



# Student Housing Disciplinary Standards

Dodge City Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Protecting the functional integrity of the classroom and the campus educational environment is paramount to this endeavor.

Students are expected to behave in a manner that is conducive to the mission of the College. To accomplish its educational mission, members of the College community aspire to a standard that is higher than mere compliance with formalized College regulations and local, state and federal law. Dodge City Community College reserves the right to impose disciplinary sanctions for behavioral misconduct that occurs either on campus or off campus.

Except for cases involving the possibility of suspension or expulsion from the College, informal hearings may be called at the discretion of the Vice President of Student Affairs or designee for the purpose of fact finding and/or imposing sanctions for violations of the Code of Student Conduct. Such informal hearings may be held at any time and require no prior notification.

## **DC3 Disciplinary Point System**

The disciplinary point system is designed to promote consideration and safety for others living in a community. Residential life violations are assessed by the disciplinary point system at the discretion of the Judicial Officer.

<b>Violation Possible</b>	<b>Discipline</b>	<b>Maximum Points</b>
Alcohol 1st time (usage, presence, paraphernalia)	Discipline as Determined	2
Alcohol 2nd time (usage, presence, paraphernalia)	Discipline as Determined	2
Alcohol 3rd time (usage, presence, paraphernalia)	Discipline as Determined	2
Aerosol Guns (Darts and Paint Balls)	Discipline as Determined	2
Assault - Physical (bodily contact, fighting, sexual, harassment)	Immediate Removal	6
Assault - Non-Physical (verbal, bullying, sexual, harassment, stalking)	Immediate Removal	6
Disruptive or Violent conduct toward yourself and/or others	Immediate Removal	6
Dress Code (sagging pants, shirts with profanity, sports bras, ripped t-shirts)	Discipline as Determined	1
Drugs (usage, presence, and paraphernalia)	Immediate Removal	6
Evading Arrest	Immediate Removal	6
Failure to Complete Discipline Sanction	Discipline as Determined	1
Failure to Evacuate During a Fire Drill/Alarm	Discipline as Determined	1
Failure to Meet with Judicial Officer	Discipline as Determined	1
Failure to Show ID	Discipline as Determined	1
Fire Code Violation 1st time (candles, wax warmers)	Discipline as Determined	1
Fire Equipment Violation	Discipline as Determined	2
Fireworks	Discipline as Determined	2



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Gambling	Discipline as Determined	2
Harassment/Threats ((threat, including profane or abusive language)	Discipline as Determined	2
Horseplay/Shadow Boxing	Discipline as Determined	2
Improper Change of Room	Discipline as Determined	2
Improper Use of Room Key	Discipline as Determined	2
Littering	Discipline as Determined	1
Lockouts 1st time	Discipline as Determined	1
Lockouts 2nd time	Discipline as Determined	1
Lockouts 3rd time	Discipline as Determined	1
Loitering 1st time	Discipline as Determined	1
Loitering 2nd time	Discipline as Determined	2
Loitering 3rd time	Discipline as Determined	3
Noise 1st time	Discipline as Determined	1
Noise 2nd time	Discipline as Determined	2
Noise 3rd time	Discipline as Determined	3
Open Window/Removed Screen	Discipline as Determined	1
Pet Violation	Pet Removed, Restitution	2
Profanity – General	Discipline as Determined	1
Profanity or Abusive Language toward DC3 Staff and Faculty	Discipline as Determined	3
Removal of Dining Hall items	Discipline as Determined	1
Skipping Mandatory Residential Life Meeting	Discipline as Determined	1
Smoking and Smokeless Tobacco	Discipline as Determined	2
Tampering with Security/Fire Equipment (smoke detector and fire extinguisher)	Discipline as Determined	4
Tampering with College Property (vending, ice, laundry machine, etc.)	Discipline as Determined	3
Theft (illegal possession of residents or college property)	Immediate Removal	6
Throwing Objects (Water Balloons and Eggs)	Discipline as Determined	1
Uncooperative Manner (Inappropriate behavior)	Discipline as Determined	1
Unlocked/Propped Door(s)	Discipline as Determined	1
Unregistered Guest (Non-Housing Student)	Discipline as Determined	2
Unsanitary Living 1st time	Discipline as Determined	1
Unsanitary Living 2nd time	Discipline as Determined	2
Unsanitary Living 3rd time	Discipline as Determined	3
Visitation	Discipline as Determined	1
Weapons	Immediate Removal	6

If a resident accumulate any combination equaling **SIX (6) POINTS in an academic school year**, this includes fall, spring and summer, s/he will be removed from housing for no less than ONE (1) academic year. Resident is subject to being issued a criminal trespass warning. The disciplinary points issued are valid for one full academic year, from July until the following July of that year. In addition to the infractions listed on the following pages, illegal activities on or off campus may be grounds for removal from the Residence Halls.



Sanctions for policy violations that are in addition to any disciplinary points assessed. Sanctions are designed to promote a learning experience for the resident, and assist them with their own development as a member of the on-campus community. These sanctions must be appropriate to the circumstances of the violation and can include, but are not limited to, counseling with a student affairs professional, counseling with an on-campus professional counselor, probation or disciplinary contract, removal from Residence Life Housing, expulsion/suspension from DC3, community service, or reflection essays. Plagiarism in reflection essays and/or failure to complete reflection essays will not be tolerated and will result in additional judicial sanctions. Sanctions will be determined and assigned by the Judicial Officer.

## RESIDENCE LIFE REGULATIONS

### **Acts of Dishonesty:**

Prohibited acts of dishonesty include but are not limited to the following:

- Furnishing false information to any Dodge City Community College official, security/police officers, faculty member, or office.
- Forgery, alteration, or misuse of any Dodge City Community College document, record, or instrument of identification.

### **Adult Status**

The State of Texas assumes legal adulthood at age 18. All matters pertaining to academic performance, personal conduct and payment of charges due the College are your personal responsibility. The following recommendations are to assist in your success as a College Student;

- Read all documents before signing them
- Understand your signature means you have read, understand, and agree to the conditions
- Read mail and notices posted throughout campus and your residential hall

### **Alcohol**

Kansas law prohibits the possession or consumption of any kind of alcohol on community college campuses. Dodge City Community College will uphold and enforce this law. Possession or consumption of alcoholic or cereal malt beverages is expressly forbidden on all property of Dodge City Community College or at any College sponsored activity. If a student is found with alcohol or cereal malt beverages on property of Dodge City Community College or any College sponsored activity, the student will be placed on immediate probation. See the [Student Housing Disciplinary Standards](#) section for violation sanctions.

### **Drinking Laws - State of Kansas Legal Age**

No person under the age of 21 years shall purchase, obtain, possess or consume cereal malt beverages or alcoholic liquor (3.2 percent or 6 percent beer, wine or hard liquor).

### **Penalties for Violations**

Violation of the laws concerning the possession, consumption, purchase or attempt to obtain or purchase alcoholic liquor or cereal malt beverages by a person 18 or more years of age but less than 21 years of age is a class C misdemeanor for which the minimum fine is \$200. Further, the court is required to suspend the driving privileges of the offenders for 30 days upon a first conviction, 90 days upon a second conviction and one year upon a third or subsequent conviction. Any person, under the age of 18 years



who possesses, consumes, purchases or attempts to obtain or purchase alcoholic liquor or cereal malt beverages is a juvenile offender under the Kansas Juvenile Justice Code and subject to a fine of not less than \$200 nor more than \$500.

**False Identification**

It is unlawful for any person to display or possess a canceled, fictitious or fraudulently altered or fraudulently obtained identification card or driver's license.

It is unlawful to lend any driver's license to any other person or permit the use of a driver's license or identification card by another person. It is unlawful to create or reproduce a driver's license or identification card.

Violation of the above laws is a class B nonperson misdemeanor and the violator shall be sentenced to not less than 100 hours of public service and fined not less than \$200 nor more than \$500. On a second or subsequent conviction a person shall be guilty of a class "A" nonperson misdemeanor and subject to a fine of \$2,500 and/or a jail sentence up to one year.

**Driving Under the Influence (DUI)**

It is unlawful for any person 21 years of age or older to operate or attempt to operate a vehicle in this state with a breath or blood alcohol content of .08 or greater. (K.S.A. 8-1567)

It is unlawful for any person less than 21 years of age to operate or attempt to operate a vehicle in this state with a breath or blood alcohol of .02 or greater. (K.S.A. 8-1567a)

The penalties for DUI convictions are graduated in severity with each subsequent conviction. The penalties for each conviction may be found in the text of K.S.A. 8-1567 and K.S.A. 8-1567a which may be found in unedited format at [kslegislature.org](http://kslegislature.org).

**Public Intoxicated**

Dodge City Community College is a dry campus and no alcohol or alcohol paraphernalia is allowed on the campus. Students found drinking, manufacturing, or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to Campus Security/Police and will face disciplinary action from the College, as well as penalties issued in accordance with Texas State Law. Any containers (full/partially full/empty) found in a resident's room will be confiscated or discarded by Campus Security/Police. A resident who violates the DC3 alcohol and public intoxication policy in the hall, or participates in a situation off campus where illegal or excessive consumption of alcohol takes place and the resident returns to the hall intoxicated, or a resident whose behavior in the hall is affected by the use of alcohol will be subject to disciplinary action by the Residential Life and Housing department and/or the student conduct office and/or the Campus Security/Police Department and/or the Dodge City Police Department.



### **Aerosol Guns**

Possession of aerosol guns or the use of any such object to cause, or attempt to cause, intimidation or injury to a person or damage to property is prohibited. Persons identified as responsible for such activity may face serious disciplinary action, city and county fines and/or criminal prosecution. Unauthorized possession, use, and storage of explosives (including but not limited to chemicals, solvents, ammunitions, etc.) on any College property is also prohibited.

Further, if possession or use of aerosol gun, fireworks or paintball device is in violation of the law, it will be referred to area Sheriff/Police or other proper law enforcement authorities.

### **Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy for Students and Members of the Public**

Illegal discrimination, harassment and retaliation are prohibited. As such, Dodge City Community College has established both formal and informal procedures to report complaints of illegal discrimination, harassment or retaliation.

### **Assigned Living Spaces**

Residents are not permitted to occupy or use any space in their hall or room to which they are not assigned. This includes vacant rooms, vacant beds and storage furniture on an unoccupied side of a room and/or in a suite assignment, the adjoining bedroom of the assigned room. In addition to a monetary cleaning fine, residents found in violation of this policy will be responsible for any and all charges necessary to return the room to a move-in ready state by housing standards.

### **Assault**

Any actual or threatened interference, physical attack or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden.

Students are not to exhibit behavior that threatens any person, harms, or causes to place in harm, any person, or to conduct themselves in a lewd, indecent, obscene, offensive, or disorderly manner. The College is committed to the principle that all students may use and enjoy its educational and social activities and facilities free from harassment or intimidation on the basis of their gender, race, religion, or national origin. A student may be directed to desist from behavior which, in the opinion of a College official is intended to, or has the effect of, subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be subject to disciplinary action.

**Initiators of sexual activity are responsible for obtaining effective consent.** Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:

- a mental, developmental or physical disability; or
- she or he is under the legal age to give consent; or
- she or he is intoxicated by alcohol, beer or under the influence of other drugs

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.



**Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:**

- Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any College activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the other individual’s performance or creating an intimidating, hostile, or offensive educational and College environment.

**To Report Incidents of Sexual Misconduct or Sexual Harassment**

Report Sexual Assault incidents immediately to any of the following contacts or send an email to: (compliance@edc3.edu).

Ford County Sheriff/DC Police.....	911
DC3 Campus Security.....	620.338.0197
Vice President of Student Affairs.....	620.227.9370
College Counselor.....	620.227.9204
Dave Wetmore.....	620.227.9201
Bev Temaat.....	620.227.9119
Residence Life Director.....	620.227.9376
Compass Behavioral Health.....	620.227.8566
Crisis Center.....	620.225.6510

**Sexual Misconduct Special Concerns**

Dodge City Community College encourages the reporting of instances of sexual misconduct. To assure a proper balance between the rights and interests of the alleged victim of sexual misconduct and the alleged perpetrator of an act of sexual misconduct, and to encourage and foster a positive atmosphere for the prompt reporting and handling of all cases of alleged sexual misconduct, including encouraging alleged victims to testify and otherwise actively participate in the discipline process, the following measures are adopted by the College for application to hearings regarding alleged instances of sexual misconduct:

**Special Mandatory Rights in Cases Involving Alleged Sexual Misconduct**

The alleged victim (“student”) may have an attorney or advisor present. The role of the attorney or advisor is limited to advising the student. The attorney or advisor may not directly question witnesses or the Judicial Hearing Board. The College reserves the right to exclude them from the hearing. Students who wish to have an attorney or advisor present must notify the Judicial Hearing Board in writing at least 24 hours in advance. Such notice shall include the name, address and telephone number of the attorney or advisor as well as an authorization for the College to release information to the attorney or advisor.

The alleged victim shall be permitted to be present during the entire disciplinary hearing (except during deliberations of the Judicial Hearing Board);



- The alleged victim shall have the right to be informed of the outcome of the hearing upon its conclusion by the Judicial Hearing Board; and,
- The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth in this section.

#### **Discretionary Procedures**

- Additionally, in the discretion of the Judicial Hearing Board reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct.
- The Judicial Hearing Board shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodations: The Judicial Hearing Board may, in its discretion. Exclude evidence regarding the past sexual history of the alleged victim from discussion during the hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant; and
- The alleged victim may be given the opportunity to make a statement to the Judicial Hearing Board regarding the impact that the alleged actions have had in his/her life and educational relationship with the College, if the alleged perpetrator is found to have engaged in sexual misconduct.

#### **Campus Facilities**

College facilities are well maintained, and safety and security concerns given a high priority. Many cultural and athletic events held in college facilities are open to the public. Other facilities such as the bookstore, library and cafeterias are likewise open to the public.

Access to academic and administrative facilities on campus is generally limited to students, employees and visitors for the purposes of study, work, teaching and conducting other college business. Only those who have demonstrated a need are issued keys to a building. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program.

Landscaping and outdoor lighting on campus are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Landscape personnel trim shrubs from sidewalks, walkways and building entrances to enhance lighting and visibility. All campus walkways are inspected to ensure adequate lighting. Burned-out lights are promptly replaced. As needs are identified, new sidewalks are installed. New street lights and pedestrian walkway lights are added as new parking areas and walkways are developed or as roadways are changed.

#### **Campus Security/Police**

DC3 has its own Security/Police department on campus that employs full-time officers. The free cooperation of every student is required whenever a Campus Security/Police officer approaches them. Students violating campus regulations or refusing to cooperate with a Campus Security/Police officer are subject to discipline up to and including eviction from a residence hall and/or suspension from the College.



### **Canine room search**

Dodge City Community College reserves the right to conduct room searches with a trained, chemical-sensitive canine.

### **Coercion**

Any student who attempts to coerce or threaten another student, either verbally or in writing in an effort to force the student to take actions against his or her will, will be subject to disciplinary action, reassignment or removal from housing. This includes attempting to coerce a student to change rooms or halls.

### **Commons Area Hours**

The operating hours for the main lobby, study rooms, lounges, kitchens and laundry rooms in each hall are established by the Residence Life Director. All visitors in the lobby must be 17 years of age or older. Anyone younger must be accompanied by a parent (not including the resident) and must remain in the main lobby area. Current DC3 students with a valid DC3 ID card, can be in the lobby, without signing in, between 10 a.m. and 10 p.m. Noise in the lobby should be kept to a minimum. Quiet hours for the common areas (main lobby, interior courtyard, study room, lounges and laundry room) are from 10 p.m. until 10 a.m.

Residents are encouraged to use the commons areas for relaxing, socializing, entertaining visitors, and studying or hall programs. Public displays of affection, disruptive behavior and sleeping in the common areas are not socially acceptable behaviors and should not happen. **In the event that damage is done to a particular floor/area and the person(s) responsible are not identified, the entire floor/area may be held responsible and each individual may be billed appropriately.**

### **Community Service Work**

A student may be required to complete work projects to improve the College or the community as disciplinary sanctions.

### **Confiscation**

Residential Life/Housing staff may confiscate items that are deemed illegal, in violation of Residential Life/Housing or Dodge City Community College policy or deemed unsafe. In instances when Residential Life/Housing has confiscated an item and the resident is not present, notice will be left in the room in question and the residents of that room should expect to receive further notification from the Residential Life/Housing Department about conduct follow-up.

### **Crime on Campus**

The Student Right-to-Know and Campus Security Act requires the reporting of certain criminal events which may have occurred on campus. Readers should note that the required reporting is on very specific, relatively severe, criminal actions. Information from the most recent years is available on the Dodge City Community College website at: <http://www.dc3.edu/campus-security/campus-crime-statistics> Absence of reported crime in the required areas should not be taken as a total absence of crime on campus. Criminal offenses may have occurred which are not included in the chart.

### **Damages**

Residents will be held financially responsible for any loss and/or damage (beyond normal wear and tear) to their assigned space and all DC3 supplied furnishings. In rooms, suites and common areas, if it is not





possible to charge the damage of College property to a specific individual(s), the charges will be divided evenly among the members of the room, suite, floor or hall (depending on where the damage occurred). Damages should be reported to the hall staff as soon as possible so that maintenance can be notified and repairs started as soon as possible.

### **Disruptive Classroom Behavior**

A student whose behavior is deemed to interfere with the normal functioning of a class or whose behavior violates the Student Housing Disciplinary Standards may be directed to leave the classroom by the instructor. Prior to the next class meeting, the instructor will communicate in person or in writing to inform the student of the instructor's intentions. An Instructor may temporarily suspend a student pending a conduct review hearing to be scheduled by the Vice President of Student Affairs or his/her designee. Once the instructor has made the decision to suspend a student, a copy of the notification of suspension to the student must be immediately forwarded to the Vice President of Student Affairs or designee.

### **Dress Code (sagging pants, shirts with profanity, sports bras, ripped t-shirts)**

Dodge City Community College students are expected to dress following generally accepted community standards of neatness, cleanliness, modesty and good taste.

This procedure is interpreted to require students to wear shoes in all buildings other than residence halls and campus facilities. Outer garments should cover underwear garments. Apparel with suggestive or obscene writing and/or indecent graphics may not be worn in any public area of the campus including, but not limited to, the classroom, labs, library, dining hall, student center, athletic fields or stadiums, and the residence halls day rooms. Volleyball shorts are not permitted in the dining hall, classrooms, labs, library or dining hall.

The right and responsibility to determine the appropriateness of the dress of a particular student lies with the classroom instructor or when the student is outside the classroom, with the immediate supervisor of the building or grounds the student is utilizing. An instructor may require specific, appropriate dress when students are to give classroom presentations or speeches of any type or when representing the College outside the classroom. When an instructor, staff or supervisor informs a student that the clothing s/he is wearing is not appropriate, the student must leave the classroom or other facility until the student changes the clothing or agrees not to wear such clothing again, as the instructor, staff or supervisor directs.

### **Drugs (usage, presence & paraphernalia)**

Dodge City Community College supports the enforcement of state and federal laws on controlled substances. Possession, use or distribution of narcotics or any other controlled substances is expressly prohibited. Dodge City Community College has a **zero tolerance** policy for the possession, use or distribution of illegal drugs. If a controlled substance (illegal drug) is found on College property or at a College sponsored event, law enforcement will be notified and action taken pursuant to the Student Housing Disciplinary Standards. Dodge City Community College complies with the regulations and provisions of the Drug-Free Schools and Campuses Act.

### **Penalties for Violations**

K.S.A. 65-4160. Except as authorized by the uniform controlled substance act, it is unlawful for any person to possess or have under such person's control any opiates or narcotic drugs, or any stimulant designated in subsection (d)(1), (d)(3) or (f)(1) K.S.A. 65-4107. A person violating this



statutory provision shall be guilty of a drug severity level 4 felony. If any person who violates this statutory provision has one prior conviction, then such person shall be guilty of a drug severity level 2 felony. Two or more prior convictions will result in a drug severity level 1 felony.

K.S.A. 65-4162. Except as authorized by the uniform controlled substances act, it is unlawful for any person to possess or have under such person's control any depressant, stimulant or hallucinogenic drug (as defined in K.S.A. 65-4105, 65-4107 or 65-4109). This includes substances commonly known as marijuana and methamphetamine. A person violating this statutory provision shall be guilty of a class "A" nonperson misdemeanor. If any person who violates this statutory provision has a prior conviction, then such person, shall be guilty of a drug severity level 4 felony.

K.S.A. 65-4164. Except as authorized by the uniform controlled substances act, it is unlawful for any person to possess, have under such person's control, prescribe, administer, deliver, distribute, dispense, compound, sell, offer for sale or have in such person's possession with intent to sell, deliver or distribute any controlled substance designated in K.S.A. 65-4113. A person violating this statutory provision shall be guilty of a class "A" nonperson misdemeanor, except such person shall be guilty of a drug severity level 4 felony if the substance was prescribed for or administered, delivered, distributed, dispersed, sold, offered for sale or possessed with intent to sell to a child under 18 years of age. The full text of all statutory provisions cited herein can be found in unedited format at <http://www.kslegislature.org>.

#### **Drug Testing**

Dodge City Community College reserves the right to require a student to submit to drug testing when there is reasonable suspicion to believe that the student has been using a banned substance. "Reasonable Suspicion" is defined as behavior, conduct, or performance by the student that leads a faculty or staff member at Dodge City Community College to conclude that likelihood exists that the student is using or is under the influence of a banned substance.

#### **Emergency Exits**

Exterior residence hall doors, with the exception of the main front doors, are restricted from normal use and should be used as exits in a true (or in what is believed to be) emergency. Residents will be made aware of which door(s) are emergency exits. Residents and their guests who use emergency exits when no emergency exists will be subject to severe disciplinary procedures and a monetary fine.

#### **Evading and Resisting Arrest**

Resisting arrest and/or struggling against a Police Officer/Security Officer may result in further disciplinary actions. Fleeing from an officer who is attempting to put you into a custody and resisting arrest may result in sanctions.

#### **Evictions**

Residents may be evicted from housing when they fail to meet enrollment requirements, fail to meet GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Residential Life and Housing's conduct officer.



### **Expulsion from Housing**

This is a permanent severance from College housing. A permanent notation is placed on the student's record as recorded in the Housing Offices and the Office of Student Services. A student who is expelled from College housing is required to vacate his/her residence within the time period designated by the Vice President of Student Affairs after notice of expulsion, or sooner in extreme cases. No refund of housing charges will be made.

### **Failure to Complete Assigned Discipline Sanction**

Deadlines for completing sanctions are outlined in the students Disciplinary Action Notice. Students will typically be given 14 calendar days from the date of their Action notice to pay five calendar days to sign up for work sanctions. Students are given 1 calendar day for each hour of work sanction (i.e. if a student is assigned 5 work sanction hours, they will be given 5 calendar days to complete those hours).

It is the responsibility of students to know their deadlines and complete their sanctions. It is not the responsibility of the Judicial Office to provide reminder notices. Students will receive one notice regarding their work sanction hours: when their deadline has passed and their hours will be doubled.

Requests for extensions for completing sanctions should be made to the Judicial Office. Absent explicit authorization for an extension, students are accountable for the deadlines assigned. Extension requests are at the discretion of the Judicial Officer. If you do not follow-up as instructed, you may be charged an additional violation for Failure to Meet Deadlines of a Disciplinary Action.

### **Failure to Evacuate during an Fire Drill/Alarm**

Ignoring evacuation procedures, placing false alarms, interfering with fire alarm or other alarm systems, tampering with or removing bells, horns, strobes, fire hoses, extinguishers, and fire-fighting equipment are prohibited and a violation of the fire code. Violators may bear the cost of inspecting, recharging, repairing, and replacing the equipment. Tampering with life-safety systems poses a direct threat to each resident and is thus subject to disciplinary action, including the possibility of eviction and criminal prosecution.

### **Failure to meet with Chief Judicial Officer**

In the event a student's conduct or behavior is found to be in violation of a published policy or regulation, a summons may be issued. A summons is an official request that the student appear before the Chief Judicial Officer. A student who receives a summons should always consider it important and respond immediately. Failure to answer a summons can result in disciplinary action up to and including withdrawal from the college.

### **Failure to show ID**

Upon request of any College official, a student must present current student identification. Failure to follow this or other reasonable directives of Dodge City Community College officials may be grounds for disciplinary action. Therefore, to ensure the safety and security of all of our students, all Dodge City Community College students are required to have their student ID in their possession at all times while on campus. Campus Security, Staff and Faculty have direct authority to request a student to produce a student ID. Failure or resistance on the part of the student to produce a valid student ID may result in disciplinary action. Student IDs are the property of DC3. Lending an ID to anyone or failure to show a student ID to any College representative upon request is a violation of College regulations. Students



must be currently enrolled in classes to receive a student ID card and must be able to present either a printed schedule or a government-issued ID card (i.e. Driver's license, military ID, etc.)

### **Fire Alarm**

The fire alarm system is a critical safety measure. Anytime the alarm sounds you are expected to vacate your room immediately and get away from the building. Know where your fire extinguisher is in your complex. Fire drills will be held at least once each semester.

### **Fire Code Violation (candles, wax warmers)**

Open flames such as candles (including candles without wicks, candle warmers, and wax warmers), incense, kerosene lamps, stoves and other similar items, are not permitted in any college housing unit.

### **Fireworks**

Possession or usage of fireworks and/or other explosive devices resulting in the injury to a person or damage to property is prohibited. Persons identified as responsible for such activity may face serious disciplinary action, city and county fines and/or criminal prosecution. Unauthorized possession, use, and storage of fireworks/explosives on any College property is prohibited. Further, if possession or use of a fireworks is in violation of the law, it will be referred to area Sheriff/Police or other proper law enforcement authorities.

### **Freeze on Student Records**

The College reserves the right to freeze student records based on behavioral misconduct or failure to pay bills due to the College. Under such conditions, students may be prevented from registering for courses, receiving grades, copying or transferring transcripts, or participating in other campus activities.

### **Gambling**

Gambling in any form on campus and/or within the college community including on housing units or at any college-sponsored activities is prohibited.

### **Harassment, Hazing and/or Bullying**

Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in or association with a group or organization is forbidden.

Harassment includes bullying, cyber-bullying, physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in College action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes they have been a victim of this type of abuse, they should immediately report it to the hall residence assistant, hall resident director, Residential Life/Housing Office, or Campus Security/Police. All reports from residents are considered confidential communication and will not be shared with other residents. Harassment includes postings on social media using a telephone or electronic device, e-mail or text messages sent using a telephone or electronic device, any other form of written communications sent using a telephone or electronic device as well as annoying, abusive, or obscene phone calls or written communication designed to irritate, anger, or threaten a listener or recipient. Any form of these types of harassment is in violation of College and housing policy. Students found responsible for, or associated with, the harassment of a DC3



resident, student or College employee in such a manner are subject to College and residence hall disciplinary action.

### **Health and Safety Checks**

Health and safety checks are done on a random basis by the Hall staff throughout the semester.

Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine. Residents will be expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms or outside the hall. Dirty clothes should be kept in laundry containers. Food should be stored in sealed containers or kept in the residents' personal refrigerator.

Failure to respond to warnings concerning poor room conditions could result in the resident being charged a cleaning fee, sanctions and/or asked to move from campus housing or not being permitted to return for another semester.

### **Horseplay/Shadow Boxing/Slap Boxing**

Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including, but not limited to, wrestling and running in halls with water or other substances (i.e. shaving cream, whipping cream, toothpaste, superglue, Vaseline, etc.) are prohibited. Residents will be subject to disciplinary action and will be held responsible for any damages associated with this behavior. Any students who engage in any form of shadow boxing/slap boxing will be subject to disciplinary action or removal from the Residence Life Program.

### **Improper change of room**

Residents may not move without approval. Unapproved changes (moving into a room without approval) are not permitted and may result in disciplinary action and/or cleaning fees. Improper move fee will be charged for lock and key and/or any room damages. Roommate swaps are allowed, provided all room/suitemates involved agree in writing to the swap and you go through the formal room change approval process.

### **Improper use of room key**

Unauthorized possession, use or duplication of keys to any College premises or unauthorized entry into or use of College property is prohibited and may result in disciplinary action.

### **Incident Report/Summons**

An incident report is written whenever a violation, or suspected violation has occurred. When a staff member or security/police writes an incident report, all students involved will be issued a summons to visit with the judicial officer by the end of the next business day. **Failure to meet with the Judicial Officer or designated appointee within the time frame allowed will be considered an additional violation.** Incident reports will be written to document any other situations that need to have a recorded record of events.

### **Littering**

Throwing, discarding, placing, or depositing litter in College buildings or on College grounds, except in receptacles provided for such purposes, is prohibited.

### **Lockouts**

Residents living in College housing are required to have their DC3 ID and Residence Hall key cards on them at all times. If a student is locked out, he/she can call the Residence Assistant on Duty and request



to have his/her door unlocked. The student must show his/her DC3 ID before he/she will be allowed entry into the room. The first unlock is a warning. Each additional unlock will result in a disciplinary point. Doors will not be unlocked if you are not a resident of that room or if you leave personal items in another resident's room.

### **Loitering**

All porch areas, sidewalks, parking lots, and stairwells must stay free of loitering at all times. This means students are allowed to sit on the benches in front of the residence halls in **groups of seven (7) or less students** during the hours between **10 am and 10 pm**. On a daily basis, Quiet Hours are enforced from **10 pm to 10 am**, which means that no one will be permitted to be out and about the Residence Life area unless going to a destination. For DC3, loitering means a congestion of students outside a residence hall, any College building, or parking lots associated with the buildings. Loitering is also defined as "to wander or be idle in the Residence Life area without a valid purpose or destination." A College citation will be given to anyone who violates this policy. Students who are in groups of seven or more will be asked to disperse at the discretion of the Residence Life Staff. Inside the residence halls, there should be no more than **four (4)** people in a room or **seven (7)** people in a suite at any time, due to the size of the residence halls. **If a group becomes excessively loud or unruly, the group will be asked to disperse.**

### **Lost and Found**

To report or inquire about lost items, contact the Campus Information Center in the Student Center. Should you lose property, contact security immediately at (620) 227-9311 and a report will be file. The college is not responsible for lost or stolen items.

### **Maintenance Orders**

Students are expected to complete a maintenance work order or inform the Residence Life office of any damages or maintenance issues in order for the problem to be rectified. Not doing so may result in damages charges. A list of damage costs are available in the Residence Life Office.

### **Mandatory Meetings**

At various times throughout the semester, residents are required to attend mandatory hall or floor meetings to receive information about living on campus. The meetings are for the benefit of the residents and they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed will result in a disciplinary actions.

### **Noise**

For residents of a community, respect and courtesy for others is essential in creating a comfortable environment for everyone.

- The College expects that at all times, residents will respect each other's needs for a calm and quiet living space and will not make unreasonably loud noise. This means that courtesy hours are in effect at all times. If asked, students will turn down the volume of whatever noise is concerning others.
- Quiet hours will be in effect in every building from 10 pm to 10 am every day. **"Quiet hours"** means that stereos, televisions and musical instruments must be at a volume that confines the sound to a student's room; informal conversations should be confined to individuals' apartments and noise in public areas are kept to a minimum. A repeated instance of unreasonable noise at ANY time of day or night is unacceptable to the community and is subject to sanctions.



### **Non Compliance**

Failure to comply with reasonable directions and requests of a College official or failure to heed an official summons of any College officials' action in the performance of their duties will result in immediate disciplinary action.

### **Notice of Nondiscrimination**

Dodge City Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff, students and members of the community, in age, education and physical ability. In a diverse environment, it is each person's responsibility to respect these individual differences and to refrain from imposing personal viewpoints on others.

All personnel/student policies of the Dodge City Community College shall be applied without regard to a person's 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.

Dodge City Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its non-discrimination policies may be referred to the Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227- 9119 ([compliance@dc3.edu](mailto:compliance@dc3.edu)) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 ([compliance@dc3.edu](mailto:compliance@dc3.edu)).

### **Off-Campus Activities**

The Dodge City Community College Code of Student Conduct states that the College "reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus." Dodge City Community College includes in its statistics any off campus criminal action related to the College. The College works with local law enforcement agencies to keep track of such activity.

### **Open Window/Removed Screen**

Each residence hall is air-conditioned for the comfort of the residents. Controls are located in the commons area of each room of the suite-style halls. The Residence Life Staff will resolve all disputes regarding temperature control. The set ranges for the thermostat are approximately 69 to 78 degrees. Tampering with the thermostat could lead to disciplinary sanctions. For security reasons and to help conserve energy, windows are not to be opened. Window Screen are to remain in place at all times. They are not to be used to enter or exit a room, except in an emergency. Blinds should always be visible from the outside of the residence.

### **Overnight Guests and Cohabitation**

No overnight guest (non-assigned person residing in the room) of any gender is allowed in a residence hall. Violation of this policy by a resident could result in immediate disciplinary sanctions. Violation of the cohabitation policy may result in immediate removal from the hall. Cohabitation is an arrangement where two people who are not married live together in an intimate relationship, particularly an emotionally and/or sexually intimate one, on a long-term or permanent basis. Cohabitation by members of any gender is not allowed in the residence halls.



### **Parking**

Residence Hall students with vehicles must have valid parking stickers located in the lower left corner of the driver's side window of their vehicle. All vehicles on campus must be operable and properly titled, tagged and insured in accordance with state and local laws.

### **Persistent or Recurring Behavior**

A resident may be removed from a residence hall when behavior which violates the Residential Life/Housing department's policies and conduct code occurs on a persistent or recurring basis.

### **Pet Violation**

Pets of any kind are not allowed at any time in or around the Residence Halls. This is for cleanliness as well as to safeguard the health of those who have allergies. Students who require a service animal will be accommodated. Any resident(s) found in violation of this policy will be subject to an administrative fine, citation and removal of the pet.

### **Profanity-General**

DC3 specifically prohibits the use of profanity and obscenity on College-owned property or at College-sponsored events. Use of profanity and obscenity may result in one or more disciplinary measures. Music containing profanity or obscenity that can be heard by others may be confiscated.

### **Profanity or Abusive Language toward DC3 Staff and/or Faculty**

All student residents are expected to respect the authority of Dodge City Community College Staff and/or Faculty including all Resident Assistants. Failure to acknowledge and comply with a request from a College official will result in disciplinary action.

### **Quiet Hours/Noise**

**Quiet hours are 10:00am-10:00pm every day of the week.** During quiet hours noise should not be heard outside of the door to your room. Courtesy hours are 24 hours a day. During courtesy hours noise should not be at a level that is detrimental to other students.

Noise levels in the halls need to be kept to a minimum. Failure to comply with the following guidelines will result in disciplinary actions by Residential Life/Housing staff.

- Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours (see below) are not in effect, Residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors.
- Daily quiet hours, 10 p.m. until 10 a.m., have been established to help create a positive academic atmosphere in the Hall. Noise from a room which can be heard two (2) doors down in any direction or that disturbs others (including your roommate) is a violation of quiet hours and disciplinary sanctions will be applied.
- Beginning the Sunday of the week before finals week (Dead Week) and during finals week, a 24/7 quiet hour policy is imposed for the benefit of those studying for final exams. The 24-hour quiet hour period ends on Friday of finals week at 5 p.m. Noise violations during this time automatically result in disciplinary sanctions. There are no warnings given.





### **Removal of Dining Hall items**

The removal of dishes, utensils, and other Dining Services' equipment is strictly prohibited and may result in disciplinary sanctions.

### **Residence Hall Probation**

For students residing on campus, this is a serious warning status from the Vice President of Student Affairs or his/her designee that involves a written record being filed with the Judicial Hearing Board and Office of the Vice President of Student Affairs. Further misconduct during a probationary period may result in suspension or expulsion from the Residence Hall System. Probation may also include other sanctions.

### **Residence Hall Relocation**

Relocation is a mandated room and/or building change. It is likely that relocation would also include some of the sanctions listed above, a probationary period, and/or a trespass sanction.

### **Respect for College Officials**

Student residents are expected to respect the authority of Dodge City Community College officials, including all Residence Life Staff members. Failure to acknowledge and comply with a request from a College official will result in disciplinary action.

### **Restitution**

A full and complete reimbursement for damage, destruction, or misappropriation of the property of Dodge City Community College or of others. The restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.

### **Room Assignments**

Dodge City Community College reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to: Individuals who have a criminal history, individuals who have behavioral problems which may, in the opinion of college officials, negatively impact the group living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories.

### **Room Search**

Dodge City Community College reserves the right to enter student rooms with Residence Life staff, security, or law enforcement personnel for the purpose of inspecting the premises when an authorized agent of the college has reasonable belief, including, but not limited to the following: (a) that an occupant of the room may be physically harmed or endangered; (b) that college property is being damaged; (c) that maintenance, sanitation, and/or repair is necessary; (d) that college rules are being violated; (e) for periodic room inspections; (f) that the room is being occupied by a non- contracted or unauthorized person. This right is exercised with discretion and advance notice is given only if deemed appropriate by college officials.

### **Smoking/ Smokeless Tobacco**

DC3 is a designated "No Smoking" campus. Smoking is prohibited in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. Students found violating the no smoking policy will face disciplinary sanctions. As an educational community concerned for the health of its members, Dodge City Community College supports a tobacco-free environment. Use



of tobacco products in any building owned or operated by Dodge City Community College including the residence halls and athletic facilities is prohibited except as outlined in this policy. Use of tobacco products in any vehicle owned or leased by Dodge City Community College is prohibited. Smoking on campus is prohibited except in designated outside areas. No smoking will be permitted in any area of the Residence Halls. Smoking will be permitted in designated areas outside of the residence halls. "Tobacco products" include cigarettes, e-cigs, cigars, pipes, or any other lighted smoking equipment, chewing tobacco, or snuff (smokeless tobacco). Disposal of tobacco products shall be in designated receptacles located outside the buildings on the Dodge City Community College campus.

### **Suspension from Housing**

This is the termination of the student's housing contract for a specified period of time.

A permanent notation of the suspension is filed with the Vice President of Student Affairs. The student may apply in writing to the Vice President of Student Affairs for re-admission. A student who is suspended from housing must vacate the residence halls within the time period designated by the Vice President of Student Affairs after notice of suspension and no refund of housing charges will be made. Upon re-admission, the student may be subject to any of the other sanctions outlined in this section.

### **Tampering with Fire/Security Equipment**

It is illegal under state and federal law to tamper with or misuse any kind of fire emergency equipment. This includes, but is not limited to, pulling or calling in a false alarm, discharging or removing a fire extinguisher or hose, tampering with or disabling any fire prevention or detection equipment, breaking the safety glass on the fire extinguisher case, or leaving through a locked fire door.

Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke detectors, fire suppression systems, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- D. Propping open stairwell fire doors.
- E. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution and disciplinary measures.

### **Tampering with College Property**

Attempted or actual theft of and/or damage to the property of Dodge City Community College or property of a member of the College Community or other personal or public property is prohibited. Theft and/or damage to property are expressly extended to include abuse of computer usage privileges and/or telephone privileges including but not limited to:

- Unauthorized entry into a file.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computer facilities or equipment for any illegal activity.
- Use of computing facilities to interfere with the work of another student, faculty member or Dodge City Community College official.



- Use of computing facilities to interfere with normal operation of any aspect of Dodge City Community College.
- Unauthorized use of any credit card, any unauthorized use of any College telephone access code, or any unauthorized billing of any telephone call to Dodge City Community College.

### **Temporary Immediate Removal from Residence Life/Housing**

Any action which would violate the DC3 Housing Background Check guidelines will result in a temporary immediate removal from a residence hall. And, a resident student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed from the College with loss of all College privileges by the Student Conduct office. Should this occur, the resident student will not be enrolled in classes at the College and will be immediately removed from the residence hall

### **Theft**

Dodge City Community College is not liable for the theft, loss of or damage to students' personal goods housed in college facilities (unless caused by gross negligence on the part of DCCC). Residents are encouraged to purchase private insurance for their personal possessions.

### **Throwing Objects**

Throwing objects from windows and stairwells is prohibited. Throwing objects, such as, but not limited to, water balloons, eggs, footballs, baseballs, Frisbees, etc., is prohibited in the housing area. Playing golf in or near the residence halls or close to windows is prohibited. You are responsible for your guests and for the actions of other residents in your room.

### **Title IX – Sexual Harassment**

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator pursuant to 34 C.F.R. § Part 106. To review all College policies dealing with Title IX or sexual harassment please view the Board Policy Manual.

### **Trash**

Trashcans found in common areas of the hall are not for room trash. Trash should not be placed outside your room door or in a courtyard. Trash that is not disposed of correctly will be searched to locate contents which can identify the owner who will be charged a \$25 per bag fine.

### **Trespass**

A student who receives a trespass sanction from a residence hall or other facility is totally restricted from use of and entrance to that hall or facility and the surrounding grounds. A trespass sanction is likely to accompany relocation, housing suspension, or housing expulsion sanction. It may also be administered to a non-resident of a residence hall through recommendation of the Vice President of Student Affairs. When this sanction is issued, a notation is made in the residence hall(s), the Housing



Office, the Office of Student, and the Department of Security. Failure to abide by a trespass sanction is considered trespassing, and may result in other disciplinary action and/or criminal charges.

### **Unlocked/Propped Doors**

Exterior doors or doors with a deadbolt to the residence halls should be locked at all times to promote safety and limit access by non-residents. These doors should not be left unlocked or propped open at any time. Unlocked doors could lead to disciplinary sanctions for all residents of an unlocked room.

### **Uncooperative Manner (Inappropriate Behavior)**

Each resident who enrolls in DC3 accepts the policies of the College and agrees to abide by them. Failure to follow the rules and regulations of the College will lead to appropriate disciplinary action. Each resident is expected to conduct him/herself in accordance with acceptable standards of good behavior. Behavior of residents and their guests should not be loud, obnoxious, offensive, or unlawful. This behavior should also not disturb the rights, comforts, or conveniences of other persons. DC3 will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. Disorderly conduct, harassment of roommates, including wearing their clothing, eating their food and using their appliances without permission etc., is considered an offense. All offenses will be considered on a case-by-case basis. Disciplinary action will be taken when deemed necessary.

### **Unregistered Guests**

Other DC3 students with a valid DC3 ID card, residents or non-residents, may visit a resident in a residence hall. Guests in the residence hall must be escorted by the resident they are visiting while in the hall. During visitation hours the guest must sign in and out. No overnight guests of either gender are allowed without permission from the Director of Housing/Residence Life Residents are responsible for monitoring the conduct of their guest in their room, residence hall or on the DC3 campus. All College and campus policies and regulations apply to guests as they do to resident students. Residents of a room will be held responsible for the inappropriate actions of others, unless those directly responsible for violations of campus policy or damages can be identified.

### **Unsanitary living**

Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine. Residents will be expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms or outside the hall. Dirty clothes should be kept in laundry containers. Food should be stored in sealed containers or kept in the residents' personal refrigerator. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.

### **Vandalism**

Residents who remove, destroy, or deface an individual's personal property or any property or area related to the College or the Residential Life/Housing Department (including vandalism committed on the walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines.

### **Visitation/Guest Policy**

The reason for the visitation guideline is to ensure, at a certain time, that members of a suite or room could have privacy from people who are not contracted and assigned members of that community. All residents are responsible for seeing that their guests follow the rules and policies as described in this



handbook and can be subject to disciplinary action for their guest's actions. A resident of the designated room must always be present when there is a guest in the room. All guests must be at least 17 years of age. No children are allowed in the Residence Life area. All guests are expected to leave the premises in a timely fashion in order to ensure that the privacy of the remaining community members is respected. Visitors found in the opposite-sex area before or after visitation hours will be issued a citation. Visitation hours for all guests (same sex and on-campus residents) are as follows:

10 a.m. to 12 p.m. Sunday –Thursday

10 a.m. to 2 a.m. – Friday – Saturday

Any person found unattended in a room during visitation hours will be asked to leave, and the host will be assessed an unattended guest violation. **An unregistered guest is defined as any individual who is found to be residing in the residence hall and not assigned to that room.** Any unregistered guest will be asked to leave, criminally trespassed, and the resident will receive disciplinary sanctions.

**Non-student visitors after hours could be subject to a criminal trespass.** There is no visitation during closed times of the College (Thanksgiving, Christmas, Spring Break, Closed summer). This includes visitation of the opposite sex, as well as a same-sex visitor from outside the Residence Life Program. Any resident found not residing in his/her assigned room, with a guest present, will be subject to disciplinary actions. The host of the guest will be held responsible and disciplinary sanctions administered.

## Conduct Review Hearings

### Procedures for Conduct Review Hearings

Dodge City Community College Formal Conduct Review Hearings are to be conducted so as to insure fairness to the student(s) charged with violations of the Student Housing Disciplinary Standards. Formal rules of evidence are not to be applied. The Vice President of Student Affairs or designee serves as the Judicial Hearing Board Administrator in Conduct Review Hearings. The college convenes a special Judicial Hearing Board comprised of representatives from any combination of faculty, staff, and administration in order to proceed with a Conduct Review Hearing. In cases of academic misconduct, the Judicial Hearing Board may include one or more faculty members.

### Students' Rights

**Notice:** A student has the right to written notification of the formal hearing. This notice will include date, time and place of hearing, a summary of evidence, and the charges being brought against the student.

**Preparation:** A student is given time to prepare for a hearing. The hearing shall occur no sooner than two days and no more than 15 days from the time of notification. The Judicial Hearing Board may waive this time period if there are extenuating circumstances.

**Hearing Testimony:** Except as outlined below, a student has a right to review all testimony presented against that student. The student then has the right to examine the witnesses, present evidence, and present witnesses in his/her behalf. The student(s) charged may be present throughout the hearing except during deliberations. Special circumstances for threats, intimidation, or sexual assaults, batteries, or other misconduct: The Judicial Hearing Board may suspend the privilege of the accused to directly confront witnesses where the Judicial Hearing Board has reason to believe that a victim or witness may be threatened by such interaction.



Students charged with violations of the Code of Student Conduct must provide the Judicial Hearing Board at least 24 hours in advance of the hearing, the names, addresses, and telephone numbers of all potential witnesses. The Judicial Hearing Board may contact witnesses in advance and may request a summary of the relevance of their testimony.

**Requesting Postponement:** the Judicial Hearing Board may grant Approval for postponement of a hearing. Students wishing a postponement must apply for said postponement in writing within two days of the date of notification. In cases where a postponement is granted, the length of the postponement shall be a reasonable time as determined by the Judicial Hearing Board.

**Remaining silent during Hearing:** The student(s) charged may be questioned only if testifying in his/her own behalf. Examination of witnesses by the person charged does not constitute testimony in one's own behalf.

**Presence of an Attorney or Advisor:**

The student may have an attorney or advisor present. The role of the attorney or advisor is limited to advising the student. The attorney or advisor may not directly question witnesses or the Judicial Hearing Board. Students who wish to have an advisor or attorney present must notify the Judicial Hearing Board in writing at least 24 hours in advance. Such notice must include the name and address of the advisor or attorney as well as an authorization for the College to release information to the advisor or attorney.

**Decision Appeals:**

An appeal of a Conduct Review Hearing decision must be made to the Vice President of Student Affairs. The appeal must be presented in writing within five (5) working days after the decision.

### **College's Rights**

**Charges:** The College reserves the right to charge students with violations of the Code of Student Conduct. Such violation may include behavior that occurs either on campus or off campus.

**Record:** The College reserves the right to record the hearing and keep records on file.

**Closed Hearings:** The College reserves the right to close Conduct Review Hearings to anyone other than persons approved by the Judicial Hearing Board.

**Student Absence:** The College reserves the right to hold a hearing without the charged student(s) present or to issue summary judgments if, after proper notice, the student(s) fail to appear at the time of the hearing or otherwise waive their right to a hearing.

**Witnesses:** The College shall have the right to call witnesses and to present evidence.

**Presence of an Attorney:** The College shall have the right to have an attorney present for advisement.

**Prior Restrictions:** The College reserves the right to implement any student sanction or restriction of records on an interim basis prior to a hearing where the Judicial Hearing Board



deems such action necessary. Faculty may direct students to leave a particular class on a temporary basis due to disruptive behavior.

***Presence of Victims:*** The College reserves the right to allow alleged victims to be present.

***Special Procedures:*** The College reserves the right to implement reasonable procedures to protect the rights of alleged victims and to ensure orderly hearings.

### ***Sanctions***

Various sanctions may be levied for violations of the Code of Student Conduct. These sanctions are outlined below. Certain sanctions may affect the permanent records of the students involved. If so, students will be notified of this at the time of their hearing, or at the time when sanctions are imposed. The following sanctions may be imposed in combination with one another. Sanctions may be in force for various lengths of time as determined by the Judicial Hearing Board. Sanctions for various violations of the Student Student Student Housing Disciplinary Standards may be increased if it can be shown that the victim was selected on the basis of race, color, national origin, sex, sexual orientation, disability, and age or that the perpetrator was a member of a criminal street gang.

***Admonition:*** An oral statement that a student or group is violating or has violated the Code of Student Conduct, and that further instances of misconduct may result in additional disciplinary action. ***Letter of Apology:*** A requirement may be made for a formal letter of apology, either public or private, to an individual, an outside agency, or to the College.

***Written Warning:*** A written warning to the student filed with the Judicial Hearing Board noting that further violations may result in additional disciplinary action.

***Restrictions and Requirements:*** This sanction may involve specified conditions to be performed or completed at the expense of the student including, but not limited to:

- Removal from or administrative withdrawal from class.
- Removal from and/or restriction of access to specified facilities and/or programs.
- Loss of privilege, including, but not limited to, loss of:
- Participation in and/or attendance at any or all public events sponsored by the College.
- Representation of the College in a specified capacity.
- The right to hold office in any or all approved organizations.
- Institutional employment termination.
- Required attendance at meetings and/or completion of projects.
- Required participation in certain groups and/or programs.
- A requirement of a counseling assessment or a recommendation for counseling. Costs for such assessment or counseling will be the responsibility of the student.

### ***Definition***

Dodge City Community College defines a formal complaint as “any written, detailed expression of dissatisfaction which relates to Dodge City Community College and requires a formal response.” The formal complaint procedure is intended to ensure all complaints are handled fairly, consistently and, whenever possible, resolved to the complainant’s satisfaction.



*Dodge City Community College's Responsibilities*

- Acknowledge receipt of a formal complaint in writing within ten (10) business days of receiving the complaint
- Respond in a reasonable and sensitive manner with complainant; and
- Take action when appropriate

*Complainant Responsibilities:* Raise the complaint, in writing, to the Vice President of Student Affairs within thirty (30) days of the event which is the basis of the complaint

- Allow the College a reasonable amount of time to investigate the circumstances leading to the complaint; and recognize that some circumstances may be beyond the control of the College.

*Responsibility for Actionable Resolution:* The College administration, staff, faculty and board of trustees are responsible for actionable resolution of a complaint. *Confidentiality:* Except in rare circumstances, every attempt will be made to ensure that both the complainant and College personnel maintain confidentiality. In some cases the circumstances leading to the complaint may be of such a public nature that confidentiality is not possible.

- Each complaint will be considered on its own merits and the complainant will be informed if it is not possible to maintain confidentiality.
- *Monitoring and Reporting:* The Dodge City Community College Board of Trustees will receive, at least annually, a report with appropriate redactions of identifiable persons and related to formal complaints and attendant resolutions.

The annual report shall be presented no later than July 31<sup>st</sup> for the immediate past academic year.

**Formal Complaint Procedure**

Dodge City Community College student/stakeholders are provided with three (3) institutional levels of review in the formal complaint process:

**Level One:**

1. If a complainant is unable to resolve a concern informally, he/she may write (either email or letter) to the Vice President of Student Affairs.
2. Level One complaints can be sent to: Vice President of Student Affairs, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or [complaints@dc3.edu](mailto:complaints@dc3.edu)
3. The email or letter should include the following:
  - a. Name of the complainant.
  - b. Contact information, including the complainant's current mailing address, phone number and email address.
  - c. The date of the event leading to the complaint and the enrollment dates of the complainant.
  - d. The location of the event leading to the complaint.
  - e. The title of the College policy, process or procedure, or College employee named in the complaint.
  - f. A description of the complaint and the resulting consequences experienced by the complainant should be stated in detail and any supporting documentation should be included.





# DODGE CITY COMMUNITY COLLEGE & AREA TECHNICAL CENTER

2501 N 14th Avenue • Dodge City, KS 67801 • www.dc3.edu • (620) 225-1321 • 1-800-367-3222

- g. A description of what steps the complainant has taken informally to resolve the complaint.
      - h. The complainant's proposed resolution or expected outcome for the complaint.
  4. If the complaint involves a trustee member, the written communication should be sent to the Chairperson of the Board of Trustees:
    - Dodge City Community College Board Chair  
C/o Carla Patee, Deputy Secretary of the Board  
2501 North 14th Avenue  
Dodge City, Kansas 67801 or  
cpatee@dc3.edu
    - a. The written complainant will be acknowledged within ten (10) working days of receipt.
    - b. The complaint will receive a written response and an explanation of findings within ten (10) working days of receipt of the complaint.

### **Level Two:**

If the complainant is not satisfied with the initial response to the complaint, he/she may write (email or letter) to the Executive Vice President/ Chief Academic Officer requesting a review of the complaint.

- a. The Executive Vice President/Chief Academic Officer will acknowledge receipt of the complaint within five (5) working days.
- b. The Executive Vice President/Chief Academic Officer will provide a written response to the complaint within fifteen (15) working days of receipt of the complaint.
- c. Level Two Complaints can be sent to: Executive Vice President/Chief Academic Officer, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or complaints@dc3.edu

### **Final Level:**

- a. If the complainant is not satisfied with the response from the Executive Vice President/Chief Academic Officer, he/she may write (email or letter) to the Dodge City Community College Board of Trustees stating the reasons for the dissatisfaction with the response.
- b. The email or letter to the Board of Trustees should be sent to: Dodge City Community College Board Chair c/o Carla Patee, Deputy Secretary of the Board 2501 North 14th Avenue Dodge City, Kansas 67801 or cpatee@dc3.edu
- c. This action must be taken within ten (10) days of receipt of the Executive Vice President/Chief Academic Officer's response.
- d. The Dodge City Community College Board of Trustees Chair or designee will acknowledge receipt of the complaint within five (5) working days.
- e. The Dodge City Community College Board of Trustees Chair or designee will provide a written response to the complaint within thirty (30) working days of receipt of the complaint.
- f. The decision of the Dodge City Community College Board of Trustees is final.



**Special Note**

Complaints regarding gender based discrimination, sexual harassment, sexual misconduct, sexual assault, stalking or domestic or relationship violence or retaliation for such complaints should be directed to the Dodge City Community College Title IX Compliance office: [compliance@dc3.edu](mailto:compliance@dc3.edu) or (620) 227-9201 or (620) 227-9119.

**Other Complaint Processes:**

Also available to Dodge City Community College students/stakeholders in the State of Kansas:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's Office Consumer Protection Hotline - (800) 432-2310 or (785) 291-3699 or email to: <http://ag.ks.gov/aboutthe-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission: <http://www.khrc.net/complaint.html>
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by Dodge City Community College students enrolled in those courses with the Kansas Board of Regents office: [https://www.kansasregents.org/resources/PDF/Academic\\_Affairs/3257-ComplaintForm\\_SARAINstitutions.pdf](https://www.kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAINstitutions.pdf)
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at: <https://www.hlcommission.org/HLC-Institutions/complaints.html>

**College's Response to Notice of Complaint or Grievance related to Harassment, Discrimination and Anti-Retaliation Policy**

1. Immediately upon being placed on notice of any allegation of harassment, discrimination, or retaliation as specified in this policy, the College will respond with the following steps:
2. Take action to prevent any recurrence of the harassment, discrimination or retaliation. If appropriate, provide remedy/ides to correct any discriminatory effects on others.
3. Conduct a timely, full investigation of the complaint or grievance of harassment, discrimination or retaliation as outlined in this policy.



# Student Housing Disciplinary Standards Sign-Off Form

I agree to the terms and conditions as stated in the Dodge City Community College 2017-2018 Student Housing Disciplinary Standards . If I do not understand any parts of the Student Housing Disciplinary Standards , I can ask further questions of and understand that I can view the complete Student Housing Disciplinary Standards on the DC3 website at <http://www.dc3.edu/current-students/student-housing/standards>.

Please note that the Student Housing Disciplinary Standards outlines expectations for DC3 students year-round and those signing it are bound to its regulations for a calendar year.

Located on the Dodge City Community College homepage under Residence Life you will see a link to our **Student Housing Disciplinary Standards**. After reading the documents you will need to print it out and take it to the Residence Life Office upon check-in.

I agree to the **Student Housing Disciplinary Standards** as stated on the DC3 website: **www**. If I do not understand any parts of the Point System, I can contact the **Residence Life Office** and/or **Chief Judicial Officer** at:

Residence Life Office-620.227.9304

Chief Judicial Officer-620.227.9395

My signature indicates that I understand and will follow all Dodge City Community College regulations and procedures as stated in the **Student Housing Disciplinary Standards**.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Each student entering Residence Life must return this form to the Resident Life Office. If the form is not returned the student will not be allowed to enter Residence Life Housing.**