www.gcccks.edu and click on Consumer Information.

Drug/Alcohol-Free Campus - GCCC 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. GCCC 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 institution 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 the 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 institution is committed to a healthy environment for learning and living.

Disability Services - Garden City Community College is complying with the Americans with disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9638 located in the Student and Community Services Center. Accommodations forms are available in the Accommodations Office. For additional information see section "Student Assist Services".

Student's Right-To-Know/Campus Security Act – GCCC adheres to the Student's Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are listed in this Handbook, linked on the College's Web site (www.gcccks.edu) and by request from the Admissions Office and the Director of Athletics office. Link to current KBI registered sex-offenders list is also available.

Graduation Rate – The four-year completion or graduation rate for students who entered GCCC fall 2013, 2014, 2015, and 2016 as first-time, full-time degree-seeking students was 37%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 28%. The persistence rate accounted for 65% of the four-year cohort groups. (2019-2020) Graduation Rate Survey) Copies of this survey are available at the Admissions Office, Athletic Director's Office and on the College Web site.

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.

Face Coverings/Covid-19 Pandemic - To protect the health and safety of the Buster and Garden City community, students, faculty, staff, and visitors must wear face coverings over their mouths and noses while on the Garden City campus in all hallways, public spaces, cafeteria, library, classrooms and other common areas of campus buildings, and when in offices or other work spaces or outdoor settings when 6-foot social distancing cannot be maintained. Students who need reasonable accommodations and assistance related to required face coverings may contact Accommodations Services at accommodations@gcccks.edu.

In any GCCC public buildings we reserve the right to deny a student entry into the room if the student is not wearing a face covering. Students not wearing a face covering will be reminded to do so and offered a clean face covering. If the student does not comply, the employee will ask the student to leave the space. As a last resort, campus police will be called, 620-272-6828. Masks are available from Building Assistants but may not always be available depending on supply.

At no point should the College staff, faculty or students put themselves into an unsafe situation while attempting to enforce the face-covering policy.

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 approved 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 non-College groups. The time, place and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of non-College groups who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly or expression. Reference Student Peaceful Assembly and Forum Policy on website.

STUDENT GUIDE ON SEXUAL MISCONDUCT

INTRODUCTION

Members of the Garden City Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.

The College uses the preponderance of the evidence (also known as "more likely than not") as a standard of proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence," and "burden of proof" are not applicable, but the College never assumes a responding party is in violation of College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

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 – Executive Director 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

- Finney County Sexual Assault Nurse Examiner (SANE), Emergency – 911, *Non-Emergency* – (620) 272-2222 (St. Catherine Emergency Room)
- Family Crisis Services*, **Crisis Hotline** – Nikki Herrman, 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.
- Genesis Family Health*, (620) 275-1766, Beth Tedrow Student Center, Monday, Wednesday, Friday, afternoon. Or 712 St. John St, Garden City.
- Kansas Coalition Against Sexual & Domestic Violence*, **Crisis Hotline** – 1-888-END-ABUSE (363-2287), (www.kcsdv.org)
- National Sexual Assault Hotline* – 1-800-656-HOPE (4673), (<https://ohl.rainn.org/online/>)
- 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

If reporting students wish that details of an incident be kept confidential, they should speak with campus mental health counselors. Campus counselors are available to assist during regular business hours and their service is free of charge to GCCC students. Off-campus rape crisis center staff and/or members of the local student health center can maintain confidentiality and have no duty to report your information to the College.

You may request confidentiality and/or that the Title IX Coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the College's need to address and remedy discrimination or harassment under Title IX. Generally, the College will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, the College will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If GCCC decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the College to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

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.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Garden City Community College will initiate a prompt initial assessment to determine the next steps the Complainant needs to take.

The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.

- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply. Please note that dismissing a complaint under Title IX is just procedural, and does not limit the Recipient’s authority to address a complaint with an appropriate process and remedies.

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the CARE Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Recipient about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other CARE Team. A VRA authorized by the Title IX Coordinator should occur in collaboration with the CARE Team. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

Incidents Involving Minors

Please be aware that institutional duties with respect to minors (those under the age of 18), may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

Garden City Community College Policy:

Sexual misconduct, including sexual harassment, sexual violence, sexual exploitation, intimate partner violence, and stalking are violations of the College's *Title IX Non-Discrimination / Anti-Harassment Policy*. A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of Kansas law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. The College's policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, the College will impose sanctions, as noted in this guide.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. The College has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus, when such incidents have an impact on the educational and/or work environment.

Additional information about campus crime, state laws, and disclosures related to sexual misconduct can be found online in the College's *Annual Security Report*. Access it at <https://www.gcccks.edu/about/safetysecurity/>.

Sexual Misconduct Violations:

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator. Remedies, education, and/or training will be provided in response.

The following are definitions of sexual misconduct prohibited by Garden City Community College Policy.

Sexual Harassment

Sexual harassment is:

- unwelcome
- sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Sufficiently severe, Persistent, or pervasive, and
- Objectively offensive that it:
 - Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's education, employment, social and/or residential programs.

Quid Pro Quo Harassment is:

- Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when an exchange of an item or a service has been traded in return for something of value.
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's education or employment progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving benefits of any educational or employment program.

Sanctions range from warning through expulsion/termination.

Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is:

- any sexual penetration or intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sanctions typically result in suspension or expulsion/termination.

Non-Consensual Sexual Contact

Non-consensual sexual contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sanctions range from warning through expulsion/termination.

Dating Violence

Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence, defined as:

- e. violence,
- f. on the basis of sex,
- g. committed by a current or former spouse or intimate partner of the Complainant,
- h. by a person with whom the Complainant shares a child in common, or
- i. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- j. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas, or
- k. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking, defined as:

- l. engaging in a course of conduct,
- m. on the basis of sex,
- n. directed at a specific person, that

- i. would cause a reasonable person to fear for the person's safety, or
- ii. the safety of others; or
- iii. Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Retaliation

Retaliation is:

- any adverse action taken against a person participating in a protected activity,
- because of that person's participation in that protected activity.
 - subject to limitations imposed by the First Amendment and/or academic freedom

Sanctions range from warning through expulsion/termination.

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Garden City Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for College or any member of the GCCC community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Consent:

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM¹ or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so the College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

To legally give consent in Kansas, individuals must be at least 16 years old.

Force

Force is defined as direct or indirect use of physical violence and/or imposing physically on someone to gain sexual access. Force, unless part of a mutually-permissible kink, is a clear demonstration of a lack of consent.

Incapacitation

Incapacitation is defined as a state in which individuals are unable to make rational, reasonable decisions because they lack the capacity to understand “who, what, when, where, why, or how” of a situation or interaction. Individuals cannot give sexual consent if they can’t understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if it is because they voluntarily consumed alcohol or drugs. Unless consent is “knowing,” it is not valid. Those engaging in sexual activity who know or should have known that the other party is incapacitated are engaging in sexual misconduct. The possession, use, distribution, and/or administration of any incapacitating substances is prohibited.

The fact that a responding party was intoxicated, and thus did not realize the reporting party was incapacitated, does not excuse sexual misconduct.

Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Garden City Community College additionally prohibits the following offenses as forms of discrimination

¹ Bondage, discipline/dominance, submission/sadism, and masochism.

outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
 - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
 - Knowingly soliciting a minor for sexual activity
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as:
 - Repeated and/or severe
 - Aggressive behavior
 - Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
 - That is not speech or conduct otherwise protected by the First Amendment.

Violation of any other College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

Your Rights:

Garden City Community College strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options.

Reporting

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by the College.

Fairness

- All members of the campus community have the right to have reported incidents addressed according to the College's published policy and procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

Support

- Students have a right to be notified of their ability to access campus counseling and health services.
- Students and employees have a right to be notified of on- and off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Campus Security in requesting and/or enforcing such orders.

Remedies:

Garden City Community College may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- Issuing interim suspensions pending a hearing.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.
- Providing education to the campus community.
- Altering the on-campus housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.

Garden City Community College Procedures:

The College's procedures are detailed fully at <https://www.gcccks.edu/policies/>.

Intake

A College official will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry.

All resolutions will be conducted by campus officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with federal law. Title IX-related resolutions are not subject to publicly available record-keeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

Preliminary Inquiry

An initial determination is made about the allegations and whether to move forward to a formal investigation. This decision is made by the College's Title IX Coordinator, taking into account the nature of the allegations and the reporting party's wishes. If the decision is made to move forward, the Title IX Coordinator refers the allegations to investigators.

Investigations

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations which will be submitted to the Title IX Coordinator.

Standard of Evidence

The College, in accordance with Title IX and guidance from the Department of Education's Office of Civil Rights, uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is "*more likely than not*" that a violation occurred. This standard is sometimes explained as "50% plus a feather."

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Past History

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the College will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

Final Determination

The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications of each party. This notice will include the procedures for appealing the decision, any change to the results that occurs prior to the time that such results become final, and when results are considered to be final.

Appeals

Either party may petition to appeal the Title IX Coordinator's final determination only on procedural concerns, where it is believed that the final determination was reached without following these Procedures. In such instances, the appealing party must submit an appeal to the Vice President of Student Services in writing within three (3) business days of the date the Title IX Coordinator delivers the Final Outcome Letter to the parties. The notice of appeal must describe in detail the procedure that was not followed. The Vice President will put the non-appealing party on notice allowing the non-appealing party three (3) business days, to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. The Appeals Committee will make the final ruling/determination with respect

to the original complaint of Sexual Misconduct within three (3) days of the date of the appeal. Decisions of the Appeals Committee are final and not subject to appeal by either party.

Risk Reduction:

Risk Reduction for Intimate Partner Violence, Stalking, Sexual Harassment, and Sexual Violence

While victim-blaming is never appropriate and Garden City Community College fully recognizes that only those who commit sexual misconduct are responsible for their actions, the College provides the following suggestions to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

Reducing the Risk of Victimization

- ✓ Make any limits/boundaries you may have known as early as possible.
- ✓ Clearly and firmly articulate consent or lack of consent.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

Reducing the Risk of Being Accused of Sexual Misconduct

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- ✓ Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what's OK in any interaction, ask.
- ✓ Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.
- ✓ Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect the timeline for sexual behaviors with which others are comfortable and understand that they are entitled to change their minds.
- ✓ Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ Understand that exerting power and control over another through sex is unacceptable conduct.

Programs:

Ongoing Campaigns

Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty, and staff.

VAWA/CLERY Training & Bystander Intervention

The College provides all students and employees with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking, consent, and bystander intervention in compliance with the Violence Against Women Act and the Clery Act. Additionally, special

emphasis is devoted to educating all new students, new employees, student-athletes, and residential students in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others.

Safety Assessment Reporting System

The Safety Assessment form will allow you to report concerns about a student's mental health or well-being, disruptive or inappropriate behaviors in the classroom or on campus, a student posing a threat to themselves or others, abusive behaviors, or sexual misconduct. Referrals can be made by any GCCC employee, GCCC student, parents or by self-referral.

The Safety Assessment form is accessible on the webpage located under the Student tab and the Counseling and Advising link. <http://www.gcccks.edu/student/counselingadvising/safetyassessment/>.

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:	Employees:
Tammy Tabor	Kellee Munoz
Title IX Coordinator	Director of Human Resources
(620) 267-9508	(620) 276-9574
tammy.tabor@gcccks.edu	kellee.munoz@gcccks.edu

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the College President, (620) 276-9533.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR) Or:	
U.S. Department of Education	U.S. Department of Justice Civil Rights Division
One Petticoat Lane	950 Pennsylvania Avenue, N.W.
1010 Walnut, Suite 452	Educational Opportunities Section, PHB
Kansas City, MO 64106	Washington, D.C. 20530
(816) 268-0404	(202) 514-4092 or 1-877-292-3804
Fax: (816) 268-0407	Fax: (202) 514-8337
Email: ocr@ed.gov	Email: education@usdoj.gov
Web: http://www.ed.gov/ocr	

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of the College community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any

other form of sexual activity. Previous consent does not imply consent to sexual activity in the future. Silence or passivity – without actions demonstrating permission—cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because that lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor, and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for later charge or a violation of applicable section of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes Resident Assistants (RAs) and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

FEDERAL STATISTICAL REPORTING OBLIGATIONS / MANDATED REPORTING

Certain campus officials — those deemed Campus Security Authorities – have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

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

AMNESTY POLICY

Individuals may be hesitant to report conduct which they have experienced or witnessed, to participate in an investigation and/or grievance proceeding, or to speak truthfully because they fear College disciplinary action due to their own consumption of alcohol or other drugs at or near the time of the incident. While the

College does not condone underage drinking or drug use, the College may extend limited immunity from College sanctioning in the case of illegal drug and alcohol use to victims, witnesses and those reporting incidents and/or assisting the victims of sexual offenses, provided that they are acting in good faith in such capacity.

REGISTERED SEX OFFENDER ENROLLED AT GCCC

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when he/she is 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:// www.accesskansas.org/registered-offender/index.html](https://www.accesskansas.org/registered-offender/index.html).

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 Executive Director of Student Services coordinates the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Executive Director 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 Security 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 Busermail 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 Department of Campus Safety 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