

WELCOME TO
DODGE CITY
COMMUNITY COLLEGE!
SUCCESS STARTS HERE!

On behalf of the Board of Trustees, faculty, staff, and myself, welcome to Dodge City Community College.

We are making several changes on our campus, including replacing damaged walkways, renovating Sheldon Hall which will open in November 2016, and completing the Activity Center. Faculty and administrators are working diligently to grow our online offerings and establishing partnerships with local industry to provide a future workforce for area employers.

Dodge City Community College has been providing high-quality education for a reasonable cost for 81 years now. We look forward to serving our community for many years to come. We are thankful that you chose us. Your college experience can be an exciting and memorable time in your life. Dodge City Community College will provide many opportunities to gain knowledge, build friendships, and guide you to a successful future and we are committed to offering you the best college experience possible. You will find excellent professors and staff at Dodge City Community College that are dedicated to helping you reach your educational and career goals. While at Dodge City Community College, please take advantage of these resources and opportunities. The time and effort that you invest now will pay off for the rest of your life. Your Success Starts Here!

Again, welcome to Dodge City Community College and thank you for giving us the opportunity to serve you on your educational journey.



Harold E. Nolte, Ed.D.
President
Ext. 378

NOTICE OF NON-DISCRIMINATION

Dodge City Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Federal Compliance Administrator, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9119 (compliance@dc3.edu) or Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201, (compliance@dc3.edu).

THE FINE PRINT

ACCREDITATION

Dodge City Community College is accredited through the AQIP process by the Higher Learning Commission and North Central Association of Colleges and Schools:

Higher Learning Commission and North Central Association of Colleges and Schools

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

Webmaster@hlcommission.org

www.ncahlc.org/

800.621.7440

316.263.0456

DC3 is a member of the American Association of Community Colleges, the Council of North Central Colleges, the National Commission on Accrediting, the American Council on Education, and the Kansas Association of Community Colleges.

NOTICES OF COMPLIANCE

Dodge City Community College is in compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989, Public Law 101-226.

Dodge City Community College is in compliance with the Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542.

PUBLICATION DATE-SEPTEMBER 2017

Every effort has been made to ensure the accuracy of this publication. Dodge City Community College reserves the right to change, modify or alter without notice all fees, charges, tuition expenses and other costs. Any information may be added or deleted in this publication without notice. Dates in this publication are subject to change. Changes in this publication shall become effective whenever the proper authorities so determine and shall apply not only to prospective students but also to those who are enrolled in the College at the time.

Security at Dodge City Community College is a shared responsibility between the administration, the students, the campus community and local law enforcement agencies. While the College takes actions to help increase security, students and visitors carry a heavy responsibility to contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious activity or dangerous situations.

STUDENT HANDBOOK

MISSION

DC3 will provide opportunities for high quality learning and will enhance community and personal development in a student centered environment.

VISION

DC3 will be the model among peer institutions for delivering the highest quality education and career development.

PHILOSOPHY

Dodge City Community College is a comprehensive community college, operating with an open-door admissions policy within Ford County, Kansas and an eight-county service region. The College is governed by a locally elected Board of Trustees and is responsible to the community it serves and to the State of Kansas.

Dodge City Community College recognizes the existence of individual learning styles and is committed to providing quality instructional programs, student support services, and affordable lifelong learning opportunities. The College challenges students to initiate and maintain academic, technical, physical, spiritual, social, and personal growth.

The provision of higher education is a public responsibility. Therefore, Dodge City Community College recognizes the need to maintain a viable relationship with the community it serves. Furthermore, Dodge City Community College recognizes that all persons have a fundamental right to seek self-fulfillment through responsible participation in the learning environment.

INSTITUTIONAL RESPONSIBILITIES

Core Values

The quality learning environment of Dodge City Community College will be fostered by the following core values:

- **Collaboration:** The College will meet the needs of industry and our community and work with all organizations interested in supporting educational opportunities and will promote teamwork in decision-making processes.
- **Compassion:** The College will strive to demonstrate sensitivity and understanding.
- **Diversity:** The College will be sensitive to diversity and continue to improve processes that embrace diversity and foster understanding.
- **Excellence:** The College will improve through continuous monitoring and assessment of practices.
- **Inclusiveness:** The College will welcome full participation of all stakeholders.
- **Integrity:** The College will exemplify honesty, fairness, reliability, and respect with regard to persons, practices, and policies.
- **Involvement:** The College will recognize and support community activity.
- **Learning:** The College will embrace lifelong learning at all levels of the organization, promote learning throughout the area, incorporate technologies, and engage in practices that enhance learning for all.
- **Loyalty:** The College will create an environment that promotes esprit de corps, open communication, and commitment to the vision of the College and needs of the region.

To fulfill its Mission, Dodge City Community College is committed to offering a range of services conducive to learning, personal growth, and community development. The Board of Trustees, Administration, Faculty and Staff accept this commitment as imperative. Based on this belief, the College recognizes the following institutional responsibilities:

- To offer educational experiences through which a diverse population of students can acquire skills necessary for quality education and lifelong learning.
- To provide vocational-technical courses and programs.
- To provide transitional education this enables a diverse population of students to meet the requirements of college level courses.
- To provide effective academic advising and counseling services.
- To provide a residential living environment which fosters individual development.
- To provide seminars and workshops which respond to the educational training needs of business and industry throughout the service region.
- To provide resources and activities which enhance the quality of life of the college community.
- To operate the College effectively through the employment of qualified administration, faculty, and support personnel.
- To manage the fiscal and physical resources of the College in an effective manner, supportive of the College Mission.
- To develop external/internal financial resources which support the mission and needs of the College.
- To represent the nine-county service region within the state systems of post-secondary higher education.
- To plan, implement, and assess strategies for achieving the goals and objectives of the College.

ACCEPTANCE OF ACCOUNTABILITY

The Board of Trustees, administrative staff, faculty members, and support personnel jointly accept the responsibility of achieving the goals and purposes of Dodge City Community College. Students-acting with guidance from parents, guardians, and educational staff-are accountable for taking advantage of the educational opportunities established on their behalf. The community, school patrons, and governmental agencies must support the mission of the College if these goals are to be achieved.

STUDENT ACTIVITIES

Dodge City Community College and its surrounding area provide a wealth of opportunities for students to develop the spiritual aspects of their lives. Students are encouraged to explore activities, courses, and other introspective opportunities that cultivate morality, ethical behavior, and spiritual belief. The College offers courses in religion, philosophy, psychology, and sociology, along with an array of student activities. The Dodge City community offers a wide variety of church affiliations for students who wish to enhance their spiritual well-being. Contact the Student Services Office for more information.

Academic Excellence Challenge (Quiz Bowl)

Dodge City Community College is an active participant in the Quiz Bowl competition, sponsored by the Kansas State Department of Education. Academic Excellence Challenge recognizes students for intellectual achievement and academic growth. Members compete against other community college teams from across the state. (Contact: Dylan Faullin, Associate Professor of Mathematics)

Art Club

This club is an activity-based organization providing students with opportunities to learn more about the art field. It often travels to centers of art activity that provide both an historical and contemporary approach to the art field. The experiences of making and studying art help the students to choose directions that will positively affect their career choices. Students enrolled in any art course are eligible to join. (Contact: Devlin Goldworm, Associate Professor of Art)

Athletics

Intercollegiate athletics function under the regulations of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. Through these Associations and Region VI, national championship competition is available in the following sports: men's division-football, basketball, baseball, golf, cross country, indoor/outdoor track and soccer; women's division-volleyball, basketball, golf, softball, cross country, indoor/outdoor track and soccer. (Contact: Athletic Office)

Intramural Sports

The intramural program is an important and integral part of the overall college curriculum. Intramurals are for every student who wishes to participate. The aim of the intramural program is to seek and provide opportunities for the voluntary participation of all members of the school community in organized physical recreation activities.

Cheerleading/Yell leading

The cheerleading/yell leading squad consists of approximately 25 members who cheer at home games for football, volleyball, and men's and women's basketball. Squad members are selected by audition. (Contact: Kory Kosegi, Spirit Squad Coach)

Dance Team

The Dance Team squad consists of 10 to 20 members who perform during halftime at football and basketball games. The dance team also makes special appearances at area schools. Squad members are selected by audition. (Contact: Kory Kosegi, Spirit Squad Coach)

Rodeo

DC3 Rodeo teams participate in National Intercollegiate Rodeo Association (NIRA) sanctioned rodeos in the Central Plains Region, which is comprised of 2- and 4-year colleges and universities in both Oklahoma and Kansas. Each of the eleven regions throughout the United States is represented at the College National Finals Rodeo (CNFR) during mid-June every year. The CNFR determines both the men's and women's NIRA championship teams. (Contact: Rodeo Coach)

DC3 Student Nurse Organization

This group is an organization for students interested in Nursing. It promotes professional awareness about nursing and health care issues, engages in community service, and provides support for members. By participating in the club, students help plan educational programs and social activities, thus gaining experience in leadership and decision making. Students are encouraged to join the Kansas Association of Nursing Students or the Federation of Licensed Practical Nurses. More information is available through the Department of Nurse Education. (Contact: Mechele Hailey: Director of Allied Health)

Future Teachers Association

The Future Teachers Association exists to provide a platform for discussion about educational topics among prospective teachers and to bring like-minded college students together in their passion for education and learning. Students hold lunch meetings weekly to plan fundraisers for their projects and activities. (Contact: Director of Teacher Education)

Hispanic Leadership Organization (HALO)

The Hispanic American Leadership Organization (HALO) is dedicated to promoting Hispanic culture on campus and throughout the Dodge City community. It provides a networking group for all students passionate about Hispanic culture. Service, leadership, and academic excellence are central goals encouraged for life. (Contact: Rodney Clayton, Associate Professor of Sociology)

Instrumental Music

Dodge City Community College features a variety of instrumental performance groups for student membership. (Contact: Professor of Instrumental Music.)

Wind Ensemble: Performing both traditional and contemporary repertoire, the Wind Ensemble is open to all students with experience playing traditional wind and percussion instruments. The ensemble performs in numerous concerts both on campus and throughout the community. Audition or permission of instructor is required.

Pep Band: The Pep Band provides entertainment and school spirit at numerous sporting events throughout the year, performing a variety of traditional and popular styles. Audition or permission of instructor is required.

Jazz Ensemble: Drawing upon the Big Band tradition, the Jazz Ensemble performs music from Ragtime to Modern Fusion with an emphasis upon both individual style and group techniques. Improvisation and Jazz vocabulary are stressed. Audition or permission of instructor is required.

Dodge City Symphony: A combination college and community orchestra, the Dodge Symphony performs a wide variety of music from both the traditional and popular repertoire. Participation is open to all students and members of the community with experience performing on standard orchestral instruments. Audition or permission of instructor is required.

Lake Charles

Lake Charles is nestled in the southwest section of the DC3 campus. Lake Charles, named for past DC3 President Charles Barnes, is operated in cooperation with the Kansas Department of Wildlife and Parks. The Kansas Department of Wildlife and Parks routinely stocks Lake Charles with a variety of fish. Kansas Fishing Licenses are required. Kansas Fishing Regulations apply and are enforced by the Kansas Department of Wildlife and Parks. While swimming is not allowed, students are invited to take advantage of the fishing at Lake Charles.

Phi Theta Kappa

Phi Theta Kappa is the international honorary society of the two-year college. Students are invited to membership when established grade point average and credit hour requirements are met. (Contact: Kerry Kuplic, Professor of Vocal Music)

Resident Assistants

Resident Assistants are student employees, selected each year by Student Services. Their duties include providing peer-level supervision in the residence halls, serving as links between the residents and the administration, and acting as mentors for new students to help ease the transition into the resident life community. (Contact: Director of Residence Life)

SkillsUSA

SkillsUSA is a national organization serving more than 280,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations. DC3 has SkillsUSA chapters in Automotive Technology, Diesel Equipment Technology and Welding.

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities. (Contact: Technical Center Office)

Student Ambassadors

The Dodge City Community College Student Ambassadors serve many important roles on our campus. They assist with the recruitment of prospective students through conducting campus tours as well as other campus activities at DC3. The Student Ambassador is some of our best and brightest and serve as great representatives of DC3. (Contact: Admissions Office)

Student Government Association (SGA)

The Student Government Association is an organization of students for students. Its main objectives are:

1. The promotion of students' opinions and ideas in the revision and formulation of College policies; and
2. The development of student activities.

Student Government also plays a role in the overall maintenance and development of the College as a result of the numerous positions it maintains on institutional committees.

The Student Government Association consists of six officers elected by the student body as well as elected representatives from each campus club and members at large from the student body as a whole. (Contact: Residence Life Office)

Vocal Music

DC3 offers a wide variety of vocal music activities for students - music majors and non-majors alike. Our music courses support the cultural and educational enrichment for both the DC3 campus and the Dodge City community and surrounding areas, while the students enjoy a fun and exciting experience themselves. (Contact: Kerry Kuplic, Professor of Vocal Music)

Concert Choir: The DC3 Concert Choir represents students from various academic disciplines across campus and is open to all students. The choir rehearses and performs both sacred and secular music from all style periods - from early music and classical masterpieces, to current popular and musical theater standards.

College Singers: College Singers, whose members are selected by audition from the Concert Choir, rehearses and performs a wide variety of contemporary music from jazz and music theatre genres, as well as early madrigal music. The group performs both on- campus, at concerts, and at off-campus events throughout the community.

Choral Union: Choral Union is DC3's college and community chorus and is open to all college students and community members, many of whom are former DC3 students themselves. The choir rehearses and performs a broad base of repertoire including traditional classical, oratorio, and operetta music.

Applied Music Voice: Private voice instruction is available to all students, both music majors and non-majors. Lessons are encouraged to develop proper vocal technique and to further students' musical styles and expression.

Wellness Center

Located in the Physical Education Building, the Wellness Center gives students an opportunity to participate in structured exercise. The Wellness Center offers a wide range of cardiovascular equipment, single-station weight training machines, an indoor walking/jogging track, an outdoor fitness trail, racquetball courts, and a gymnasium. The Wellness Center staff offers individually designed exercise prescriptions, fitness evaluations and body compositions with computerized analysis of results. (Contact: Heather Smith, Director of Wellness Center)

SCHOLASTIC POLICIES

Student Advisement

Students are encouraged to declare a major at the time of enrollment. Doing so assists staff in assigning the student a faculty advisor. Initial assignment of advisors will be made at the time of registration.

The advisor's name will appear on the student's class schedule. All class changes must be made through the faculty/staff advisor. The drop-add forms must have the appropriate signatures.

If a student wants to change advisors, the student should notify the Records Office. The change will be made, and the instructors involved will be notified.

Student Success Policy

Dodge City Community College is committed to helping students succeed. For that reason all first-time students take an assessment prior to enrollment. The results are used for initial placement in English, reading, and mathematics courses. Currently, the college uses COMPASS for placement purposes; however, it reserves the right to change the placement instrument without notice. ACT scores may be used in place of COMPASS scores.

Students whose placement scores qualify them for Basic English Composition (English 095), Preparatory English Composition (English 099), Sentences: Structure and Style (English 098), Basic Applied Math (Math 089), College Prep Math (Math 092), or Intermediate Algebra (Math 102) will take the designated course or courses and earn a C or better, before enrolling in more advanced courses in either area.

Scholastic Deficiencies: Probation and Suspension

Students are required to earn at least a 1.5 grade point average (GPA) each semester. Failure to do so will automatically result in probation. Students who earn a GPA of 1.5 or better in the subsequent semester, will be automatically removed from probation. Students who fail to meet this condition will automatically be on academic suspension. They will be eligible to enroll the following semester only with the special permission from the Counselor/Student Conduct Advisor.

Students who are on academic probation or dismissal from another post-secondary institution will be admitted under the provisions described for transfer students in this handbook.

Students who are placed on Academic Probation will need to meet with Counselor/Student Conduct Advisor in Student Services. An Academic Probation worksheet will need to be completed by the student before enrolling in the next semester.

Transfer Students

Students transferring to DC3 from another post-secondary institution are required to follow the same admission procedures stated for admission of first-time students. Students on academic probation from another institution may be accepted on probation at DC3. The probationary students will have one semester to bring their academic standing to the required level. Students on disciplinary dismissal will not be admitted until meeting with the Dean of Students. To qualify for any degree, transfer students must follow the Graduation requirements outlined in the current catalog.

Foreign Credential Evaluation Process

All potential DC3 students with foreign academic documentation will need to have their documentation evaluated by World Education Services (WES). Students with foreign academic documents need to order course-by-course evaluation by WES. WES will verify institutional accreditation status, including name, year awarded, name of institution attended, and major or field of study. It also provides the US equivalent for each credential and lists all post-secondary subjects with their corresponding value expressed in the term of US semester credit and grade equivalents.

Those interested can order a WES evaluation/transcript at www.wes.org. The WES website explains exactly what the student must provide and how much the student will be charged.

Transcript Requests

Your transcript is the institutions permanent record of all the courses you have taken while attending Dodge City Community College. In accordance with the Public Information Act and Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, student academic records are classified as confidential and may be released only with the student's written authorization and signature. NO ONE ELSE (including your spouse, parent, etc.) can request your transcript, as your written permission is required by law. Dodge City Community College has authorized Parchment to manage the ordering, processing, and secure delivery of student transcripts. Transcripts will not be issued if any financial obligations exist with Dodge City Community College. To request a transcript, Register with Parchment at www.docufide.com and click the "Student" link in the header.

Transcript requests are not accepted by telephone. In person requests can be made at the Registrar's Office, Dodge City Community College, 2501 N. 14th, Dodge City, KS. Our office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Please have your Student ID or driver's license available for identification purposes.

Grading Guidelines

When a course is repeated for credit, the last enrollment and grade will be used in computing the cumulative grade point average. An instructor may choose to provide additional time for a student to complete coursework by recording a grade of incomplete ("I"). An incomplete grade contract will be used to indicate coursework to be completed. After one year, a recorded "I" grade will be automatically changed to "F".

Changes in final grades must be made on the proper form. One copy will be filed with the appropriate Vice President or Dean, the Records Office, and the instructor. Normally, only the instructor can change final grades. Exceptions to this policy are explained in the section titled "Grade Changes."

To appeal a final grade, the student should first contact the instructor who assigned the grade. If this matter remains unresolved, the student should then contact the Vice President of Academic Affairs. If still unresolved, the matter will be determined by a committee composed of the Vice President of Academic Affairs, an instructor chosen by the student, and an instructor chosen by the instructor who assigned the grade. (If the instructor who assigned the grade is no longer on campus, the Vice President of Academic Affairs will choose an instructor.) The decision of this committee shall be considered final. The grade change form shall be included in the student's permanent file.

Grades

The grade point average for any term is calculated by dividing the number of grade points earned by the number of credit hours earned, including F. The cumulative grade point average is calculated by dividing the total number of grade points earned in college by the total number of credit hours earned including all Fs.

EXCEPTION: When a course is repeated for college credit, the last enrollment and grade will be used in computing the cumulative grade point average.

Dodge City Community College calculates grade point averages based on a 4.0 schedule (A=4 points, B=3 points, C=2 points, D=1 point, F=0 points). Grade averages are weighed according to the number of hours credit in each class.

This example will illustrate the method of figuring the GPA:

Subject	Credit Hours	Grade	Cr Hrs x Points	Subject Points
English	3	A	3 x 4	12
Am. Gov't.	3	B	3 x 3	9
Speech	3	C	3 x 2	6
Fr. Math	5	B	5 x 3	15
Art	3	B	3 x 2	6
PE	1	C	1 x 2	2
Totals	18 hrs.			50

50 grade points ÷ 18 credit hours = 2.78 GPA

Grade Reports

Semester grades are posted electronically. Students can access their grades (mid-term and final) by logging on to MyDC3Web. Student grades are posted under the Student tab. If you do not have Internet access, please contact the DC3 Records Office to receive a copy of your grades.

To log on to MyDC3Web, go to www.dc3.edu. Click the MyDC3Web link located within the purple left column banner. This will take you to the MyDC3Web login screen. Login by entering your six digit Student ID# and your password. If it is your first time logging in, enter your six digit Student ID# and click on I forgot my password. Then click the Send New Password button, a new password is automatically generated and sent to your email address. After using your new password to log into the system, click on the Personal Info hyperlink next to your name at the top. On the My Info – Password tab you can change your password to something more meaningful to you. To provide DC3 with your current email address, call the Records Office at (620) 227-9293.

Always remember to log out of the website. Select “Log Out” next to your name at the top of the page. If a “hold” has been placed on your records, you will not be able to view your grades on the web. Please contact the Records Office for further information.

Minimum Grade Requirements

A student must earn a minimum GPA of 2.0 overall in order to receive a degree or certificate from DC3.

A student must receive a grade of “C” or better in the following courses before enrolling in the next higher course in the sequence:

MATH 089	Basic Applied Math (Technical)
MATH 092	College Prep Math
MATH 102	Intermediate Algebra
ENG 095	Basic English Composition
ENG 098	Sentences: Style and Structure
ENG 099	Preparatory English Composition
ENG 102	English Composition I
ENG 103	English Composition II
SP 106	Public Speaking
ESL 120	Beg. Academic ESL Listening & Speaking

ESL 125	Beg. Academic ESL Reading & Writing
ESL 132	Int. Academic ESL Listening & Speaking
ESL 133	Int. Academic ESL Reading & Writing
ESL 138	High Int. Academic ESL Grammar
ESL 140	High Int. ESL Listening & Speaking
ESL 145	High Int. ESL Reading & Study Skills
ESL 150	Advanced ESL Writing
ESL 155	Adv. ESL Grammar

Grade Changes

An instructor may make grade changes at any time during one calendar year following the assignment of the original grade. Normally, grade changes will result from errors in grading, reporting, omission, or from course completion in the case of an “I.” The appropriate Vice President or Dean may also change a grade when there is clear evidence of error and when the instructor is not in residence. All grade changes must be documented by a “Change of Grade” form.

An instructor who wishes to request a change in a grade assigned more than one year earlier must petition the Instructional Council. If the Council approves a grade change, the instructor and the appropriate Vice President or Dean must be informed before the Council’s recommendation is transmitted to the Records Office and the grade change entered on the student’s transcript.

The student retains the right to appeal a final grade under the provisions described in “Grading Guidelines” above. The student also retains the right to appeal to the Instructional Council for a retroactive withdrawal from all courses for a given semester. However, the student may only make such an appeal on the grounds that he or she was unable to withdraw from classes under customary procedures during the semester in question. A student may not make such an appeal to “enhance” his or her transcript.

The student must provide verifiable evidence of the causes for failing to withdraw properly. Normally, the student must make the appeal within one calendar year of the semester in question. If the petition is granted, the grades are changed to “W” through the usual procedures.

If a student requests a change more than a year after the original grade was posted, the Instructional Council must also approve the petition. The policy applies to all courses in a semester and can be invoked only for DC3 courses. It may not be applied after graduation to courses attempted prior to graduation.

President’s Honor Roll

Students who carry at least twelve hours and make a grade point average of 3.8 with no grade below “C” will be named to the President’s Honor Roll. The Honor Roll is published at the close of each semester in the hometown paper of eligible students and the Dodge City Daily Globe.

Vice President’s Honor Roll

Students who carry at least twelve hours and make a grade point average of 3.5-3.79 with no grade below “C” will be named to the Vice President’s Honor Roll. The Honor Roll will be published at the close of each semester in the hometown paper of eligible students and the Dodge City Daily Globe.

Graduation Requirements

If you are intending to graduate from DC3 with a degree or certificate, you must apply for graduation (i.e., complete the Graduation Application) in the Registrar's office. The Registrar's office certifies requirements for degrees and certificates. Students planning to graduate in December must apply for graduation by December 1. Students planning to graduate in May or August must apply for graduation by the last Friday in March.

Graduation with High Honors

To graduate with High Honors, students must complete all requirements for a diploma or degree, complete the last fifteen hours prior to graduation at Dodge City Community College, and have a cumulative grade point average of 3.8 - 4.0. The transcripts of students who meet these criteria will be marked "Graduated with High Honors."

Graduation with Honors

To graduate with Honors, students must complete all requirements for a diploma or degree, complete the last fifteen hours prior to graduation at Dodge City Community College, and have a cumulative grade point average of 3.5 - 3.79. The transcripts of students who meet these criteria will be marked "Graduated with Honors."

Closed Class with Waiting List Procedure

When a class is closed and the Records Office has placed students on a waiting list, the following procedure will be adhered to when adding students from the waiting list:

- Students who do not attend class the first class session will be dropped from the class roster unless they have made previous arrangements with the instructor.
- Students on the waiting list will be admitted according to their order (by date of placement) on the list. The waiting list will be held in the Records Office.
- It is the student's responsibility to remain in contact with the Records Office and to provide a phone number where he/she can be reached.
- Faculty members are to complete the appropriate Drop or Add slips and forward that information to the Records Office.
- Students who have been dropped after the first class session will have to re-enroll and be placed on the waiting list for closed classes.

Withdrawal Policy

Students who wish to withdraw from a class or classes must complete an official Add/Drop/Withdrawal Form. The individual student, the instructor, the advisor, the Bookstore, Business Office, and Financial Aid Office must sign this form before it is returned to the Records Office. In addition, the following signatures, if applicable, will be required on the official Add/Drop/Withdrawal Form; Athletic Director, Coach or Scholarship Sponsor, and Guided Studies Coordinator. The date of withdrawal will be the date the signed form is received in the Records Office.

Students may initiate a request to withdraw from any class any time prior to the end of the 13th week of the semester. Withdrawals will not be allowed after the end of the 13th week. The policy shall not preclude students from withdrawing and auditing the class to the end of the

semester (with the consent of the instructor). After the 8th business day of the academic semester for traditionally scheduled courses, transcripts will be marked with a "W."

Scholarships and grants-in-aid will be paid after the 10th business day of the academic semester. Once scholarships and grants-in-aid have been paid and a recipient withdraws from all classes prior to the 60% point in the semester, a return to the institution of scholarship or grant-in-aid funds will be calculated on a pro rata basis. The recipient will be responsible for the charges incurred as a result of the return of scholarship or grant-in-aid funds pro rata calculation.

Complete Withdrawal from College

Students must contact the Records Office in person if they intend to withdraw entirely from their courses. They must then contact their academic advisor and complete a written withdrawal form. If students are unable to appear in person, they must contact the Records Office in writing. Notification by telephone is unacceptable. After the 8th business day of the academic semester for traditionally scheduled courses, transcripts will be marked with a "W." The withdrawal date will be the date the completed form is received in the Records Office.

Under normal circumstances, students may not withdraw from a semester retroactively.

Family Education Rights and Privacy Act-Annual Notification Definitions

For the purposes of this policy, Dodge City Community College has used the following definitions of terms:

Student - any person who attends or has attended Dodge City Community College.

Education Records - any record (in handwriting, print, tapes, film, electronic or other medium) maintained by Dodge City Community College or an agent of the college, which is directly related to a student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by the college unit if the record is maintained solely for law enforcement purposes.
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Directory Information

Dodge City Community College designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most

recent previous school attended, and photograph. Dodge City Community College may disclose any of these items without prior written consent, unless notified in writing to the contrary.

A student has the right to:

- Inspect and review the student’s education records.
- Seek amendment of the student’s education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and paragraph 99.31 authorize disclosure without consent.
- File with the Department of Education a complaint under paragraphs 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

Students may exercise the right to inspect and review education records by submitting a written request to the Registrar or his/her designee.

Students may request amendment of records under paragraph 99.20 by submitting a written request to the Registrar or his/her designee. If the education records are more than one year old, students may request amendment of records under paragraph 99.20 by submitting a written request to the Instructional Council.

Education records may be disclosed under paragraph 99.31(a)(1) to school officials who have a legitimate educational interest in the records. Other disclosures under paragraph 99.31 will be considered on a case by case basis.

STUDENT FEES

Tuition and fees must be paid in full, or arrangements to pay tuition and fees must be made prior to the start of the academic semester. Failure to pay or make arrangements will result in the student being dropped from all classes. For more information about alternative payment arrangements, contact the Business Office at (620) 227-9216.

Tuition (full-time or part-time, per credit hour)

Ford County Resident.....	\$31
Kansas (or Arizona, California, Colorado, Missouri, Nebraska, New Mexico, Oklahoma, Texas, Utah) resident.....	\$49
Non-Kansas resident	\$57
International students.....	\$60
EduKan Online (tuition and fees).....	\$150
DC3 Online	\$135

Incidental fees (per credit hour)

Ford County resident.....	\$40
Out of County-Kansas resident (or Arizona, Colorado, Missouri, Nebraska, New Mexico, Oklahoma, Texas, Utah).....	\$60
Non-Kansas resident	\$60
International	\$65
Outreach.....	\$20

Parking fee (per semester)

Seven or more credit hours (refundable prior to the first day of the semester).....	\$25
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Registration fee (per semester)

Six hours or less (non-refundable).....	\$30
Seven hours or more (non-refundable).....	\$55

Other fees

Independent Studies (per credit hour, for Guided Studies courses only, non-refundable).....	\$10
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Laboratory Fee

(per credit hour for applicable courses).....	\$15
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Technology Fee (per credit hour, refundable prior to the first day of the semester).....	\$10
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Special Fees

Aviation Program Operations Fee (per certification: PVT, INST, COM, CFI, and CFII)	\$1500
Aviation Program Operations Fee (per certification: TT and NVG)	\$750
Auto Mechanics Technology	varies
Cosmetology I Kit.....	varies
Diesel Equipment Technology	varies
Nursing Materials Fee	varies
Physical Education	varies

Flight Instructor Pilot Training Fees*

Private Pilot Certification	
R22	Min TCO - \$40,218
R44	Min TCO - \$64,634
Instrument Certification	
R44	Min TCO - \$67,170
R66	Min TCO - \$119,050
Commercial Certification	
R22	Min TCO - \$62,840
R44	Min TCO - \$100,277
Certified Instructor	
R22	Min TCO - \$45,189
R44	Min TCO - \$68,845
Instrument Instructor	
R44	Min TCO - \$52,070
Turbine Transition	
R66/BH206	\$33,282
Night Vision Goggles (NVG)	
R66/BH206	\$22,664
Aviation Pilot Training Kit (PVT-CFII)	\$2,269
NVG Training Kit.....	\$2,550
Supplemental Kit.....	\$1,310

**These fees are based on seven (7) years of historical completion data for non-VA and VA eligible students*

If you weigh over 200 lbs. or your height and weight configuration interferes with the Robinson R22 flight controls, you must take all training in the Robinson R44. If you are under 200 lbs., and you are taking your Private and or Commercial training in the R22, some long cross country flights will need to be performed in the Robinson R44 due to the fuel limitations of the Robinson R22 based on gross weight. The Instrument course and Instrument Instruction course are only available on the Robinson R44. Tuition and fees listed above are subject to change.

Student identification and activity card

Any student enrolled at Dodge City Community College, regardless of how many hours he or she is enrolled in, will receive an activity ID card from the Student Services Office. This card provides admittance to all regular, college-sponsored events. It must be validated each semester in the Business Office. The ID card must be presented when receiving any form of student financial aid, checking out any materials

from the Learning Resource Center, certain purchases in the Bookstore, and when testing in the Testing Center. An ID card may be revoked if used by any person other than the original recipient. There is a \$5 charge for a replacement ID card, regardless of the reason for the reissue.

Incidental Fee

The incidental fee includes payment toward the following: student union fee, athletic events, drama and musical events, concert and lecture series, student activities programs such as dances, picnics, etc., student I.D. cards, scholarships and matriculation fee.

Independent Studies

This fee is assessed only for students enrolled in Independent Studies courses as a means to offset the additional administrative costs associated with such courses.

Laboratory Fee

This fee is assessed only for certain courses to cover the costs of expendable supplies.

Technology Fee

This fee is assessed to offset the costs of providing technology across campus such as Wi-Fi access, wired internet access, multimedia stations in classrooms, smart boards, and other classroom technology.

Special Fees

These fees are assessed to offset the costs of equipment and materials in some specialized courses.

Audit and Non-Credit Fees

Students taking courses for audit, regular fees will be charged for these courses. In the case of Non-Credit, fees will be established on an individual course basis.

Transcript Fee

The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. Transcripts must be paid by credit card at the time of the order. Parchment accepts Visa, MasterCard, Discover and American Express. The fees are as follows:

Currently Enrolled Students: Students who are currently enrolled are charged a \$2.25 fee per electronically sent transcript for the first three electronically sent transcript. After the first three transcripts are sent there will be a \$7.25 fee per transcript. Any hardcopy transcript delivered by U.S.P.S. (domestic only) will be charged an additional \$2.50, and any hard copy transcript delivered next afternoon (domestic only) will be charged an additional \$25.00.

Former Students: Former Students are charged \$7.25 per transcript. Any hardcopy transcript delivered by U.S.P.S. (domestic only) will be charged an additional \$2.50, and any hard copy transcript delivered next afternoon (domestic only) will be charged an additional \$25.00.

Refund Policy - Day, Night and Outreach

A 100% refund of tuition and fees for dropped classes will be made up to the eighth (8th) business day of the academic semester. After the eighth (8th) business day of the academic semester, there will be no refunds for withdrawn class(es) and the transcript will reflect a "W" for withdrawn class(es).

Refund Policy - Summer School

A 100% refund of tuition and fees for dropped classes in the summer depends on the length of the term. Please check with the Business Office for refund dates.

STUDENT FINANCIAL AID

Purpose

The purpose of student financial aid is to provide all students with access to post secondary education, a choice of post secondary institutions, and the ability to persist to complete a degree or certificate.

Philosophy

The philosophy of student financial aid is that parents of dependent students have the primary responsibility for financing their student's education. Dependent students have a secondary responsibility for their own education. Independent students have the primary responsibility for financing their own education. The subject to funding, various types of student financial aid may supplement a student's need as defined by the U. S. Department of Education. Student financial aid is not intended to pay all of the costs for post secondary education. Students are expected to provide self-help resources, which may be supplemented by student financial aid.

Mission

The mission of the Dodge City Community College Student Financial Aid Office is to help all students to gain access to higher education through student financial aid advising.

Application Procedures

In order to apply for Title IV student financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application should be completed online at www.fafsa.gov. Once the FAFSA is completed, you will receive a conformation page with an Expected Family Contribution (EFC). This information is sent to institutions listed on your FAFSA within approximately 3 – 5 days.

Students should plan to apply early. In addition, scholarship/award applicants must submit the Dodge City Community College Scholarship Application Form and/or the Dodge City Community College Endowment Association Scholarship Application Form prior to the application deadline. Scholarship funds are limited.

To complete the student financial aid file, applicants must submit the Dodge City Community College Financial Aid Data Form, a copy of their high school transcript or GED diploma, and a copy of any previous college transcript. If the student is selected by the U.S. Department of Education for "verification," additional documents such as income tax return transcripts, and other appropriate documents will be requested by the Student Financial Aid Office. All required documents will be requested at least three times in writing before action ceases on the file.

When the student's financial aid file is complete, an official award letter based on full time enrollment will be mailed to the student.

Financial Aid will be paid based on enrollment at the end of the 8th day of class. The Student Financial Aid Office prepares a disbursement report for all students who have complete financial aid files. The disbursement report is based on actual enrollment as reported on the 8th day and takes about one week to complete. Federal direct loans are disbursed after mid-terms grades are posted and reviewed. Students must have a minimum 2.0 GPA at mid-term to receive loan disbursements for that semester.

After the disbursement report is transferred to the Business Office, it takes about a week to apply awards to student accounts and to generate and mail checks to students who have a credit balance. Federal Loan proceeds will be disbursed after grants and scholarships have been applied to student accounts. Withdrawing from any or all classes after the 8th day could result in a portion of your financial aid being recalled, resulting in a balance on your student account, requiring payment from the student.

Regulations of the U.S. Department of Education require that Title IV student financial aid is used only for expenses directly or indirectly related to the student's education. Student financial aid will be applied to student accounts in the following priority: tuition, books, fees, room and board and iPads.

STUDENT FINANCIAL AID OPTIONS

Federal Pell Grant

The Federal Pell Grant program helps undergraduate students pay for their education after high school. An undergraduate is one who has not earned a bachelor's degree. For many students, a Federal Pell Grant provides a foundation of student financial aid to which funds from other federal and non-federal sources may be added. Unlike loans, the Federal Pell Grant does not have to be paid back. Future Federal Pell Grant funding may be limited. Students must plan to apply early.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Education Opportunity Grant (FSEOG) is for undergraduate students with exceptional need (priority goes to Federal Pell Grant recipients with an EFC equal to "0") as defined by the U. S. Department of Education. Since the FSEOG is a grant, it does not have to be paid back. FSEOG funding at Dodge City Community College is very limited and is awarded on a first-come, first-served basis for those meeting the criteria.

Federal Work-Study

Federal Work-Study (FWS) provides employment for students who have need as defined by the U. S. Department of Education. Federal Work-Study gives students an opportunity to earn money to help pay for educational expenses. Pay is based on the current federal minimum wage. The total amount of a student's FWS award depends on need and the availability of funds. FWS funding at Dodge City Community College is very limited. Students must plan to apply early.

William D. Ford Direct Loan Program

The William D. Ford Direct Loan Program is a low interest loan, made to students attending at least half time while pursuing education after high school. The lender is the U.S. Department of Education and the U.S.

Department of Education insures the loans. Subsidized Federal Direct Loans (the U. S. Department of Education pays the interest while the student is in school) are based on need. Unsubsidized Federal Direct Loans (the student is responsible for the interest from the time the loan is disbursed) are not based on need, but may not exceed the cost of education.

Federal PLUS Loan

The Federal PLUS Loan is for parents of dependent students who want to borrow to help pay for their student's education after high school. The student's eligibility for the Federal Direct Loan must be determined before the parent's eligibility for the Federal PLUS Loan. Federal PLUS Loans may not exceed the cost of education.

Athletic Scholarships

A certain number of grants involving tuition and loan of books are available for student athletes. Scholarships are awarded by the Athletic Department.

Scholarships and Awards

Scholarships awards are made to students who demonstrate promise of superior achievement in their educational pursuits. Applicants must be enrolled full time. Students must complete a scholarship application, available from the Student Financial Aid Office, by April 30 for the following academic year. Funds are limited. Completing the application requirements does not guarantee a scholarship.

Academic Scholarships are awarded to eligible applicants based on previous academic achievement.

Activity Awards are made to eligible applicants based on participation in an approved activity.

Senior Citizen Scholarships are available for eligible senior citizens 62 years or older. The scholarship pays only tuition for seminars, workshops, or classes. The participants must pay for any supplies, books, fees, meals or supplemental materials.

Academic Awards and Scholarships

Many area organizations provide one to two-year scholarships, grants, and loans to students who fulfill their specific qualifications. Area organizations to which you may want to inquire would be churches, high schools, PTA groups, service clubs, fraternal organizations, area Foundations, professional organizations, and the company or business where parents are employed. Some corporations may also sponsor national merit scholarships. Your high school counselor usually has a detailed list of such programs.

Veterans Benefits

The appropriate VA forms are maintained in the VA Service Center Office. After the VA has received an application from a veteran, they will issue a certificate of eligibility. As soon as the applicant has received the certificate of eligibility, it should be turned in to the VA Service Center. A delay of payment will not be issued against most veterans' benefits due to the fact that checks are generally sent directly to the veteran as opposed to the school.

Students who are entitled to Department of Veterans' Affairs education benefits must make initial contact with their campus Veterans' Affairs school certifying official. A formal application for admission to the College should be completed before applying for the VA education benefits. Each Dodge City Community College program and classroom, or distance education option, requires separate state approving agency approval for the training of veterans or eligible persons. Please contact the VA Service Center office for information on current approvals and programs.

Application for VA education benefits should be received in the VA Service Center, for submission to the Department of Veterans Affairs (DVA), so that the campus certifying official can submit the proper certification for your enrollment. All necessary paperwork can be completed online at www.gibill.va.gov.

VA education benefit eligibility and payment rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veteran's Affairs can determine VA applicant eligibility. To contact a DVA representative in your area, call toll free 1-888-GI-BILL-1 (1-888-442-4551). Students receiving Chapter 30, 31, 32, 33, 35, 1606, and 1607 benefits and attending Dodge City Community College are required to request official copies of High School and college transcripts, and AARTS or SMART transcripts be sent directly to the Records Office.

VA Standard of Academic Progress Requirements

To receive veteran's education benefits, student must maintain satisfactory academic progress and conduct. Please refer to the DC3 College Catalog for the full VA Standard Academic Progress requirements

VA Audits, Withdrawals, Non-Required Courses and Repeats

The law prohibits payment for auditing a course or payment for any course for which a grade assigned is not used in computing graduation requirements. This includes repeats of grade of "D" or better (unless a higher grade is required); withdrawals; and courses which are not applicable to your declared degree objective. This does not apply to repeats of required courses, which were failed.

Overpayments

To avoid overpayments, VA education benefits recipients should promptly report any changes in enrollment or dependency status to the Records office, who will then notify the DVA. The College is required to notify the DVA within 30 days of any change in student status during previously certified periods of enrollment. Changes include withdrawals, reduction in training time, unsatisfactory academic progress or conduct, and assignment of "non-punitive" grade and "changes in dates of enrollment." Upon receipt of the notice, DVA will reduce or terminate benefits. DVA is required to take prompt and aggressive action to recover overpayment of benefits.

DANTES Reimbursement

Directed study courses have Defense Activity for Non-Traditional Education Support (DANTES) approval for tuition reimbursement. For more information on this program, contact the Educational Service Office on your base.

Tuition Assistance VA Top-Up

Active duty students requesting to use the Tuition Assistance VA Top-UP program should direct all questions or concerns to the Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) or their web site at www.gibill.va.gov. The Dodge City Community College VA certifying official has no involvement in the processing of any Tuition Assistance VA Top-Up request.

VA Websites

Educational benefits information:

www.gibill.va.gov

Online applications available:

www.vabenefits.vba.va.gov

Attendance verification online:

www.givill.va.gov/wave/index.do

Student Financial Aid Satisfactory Academic Progress Policy and Procedures

These policies and procedures will apply to all students who receive student financial aid at Dodge City Community College or a previous institution of higher education. The satisfactory academic progress of students will be verified at the close of each term according to the requirements of the U. S. Department of Education and Dodge City Community College. Remedial courses and repeated courses will be considered in order to determine qualitative progress but not quantitative progress.

Student Classification

Twelve or more credit hours per term constitute full time enrollment. Nine credit hours per term constitute three-quarter time enrollment. Six credit hours per term constitute half time enrollment. Fewer than six credit hours per term constitute less than half-time enrollment. Student classification for the summer term is the same as for a regular semester term.

Student Financial Aid Satisfactory Academic Progress

Full time students must complete a minimum of 12 credit hours each term while maintaining a cumulative grade point average of at least 2.0 on a 4.0 scale. Full time students have up to six terms to complete an associate degree consisting of 62 credit hours.

Three-quarter time students must complete a minimum of nine credit hours each term while maintaining a cumulative grade point average of at least 2.0 on a 4.0 scale. Three-quarter time students have up to eight terms to complete an associate degree consisting of 62 credit hours.

Half time students must complete a minimum of six credit hours each term while maintaining a cumulative grade point average of at least a 2.0 on a 4.0 scale. Half time students have up to twelve terms to complete an associate degree consisting of 62 credit hours.

Maximum Credit Hours

Students who are enrolled in a two-year degree or certificate program and have completed 150% of the credit hours required to complete their degree or certificate are no longer eligible for student financial aid at Dodge City Community College. Exceptions will be considered and may be granted on a case-by-case basis when students complete and submit the "Request for Exception to Financial Aid Disqualification Due to Hours in Excess of Satisfactory Progress" to the Student Financial Aid Office.

Student Financial Aid Warning

Students who fail to meet the requirements of satisfactory academic progress will be placed on student financial aid warning for the following semester. Student financial aid warning is a formal final warning that a student's academic progress is not meeting the standards of Dodge City Community College. Students on student financial aid warning will be eligible for Title IV student financial aid in the following semester. In order to have a scholarship reinstated, students must meet the original criteria required in the scholarship award.

Student Financial Aid Suspension

Students who fail to meet the requirements shown above each semester, while on student financial aid warning, will be placed on student financial aid suspension. Students on student financial aid suspension are not eligible for student financial aid. Students who receive any combination of all Is, Ws or Fs will be automatically suspended for the following semester.

Student Financial Aid Eligibility

Students who have been placed on student financial aid suspension must complete at least twelve credit hours at their own expense at Dodge City Community College and attain a grade point average of at least 2.0 on a 4.0 scale for those twelve credit hours. Students who meet this requirement will have their student financial aid eligibility reestablished and they will be placed on student financial aid probation for the following semester. If satisfactory academic progress is accomplished during that semester, they will be removed from student financial aid probation and will be considered in good standing for future student financial aid awards.

Right to Appeal

Students who have been placed on student financial aid suspension may appeal matters in mitigation and extenuation in writing to the Director of Student Financial Aid.

Exceptions to the Dodge City Community College satisfactory academic progress policy will be considered on a case-by-case basis.

Student Financial Aid Refunds and Repayments

Student financial aid refunds and repayments will be made according to the Return of Title IV Funds policy.

Outside Awards

Students who receive outside awards such as loans, grants, or scholarships from the private sector or government agencies must report the source and amount of such awards to the Student Financial Aid Office. Outside

awards must be coordinated with institutional and federal awards to insure that a student's need is not exceeded where federal funds are involved

SERVICES FOR STUDENTS POLICIES AND PROCEDURES FOR GRANTING ACCOMMODATIONS

For Students with Disabilities

References

1. Section 504, Rehabilitation Act of 1973.
2. Title II, Americans with Disabilities Act of 1990

General

Dodge City Community College is not required to provide you with a free appropriate public education (FAPE) as is required of elementary and secondary schools. DC3 is required to provide you with appropriate academic adjustments as necessary to ensure that it does not discriminate against you on the basis of a disability. DC3 is an open admissions postsecondary institution that may not deny you admission bases solely on a disability.

Academic Adjustments

You are not required to identify yourself as having a disability unless you intend to request an appropriate academic adjustment based on a disability. Services are dependent on the student's needs and may include assistive technology, sign language interpreters, readers, test accommodations and preferential seating. As a resource, we also encourage the use of the Academic Success Center (ASC) for study skills and time management strategies as well as tutoring services. DC3 is not required to lower or make substantial modifications to essential academic requirements that would diminish the rigor of your program of study.

How to receive Accommodations

1. Prior to enrolling in classes at DC3, contact our Director of Admissions. You will need to request accommodations in writing before the beginning of each semester. Stop by the Student Union and ask to speak with the Director of Admissions.
2. Provide documentation (Individual Education Plan (IEP), psychological, educational, or medical evaluations). You may submit the documentation in person or mail to: Dodge City Community College, 2501 N 14th Avenue, Dodge City, KS 67801
3. After you have arranged your schedule for the semester and prior to the first day of classes, provide a copy of your granted accommodations letter to your instructors.
4. Arrange to meet with each instructor concerning the accommodations granted.

Adult Learning Center

Dodge City Community College Adult Learning Center is located at 700 Avenue G in Dodge City. The mission of the Adult Learning Center adult education program is to provide an opportunity for individuals to acquire lifelong learning skills that empower them to achieve personal goals, improve job opportunities, attain social

awareness and promote community awareness. The center provides individualized and class instruction in a relaxed environment and is open throughout the year.

The Adult Learning Center offers classes in English as a Second Language (ESL), Adult Basic Education and citizenship. Class times are available in the morning and evening depending on student needs and skill levels.

The Adult Learning Center is funded through the federal Workforce Innovation and Opportunity Act and by Dodge City Community College.

The Adult Learning Center has a computer lab equipped with Internet available for students who are enrolled in any of the programs offered at the ALC. Instructors help students gain technology skills as well as practice writing, reading, citizenship, and English. Students may use computers outside of class time with the permission of their instructor.

Additional services available at the Adult Learning Center include:

English as a Second Language (ESL)

The Dodge City Community College Adult Learning Center offers ESL classes for individuals whose first language is not English and who want to improve their English skills in speaking, reading, writing and listening. Students are given an English skills test to determine their level before beginning classes.

Classes are approximately eight weeks long and an enrollment period is held at the beginning of each session. Students can sign up for classes during the enrollment periods held throughout the year.

General Educational Development Test (GED)

The GED 2014 Series Tests provide an opportunity for adults who have not graduated from high school to earn a Kansas State High School diploma by taking and passing the GED tests. GED preparation involves studying for and taking a series of tests that are designed to reflect the major and lasting academic outcomes of a four-year program of study with an increased emphasis on workplace skills and higher education. The four tests include language arts, social studies, science and mathematics. The GED program at the Adult Learning Center is open to any adult 18 years and older who did not complete high school and wishes to study and work toward the Kansas State High School diploma. Individuals who are 16 or 17 years old may study for the GED if they obtain an "exemption from compulsory education" from a local high school. It is the student's responsibility to obtain the necessary forms. The Kansas Board of Regents issues a Kansas State High School diploma to students who successfully complete the GED test series. The Adult Learning Center works closely with the admissions office of Dodge City Community College to help students who obtain their GED and wish to continue their education at the college level.

Adult Basic Education (ABE)

The Adult Learning Center offers classes in reading, writing, math, General Educational Development (GED) preparation, employability and life skills.

Citizenship

Citizenship classes are offered to students who are enrolled in ESL or adult education classes. Citizenship classes are offered during the day and evening hours depending on demand. Interested individuals should contact the Adult Learning Center for details.

Allied Health

The coordinator of Allied Health arranges for continuing education workshops for Nursing and other Allied Health personnel that may apply toward professional re-licensure or certification.

Special approvals for continuing education may be obtained for nursing home administrators, dietitians and other related fields. Many of the offerings are accepted for continuing education credit for social workers.

Dodge City Community College in serving the needs of the community must provide a variety of topics, based upon what is found to meet the needs of the largest number of participants. This requires our being sensitive to needs and requests from a variety of sources and providing programs that are feasible and allowable within our capabilities and budgetary constraints. It is our responsibility to develop and offer quality programs, seek and obtain faculty best qualified to present current updated knowledge on that topic, provide an environment conducive to learning, and to offer this at a cost to the participant that is reasonable and affordable.

Area Technical Center

Dodge City Community College functions as the Area Technical Center for its service region, a designation which includes all of its vocational programs. The College has a long-standing commitment to excellence in occupational training, as evident in the extent and variety of its technical programs. Working in cooperation with area high schools and businesses, the college offers course work to assure quality in the training and retraining of entry-level and experienced employees.

Career Counseling Services

The goal of the Dodge City Community College career counseling office is to assist all students who seek help, whether their problems are educational, vocational, or personal in nature. A student may seek help personally, or may be referred for assistance. The office functions to help students who are having difficulty in working out effective study and learning habits, and who are not receiving personal and social satisfactions from their college experience.

Vocational guidance is a major service of the counseling department. Even before enrolling, a prospective student is encouraged to visit the counselor to get help in deciding on a curriculum. When the student enrolls, consideration is given to that student's vocational aptitude and interests.

A student may look up descriptions of the different jobs he or she has considered, in the occupational information center, which is located in Student Services. Students may see what training is necessary for each occupation, the probable salary range, and the general outlook for employment.

Upon admission, an advisor helps the student arrange a course of study. When possible, the student is invited to visit with an advisor on the basis of vocation or subject matter interests that they have in common.

Once a student is attending classes, it may be discovered that unsatisfactory progress is being made due to such problems as lack of motivation, poor study habits, or other personal problems. An interview with a counselor may be helpful in indicating the source of the difficulty. Problems may range from those common to all young adults to those of severe emotional difficulty. Extreme emotional problems may be referred to an appropriate agency.

Child and Adult Care Food Program

The Child and Adult Care Food Program is a federal program available to family childcare providers through which they receive reimbursement money for meals and snacks served to children in their care. The program is designed to aid the provider and the parent's financially while assuring good nutrition for the children in day care. The service delivery area includes the following counties: Ford, Hodgeman, Gray, Edwards, Clark, Kiowa, Ness, Meade, Comanche and Seward. For more information, contact Charlotte Neuschafer, (620) 225-2817.

Outreach Classes

Dodge City Community College serves a nine county region that includes all of Ford, Hodgeman, Clark and Ness counties and parts of Meade, Comanche, Kiowa, Edwards and Gray counties. Within this area, DC3 offers academic and vocational college credit courses in 14 different communities.

Additionally, DC3 maintain an Outreach Center in Kinsley, which provides access to academic and vocational college credit courses for students in that area, and advising and testing services. For class offerings or more information on Outreach classes, please contact the Outreach Office at 620-227-9399.

Student Support Services

Student Support Services (SSS) is a program funded by the U.S. Department of Education. SSS is designed to target college students who have the potential to succeed with their college endeavors and successfully transfer to a four-year institution. Determining your future educational and career goals is not an easy process. SSS provides professionally trained staff members to assist students making these decisions.

Student Support Services is a nonprofit educational opportunity program. SSS is hosted by Dodge City Community College. For application materials or for further information please call: (620) 227-9406

CAMPUS FACILITIES

Academic Success Center and Nursing Success Center

The mission of the Academic Success Center (ASC), located in Science/Math 210, is to support students in achieving academic excellence. The center provides comfortable study area for individuals and groups as well as a group study room with white board and DVD/VCR.

Drop-in and scheduled tutoring sessions with peer tutors are available in many content areas. Faculty and staff are also available. Hours for the ASC are Monday-Thursday, 8:00 a.m. to 8:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.

The ASC also provides services in the areas of ESL, reading and writing. ESL services available include testing, advising and placement. ESL tutoring and English for Specific Purposes study groups are also available. Reading services available include the College Reading course, reading tutoring, content specific study groups and the Nelson Denny Reading Test. The Writing Corner offers consultation on all phases of the academic paper writing process, including brainstorming, organizing, outlining and revising. The assistance also extends to consultations on scholarship and application letters, grammar issues, documentation styles and writing course content.

Two computer classrooms are available for student use when they are not being used for classes. Lab hours run concurrent with the ASC hours.

The ASC also houses the Nursing Success Center, which provides services in the nursing programs, pre-nursing, and the para-professional programs, including advising, academic assistance, study aids and the pre-nursing Power Skills course offered online. For assistance with any of these services, contact (620) 225-9508.

Child Development Center

Enroll your child for just the hours you need to fit around your class schedule (up to five hours per day). Developmentally appropriate activities for two and a half year olds through age 6, nutritious meals and snacks are included.

Year-round care for children 2 1/2 to 6 years old in a self-contained classroom offering developmentally appropriate learning experiences with quality care. The service is ideal for working parents, or those needing more than 25 hours of care per week for their child.

Computer Labs

Technical Center Computer Lab

Dodge City Community College operates a large computer lab in the Technical Center Computer Lab building for the use of the entire student body. The lab functions as a classroom as well as a lab, offering a full range of current computer applications, programming, networking, web design and computer maintenance. The lab houses cutting-edge computers with high speed internet access. In addition, the Cisco Networking Academy is located within the Technical Center Computer Lab. Lab monitors are available for your assistance. Lab hours are determined each year by the Technical Center Computer Lab faculty.

Academic Success Center Computer Lab

The Academic Success Center (ASC) has two computer-equipped classrooms that will double as computer labs when classes are not in session. Located in Science/Math 215 and 215A, students can access computers with current software including Microsoft Word, Excel, Access, PowerPoint, as well as English as a Second Language software and nursing applications. The computer lab hours run concurrent with the ASC hours.

Student Success Center Computer Lab

The Student Success Center (SSC), located in rooms 203 and 204 at the Learning Resource Center is a multipurpose, multimedia facility providing Dodge City Community College students and personnel with state-of-the-art information delivery systems to facilitate student support, instruction, and training. The Center is equipped with computers, two multimedia projection systems, printers, and two teacher-stations with DVD/VCR capabilities. The SSC maintains a staff of trained supervisors to assist users with computer projects.

The Center provides student access to current application software, with Microsoft Word, Excel, Access, and PowerPoint available at all workstations. Instructional CDs, videotapes and publications are available for student use.

Choices CT, the career exploration and assessment program is provided to students wishing to build career portfolios. Students can make use of on-line periodical indexes from the desktop to access up-to-date research information through the Internet. Also available from all computer workstations is the DC3 electronic card catalog system, which allows students to locate publications at the LRC and the Dodge City Public Library.

DC3 faculty can schedule the SSC for classroom instruction and multimedia presentations. With multimedia capabilities the Student Success Center serves as a staff development and customized training facility as well as a vehicle to pilot new campus communication and support systems such as assessment, electronic advising, student course management and enrollment.

Center hours for fall and spring terms are 8 a.m. until 9 p.m. Monday through Thursday, 8 a.m. to 4 p.m. on Friday, and 6-9 p.m. on Sunday. Summer hours are 8 a.m. until 5 p.m., Monday through Friday.

Cosmetology Salon

Designed as a laboratory experience for students in the cosmetology program, the salon is open to the public on a limited basis. The salon is located conveniently in the Cosmetology/Child Care Building. The services are very moderately priced. Information and appointments are available by calling the Department of Cosmetology.

Student Union

Student Services

The Dean of Students, Admissions Office, Records Office, Advising, Counseling, Testing Center, Guided Studies, Information Center, Financial Aid Offices, and TRIO are located on the main floor of the Student Union.

Cafeteria

Breakfast	7:30-8:30 a.m. M-F
Continental	8:30-9:30 a.m. M-F
	(No breakfast on Sat. & Sun.)
Lunch	11 a.m.-1 p.m. M-F
Brunch	11:30 a.m.-12:30 p.m. (Sat. & Sun. only)
Dinner	5- 7 p.m. M-F (Fall Semester)
	5-6:30 p.m. Sat.-Sun. (Spring Semester)

If school is canceled due to bad weather, the cafeteria will be open at the following times for those in campus housing:

Brunch.....	11:30 a.m.-12:30 p.m.
Dinner.....	5-6 p.m.

Meal Tickets

Students not on the meal plan may purchase tickets for \$54.40 (including sales tax) for ten meals from Great Western Dining Service, Inc. Meals may be purchased individually as follows:

Breakfast.....	\$4.75
Lunch.....	\$6.20
Dinner.....	\$7.33
Special night.....	\$7.91

Conq Corral

The Conq Corral offers students entertainment and refreshments. Pool tables are available for student use. The snack bar sells sandwiches, fries, soft drinks, chips, candy, and other snack foods. All game equipment is collected 15 minutes before closing time. The Conq Corral will be closed when school is canceled due to bad weather. Conq Corral hours will be determined, posted and clearly communicated at the beginning of each academic semester.

Bookstore

The DC3 Bookstore is located on the upper level of the Student Union. Hours are 8:15am to 4:45pm Monday through Friday. There are several options for students to receive textbooks.

Textbook Rental Program: New and/or used textbooks are available at a rental fee which is approximately half the price of purchasing. Students rent the books for the semester and must return them at the end of the semester. The rental price can be applied to financial aid upon approval. If the rented books are not returned by the due date, the student is responsible for the full retail price of each.

Textbook Scholarships: Students with a scholarship will receive free rental on textbooks with an obligation to return them at the end of the semester. Scholarships do not include workbooks, access codes, bundles, study guides, apps, or ebooks.

Delayed Payment for Textbooks: Students that qualify for a Pell Grant or Student Loan can purchase or rent textbooks if there is enough assistance provided after payment of tuition, fees, and housing.

Purchase Textbooks: Students can also purchase textbooks and materials. The Bookstore accepts, cash, checks, VISA, MasterCard, and Discover cards. For those purchasing textbooks, **Book Buy Back** takes place during Finals Week each semester. Qualifying books will be purchased by the Bookstore at half the new price. Your student ID is required to obtain books.

Merchandise: Visit the Bookstore for spirit clothing including hoodies, t-shirts, sweatpants, jackets and sport specific apparel. Other merchandise includes lanyards, drink ware, blankets, and more. Visit the Bookstore's online store at www.book.dc3.edu Facebook: DCCC Bookstore/Conq Shop Twitter: @dcccbookstore Snapchat: dcccbookstore.

College Library

Located in the Learning Resource Center (LRC) the Library provides materials in a variety of formats for student use. Research materials, leisure reading, DVDs, study areas and comfortable seating can all be found in the library. Open more than 60 hours a week, the library is a great place to visit either in person or online.

Library hours during the school year:

Monday-Thursday.....	8 a.m.-9 p.m.
Friday	8 a.m.-4 p.m.
Sunday.....	6 p.m.-9 p.m.

Mail Room/Copy Center

Students wanting to send packages or other mail may do so at the campus Mailroom located on the lower level of the Student Union, from 8am to 5pm, Monday through Friday. Shipping services include UPS, FEDEX, and USPS. Restrictions apply. See the Mailroom clerk for details. Packages and mail should be dropped off by 1 p.m. for same day processing.

The Copy Center, located in the Mailroom, provides photocopy services to students at a minimal charge.

Radio and Television Stations

Dodge City Community College is proud to have its own fully operational color television station. The College broadcasts on the local cable system and offers a wide range of programming.

Dodge City Community College's radio stations KDCC-AM 1550 and KONQ-FM 91.9 are located just north of the main campus at 3004 North 14th Avenue. The stations are housed in a former commercial radio station facility. DC3 Television telecasts on Dodge City CATV Channel 8.

CODE OF CONDUCT

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 and living environments 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 Campus Judicial Officer, or 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.

REGULATIONS

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 or leased 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 temporary probation. See the Code of Conduct 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.

Tobacco Products

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.

Illegal Drugs

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 Code of Conduct.

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 kslegislature.org.

Behavior Misconduct

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, employee or community member to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be subject to disciplinary action.

Sexual Misconduct

Purpose

Dodge City Community College is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational goals. Therefore, Dodge City Community College will not tolerate nor condone any form of sexual misconduct, whether physical, mental, or emotional in nature.

Where there is sufficient information/evidence to believe that the College’s policies prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own student conduct system.

Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the College may still pursue the incident as a student misconduct matter. Where it is determined that sexual misconduct is more likely than not to have occurred based upon a preponderance of the evidence, College disciplinary sanctions may include suspension, expulsion or any other sanction noted in the Student Code of Conduct.

Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples:

Sexual Misconduct includes any sexual act that occurs without the effective consent of the other party and includes the following:

1. Sexual intercourse (vaginal, anal or oral penetration)
 - however slight
 - with any object
 - by a male or female whether an acquaintance or a stranger
2. Other sexual contact
 - attempted or actual touching
 - of the genitalia, buttocks, breast, or clothing covering same
 - without effective consent
3. Effective Consent is:
 - informed;
 - freely and actively given;
 - mutually understandable words or actions;
 - which indicate a willingness to participate in mutually agreed upon sexual activity.

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.

4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
 - a. 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.
 - b. 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
 - c. 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@dc3.edu).

Ford County Sheriff/DC Police	911
DC3 Campus Security.....	620.338.0197
Beverly Temaat, VP of Student Affairs & Title IX Coordinator	620.682.5201
Dave Wetmore, Title IX Coordinator...	620.227.9201
Stephanie Lanning, Dean of Students ..	620.227.9370
College Counselor	620.227.9232
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/conduct review process, the following measures are adopted by the College for application to hearings regarding alleged instances of sexual misconduct:

1. 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. Should the attorney or advisor interfere with the procedure of the Conduct Review Hearing, 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 Officer 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 (respondent) shall also be afforded all of the rights set forth in this section.
2. 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.

Disruptive Classroom Behavior

A student whose behavior is deemed to interfere with the normal functioning of a class or whose behavior violates the Code of Conduct 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 (see Procedures for Conduct Review Hearings). 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.

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 and also includes such actions on social media.

Fire 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. The College supports and upholds this law and will pursue a proper course of justice.

Firearms, Fireworks and Other Weapons

Possession of firearms (in accordance with Campus Weapons Policy #435 – Concealed Carry) including, but not limited to, guns, air guns, B-B guns, pellet guns, gas guns, paint ball guns, short rifles, etc.), fireworks (including, but not limited to, firecrackers, cherry bombs, sinker bombs, bottle rockets, etc.), other weapons (including, but not limited to, metal knuckles, slingshots, blackjacks, nunchaku {num chucks}, switchblade knives, butterfly knives, any type of throwing stars or knives, any knife with a blade length of more than three inches, bows and arrows, etc.)

are prohibited (open carry) on any or all College property, building or facilities including the Residence Halls or at any College sponsored event on or off campus.

The discharge of firearms, fireworks, other weapons or the use of any 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, 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.

Information pertaining to “Concealed Carry” State of Kansas Law and Dodge City Community College Weapons Policy #435

Purpose: This Policy applies to all Dodge City Community College (DC3 or “College”) students, employees, visitors and volunteers on the DC3 main campus and within locations owned or leased by DC3 that are not part of the college main campus (collectively, “Campus”), or when attending/participating in or performing College duties at any Off-Campus College sponsored or supervised classes, practices, activities or other programs (also known as “Off-Campus Activity”).

Policy Statement Concerning Weapons: In order to promote a safe and secure community college and learning environment, the college strictly prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, other than as set forth below:

- “Weapon” means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; and, for purposes of this Policy includes knives more than 4 inches in length.
- “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
- Carrying of a concealed Handgun is not considered to be within the scope and course of employment (other than for DC3 security employees), and DC3 is not liable for any resulting injuries to the employee under Workers’ Compensation.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 (et seq), as amended (the “Act”) and other applicable Federal/State laws, it is permissible and will not be a violation of this Policy for the:

Carrying of a concealed Handgun on Campus by legally qualified individuals, pursuant to Federal/Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below:

1. 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,

2. lawful possession of a Handgun within a personal/non-College vehicle,
3. lawful possession of Weapons: a. by DC3 Security Department or other law enforcement officers while acting within the scope of their employment, or by others authorized in writing by the DC3 Security Director or designee, or as necessary for the conduct of College approved programs.

Concealed Carry Restrictions

Concealed Carry: 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 this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the Handgun in any way, shape or form. "About" the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Federal and State Restrictions: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined herein. The following State and Federal laws apply to possession and use of firearms, including the carry of concealed Handguns, and the violation of any of the following restrictions is both a crime and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual: under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
- who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
- who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- who has been convicted of a felony crime [K.S.A. 21-6304] or convicted in any court of a crime punishable by imprisonment for a term exceeding one year [18 U.S.C. 922(g)(1)];
- An automatic firearm or sawed off shotgun cannot be carried [K.S.A. 21-6301(a)(5)];

- A cartridge which can be fired by a Handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a];
- A firearm cannot be carried by a person who: is a fugitive from justice [18 U.S.C. § 922(g)(2)];
- is unlawfully in the United States or admitted under a nonimmigrant visa [18 U.S.C. § 922(g)(5)(A) & (B)];
- has been discharged from the Armed Forces under dishonorable conditions [18 U.S.C. § 922(g)(6)];
- has renounced his/her United States citizenship [18 U.S.C. § 922(g)(7)];
- is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner [18 U.S.C. § 922(g)(8)]; or,
- has been convicted of a misdemeanor crime of domestic violence [18 U.S.C. § 922(g)(9)].

Location Restrictions: Certain Campus buildings and/or Public Areas within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designated to prohibit concealed Handguns with Adequate Security Measures (ASMs) in place. However, the DC3 may in the future temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Note: "Public Areas" is defined at K.S.A. 75-7c20.

Campus locations leased by DC3 or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with DC3. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

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

Storage: Handgun storage is not provided by DC3. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by State and Federal law.

Training related to this policy will be provided annually to all DC3 students and employees.

Enforcement: Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by the DC3 Security Department.

Reporting: Suspected violations of this Policy should be reported to *Dodge City Community College Security Department*. Call: (620) 338-0197

Emergency reports concerning threats or violence on campus: Call 311 (on campus) or 911 or 620.338.0197

ADOPTED by the Dodge City Community College Board of Trustees in June, 2017

Theft/Damage to Property

Attempted or actual theft of and/or damage to the property or leased 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 Dodge City Community College Social Media accounts or Websites.
- 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.

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.

Acts of Dishonesty

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

- Cheating, plagiarism, bribing, or other forms of academic dishonesty. Such acts of academic dishonesty may be punishable by class instructors under separate academic regulations. Such academic punishment shall not preclude other disciplinary action.
- Furnishing false information to any Dodge City Community College official, faculty member, or office.
- Forgery, alteration, or misuse of any Dodge City Community College document, record, or instrument of identification.
- Tampering or interfering with the election of any Dodge City Community College recognized student organization.

Identification/Official Directives

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.

Unauthorized Access

Unauthorized possession, use or duplication of keys to any College premises or unauthorized entry into or use of College property or leased property is prohibited. Interference with locking mechanisms (such as propping doors open or disabling locking mechanisms) is strictly prohibited and grounds for disciplinary actions and sanctions.

Procedures for Conduct Review Hearings

Dodge City Community College Formal Conduct Review Hearings are to be conducted so as to insure fairness and due process rights to the student(s) charged with violations of the Code of Conduct. Formal rules of evidence are not to be applied. The Vice President of Student Affairs or his/her 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. Should the advisor or attorney interfere with the procedure of the Conduct Review Hearing, the College reserves the right to exclude them from the hearing. 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 President or designee. The appeal must be presented in writing within five (5) working days after the decision.

The appeal must be based on one or more of the following:

- An excessively severe sanction, i.e., expulsion or suspension not warranted by the violation;
- Substantial procedural irregularities in the original hearing that bring into question the original findings.

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 Code of Conduct 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, 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 or classes.
- Removal from and/or restriction of access to specified facilities and/or programs including athletic 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 at an approved and accredited agency or with an approved counselor/therapist. Costs for such assessment or counseling will be the responsibility of the student.

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.

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.

Community Service Work: A student may be required to complete work projects to improve the College or the community.

Residence Hall Probation: For students residing on campus, this is a serious warning status from the Campus Judicial Conduct Officer, 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.

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 VP of Student Affairs. The student may apply in writing to the VP 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 Campus Judicial Officer 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.

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 Campus Judicial Officer after notice of expulsion, or sooner in extreme cases. No refund of housing charges will be made.

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 a 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 Affairs, 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.

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.

Campus Wide Probation: This is a serious formal final warning that a student’s behavior has not conformed to the expectations of the academic community. Placement on a probationary status shall be for a specified period of time. Placement on probation includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the designated period of time. Placement on probation may include requirements for other activities or restrictions.

Loss of Privileges: Specified privileges may be denied or restricted for a designated period of time.

Team, Club or Activity Suspension: Coaches, club sponsors, and activity directors may establish and publish rules specific to their team, club, or activity. The Athletic Director may invoke temporary suspension from any athletic team. Club sponsors or activity directors may invoke temporary suspension from clubs or activities in accordance with established guidelines. In such cases, written reports shall be filed with the Campus Judicial/Conduct Officer (and the VP of Student Affairs or designee). Team, club, or activity suspensions that exceed two weeks may lead to cancellation of scholarships as outlined below. The Campus Judicial Affairs Officer (or designee) must approve any suspension from a team, club, or activity that exceeds two weeks. In cases where the suspension may affect a student’s class grade, the student may appeal the grading decision under established procedures for grade appeals.

Cancellation of Scholarships: The awarding of institutional scholarships and other types of institutional aid is predicated on the assumption that students are in good standing. In addition, some scholarships carry with them certain behavioral activity expectations. Dodge City Community College reserves the right to cancel any and all institutional aid as a part of any sanction for violation of

the Code of Student Conduct or for lack of fulfillment of activity expectations. The Vice President of Student Affairs (or designee) must approve such cancellations.

Suspension from the College: This is the termination of a student's enrollment at Dodge City Community College for a specified period of time. A permanent notation is placed on the student's record as recorded in the Office of the Vice President of Student Affairs, and the Registrar's Office. In cases of serious misconduct leading to suspension, a student's records are frozen and may not be copied, transcribed, or transferred for external parties or institutions during the suspension period.

Special Note: Students residing in the Residence Halls are also required to comply with the Residence Life Point System related to conduct expectations.

Expulsion from the College: This is a permanent severance of a student's enrollment in association with Dodge City Community College. A permanent notation is placed on the student's record. The records of expelled students are frozen and may not be copied, transcribed, or transferred for external parties or institutions.

Student Consumer Complaint Policy and Procedure Purpose

Dodge City Community College is committed to providing quality services for its students/stakeholders in an open and accountable manner that builds mutual trust and respect. One of the ways in which the College can continuously improve our services is by first listening and responding to the views, concerns and complaints of our students/stakeholders and, in particular, by responding positively to complaints, seeking resolution and correcting errors. In addition, this policy is intended to comply fully with the "Student Consumer Complaint Process Integrity Rule" issued by the U.S. Department of Education and in accordance with State of Kansas requirements for community colleges.

Therefore the College aims to ensure that we:

- Handle a complaint in as prompt manner as possible and informally, when appropriate;
- Treat a complaint as a clear expression of dissatisfaction with our services which calls for an immediate response;
- Deal with it politely and professionally;
- Respond in an appropriate way - for example, with an explanation or apology when the College acknowledges errors and by providing to the complainant relevant information on any action taken; and
- Learn from complaints, use them to improve services and review them periodically.

Informal Complaints

The College recognizes concerns may be raised informally and dealt with quickly. In these cases, the aim is to:

- Resolve informal complaints promptly;
- Keep matters low-key; and
- Enable mediation between the complainant and the individual to whom the complaint is referred.

Resolution of an informal complaint with a low-key

approach is appropriate when it can be achieved. If concerns cannot be satisfactorily resolved informally, this formal complaint policy and procedure shall be followed.

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 Dean of Students 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 31st 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:

- If a complainant is unable to resolve a concern informally, he/she may write (either email or letter) to the Dean of Students.
- Level One complaints can be sent to: Dean of Students, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or complaints@dc3.edu
- The email or letter should include the following:

1. Name of the complainant.
 2. Contact information, including the complainant's current mailing address, phone number and email address.
 3. The date of the event leading to the complaint and the enrollment dates of the complainant.
 4. The location of the event leading to the complaint.
 5. The title of the College policy, process or procedure, or College employee named in the complaint.
 6. 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.
 7. A description of what steps the complainant has taken informally to resolve the complaint.
 8. The complainant's proposed resolution or expected outcome for the complaint.
- 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

- The written complaint will be acknowledged within ten (10) working days of receipt.
- 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 Vice President/ Chief Academic Officer requesting a review of the complaint.
- The Vice President/Chief Academic Officer will acknowledge receipt of the complaint within five (5) working days.
- The Vice President/Chief Academic Officer will provide a written response to the complaint within fifteen (15) working days of receipt of the complaint.
- Level Two Complaints can be sent to: Vice President/ Chief Academic Officer, Dodge City Community College, 2501 North 14th Avenue, Dodge City, Kansas 67801 or complaints@dc3.edu

Final Level:

- If the complainant is not satisfied with the response from the 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.
- 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

- This action must be taken within ten (10) days

of receipt of the Executive Vice President/Chief Academic Officer's response.

- The Dodge City Community College Board of Trustees Chair or designee will acknowledge receipt of the complaint within five (5) working days.
- 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.
- 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 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/AcademicAffairs/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>

CAMPUS SECURITY AT DODGE CITY COMMUNITY COLLEGE

A Shared Responsibility

While the students' primary focus at Dodge City Community College will be on their classes, the environment that supports those classes and other activities is also a significant part of their education. We want our students' college experiences to be meaningful, safe and memorable. To accomplish this, DC3 has developed programs to provide a safe, supportive environment. Dodge City Community College is a two-year educational institution located in Dodge City, Kansas. The campus is home to more than 2,500 credit and non-credit students.

The college employs more than 300 faculty, staff and adjunct faculty to support educational and recreational programs.

Missions, Policies, and Services

The mission of the College Security Division is to help provide and maintain an atmosphere that enhances the educational process and fulfills the total mission of the College.

An Overview of Security

Access to campus facilities is limited. Automobiles must be registered by purchasing a parking sticker in the office of Student Services.

The College employs a Director of Security, Coordinator of Security and a staff of security officers. Additional support is provided by local law enforcement officers. Students wishing to be escorted should call a Security Officer at (620) 338-0197, (620) 227-9311 or ext. 311 on campus phones.

All residence halls have peepholes in the doors. Students are asked to see who is knocking before opening the door.

Law Enforcement

Some of the Security officers at Dodge City Community College are active law enforcement officers. As such, the security officers are authorized to carry firearms and have authority to arrest persons suspected of violating the law. Dodge City Community College reports criminal activity to local agencies through the office of Student Services.

Educational Activities

Education of new students relative to Campus Security begins immediately during new student orientation. Mandatory residence hall meetings cover issues of security including the importance of locking doors, the role of the RA, and proper emergency procedures. In addition, security issues, rape prevention, and the code of student conduct are regularly discussed in College Orientation and in other classroom settings. New faculty and staff are encouraged to meet with the Director of Security and the Coordinator of Security to discuss procedures.

Safety and Security Resources

The Campus Security Division is responsible to the Vice President of Student Affairs and Risk Management. The department provides protection services, Parking, traffic and campus signage enforcement and crowd control at special events. Every officer is trained to provide emergency first aid and CPR. Other officers may have received additional training in emergency medical care as first responders and EMTs, and are certified by the State of Kansas every year. In-service training consists of basic security techniques, patrol, report writing, and other related subjects. Monthly updates regarding security and law enforcement, recent court decisions, trends in crime and new advancements in security techniques and equipment are reviewed.

The Director of Security and the Coordinator of Security, who maintain a cooperative relationship with all local, state and federal public safety agencies, investigates all criminal incidents and accidents. In addition to accident and

criminal investigations, this cooperation includes training programs and special events coordination.

Campus Security Services

If you would like an escort to your vehicle, call (620) 227-9311, (620) 338-0197, or stop by the Security Office in the Maintenance Building in the housing parking lot.

Parking Regulations

Parking is not allowed in the entrance or exit drives. Service drives are to be used by service vehicles and emergency vehicles only. Visitor parking, indicated with appropriate signs, is reserved for visitors to campus. Parking is not permitted in designated reserved parking spaces. Except as otherwise posted, the speed limit is 15 miles per hour on campus roads and driveways.

Vehicle Registration Requirements

A parking sticker is required for parking at Dodge City Community College. Students may purchase semester passes for a \$25 fee in the Student Services area in the Student Union. The parking permit must appear in the lower left corner (driver's side) of the REAR window of the vehicle.

Restricted Parking

Certain areas are marked for specified parking such as handicapped, visitor, senior citizen, motorcycles, and bicycles. Other vehicles parking in these areas will be subject to being ticketed and/or towed at the offender's expense. Designated areas are available for reserved parking. Those areas will be marked with the name of the individual who has paid a reservation fee, which is applied to scholarship funding. Vehicles belonging to other than the registered owner of the space, are subject to being ticketed and/or towed at the offender's expense.

Parking Penalties

Automobiles that are improperly or illegally parked, including those without a proper parking permit, are subject to being ticketed and/or towed at the owner's expense. Parking fines are payable in the Business Office in the Administration Building. To appeal an institutional traffic penalty, submit a written appeal to the Director of Security.

Reporting Crimes or Incidents

All residence hall rooms and campus telephones have emergency 911 access. Students living on campus may contact the Residence Hall staff member on duty. On-duty personnel are posted on housing bulletin boards.

To make it as convenient as possible for students, employees and visitors to report criminal incidents or other emergencies, the college security office has an emergency phone ext. 311, and on-duty cell phone number (620) 338-0197. In addition, emergency 911 is available both on and off campus in Dodge City.

Fire service is provided by the Dodge City Fire Department. All buildings on campus have fire alarm systems with accessible fire extinguishers. For medical emergencies, professional ambulance help is available from Ford County EMS.

Police/Fire/Ambulance

When an incident occurs that requires the student to telephone for law enforcement, medical or firefighting assistance, there are certain things that must be remembered to do and, likewise, not do. All such incidents that happen on campus must be reported immediately to Campus Security by dialing (620) 227-9311 or (620) 338-0197. That department is staffed to dispatch immediate aid, relay the circumstances of the emergency to the appropriate off-campus agency and escort police, ambulance or fire equipment to the scene.

When telephoning for assistance, certain information is vital. Caller's name? Caller's location? What is the nature of the incident? What is the location of the incident? No matter what the circumstances, this is the minimum information that must be provided. In addition, during a medical emergency, the caller may be asked to hold the line until they can be patched through to Ford County Emergency. If the caller is close to the victim, Ford County Emergency personnel can ascertain the victim's symptoms.

In a medical emergency, do no more than qualifications and experience allow. Give aid, but don't cause harm. In the event of fire, call for help and spread the alarm.

Should a criminal act be the cause, be prepared to give as much information as possible. This is especially true if the suspect has not had time to clear the campus or the immediate area. Provide a physical description of the suspect if possible, the direction in which the suspect departed and a description of the vehicle, if known. Don't disturb the scene.

Upon arrival of assistance (usually a security officer will be the first on the scene), cooperate. The officer may not have time for an immediate interview. As soon as possible, make notes of important information. Try to remember what happened, who was present, the time it happened and where it happened. These notes will be extremely important to the officer conducting the interview.

All reports of a criminal nature are forwarded to the local law enforcement agency for further disposition. To report a crime or incident of a non-emergency nature, dial (620) 227-9311.

Victim Support Services

Assistance is available to any student, staff member or visitor who has been a victim of or witnessed a crime. This assistance includes a variety of counseling and support services, both through the college and through the city and county. The college is committed to easing the feelings of vulnerability that a person may experience as a victim or witness of a crime and to ensuring that the person is treated with consideration, respect and sensitivity.

Lost and Found

To report or inquire about lost items, contact the Campus Information Center in the Student Center. You can also contact the college switchboard by dialing 0. Should you lose property, contact security immediately at (620) 227-9311 and a report will be filed. The college is not responsible for lost or stolen items.

CAMPUS POLICIES

Weapons

See Weapons Policy #435 above.

The only exception is for authorized law enforcement officers or other persons specifically authorized by the college (security officers). Failure to comply with the college weapons policy will result in disciplinary action and/or prosecution.

To provide for the safety of its community members and property, DC3 has set minimum standards of conduct for members of the community. These standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action. A review is required when facts suggest that a student's behavior may endanger the health and a safety of college community members, jeopardize the property of the college or its members and visitors, or adversely affect the educational mission of the college. The college does a background check for criminal convictions before the employment of many college employees. Conviction of a serious crime may be grounds for immediate discharge of a DC3 employee.

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.

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) or the Director of Human Resources, 2501 N. 14th Avenue, Dodge City, Kansas 67801, (620) 227-9201 (compliance@dc3.edu).

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

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:

1. Take action to prevent any recurrence of the harassment, discrimination or retaliation.
2. If appropriate, provide remedy(ies) 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.

Prohibited Activity

The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the "respondent" throughout this procedure. The person to whom the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the "complainant" throughout this procedure.

The Board of Trustees of Dodge City Community College is committed to providing an environment free from harassment, discrimination and retaliation. Specifically, the College, its employees, students and members of the public on the campus of the College or participating in College activities shall not participate in any harassment, discrimination or retaliation based on any legally protected class of individuals as described in the Notice of Non-Discrimination above.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual unwelcome conduct of a sexual nature.
- Harassment or discrimination based on race, gender, national origin, or other legally protected class, defined to include verbal, physical or other conduct of a nature, which is offensive to a person.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.
- Retaliation against the respondent and/or witnesses. Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:
- Submission to the conduct is made either explicitly or implicitly a term or condition of employment and/or academic standing or access to college programs or activities; or
- Submission to or rejection of the conduct which is used, threatened or suggested to be used as a basis of employment-related or academic/activity related decisions, including but not limited to promotion, pay, discipline, work assignments or which affects other terms and conditions of employment; the academic standing or grades or access to college academic programs and activities by students and/or members of the public.

- Such conduct has the purpose or effect of substantially interfering with the work/academic performance or experience, or creating a hostile, intimidating or offensive atmosphere for employees, students or members of the public.

Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the College or other appropriate sanctions.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy shall utilize the Complaint Procedure as set forth below.

Prompt Reporting

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within 180 days of the time the alleged conduct took place unless good cause is shown for the delay.

Duty to Report

If an employee, student or member of the public believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that person to report such conduct as provided herein. In addition, all employees of the College holding a designated supervisory position (as determined by the listing maintained in Human Resources for Supervisor Evaluation purposes) shall have a duty to report any conduct of which they become aware. All other persons with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

Reporting Procedure

An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the employee, student or member of the public (complainant) does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the employee, student or member of the public should make a complaint as provided by this procedure.

Except as required in Duty to Report above, a witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication stating that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

An employee, student, member of the public or a supervisor or witness may make the report under this procedure to the Office of Human Resources, to any Dean or Vice President, to the Federal Compliance Administrator or to any Department Director. A listing of the persons designated to receive the reports will be maintained in the Office of Human Resources and the Office of Federal Compliance Administrator.

The initial complaint can be either written or verbal, directed to Dave Wetmore, Director of Human Resources who may be reached at (620) 227-9201, 2501 N. 14th Avenue, Dodge City, Kansas 67801, dwetmore@dc3.edu or directed to Beverly TEMAAT, Federal Compliance Administrator at (620) 227-9119 or bgtemaat@dc3.edu or emailed to compliance@dc3.edu. If a written complaint is submitted to the Office of Human Resources, it must include a specific description of the conduct complained of, identify the party or parties involved, and specify the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the complainant believes the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy. If the complaint is submitted via email, it shall be in accordance with the rules established for such reporting.

Any supervisor receiving an anonymous complaint, either verbally or in writing, shall immediately send notice of the complaint to the Director of Human Resources and/or the Federal Compliance Administrator.

If the complaint is against the College President or anyone reporting directly to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Trustees or the College Attorney. If the complaint is against any member of the Board of Trustees, the reporting party should make the report directly to either the College President, College Attorney or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

Once a report is received by the Director of Human Resources or the Federal Compliance Administrator, it shall be processed in accordance with the rules for such reporting.

Deadlines

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation

or discipline. During the pendency of a complaint, the College may delay or suspend other employment actions or impose temporary remedies or sanctions, as appropriate until final determination of the complaint has been made.

Retaliation

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have impact on the terms or conditions of employment including, but not limited to, increasing discipline or assignment, demotion, changes in pay or hours, material changes in job duties or functioning, adverse action impacting academic work, participation or privileges impacted in college academic or activity participation or experiences, if such conduct is taken because of the individual's filing of a complaint. Persons violating this policy will face strict discipline and/or sanctions up to and including termination, restriction of privileges and/or suspension or expulsion from the college or other appropriate sanctions, under this procedure, whether or not such complaint is determined to be valid.

Complainants are assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by College policy and shall lead to discipline up to and including termination, suspension, expulsion or other appropriate sanctions. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this procedure.

Complaint Resolution Procedure

Dodge City Community College has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. An employee, student or member of the public who feels that he or she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then a complaint should be filed.

After the complainant has filed a complaint in compliance with the Reporting Procedure section of this policy, the written complaint will be submitted to the Director of Human Resources, the Federal Compliance Administrator or the College Attorney, whichever is appropriate. A designated officer will meet with the complainant to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed.

Based on this interview, or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation, and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

Informal Procedure

If the Informal Procedure is elected, the officer will contact the appropriate administrator who supervises the respondent, if applicable. The officer and designated administrator will meet with the complainant to review the complaint; they will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) calendar days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the administrator shall make contact with the complainant and the respondent to determine the status of the resolution. The administrator will report the results of these follow-up inquiries to Human Resources in writing.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the Director of Human Resource , Federal Compliance Administrator and supervisory administrator shall each serve as a neutral procedural facilitator in the process and shall not act in an advocate role for the complainant or the respondent. The role of the reviewing officers will be to communicate the issues and identify potential solutions. The College Attorney may be consulted by the reviewers as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

During the duration of the Informal and Formal Procedure review process, any attempts to informally or voluntarily resolve the complaint or grievance will not delay the commencement (upon receiving notice of the harassment, discrimination or retaliation) of the College's obligation and procedure for a full investigation.

Formal Procedure

Under the Formal Procedure, the Director of Human Resources and/or the Federal Compliance Administrator should proceed under the following guidelines: Upon receipt

of a complaint the Director of Human Resources, Federal Compliance Administrator or a designee, shall review the allegations provided in the complaint and may consult with the College Attorney to determine the appropriate action required. If it is determined the complaint has sufficient probable cause to be investigated under the College's Anti-Discrimination, Anti-Harassment or Anti-Retaliation Complaint Procedure, the Director of Human Resources and/or the Federal Compliance Administrator shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The respondent shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation shall be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent shall be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

During the investigation process, the College will ensure that both the complainant and the respondent (the person with alleged violations of this college policy) have the opportunity to present witnesses and provide evidence. In addition, the investigator will evaluate all relevant information and documentation related to the complaint of discrimination, harassment, or retaliation.

The investigator shall summarize the findings in a report to the Director of Human Resources and/or the Federal Compliance Administrator within ninety (90) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When it is not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Director of Human Resources and/or the Federal Compliance Administrator. If the extension is granted, the parties to the complaint will be so notified.

The Director of Human Resources and/or the Federal Compliance Administrator shall review the investigators report and shall, if warranted, make a written recommendation to the College President regarding any corrective action, discipline or other action to be taken. The President makes the final decision regarding any action to be taken. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to strict discipline up to and including termination, restriction of privileges, suspension or expulsion as appropriate.

During the Formal Procedure review process, the

investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. The College Attorney may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigator's report, the Director of Human Resources and/or Federal Compliance Administrator shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the President. Upon receipt of the request for review, the President shall designate an employee of the College who has received policy enforcement training to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President will be final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the College Attorney instead of the President. Upon receipt of the request for review, the College Attorney shall appoint an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, the College Attorney shall provide the Board of Trustees a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Trustees shall take any necessary and appropriate action. The action of the Board of Trustees will be final.

Disciplinary actions, sanctions and/or loss of privileges resulting from this complaint procedure finding, or remedies determined, may be appealed by the student, member of the public or (respondent) in accordance with Dodge City Community College policies.

Confidentiality

Employees, students and members of the public seeking general information or guidance about sexual harassment may be concerned about whether the information they share will be confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

Policy Enforcement Training

Dodge City Community College shall train all staff who are selected as an investigator in the Formal Procedure review process. These staff, and all other administrators identified in the Reporting Procedures section as officials authorized to receive a complaint, shall be provided appropriate training. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

All other supervisors, as designated in the Duty to Report section of this procedure, shall receive periodic training through the Office of Human Resources or the Office of Federal Compliance.

Compliance with Student Right-to-Know and Campus Security Act of 1990 - Public Law 101-542

Security at Dodge City Community College is a shared responsibility between the administration, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors carry a heavy burden to contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities.

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.

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.

Controlled Substances

Dodge City Community College Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitute a hazard to a positive learning environment. Realizing that alcohol and other drug abuse has become an epidemic in our society, Dodge City Community College is firmly committed to an educational program for employees and students which provides information that reinforces and promotes healthy responsibility within the community; and the social, emotional, ethical and physical well-being of all members of the academic community. Because the abuse of alcohol and other drugs is a problem that is not associated with a singular socioeconomic group or age level, Dodge City Community College will not tolerate violation of any part of the Drug Free Institution of Higher Education Policy by any employee or student.

Policy: Employees

It is the policy of Dodge City Community College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in its workplace or as a part of any Dodge City Community College Activities. Any full or part-time officer or employee of the College, including Faculty, Administrators, Program/ Technical Staff, or other unclassified staff, classified staff, and students, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at (the workplace of) DC3 shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas and the Board of Trustees.

Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution. As a condition of employment, all employees will abide by the terms of this policy statement and any employee convicted of, or aware of any other employee(s) convicted or violation of any criminal drug statute will notify the President or his/her designee, no later than five days after the conviction. For purposes of this policy “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

The term “controlled substance” as used in this policy means

those substances included in Schedules I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1208.11 through 1308.15 (a listing of controlled substances will be maintained in the campus personnel office and at other appropriate locations on campus). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. This policy will be distributed annually to all employees.

Concerning the use of alcohol, any alcohol consumption on the DC3 campus is strictly prohibited. Consumption of alcohol at official off-campus DC3 activities must be approved, in advance, by the President. DC3 will not permit or condone the consumption of alcohol at such events by any individual under the age of 21. When an employee is found to be in violation of this policy the employee may be subject to penalties up to and including termination by the President with final approval by the Board of Trustees. The Dodge City Community College Board of Trustees reserves the right to require an employee to satisfactorily complete, at the employee’s expense, assessment and/or treatment in an accredited rehabilitation program before being allowed to return to work. Appropriate action will be taken within 30 days of DC3’s notice of a conviction or violation of this policy.

Policy: Students

The Dodge City Community College Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by any student on the DC3 premises or as part of any DC3 activities. Violation of this policy will result in immediate disciplinary action that may include: reprimand, probation, suspension or expulsion from Dodge City Community College or other sanctions detailed in the Student Handbook. As a part of disciplinary action, Dodge City Community College reserves the right to require a student to satisfactorily complete, at the student’s expense, assessment and/or treatment in an accredited rehabilitation program before consideration will be given for re-admission.

Prevention and Education

As a part of a commitment toward a Drug-Free Institution of Higher Education, Dodge City Community College will conduct ongoing alcohol and other drug education programs for all employees and students. At least two prevention- related alcohol and other drug education programs will be presented each year. In addition, the following will be distributed on an annual basis to all employees and students:

- A written copy of the employee/student Drug Free Institution of Higher Education Policy.
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession, use or distribution of controlled substances and alcohol.
- A description of the health risks associated with the use of controlled substances and the abuse of alcohol.
- A description of any drug or alcohol counseling,

treatment, or rehabilitation or re-entry programs that are available to employees or students.

Compliance and Evaluation

The Vice President for Student Affairs & Risk Management, The Vice President of Academic Affairs & Technology and the Dean of Students, the Director of Human Resources, and the person designated to be responsible for College Substance Abuse Prevention programs will be responsible for a periodic review of the Dodge City Community College Drug Free Institution of Higher Education Policy to:

- Determine its effectiveness and implement changes to the policy if needed.
- Insure that its disciplinary sanctions are consistently enforced.

In addition, a permanent file will be maintained documenting compliance with section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

Dodge City Community College Drug Education and Drug Testing Policy For Student Athletes on Scholarship

1.0 Introduction

Dodge City Community College believes that it is a privilege for a student to represent Dodge City Community College on or off the field and the responsibility of such representation is a matter of both character and integrity. Dodge City Community College, along with the Kansas Junior Community College Conference (KJCCC), and the National Junior College Athletic Association (NJCAA), seek to uphold this responsibility by providing programs to insure a fair, safe, and honorable field of play.

Dodge City Community College also encourages the promotion of good physical health and well-being of all student-athletes. As a consequence, Dodge City Community College's education program will consist of a two-fold process: (1) student-athlete education, and (2) illegal drug and substance abuse testing.

The purpose of the educational program is to assist student-athletes by ensuring that they are well informed about illegal drugs, dietary supplements, and the abuse of legal drugs. The educational program further attempts to promote a healthy student-athlete lifestyle as well as create a fair competitive environment.

The purpose of the drug and substance abuse testing program is to discourage the use of illegal drugs, and the abuse of legal drugs and dietary supplements by student-athletes through a screening program based on periodic testing designed to identify those who use a banned substance including, without limitation, those substances appearing on the Banned Substances for Intercollegiate Athletics, which is published on the Dodge City Community College Athletics webpage, or is available through the Dodge City Community College Athletic Department.

This policy is not a contract between Dodge City Community College and the student-athletes at Dodge City Community College. However, signed consent and noti-

fication forms by the student-athlete shall be considered affirmation of the student-athlete's understanding of the terms and conditions contained in this policy. Dodge City Community College reserves the right to amend and adjust this policy at any time.

2.0 Student-Athlete Notification and Education

All student-athletes will be required to annually sign a drug testing consent form and will be notified of the Drug Education and Testing program by the head athletic trainer (drug testing site coordinator), head coach, Athletic Director or the designate of the Athletic Director.

All student-athletes at Dodge City Community will be encouraged to enroll in Preventative Drug Abuse classes, which are offered every semester, at Dodge City Community College.

Student-athletes who test positive for a "Banned Substance," and if such result is not the result of approved prescription medication (as discussed in 3.14 Exceptions for Prescription Medications), will be subject to sanctions, as discussed in 3.13 Institutional Discipline for a Positive Test, and will be referred by the Athletic Department to the office of the Dodge City Community College Drug Testing Site Coordinator.

3.0 Institutional Drug and Substance Abuse Testing

3.1 Methods for Selection and Eligibility for Drug Testing

The Athletic Department, through Assured Occupational Solutions, will conduct random institutional drug testing of all athletic teams. The head coach of each team will provide a roster of all student-athletes to the Drug Testing Site Coordinator.

Student-athletes who are eligible for institutional drug testing shall include any student-athlete listed on the NJCAA or institutional squad list, which includes:

- Those who are actively participating,
- Those with medical disabilities, and
- Non-participating student-athletes (red-shirted).

That list will then be compared to the list of student-athletes maintained by Dodge City Community College personnel who are responsible for eligibility and financial aid issues. A final list of Dodge City Community College student-athletes will then be submitted to Assured Occupational Solutions.

The Drug Testing Site Coordinator shall be responsible for submitting all institutional drug-testing reports to the Athletic Director. Assured Occupational Solutions will provide Dodge City Community College with a list of student-athletes that have been chosen by a computerized random selection program.

3.2 Notification for Drug Testing

Each student-athlete will be required to sign a consent form stating that he/she has read the policy and understands its consequences and has agreed to participate in the testing process. Failure to sign the consent form will result in the student-athlete being banned from participating in Dodge City Community College athletic programs and forfeiture of scholarships. A NO NOTIFICATION SYSTEM will be used, whereby a representative from the athletic department will physically contact the student-athletic

requesting your presence at the predetermined collection site. Failure to appear at the designated time, failure to provide an adequate sample to tampering with a sample in any way will result in a POSITIVE result. Additionally if a student-athlete leaves the collection site prior to completion of the test, the test will be considered positive.

3.3 Reasonable Suspicion Testing

Dodge City Community College reserves the right to require a student-athlete to submit to additional drug testing when there is reasonable suspicion to believe that the student/athlete has been using a Banned Substance.

“Reasonable suspicion” is defined as behavior, conduct, or performance by the student-athlete that leads a faculty or staff member at Dodge City Community College to conclude that likelihood exists that the student-athlete is using or is under the influence of a Banned Substance. Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:

- Observed possession or use of a Banned Substance
- Arrest or conviction for a criminal offense related to the possession or use of a Banned Substance
- Changes in student-athlete’s behavior, conduct, performance, class attendance, GPA, athletic practice attendance, injury rate or illness, physical appearance, academic or athletic motivation level, emotional condition, mood, and legal involvement.

Reasonable suspicion testing is to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport and Dodge City Community College.

If a faculty or staff member of Dodge City Community College has reasonable suspicion that a student-athlete is using or is under the influence of a Banned Substance, that faculty or staff member should notify the Athletic Director using the Drug Testing Reasonable Suspicion Reporting Form, which is available on the Dodge City Community College Athletics webpage.

The Athletic Director shall then consult with Head Athletic Trainer, and the Head Coach of that student-athlete’s sport to determine if additional drug testing is required. If there is any disagreement as to whether the student-athlete should be tested, the Athletic Director will have the final decision.

If additional drug testing is determined to be necessary, the Head Athletic Trainer, who is the Drug Testing Site Coordinator, shall require the student-athlete to submit to additional drug testing in the manner stated above. Further, if a student-athlete is observed or otherwise found to be in possession and/or use of a Banned Substance, he or she will be subject to the same procedures that would be followed in the case of a positive drug test.

3.4 Safe Harbor

Student-athletes who, prior to notification of any drug test, voluntarily seek help, or disclose that they have a drug or substance abuse issue shall receive all reasonable support and assistance appropriate to facilitate retention and academic, athletic, and social success.

Voluntary disclosure must come prior to any notification of drug testing. After an athlete has been notified of an upcoming drug test, the safe harbor no longer applies. Student-athletes who are willing to accept help will be

ineligible for competitions during their treatment but may still continue to practice if deemed safe by the Athletic Director, Head Athletic Trainer, and/or Team Physician.

Student-athletes may seek counseling either on campus or with an outside source of their choice. Once rehabilitative steps have begun, prior to returning to regaining competitive eligibility, the student-athlete must provide a negative drug test. All costs for rehabilitative assistance and re-entry drug testing will be the responsibility of the student-athlete.

A student-athlete may only self-disclose and avoid policy sanctions one time during his or her tenure at Dodge City Community College. After the first self-disclosure, Dodge City Community College recommends that the student/athlete still voluntarily report if he or she has a drug or substance abuse issue, but sanctions will be followed as listed below under 3.13 Institutional Discipline for a Positive Test.

3.5 Postseason and Championship Screening

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student student-athletes at any time within 30 days prior to the post-season competition. If a student/athlete tests positive, he or she will not be allowed to compete in the post-season event(s) and will be subject to the sanctions set forth herein.

3.6 Re-Entry Testing

A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a positive drug test may be required to undergo re-entry drug testing before regaining eligibility. The Drug Testing Site Coordinator will arrange for re-entry testing after the student-athlete is certain that he or she can produce a negative drug test and has shown indications that re-entry into the intercollegiate sports program is appropriate.

3.7 Follow-Up Testing

A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director, Head Athletic Trainer, Team Physician, or head coach.

3.8 Pre-Season Screening

Student-athletes are subject to pre-season drug testing and may be notified of such by the Athletic Director or Drug Testing Site Coordinator at any time prior to their first competition.

3.9 Collection Procedures

Assured Occupational Solutions will be responsible for the collection process. To ensure the accuracy and fairness of our testing program, all testing will be overseen by a third party administrator and will include a screening test; confirmation test, and review by a Medical Review Officer, including the opportunity for the student/athlete who tests positive to provide legitimate medical explanation, such as a physician’s prescription. Screening test will be performed by immunoassay testing protocol; if non-negative the sample will be sealed and shipped to a SAMSHA

approved laboratory for confirmation testing by GC/MS methodology. All confirmation testing will be forwarded to a Medical Review Officer (MRO). The MRO examines all confirmed positive test results to determine if there is an alternative medical explanation for the positive result. Before making a final decision as to whether as to whether a positive test is valid, the MRO will contact the Student-Athlete and provide them with the opportunity to discuss the test result. If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO reports the test as negative. If no legitimate reason exists, the result will report as a Positive. If the Laboratory reports a specimen as substituted, manipulated or adulterated or if the student-athlete refuses to take the test, the student/athlete will be held to the same consequences as a positive test result.

3.10 Substances Tested

Testing of the sample is intended to detect and/or identify any Banned Substance. In addition, such testing can detect substances used as a recreational drug, as well as those that are performance enhancement, and prescription drugs.

3.11 Reporting Results

The Drug Testing Site Coordinator will notify the Athletic Director, head coach, and team physician of any and all positive test results. The Athletic Director will have a meeting with the student-athlete, head coach, and Drug Testing Site Coordinator where the results and consequences will be discussed.

3.12 Accumulation of Results

All test results accumulate during the entire time that an individual is a student-athlete at Dodge City Community College.

3.13 Institutional Discipline for a Positive Test

First Violation

A student-athlete with an initial positive test result for a Banned Substance while enrolled at Dodge City Community College will be referred to the Athletic Director for institutional sanctions as well as to the Dodge City Community College Drug Testing Site Coordinator.

Referral to the Dodge City Community College Drug Testing Site Coordinator will determine the educational content and duration for this program. The Athletic Director, or designee, shall notify the student-athlete and the head coach of the student-athlete's sport of the first positive test result for the purpose of securing assistance in the prevention of further drug use by the student-athlete.

The student-athlete will be assigned ten (10) hours of community service to be completed one week from the date assigned. In addition, counseling will be required. Failure to complete the community service in the amount of time required will result in suspension from all team activities until completed.

If the student-athlete is not returning to the institution and is in the off-season, the student-athlete's scholarship is suspended until the student-athlete has provided a negative drug test.

The student-athlete may be withheld from practice if deemed necessary based on the student-athlete's health status as it is affected by the substances taken. This decision will be determined by the Head Athletic Trainer, Team Physician and Athletic Director.

The student-athlete will retain his/her athletic awarded financial aid, except in the case of non-returning student/athletes in the off-season.

A student-athlete who tests positive may be subject to additional follow-up testing over the student-athlete's athletic career. In addition, the student-athlete shall be required, in the presence of two of the following persons – Athletic Director, Head Coach of the sport in which the student-athlete participating, or the Head Athletic Trainer – to contact his or her parent or guardian to disclose the positive drug test and the sanctions for such positive drug test.

The head coach of each sport, upon approval of the Athletic Director, has the ability to add on additional sanctions as written in the team rules, excluding expulsion or reduction of athletic aid within the period of the award.

Second Violation

A student-athlete with a second positive test result for a Banned Substance while enrolled at Dodge City Community College will be referred to the Athletic Director for institutional sanctions as well as to the Dodge City Community College Drug Testing Site Coordinator. Referral to the Dodge City Community College Drug Testing Site Coordinator will determine the educational content and duration for this program. The Athletic Director, or designee, shall notify the student-athlete and the head coach of the student-athlete's sport of the second positive test result for the purpose of securing assistance in the prevention of further drug use by the student-athlete. The student-athlete will be suspended for 20% of the entire season's competition in his/her intercollegiate sport (coaches have the discretion to increase the duration of suspension based on their team rules). If less than 20% of the schedule is remaining in the current season, or if the positive test comes during an "off" season (i.e. during the Spring for football), then any loss of competition imposed will carry over into the following season.

If the student-athlete is not returning to the institution and is in the off-season, the student-athlete's scholarship will be immediately cancelled.

Exhibition games may be included in the suspension but will not be counted toward the 20%. The student-athlete may be withheld from practice if deemed necessary based on the student-athlete's health status as it is affected by the substances taken. This decision will be determined by the Head Athletic Trainer, Team Physician and Athletic Director.

The student-athlete will retain his/her athletic awarded financial aid, except in the case of non-returning student/athletes in the off-season. The student-athlete will be required to provide a negative drug test prior to being reinstated for competition. All costs of additional testing will be charged to the student-athlete and must be paid or before eligibility is reinstated.

A student-athlete who tests positive may be subject to additional follow-up testing over the student-athlete's athletic career. In addition, the student-athlete shall be required, in the presence of two of the following persons – Athletic Director, Head Coach of the sport in which the student-athlete participating, or the Head Athletic Trainer – to contact his or her parent or guardian to disclose the positive drug test and the sanctions for such positive drug test.

The head coach of each sport, upon approval of the Athletic Director, has the ability to add on additional sanctions as written in the team rules, excluding expulsion or reduction of athletic aid within the period of the award.

Third Violation

A student-athlete with a third positive test result for a Banned Substance while enrolled at Dodge City Community College will be permanently banned from participating for the rest of the school year in any Dodge City Community College Athletic Department-sponsored activity. This does not include appeals to prior testing, but is a third positive test during random drug testing. The Athletic Director will immediately cancel current and non-renewal of athletic-awarded scholarships. In addition, the student-athlete shall be required, in the presence of two of the following persons – Athletic Director, Head Coach of the sport in which the student-athlete participating, or the Head Athletic Trainer – to contact his or her parent or guardian to disclose the positive drug test and the sanctions for such positive drug test. Student-athlete may request reinstatement to the athletic team the following school year.

3.14 Exceptions for Prescription Medications

Dodge City Community College recognizes that some Banned Substances are used for legitimate medical purposes. Accordingly, Dodge City Community College allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug.

If a legitimate, non-performance enhancing reason for a documented medical condition is demonstrated, in writing, by the student-athlete's physician, exceptions may be granted for substances included in the following classes of banned drugs:

- Stimulants
- Anabolic agents*
- Beta blockers
- Diuretics
- Peptide hormones*
- Anti-estrogens
- Beta-2 agonists

*A medical exception for the use of anabolic agents and peptide hormones must be submitted and approved before a student-athlete can participate in intercollegiate athletics.

Additional information regarding medical exceptions procedures will be dealt with on an individual basis. Prescriptions for medical marijuana will not be granted as an exception because marijuana, in all forms, is an illegal drug in the State of Kansas.

Dodge City Community College shall inform Assured Occupational Solutions of its intent to request a medical exception to a positive drug test when it is notified of the positive result of the A sample. If the B sample is confirmed positive and reported to the institution and documentation to support the medical exception request has not been submitted, the student-athlete will be declared ineligible until such time documentation is received, reviewed, and the exception is granted.

3.15 Appeals Process

If a student-athlete tests positive, and he denies use, he may request through the MRO the sample be sent to a secondary laboratory for additional testing. Such appeals should be made within 24 hours of notifications. The cost of this test will be the student-athlete's responsibility.

3.16 Institutional Drug Testing Record Keeping

The Drug Testing Site Coordinator will keep records on the number of student-athletes tested and the results of the tests. These results are kept confidential to the extent allowed by applicable state and federal laws and related rules and regulations. Results will be compared with previous years' results to determine the effectiveness of the substance abuse and education program.

4.0 Use of Dietary Supplements

Dietary supplements have become commonplace in athletics since the passage of the Dietary Supplements Health and Education Act in 1994. Deceptive marking by supplement manufacturers and supplement distributors have led student-athletes to believe that a product with the word "all natural" on the label is safe.

Before consuming any nutritional/dietary supplement product, the athlete should review the product with the athletics department staff. Dietary supplements are not well regulated and may contain a Banned Substance that will cause a positive drug test result.

Any product containing a dietary supplement ingredient is taken at the student-athlete's risk. Many serious side effects, including death, have been linked to dietary supplements. Any student-athlete, or coach, requesting more information about dietary supplements and potential Banned Substances that are, or might be, ingredients in these supplements should seek additional education.

5.0 Use of Tobacco

The use of tobacco products by institution personnel or student-athletes on any playing sites during any competition and/or event is prohibited. This includes, but is not limited to the use of tobacco products on the field of play, banquets, and autograph sessions surrounding a Conference championship or postseason tournament.

6.0 Use of Alcohol

The Athletic Department supports Dodge City Community College's policy on the use of Alcohol as stated in the Student Handbook.

List of Banned Substances for Student-Athletes

1.0 Banned Classes of Drugs

Dodge City Community College bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2.0 Drugs and Procedures Subject to Restrictions

Dodge City Community College subjects the following drugs and procedures to restrictions:

Blood Doping

- Local Anesthetics (under some conditions)
- Manipulation of Urine Samples
- Beta-2 Agonists permitted only by prescription and inhalation
- Caffeine if concentrations in urine exceed 15 micrograms/ml

3.0 Nutritional/Dietary Supplements Warning

Before consuming any nutritional/dietary supplement product, please fill out the Student-Athlete Dietary Supplement Disclosure & Review Form and review the product with your coach or athletic training staff.

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk even if disclosed and reviewed with a coach or the athletic training staff.

It is your responsibility to check with the appropriate Athletic Department staff member before using any substance.

Note to student-athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletic department staff prior to using a supplement.

4.0 Examples of Banned Substances in Each Drug Class

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned.

4.1 Stimulants

Amphetamine, Fenfluramine (Fen), Phentermine (Phen), Caffeine (guarana), Methamphetamine, Synephrine (bitter orange), Cocaine, Methylphenidate, Methylhexanamine, ephedrine.

Exceptions: Phenylephrine and pseudoephedrine are not banned.

4.2 Anabolic Agents

(Anabolic agents are also sometimes listed as a chemical formula, such as 3, 6, 17-androstenedione)

Boldenone, Stanozolol, Norandrostenedione, Clenbuterol, Testosterone, Methandienone, DHEA (7-Keto), Methasterone, Etiocholanolone, Nadrolone, Androstenedione, Trenbolone.

4.3 Alcohol and Beta Blockers

Alcohol, Nadolol, Propranolol, Atenolol, Pindolol, Timolol, Metoprolol.

4.4 Diuretics (water pills) and Other Masking Agents

Bumetanide, Hydrochlorothiazide, Triameterene, Cholorothiazide, Probenecid, Trichlormenthiazide, Furosemide, Spironolactone (canrenone).

4.5 Street Drugs

Heroin/Opiates, Ecstasy, Synthetic cannabinoids (eg. Spice, K2), Marijuana (THC), Amphetamine/methamphetamine, Bath Salts, prescription Medications without a Dr.'s Prescription.

4.6 Peptide Hormones and Analogues

Growth hormone (hGH), Human chorionic gonadotropin (hCG), Erythropoietin (EPO).

4.7 Anti-Estrogens

Anastrozole, Formestane, 3,17-dioxo-etiochol-1,4,6-triene (ATD), tamoxifen.

4.8 Beta-2 Agonists

Bambuterol, Salbutamol, Salmeterol, Formoterol.

Providing Beer or Liquor to Minors

Furnishing (buying for, selling, or giving) beer or liquor to any person under the legal age for consumption of such beverage (a Class B misdemeanor) can result in a fine up to \$1,000 and/or a jail sentence up to six months.

Counseling, Treatment or Rehabilitation Programs

Many community agencies are available to assist employees and students seeking alcohol and drug counseling and treatment. Among these agencies are the college counselors and the Area Mental Health. In addition to these, many area hospitals and community agencies are available to provide drug and alcohol counseling services.

Students seeking additional information about health problems and treatment related to alcohol and drug problems can contact a student counselor through the DC3 Dean of Students. Employees can receive this information through the Personnel Office, Administration Building.

Health Risks Associated With Alcohol Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts,

including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

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.

STUDENT HEALTH HELP

Wellness is important to student success at Dodge City Community College and staying healthy will contribute to the success of college students. Since college years are filled with choices, challenges, and achievements, the student has more responsibility than ever to stay healthy. Dodge City Community College would like to help in managing student health care by providing information on prevention, self-help, and services available in the Dodge City community.

In case of illness or accident

In the event a student becomes ill, the services of the Ford County Health Department are available, or resident students may contact the Dean of Students, or the Director of Residence Life for a physician referral. In the case of an accident that requires immediate medical attention, students may use the emergency 911 number.

Student Health Insurance

All students are encouraged to carry some type of health insurance while attending this or any college. Dodge City Community College does not have a student health insurance plan. Students should contact their personal or family insurance agent with questions.

Self-Help Health Guides

Booklets and literature are available from the Division of Student Services to assist in managing minor illness and common symptoms. Also available are brochures that address specific health concerns, including stress, wellness, alcoholism, contraception, herpes, and other health issues. Students are encouraged to stop by the Division of Student Services, located in the Student Union, and pick one up.

LOCAL HEALTH AGENCY REFERRALS

This is not intended to be a complete list. For more information, contact the Community Information Center: (620) 225-0608.

Area Mental Health Center

P. O. Box 1376, Dodge City, KS 67801 • (620) 227-8566

Services: Counseling, group and marriage therapy.

Sliding-scale fee for services and insurance accepted.

Birthright

605 Avenue B, Dodge City, KS 67801 • (620) 225-1249

Services: Pregnancy counseling and abortion-alternative information. No fee for services.

Hotline number: 1-800-550-4900.

Catholic Social Service

910 Central Ave., Dodge City, KS 67801 • (620) 227-1500

Services: Pregnancy counseling with focus on decision-making and resource development. Adoption services available. No fee for services.

Crisis Center of Dodge City

P. O. Box 1173, Dodge City, KS 67801 • (620) 225-6987

Services: Provide temporary shelter for women and children who are victims of domestic violence, assault and rape. No fees. For emergencies, call 24 hour hotline number (620) 225-6510.

Health Department - Ford County

106 E. Spruce, Dodge City, KS 67801 • (620) 227-4545

Services: Immunizations, allergy shots, blood pressure, WIC (supplemental food program for women, infants and children), hearing/vision screening and child-care referrals. Minimal fee for some services. Appointments are preferred.

Healthy Start Program

811 N. Second Ave., Dodge City, KS 67801 • (620) 225-1933 or (620) 225-1983

Services: Pre- and postnatal visits; information on pregnancy and child rearing; referral services.

Hospital - Western Plains Medical Center

3001 Avenue A, Dodge City, KS 67801 • (620) 225-9050

Services: Hospital inpatient and emergency care.

New Chance, Inc.

2500 E. Wyatt Earp, Dodge City, KS 67801 • (620) 225-0476

Services: Inpatient and outpatient alcohol and drug treatment, youth program, and 24 hour social detoxification center. Sliding-scale fee for service. Insurance and medical card accepted.

Social and Rehabilitation Services

1509 Avenue P, Dodge City, KS 67801 • (620) 227-8508

Services: Medical coverage, food stamps, cash assistance, child day care assistance for qualifying individuals. Call for appointment.

GUIDE TO RESIDENCE LIVING

As a resident student at DC3, you are a vital member of the DC3 "family." This section is designed to be your guide to successful residence living. It is designed to help ensure cooperation among residents, Resident Assistants (RA), Assistant Directors of Residence Life and the Director of Residence Life. Good communication among students, RAs and the Directors will produce the best living situation for all!

On-Campus Living Requirements

Students with an academic, activity, or athletic scholarship are required to live on campus unless they request in writing and receive approval to live off campus or are commuting from the home of a parent/guardian.

Housing Office

The Housing Office is located on the first floor of Jackson Hall. The Director, Assistant Directors and the residence hall staff are there to assist students. Normal office hours are 8 a.m. to 5 p.m. on weekdays. Evening and weekend assistance is available by calling the On-Call Housing phone at 620-255-2872.

Contracts

The campus housing contract is a two-semester contract for students entering in the fall semester. Releases from the contract may only be made when a student withdraws, gets married, or graduates from the College at the end of the final semester. Please acquaint yourself fully with the Residence Hall terms and conditions contract. If you move off campus, you are responsible for the balance of the semester's charges as outlined in the contract.

Room and Meal Costs

Payments are divided into four equal payments. First payment is preferred prior to arrival but no later than upon arrival, followed by three payments on the 10th of each month (Sept. 10, Oct. 10, and Nov. 10 for the fall and Feb. 10, March 10, and April 10 for the spring.) First payments are due in full upon check-in for both the Fall and Spring semesters or check-in will not be permitted.

Coleman-Webb Hall

Fall - 19 Meal Plan

Single payment for semester..... \$2,870

Monthly payment plan-first semester

Fall Arrival \$717.50

September 10..... \$717.50

October 10..... \$717.50

November 10..... \$717.50

Spring - 19 Meal Plan

Single payment for semester..... \$2,870

Monthly payment plan-second semester

Spring Arrival..... \$717.50

February 10 \$717.50

March 10..... \$717.50

April 10..... \$717.50

Shelden, Becker, & Jackson Hall

Fall - 14 Meal Plan

Single payment for semester..... \$3,100

Monthly payment plan-first semester

Fall Arrival \$775

September 10..... \$775

October 10..... \$775

November 10..... \$775

Spring - 14 Meal Plan

Single payment for semester..... \$3,100

Monthly payment plan-second semester

Spring Arrival..... \$775

February 10 \$775

March 10..... \$775

April 10..... \$775

Fall - 19 Meal Plan

Single payment for semester..... \$3,200

Monthly payment plan-first semester

Fall Arrival \$800

September 10..... \$800

October 10..... \$800

November 10..... \$800

Spring - 19 Meal Plan

Single payment for semester..... \$3,200

Monthly payment plan-second semester

Spring Arrival..... \$800

February 10 \$800

March 10..... \$800

April 10..... \$800

Please send monthly payments in care of DC3 Accounts Receivable or the Residence Life Office. Rates listed are for the 2017-2018 school year and are subject to change.

Admittance to rooms and vacation

Room accommodations become available on the Sunday prior to the first day of class each semester. Rooms must be vacated no later than noon on the last official day of finals or within 24 hours of your last final for each semester. The residence halls are closed during the Christmas vacation period. Students remaining without prior permission may be considered trespassing and are subject to disciplinary action.

Students who arrive early due to classes that begin early will check-in with permission from the Vice President of Student Affairs and/or the Director of Residence Life. Housing will be closed to all other students until the official opening date and time.

Electronic Card Keys Access

At check-in, residents are issued an electronic card key, which will unlock their main entrance as well as their room. The main entrance to Jackson Hall will be opened from 8 a.m. until 5 p.m. Monday-Friday. Becker, Coleman-Webb, and Shelden Hall residents will have 24-hour entrance access utilizing their electronic card key.

Loaning the electronic card key to anyone is against housing regulations. All living quarters are automatically locked at all times, so it is important that you know where your card key is at all times. The college will not assume the responsibility for stolen items. Lost room card keys will be assessed at a minimum of \$15 each. Lost keys should be reported immediately to Residence Life staff.

Mailbox

Mailboxes for residents of Becker, Coleman-Webb, Shelden, and Jackson Hall are located in the main lobby of each hall. Each resident is assigned a mailbox with a combination code at check in. A package slip will be placed in the mailbox when any package or oversized item is received. Packages are picked up in the Housing Office as indicated on the package slip. Packages in the Housing Office are available during office hours only.

Absences from campus housing

Absences from campus housing should be reported to the Housing Office, which is located in the lobby of Jackson Hall. Residents are not required to sign in and sign out daily; however, if you are planning to be away for an extended period of time, please inform the Housing Office of your destination and where you can be contacted in case of emergency.

Resident Assistants

Student Resident Assistants (RAs) are employed for the academic year. Their job is to assist you with information, immediate needs, communication, or suggestions for improved residential living. Resident Assistants will be on duty every night.

Residence Hall Association/Program & Event and Study Time

Residents are encouraged to join the Residence Hall Association (RHA) at check-in time. RHA will be the voice of the residents, and is run by officers that residents will vote into their position. Election will be held during the spring semester. RHA will also help create and develop programs that the Director, Assistant Directors and RAs will put on during the year. The programs are designed to provide the residents with activities, lectures, performers, dances, etc. to take advantage of on campus. Programs will be developed to cover topics within social, academics, cultural and service learning areas. These events are free to DC3 students.

Conduct of Residents

Student residents are expected to follow the Student Code of Conduct and the Residence Halls Conduct Points system will apply as well. Residing in campus housing is a unique group living experience. Each resident should be afforded certain rights and considerations from others. With these rights come certain responsibilities - consideration and tolerance of others and their property, personal direction and growth, and legal responsibilities as an adult. The Dean of Students,

Director of Residence Life, Resident Hall Director, Security Personnel, Resident Assistants, Secretaries, and other employees of DC3 are authorized to take necessary action to maintain order. Any violations of the Code of Student Conduct including infringements on the rights of other students or residents will be subject to disciplinary action.

Students dismissed from campus housing due to disciplinary action may not be given a refund for any portion of that semester's rent.

Residents present in a living area in question may be held personally responsible for the conduct of that area until those responsible for the violation are identified. In cases of repeated violations, those who choose to continue to violate rules and regulations may be subject to dismissal from campus housing and other disciplinary action.

As a resident it is your obligation to know and abide by campus guidelines as they are explained within this handbook and the Terms and Conditions Brochure for the current academic year. The academic community at Dodge City Community College will greatly appreciate your cooperation in creating the best environment possible.

Dress

The lobbies/living room areas and the hallways as well as the cafeteria are considered public areas. As such, residents are expected to dress appropriately when going to these areas. The appropriate apparel for on-campus housing residents shall be determined by the Campus Conduct Officer/ Director of Residence Life, Assistant Directors, Housing Office Manager and Resident Assistants.

Room Assignments/Consolidation

The College reserves the right to assign or reassign rooms to attain optimum occupancy or to accommodate occupants. Any request for change of room assignment must be made in writing to the Director of Residence Life, and be signed by all parties involved. Except in unusual circumstances, room changes are not encouraged or authorized except at semester. Absolutely no moves or changes will be made in the first two weeks of school each semester, unless authorized by the Director of Residence Life. Room change and consolidation procedures/information will be posted and discussed at your mandatory hall meeting the first of each semester.

Dining Facilities

Meals for residents will be served in the Student Union dining hall. Nineteen meals are served each week. Meal times are as follows:

Cafeteria

Breakfast	7:30-8:30 a.m. M-F
Continental (No breakfast on Sat. & Sun.)	8:30-9:30 a.m. M-F
Lunch	11 a.m.-1:00 p.m. M-F
Brunch	11:30 a.m.-12:30 p.m. (Sat. & Sun. only)
Dinner	5-7:00 p.m. M-F (Fall Semester) 5-6:30 p.m. Sat.-Sun. (Spring Semester)

If school is canceled due to bad weather, the cafeteria will be open at the following times for those in campus housing:

Brunch	11:30 a.m. - 12:30 p.m.
Dinner	5-6 p.m.

Meal Tickets

Students not on the meal plan may purchase tickets for \$54.40 (including sales tax) for ten meals from Great Western Dining Service, Inc. Meals may be purchased individually as follows:

Breakfast.....	\$4.75
Lunch.....	\$6.20
Dinner.....	\$7.33
Special night.....	\$7.91

Meal prices include sales tax.

Missed meals are not refundable.

Damage to rooms and equipment

An inventory of equipment and damage in the room is taken when residents move in. If any problems or discrepancies are found, they should be reported in writing to the Housing Office within 24 hours of your initial occupancy. Each room is equipped with the following minimum equipment: bed, mattress and chairs. Students are to provide blankets, bedspreads, pillows, washcloths, soap and other personal items.

Occupants are responsible for the furniture in their rooms, living room, or lounge area, bathrooms, hallways, as well as the general condition of these areas. Persons sharing a bathroom area are responsible for the maintenance and the damages to the bathroom area. If there is damage to the hall or lobby/living room and the individual(s) responsible can be determined, the costs of the damages will be assessed to those individuals. If no individual(s) are identified, the costs of the repairs will be prorated and assessed to the occupants of that building or all residents.

Do not use nails, tacks, or foam-backed adhesives. Sticky tack or wax wall hangers are inexpensive and do not cause damage to doors and walls.

The rooms must be restored to their original status upon vacating. The College reserves the right to charge for the damage or loss of College property or misuse of the room(s) (i.e., unclean, disorderly, dirty walls, holes, etc.) as well as unpaid college debts.

Windows

Windows are not to be used for entrance and exit. Screens are not to be removed at any time. You are responsible for screen care and window condition. Any damage or breakage should be reported immediately to the Housing Office.

Requests for repairs to rooms

Obtain a work order form from Housing Office and clearly write out the repairs that need to be completed or visit <http://www.dc3.edu/workorder>. Work orders are collected early each morning from the Housing Office by maintenance personnel and repairs are made as swiftly as possible. Please report any damage immediately! Residents may be held responsible for any unreported damages. All vandalism must be reported within twenty- four hours.

Room cleanliness and inspection

Please keep your living area, furniture, appliances, and floors/carpeting clean. Sweep or vacuum floors, change linens, empty waste receptacles, wash dirty dishes or popcorn poppers regularly. Periodic room inspections will occur during the semester. In most cases, but not all, residents will be notified (by hall flyers and posted by mailboxes) at least 24 hours before the inspection will occur.

Vacuum cleaners are available from Resident Assistants or the Housing Office. Return the vacuum to its proper location immediately after use. The sharing bathrooms should also share the cleaning duties. The residents must furnish cleaning solvents and trash can liners.

Inspections will be conducted periodically and between each semester by the Director of Residence Life, Assistant Director of Residence Life, or Resident Assistants. If the room needs cleaning, the residents will be required to clean the room. Upon a second check, if the room is still not acceptable, it will be cleaned by maintenance personnel and a minimum of \$25 per hour charge assessed to residents. Empty alcohol containers are not allowed in students' rooms for display.

Search of students' rooms

Dodge City Community College reserves the right to make searches of students' rooms if there is reasonable belief that there is need for repairs or the room is being used for a purpose in violation of federal, state, or local laws, College regulations, or if an emergency situation exists. If the President, Vice President for Student Affairs & Risk Management or designee determines that a reasonable cause exists, that official may issue an authorization for a search by campus security or residence hall staff. Legal search warrants issued by the courts may also be obtained where criminal activity is suspected. The College reserves the right to conduct room searches with a chemical sensitive canine. Any material found may be used in a College hearing or a court of law. If the occupant cannot be present, the VP of Student Affairs, Director of Security or designee shall present a copy of the search authorization and a signed inventory of items confiscated or observed. Periodic inspections of rooms by residence hall staff do not constitute room searches.

Guests

Students may have overnight guests (of the same gender) in their room by making advance arrangements with their roommate(s) and registering with the respective Director or Assistant Director of Residence Life. If other rooms are available, parents or friends may reserve rooms at the current guest housing rate per night.

Residents are responsible for the conduct of their guests. Those students having unauthorized guests may be charged per night for each guest and may be subject to disciplinary action including loss of privilege to reside in the residence halls.

Visitation

Jackson Hall, Becker Hall, Coleman-Webb, and Shelden Hall are served by an RA Monday-Thursday 6pm-12am, Friday-Saturday 6pm-2am, and Sunday 8pm-12am. Residents' visitors must register with the RA before gaining access to the residence halls. Hall hosts must be present to acknowledge in person that they are willing to receive this visitor. Visitors will not be permitted to enter until the host is present. Off-Campus visitors are required to show a government picture ID (Driver's License) and be signed into the visitors log by the RA upon entry to the hall. RA's will hold on to the ID until the visitor has left. In the log, the RA will note clearly the host's first and last name, room #, and phone #, the guest's first and last name and their date of birth*, as well as the time and date of entry. When visiting hours are over**, if the guest has not checked out, the RAs and security will knock on your door and ask the guest to leave.

Failure to follow this procedure may be cause for disciplinary action.

*All guests must be 18 years of age or older as stated in the Residence Life Terms and Conditions

**Visiting Hours are Sunday-Thursday 9am-12am and Friday-Saturday 9am-2am

Quiet Hours

Students are to remember that other residents are entitled to quiet and consideration. Quiet hours are from 10 p.m. to 10 a.m. Noise at all times should not become unreasonable. Additional quiet hours may be established for specific floors or buildings.

Cooking

Cooking is not permitted in Coleman-Webb Hall. Students may use popcorn poppers and small microwave ovens only. George Foreman type grills, hot plates, electric skillets, toasters, etc., are not allowed. Residents of Becker Hall, Shelden Hall and Jackson Hall may cook in their hall kitchens. Along with these privileges comes added responsibility. Keep the kitchenettes, including the stovetop and oven clean at all times. Students must remain present at all times when using appliances in the kitchen.

Television

The televisions in Becker Hall, Shelden Hall, Jackson Hall and Coleman-Webb Hall lobbies are on-campus housing property. Damage repairs to the sets will be paid for by residents. Choice of channels will be determined by majority vote. If anything is out of order, advise the Director or Assistant Director of Residence Life or a RA.

Laundry facilities

Washers and dryers are available for your use. These facilities are located near the first floor lobby of Shelden, the north end of Coleman-Webb Hall (upper level only), on the 1st floor of Becker Hall and at the end of each wing of Jackson Hall. Laundry rooms are open 24 hours a day and are available for all residents. Students should be in

the area when using laundry facilities and are responsible for their own clothes left or lost in the laundry area. Notify Residence Life staff if washers/dryers are out of service.

Weapons

In accordance with Weapons Policy #345, for safety reasons, the use or possession of weapons - pistols, rifles, pellet guns, paint guns, hunting bows, nunchakus, knives, etc. - is prohibited on College property. This also applies to the storage of weapons or firearms in vehicles parked on campus.

Alcohol, Drugs, & Cigarettes

Possession, consumption, or use of alcoholic beverages or illegal drugs, on College property is a violation of College and State regulations. Violators are subject to dismissal from campus housing and/or disciplinary action by the College. Dodge City Community College is in compliance with Section 22 of the Drug-Free Schools and Communities Amendments of 1989.

Dodge City Community College is a Tobacco Free Campus. Use of tobacco products, including e-cigs, are not allowed in any campus building or vehicle.

Injury or Illness

If a resident becomes injured or ill at any time, the Director or Assistant Director of Residence Life or Resident Assistant must be contacted. If those persons are unavailable, contact the Resident Assistant on duty or the Vice President of Student Affairs.

Meningitis Health Information Facts

In accordance with the Kansas Board of Regents Meningitis Vaccination Policy enacted on September 15, 2005, all students residing in Dodge City Community College Residence Life campus housing are required (by Kansas law) to receive the meningitis vaccination. Students must either provide written documentation of immunization or sign a waiver (after reviewing the following information that informs of the dangers of meningococcal disease) that indicates that the vaccine has been declined. A copy of the waiver form may be downloaded at <http://www.dc3.edu/meningitis>

If a student is less than 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver as well. All students should receive a vaccination at their home location from either their own physician/health care provider or a local health department prior to traveling to the Dodge City Community College campus. The vaccine is also available (but in limited numbers) from the Ford County Health Department, located at 106 E. Spruce in Dodge City, KS. Phone the Health Department at (620) 227-4545 for more information.

Non-compliant students will be placed on a Dean's or VPs Administrative Hold following the second week of classes and remain on Administrative Hold until the compliance is documented with the Residence Life office. Students will be unable to enroll for the semester until the Dean's or VPs Hold is released.

Frequently Asked Questions (FAQs) about meningitis

What is meningococcal meningitis?

Meningococcal meningitis is a severe bacterial infection of the bloodstream and meninges (a thin lining covering the brain and spinal cord). It is a relatively rare disease and usually occurs as a single isolated event.

How is the germ that causes this type of meningitis spread?

The meningococcus germ is spread by direct close contact (kissing, sneezing, coughing, sharing water bottles) with the nose or throat discharges of an infected person. Many people may carry this particular germ in their nose and throat without any signs of illness.

Who gets meningococcal meningitis?

Anyone can get meningococcal meningitis, but it is more common in infants, children and young adults. College freshmen and athletes who live in student housing have a slightly higher risk of getting this infection than others their age.

What are the symptoms?

Most individuals exposed to the meningococcus germ do not become seriously ill. They often develop a fever, headache, vomiting, stiff neck and rash. However, one fourth of those who recover may have permanent damage to the nervous system. The disease can occasionally cause death.

How soon do the symptoms appear?

After exposure, the symptoms will appear within two to ten days, but generally within five days.

When and for how long is an infected person able to spread the disease?

From the time a person is first infected until the germ is no longer present in nose and throat discharge the disease may be transmitted. The duration varies according to individuals and treatment course followed.

What is the treatment for meningococcal meningitis?

Penicillin is the drug of choice for treatment, although other antibiotics are very effective in eliminating the germ from the nose and mouth.

Should people who have been in contact with a diagnosed case of meningococcal meningitis be treated?

Only people who have been in close contact (household members, intimate contacts, etc) need to be considered for preventive treatment. Casual contact such as might occur in a regular classroom or office setting is not usually significant enough to cause concern. People who think they have been exposed to meningococcal infection should contact the local health department to discuss whether treatment is advised.

Is there a vaccine to prevent meningococcal meningitis?

Presently, there are two vaccines that will protect against several of the strains of the meningococcal germ.

Is the meningococcal vaccine safe?

Vaccines, like any medicine, are capable of causing problems such as allergic reactions. The risks associated with receiving the vaccine are much less significant than the risks that are associated with the disease. Some individuals may

experience mild side effects which include redness or pain at the vaccine site, warm to touch, and mild fever.

Where can a student get vaccinated?

They are provided at local physician or healthcare provider offices or local health departments.

Where can more information be obtained?

- Your personal physician or healthcare provider
- Your hometown local health department
- Ford County Health Dept. (106 E. Spruce, Dodge City, KS) (620) 227-4545
- The Center for Disease Control (CDC): http://www.dcgov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm
- Kansas Department of Health and Environment: <http://www.kdheks.gov/pdf/hef/ab1037.pdf>

Student Health Requirement – Tuberculosis (TB)

In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Dodge 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 and entering the Residence Halls. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to enter the Residence Halls, 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 Ford County Health Department or other approved Health Care Provider.

Residence Hall Security

While Dodge City Community College strives to provide reasonable security measures through the establishment of visitation hours, the hiring of campus security, and the employment of student Resident Assistants, ultimately students are responsible for their own safety. Please take steps so that you do not become a victim. Lock doors in rooms and automobiles, walk in groups, and take other reasonable measures to protect yourself and your belongings.

Please be sure you and your roommate(s) - as well as suite mates - keep doors locked at all times. Dodge City Community College is not responsible for any losses incurred from theft. The thefts should be reported to the Director and Assistant Directors of Residence Life and Director of Campus Security immediately after discovery of missing item(s). Students may be covered by their parents' homeowners or renters insurance, or they may wish to purchase renters insurance to cover their belongings.

Theft of College Property

The taking of rugs, chairs, tables, lamps, dishes, and other items from College facilities and/or lounges is considered theft. Persons guilty of taking such property for their own

use are liable for reimbursement charges, prosecution for theft, and/or disciplinary action.

Fire Drills and Severe Storm Procedures

You are expected to observe fire drills. Leave your room and exit through the nearest fire exit. Know where the fire extinguishers are located. Fire drills may be conducted periodically without notice. Prank fire alarms are in violation of College, State, and Federal regulations, and will be dealt with accordingly.

Proper procedures in the event of tornadoes or severe storms are posted on the various housing bulletin boards. It is important that you read and remember these procedures. All residents should evacuate to designated storm shelters.

For security reasons, please do not prop open locked doors. Anyone responsible for not complying with this regulation will be subject to disciplinary action.

Fire Equipment

Fire extinguishers and fire detection equipment are installed in compliance with State regulations. Misuse of fire equipment, theft, damage, or making equipment inoperative for immediate use is considered a breach of College and State regulations and can result in immediate suspension plus damage charges to the persons involved.

Any emergency use of fire extinguishers must be reported within 24 hours. Any student setting off a false fire alarm or tampering with fire protection equipment in any way will be subject to disciplinary action and prosecution.

Grounds Care

Trash receptacles are provided in the lobby areas as well as on grounds surrounding the residence halls. Students should use these receptacles to dispose of paper trash, and should keep the area clean and presentable for the residents and their guests. Individual room wastebaskets and personal trash must be emptied by residents in the trash receptacles located outside in the parking lots and not in the public areas of the halls such as the laundry rooms or lobbies. Violators will be referred to the Campus Judicial Officer. All buildings and the yard areas around them are to be kept clean. Please place all trash in plastic trash bags and tie them shut before depositing them in the trash receptacles.

Automobiles, Bicycles and Motorcycles

A parking lot is provided between the housing areas for vehicles of residents. It may be utilized for automobiles, bicycles, and motorcycles. Do not use the areas on the walkways. Obstructed walkways are a fire hazard. Automobiles or motorcycles are not to be operated in a loud or distracting manner. Motorbikes and motorcycles are not to be utilized on the sidewalks or grass of the campus. Motorbikes and motorcycles must be parked with security precautions and are not permitted in the buildings for storage or repair.

The campus speed limit is 15 miles per hour. During vacation breaks, please take your vehicle home.

Vehicles parked on campus should be operable at all times and not abandoned if disabled.

The College is not responsible for any vandalism or theft. Bicycles may be kept in your room, but may not be stored in stairwells or secured to stairs or railings. Designated bike racks are located in areas of the Residence Halls and other places on the main campus.

Pets

Pets of any kind (except fish) are not permitted in campus housing at any time. This includes the lobby/living room areas, hallways, or yard areas. Anyone having or bringing a pet into campus housing is in violation of Housing policy and subject to disciplinary action.

EMERGENCY PROCEDURES

Inclement Weather or Emergency Closings

As the snow season arrives, it is sometimes assumed that if the local public and private schools are closed, then the College is or should be closed as well. Such decisions are made on a case-by-case basis, keeping in mind the needs of College staff and students.

When the decision to close has been made, the College administration will contact area radio and television stations and ask them to announce the closure as early as possible. Students and Staff will be notified via DC3 Alert. Students and staff are also urged to listen to one of these radio stations for information on class cancellations: 1370 AM KGNO, 1550 AM KDCC, 91.1 or 92.9 FM, KANZ, 91.9 FM KONQ, 93.9 FM KZRD, 95.5 FM KOLS, 96.3 FM KSSH, 97.3 KKJQ FM, and 99.1 FM KJIL. Announcements will also be made on these local television network stations: KBSD channel 6, KSNB channel 11, and KUPK channel 13. DC3 Alert messages will be sent to all registered users.

If no announcement is made, classes will meet as usual. In case it is found necessary to dismiss college after classes have already begun, an announcement of the dismissal will be made over via DC3 Alert and local radio and television stations.

Faculty, staff and students are urged to exercise personal judgment regarding whether or not there is sufficient danger due to road conditions or other weather-related circumstances to make attendance ill advised. Every reasonable effort should be made by faculty and staff to come to work unless formal notice is broadcast through the media that the College is closed.

When severe weather conditions exist, the faculty is urged to be lenient in permitting student absences and related make-up work. Generally, faculty and staff who choose not to come to work when the College is not formally closed may use Emergency Leave or earned Vacation Leave for the days or parts of days missed. In general, maintenance staff will be requested to work during such situations. Questions relating to making a judgment in this area may be directed to the Vice Presidents, Deans or the President.

DESIGNATED TORNADO SHELTER AREAS

For tornado/weather emergencies requiring evacuation to sheltered areas, the administrators or directors of the respective areas of the campus will be in charge of any evacuation procedures that may need to be accomplished.

In the event that emergencies occur during evening or night hours, security, instructors and supervisory personnel will be in charge of evacuation. These persons are responsible for seeing that all persons (including disabled) are safely evacuated to the following areas:

IF TIME PERMITS, ALL STAFF AND STUDENTS MAY TRAVEL TO THE STUDENT ACTIVITIES CENTER (DOME). This facility is the safest tornado Shelter on Campus.

Instructional and Administrative Areas

Allied Health: Both restrooms; central hallway and under tables.

Administration: Both restrooms; vault.

Child Care and Cosmetology: Cosmetology goes to the Child Care area. Get under the tables and in northwest classroom area, the restrooms, and interior offices.

Computer Lab: Evacuate the area to the Central Stores storeroom and maintenance restrooms and lower level locker room.

Fine Arts: Lower level stairwell; lower level hallways up to the doorways.

Horse Barn: Office areas under the tables and desks and the restroom.

Humanities: Lower level stairwell; lower level hallways up to the doorways.

Little Theatre: Evacuate the building through the breezeway area and go into the hallway next to the offices. Overflow proceeds on to the Fine Arts stairwell, lower level hallways up to the doorways, and lower level restrooms.

LRC: Rooms on both east and west lower level sides of the building; restrooms in the northwest and southeast corners; stairwell and hallway in the lower level southwest corner.

Maintenance: Central Stores storeroom and maintenance restrooms and locker room.

Math/Science (old): Lower level stairwell. Math/Science (new): Lower level men's and women's restrooms; lower level conference room 115.

PE Building: Under the stairway in the center of the building; restrooms; small outer offices on the east and west walls of the main floor; center wall of the main floor; east, west, and north walls around the Wellness Center. If needed, use the athletic training room north and south walls.

Student Union: West side lower and main level interior stairwell; plaza level restrooms; Copy Center and adjoining store rooms in the basement level.

Tech Center: Evacuate shop area to the offices. Get under the tables and desks.

Manufacturing Tech Center: Restrooms; small office areas.

Residence Halls

Jackson Hall: Storm stairwells on wing ends of Jackson Hall.

Becker Hall: Stairwells of Becker Hall.

Coleman-Webb: Lower level of Jackson Hall.

Shelden Hall: Lower level of Jackson Hall.

FIRE AND BOMB THREAT PROCEDURES

Building Fire

Main campus area: Evacuate the building entirely. East of Walking Track: Call Emergency 911 immediately. Activate fire alarm. Notify the designated person. Always keep in mind personal safety. The designated person shall be chief administrator of the building or their designee. If the fire is noticeably out of control, the entire campus must be evacuated until the threat no longer exists.

If the fire is in the center of the campus (north of the Administration Building), including Math/Science, PE, and Student Union, evacuates to the field north of the PE Building until further notice.

West of Walking Track: If the fire is in the center of the campus (Administration Building and south), including Administration, Fine Arts, Little Theater, Humanities, and LRC, evacuate to the south field or walking track area southeast of Lake Charles until further notice. If the fire is west of the service road behind the Student Union, including Computer, Maintenance, Tech Center, Horse Barn and Residence Halls, evacuate to the walking track area southwest of Lake Charles until further notice.

Residence Halls: Call Emergency 911 immediately. Activate fire alarm. Notify the designated person. Always keep in mind personal safety. Notify the Director of Residence Life or Assistant Director. A fire in any of the rooms of residence halls or inside any building of the residential life complex requires that the entire building be evacuated until further notice.

If the fire is noticeably out of control, the entire residence area is to be evacuated to the walking track southwest of Lake Charles until further notice.

Bomb Threats

Notify Security immediately upon receipt of this threat so they are able to take the appropriate actions or coordinate any required evacuation.

If the caller does not give a specific location, the campus must be monitored, however, evacuation should not be necessary.

If the caller gives a specific location, the area specified along with the area immediately surrounding it must be evacuated until the deadline has passed. If evacuation is necessary, follow the fire evacuation procedures unless otherwise notified.

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