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## Transcript Information

A transcript is a copy of a student's permanent academic record. A transcript contains confidential information and will be released in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). Transcripts are released to students, or persons designated by the student, with signed written permission. Official transcripts are issued from the Office of the Registrar. A transcript is official if it is signed by the Registrar and imprinted with the college seal. For information on how to obtain an Official Transcript, see "How to Order a Transcript" in the Academic & Student Policies & Procedures section of this catalog.

### How to Order a Transcript

- Via the Internet go to the SCCC/ATS web site at [www.sccc.edu](http://www.sccc.edu) and print a "printer friendly" transcript request form. Use any method on the form for submission.
- By mail print the transcript request form located in the SCCC/ATS Student Forms section of this document, and send your written request to the Registrar's Office, Seward County Community College/Area Technical School, PO Box 1137, Liberal, KS, 67905-1137. (Be sure to include payment).
- By FAX print the transcript request form located in the SCCC/ATS Student Forms section of this document, and fax your written request using the phone number, 620-417-1079 (payment must be received before transcript will be issued).
- In person, bring a completed copy of the transcript request form to the Office of the Registrar during regular campus office hours. Personal identification will be required.
- Requests by phone and/or email are not accepted. Written, signed requests are required whether by mail, FAX, or in person.

Transcripts requests are usually processed within 2 working days of receipt of request; however, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods.

### Transcript Charges

The cost for an Official Transcript is \$3 per copy and must be paid in advance by cash, check, money order, Visa, or MasterCard. The fee for a Faxed transcript is \$5 (paid in advance).

Student copies, which are Unofficial, are issued in person at no cost from the Registrar, or may be obtained from the Student Records secure login page on the SCCC/ATS web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records.

### Evaluation of Transcripts for College Credit

Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC/ATS credit is requested. When necessary, the Registrar will consult with instructor, division chair, agency, certification, etc. board to determine educational content and appropriate classification of work presented.

Types of learning or educational experiences that can be evaluated for SCCC/ATS credit include:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- Advanced standing tests from College Entrance Examination Board (CEEB)
- Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.)
- License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.)
- Military service/ courses
- Proprietary and Trade Schools
- Credit for Prior Learning

A fee will be charged per transcript/document for this evaluation process; a fee schedule is available from the Registrar's Office.

There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC/ATS.

## Change of Name & Address Information

A request to change your name or social security number with SCCC/ATS must be made in person at the Registrars office.

If you are an employee (faculty, staff, or student), federal regulations require employers to validate that the employee's name and social security number on record exactly matches the name/S.S.N., which appears on the individual's social security card to ensure proper tax reporting. Thus, in order to reflect your name/S.S.N. change on your personnel and payroll records, you must present your social security card which reflects your new name/S.S.N. to the Human Resources Department in the Hobbles Academic Building.

If you are a student and are not employed with SCCC/ATS, please bring your social security card to the Registrar's Office in the Hobbles Academic Building.

If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. (Note: You will need to bring an original legal document reflecting your new name to support your request for the name/S.S.N. change. Examples of accepted legal documents include a birth certificate, marriage license, divorce decree, etc.) Once you receive your new Social Security card, please bring it to the appropriate office. If you have any questions or concerns, please call the appropriate office.

To change an address in the SCCC/ATS information system:

- Go to the SCCC/ATS web site at [www.sccc.edu](http://www.sccc.edu) and select change of address from the "take me to" box. Once logged in, an address may be corrected, added, or changed or
- Print and fill out a change of address form located in the SCCC/ATS Student Forms section of this catalog; the completed form should be submitted to either the Human Resources office (for employees), or the Registrar's office (for students).

## Family Educational Rights & Privacy Act (FERPA)

Policy on Student Records in Accordance with FERPA

### I. Parent/Eligible Student Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students certain rights with respect to the student's educational records\*. For purposes of this policy, whenever a student has attained 18 years of age or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. Parents/eligible students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) they wish to inspect. The College official will make arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the parent/eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Parents/eligible students may ask the College to amend a record that they believe is inaccurate or misleading. The parent/eligible student should write the college official responsible for the record, clearly identify the part of the record to be changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the parent/eligible student, The College will notify the parent/eligible student of the decision and advice of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.

3. The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seward County Community College/Area Technical School to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

\*Educational records include but are not limited to all official records, files, and data directly related to the student, including all material that

is incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system; identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, etc.), attendance data, scores on intelligence tests, aptitude tests, psychological tests, interest inventory results, health data, disability and accommodation information, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns are all forms of student information that are recorded with, but not limited to, handwriting, print, computer media, video or audio tape, film microfilm, and microfiche.

## **II. Directory Information**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Seward County Community College/Area Technical School considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the parent/eligible student notifies the Student Privacy Officer (Dean of Student Services), in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

- Name
- Address
- Phone number
- Email address
- Date and place of birth
- Major Field of study
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

## **III. Guidelines for the Release of Student Information**

Seward County Community College/Area Technical School will adhere to the following guidelines in releasing records of students:

Official records are released only with the parent/eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made. Parents/eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.

Records may be released without the parent/eligible student's knowledge and consent in the following situations:

- To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
- To officials of schools at which the student intends to enroll, upon condition that the parent/eligible student receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- To authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary of the United States Department of Education, (iii) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
- In connection with a student's application for, or receipt of, financial aid;
- To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
- To accrediting organizations in order to carry out their accrediting functions;
- To parents of a dependent student of such parents, as defined in the Internal Revenue Code;
- In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
- Directory information unless the parent/eligible student notifies the Student Privacy Officer (Dean of Student Services) in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information.

Release to non-educational agencies or individuals will be conducted only with written authorization from the parent/eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Student Privacy Officer (Dean of Student Services) or designee.

The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by parents/eligible students.

Inquiries concerning the Seward County Community College/Area Technical School FERPA Policy should be made to the Dean of Student Services or to the Dean of Administrative Services.

## **Sexual Harassment Policy**

Harassment of any student or SCCC/ATS Staff Member on the basis of sex shall be considered a violation of College policy and Federal Law.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive

environment.

- When any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC/ATS will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student or employee who feels he/she has been the victim of sexual harassment should contact the Dean of Administrative Services within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Dean of Administrative Services within five (5) calendar days of the initial contact so that the Dean can proceed with an investigation into this matter.

### **Incident Weather or Emergency Closings**

When a decision is made to cancel classes and/or close campus, the communications media will be notified immediately. Students and college staff should listen to area radio stations and television stations for announcements. If no announcements are made, classes will meet as usual. Students are urged to exercise personal judgment regarding whether road conditions, weather-related conditions, or extenuating circumstances would prevent safe travel or attendance in class. When these type of conditions exist and student absences result, faculty is urged to be lenient in permitting student absences and make-up work.

The media that are typically notified when classes are cancelled and/or the campus is closed are:

- 107.5 FM
- 100.5 FM
- 101.5 FM
- 1470 AM
- 1270 AM
- Wichita Television Stations
- Amarillo Television Station

If, in the event that inclement weather conditions do arise while a student is on campus, students should make every effort to keep abreast of the posted SCCC/ATS emergency protocols. Emergency protocol manuals are posted in prominent locations throughout each campus building. Protocol manuals designate emergency coordinators in each building as well as designated shelters in case of a tornado. Emergency Procedure Manuals are also available from the Security Department in the Student Union Building, room SW109.

### **Drug Free Institution of Higher Education Policy**

Seward County Community College/Area Technical School, in compliance with the Drug-Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1089 (Title XII of the Higher Education Act of 1965), imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the SCCC/ATS campus or as a part of any college activities. Failure to comply with this policy by any student or employee will result in sanctions as outlined in the SCCC/ATS Handbook, Student Code of Conduct, and/or the SCCC/ATS Employee Handbook.

Seward County Community College/Area Technical School Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitutes a hazard to a positive learning environment. Realizing that alcohol and other drug abuse has become an epidemic in our society. Seward County Community College/Area Technical School 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, Seward County Community College/Area Technical School will not tolerate violation of any part of the Drug Free Institution of Higher Education Policy by any employee or student.

It is the policy of Seward County Community College/Area Technical School that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in its workplace or as a part of any Seward County Community College/Area Technical School 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) SCCC/ATS 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 human resources 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 SCCC/ATS campus is strictly prohibited. Consumption of alcohol at official off-campus SCCC/ATS activities must be approved, in advance, by the President. SCCC/ATS 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 Seward County Community College/Area Technical School 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 thirty (30) days of SCCC/ATS's notice of a conviction or violation of this policy.

The Seward County Community College/Area Technical School Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by any student on the SCCC/ATS premises or as part of any SCCC/ATS activities.

Violation of this policy will result in immediate disciplinary action that may include: reprimand, probation, suspension or expulsion from Seward County Community College/Area Technical School or other sanction detailed in the Student Handbook. As a part of disciplinary action, Seward County Community College/Area Technical School 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.

## Disciplinary Regulations

Students enrolled at Seward County Community College/Area Technical School are expected to conduct themselves as responsible individuals in observing college regulations and the Student Code of Conduct as well as state and federal laws. Students are subject to the jurisdiction of the college during their period of enrollment and the college reserves the right to take disciplinary action against those students who do not follow college regulations and the Student Code of Conduct as well as state and federal laws that pertain to the college.

## Student Code of Conduct

The Seward County Community College/Area Technical School Student Code of Conduct is an important component of a college atmosphere conducive to academic and social development. Students are expected to take responsibility for their actions and observe the rights of others. The conduct of each student is an important indication of character and the highest standards of honesty, integrity and morality are desirable qualities that are expected.

The following Student Code of Conduct is presented as expectations of student behavior. Violations may subject the student to disciplinary actions as indicated in Sanctions. The violation may be reported to the appropriate law enforcement agency. The Student Code of Conduct is considered to be in effect on all Seward County Community College/Area Technical School Campus sites including student housing, in college vehicles and at all college-sponsored events.

1. **Alcoholic Beverages** - No student shall consume, possess or provide to a minor any alcoholic beverages, beer, or wine on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus. Kansas State Laws prohibits the possession and consumption of any kind of alcohol on campus.
2. **Tobacco Products** - As an educational community concerned for the health of its members, Seward County Community College/Area Technical School supports a tobacco-free environment. Use of tobacco products in any building owned or operated by the college, in any vehicle owned or leased by the college, or at any college sponsored event or activity held in any building on or off campus is prohibited except in designated areas. Smoking and/or use of tobacco in student housing is permitted only in designated areas outside of the building.
3. **Illegal Drugs** - Seward County Community College/Area Technical School supports the enforcement of the State of Kansas Laws and Federal Laws on controlled substances. The possession, use, manufacture or sale of illegal drugs on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus is prohibited. Violators will be reported to law enforcement agencies.
4. **Safety and Security** - Any behavior or action which threatens, harms or causes to place in harm any person, or threatens the safety and security of any student, employee, or person on the college campus or at any college sponsored event is prohibited. Seward County Community College/Area Technical School is committed to providing students educational and social activities in a safe and secure environment free from harassment or intimidation on the basis of sex, gender, race, religion, or national origin.
5. **Disruptive Behavior** - No student shall behave in a manner that is disruptive to the educational process; in a learning environment, behavior which endangers or infringes upon the rights of others will not be tolerated. Students should not assemble in a manner that obstructs the free movement of persons about the campus, obstructs the free and normal use of college facilities, or prevents the normal operation of the college. Misconduct in the classroom could lead to removal either voluntarily or by campus security; misconduct in college facilities including student housing, the student union, and/or the cafeteria, could result in suspension or expulsion from the facilities and from the college.
6. **Harassment** - No student shall engage in harassment of another student, instructor or staff member of the college; students who feel that they are being harassed by anyone including another student, an instructor, or a college staff member should report the incidents to the Dean of Administrative Services. Harassment includes sexual and racial harassment and may include verbal and/or physical actions, or by use of electronic media such as email. Actions and/or comments are considered harassment when such conduct has the purpose or effect of unreasonably interfering with the instructor, student, or staff member's performance or creating an intimidating, hostile or offensive environment.
7. **Weapons** - Possession of weapons are prohibited on campus, in college owned or personal vehicles, in student housing, or at any college sponsored event. Examples include, but are not limited to, firearms, fireworks, knives, bows and arrows, clubs, etc. The discharge of firearms or fireworks, or the use of any object to cause intimidation or injury to a person or damage to property is prohibited. There are exceptions for students enrolled in Criminal Justice or Physical Education courses or college sponsored activities where firearms are used and supervised by college staff in a safe environment.
8. **Fire Safety** - Any action which could endanger the safety of any person on campus or at college sponsored activities is prohibited. It is illegal under state and federal laws to tamper with or misuse any kind of fire emergency equipment. This includes, but is not limited to, discharging or tampering with fire extinguishers, causing false alarms, tampering with smoke alarms, etc. Unauthorized possession, use, and/or storage of any chemicals or substances that could lead to an explosion is prohibited on college property. Persons responsible for these type actions may face serious disciplinary action, fines, and criminal prosecution.
9. **Academic Honor Code and Cheating** - Seward County Community College/Area Technical School is committed to high ethical standards and integrity in all aspects of the college. Academic dishonesty is a serious threat to academic integrity and does not support the college mission of developing better futures for its students. Cheating, copying another's exam or allowing another to copy the exam, collaboration not permitted by the instructor, plagiarism, are types of dishonesty that are prohibited. Dishonest acts also includes providing false information to college staff, forgery, alteration, or misuse of college documents or instrument of identification, or any other act intended to deceive. Violators may face disciplinary actions, suspension, or expulsion from college.
10. **Use of College Facilities and Equipment** - Seward County Community College/Area Technical School provides excellent facilities and equipment and encourages students to maximize the use thereof. Students should utilize campus facilities only during established open times and dates or otherwise with permission; equipment should be used only for its intended use. Unauthorized entry or occupancy of facilities during times other than established hours is prohibited; unauthorized possession and/or use of keys to college facilities by students is prohibited.
11. **Theft and Vandalism**—respect for property of the college and other students or persons is expected. Theft or damage to property is illegal and violations will result in disciplinary sanctions. Theft and vandalism includes, but is not limited to, taking or being in possession of the property of others, damage to and/or tampering with college facilities, equipment, vehicles, etc., thefts relating to phone service, cable television services,

computer files and software, credit card usage, identity, etc.

12. **Use of Computers, Software, and Related Equipment** - Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of Seward County Community College/Area Technical School. All student use of computers should support the educational programs of the college. Proper computer etiquette by all students is expected when using college computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing a user name and/or password, attempt to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to communicate defamatory, derogatory, hostile, or threatening messages, illegally copying of software, etc. Student use of the Internet on college computers for research, email or browsing should access only web-sites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable web-site is accessed. Violations of computer use guidelines may result in disciplinary action; the student's computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete "SCCC/ATS Networking Computer Use Policy" for review from the Dean of Administrative Services.

## Sanctions

The following sanctions may be imposed for violations:

1. Admonition/Reprimand—a written warning that a violation of the Student Code of Conduct has occurred and that further instances of misconduct may result in additional disciplinary action.
2. Administrative Withdrawal From Courses—withdrawal from course(s) initiated by a college administrator as a result of inappropriate behavior by the student.
3. Restrictions/Requirements—specified loss of privileges and/or specific conditions to be performed or completed by the student.
4. Restitution—full and complete reimbursement for damage, destruction, or misappropriation of property of Seward County Community College/Area Technical School or other students or persons. The restitution may involve a form of service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in additional sanctions.
5. Community Service Work—work projects to improve the college or community.
6. Hold on Student Records—the college reserves the right to "hold" student records based on failure to follow regulations, behavior misconduct or failure to pay financial obligations to the college. A "hold" on student records may prevent further enrollment in courses, receiving grades, transcripts, and/or diplomas, or participating in campus activities.
7. Assessment of a Monetary Fine—student can be assessed a fine for various violations including, but not limited to, violation of traffic regulations, failure to follow student housing regulations, or library fines, etc.
8. Cancellation of Scholarships—institutional scholarships and grants are awarded based on the assumption that students are in good standing. Seward County Community College/Area Technical School reserves the right to cancel institutional financial aid for violation of the Student Code of Conduct.
9. Suspension—termination of a student's enrollment from the college for a specified period of time; suspension from student housing can be imposed for non-compliance of housing regulations and/or failure to observe Student Code of Conduct. Conditions of readmission may be specified at the time of suspension.
10. Expulsion—a permanent severance of a student's enrollment and/or severance from college housing. A record of such action is made on the student's permanent record in the Registrar's Office. A student who is expelled from college and/or student housing is typically not allowed to re-enter either.

Sanctions may be imposed in combinations; sanctions outlined above are not all inclusive of possible disciplinary actions by Seward County Community College/Area Technical School. Involvement and reporting to appropriate law enforcement agencies may occur. Parental involvement may be appropriate in certain circumstances.

## Student Right of Due Process

Seward County Community College/Area Technical School assures students the right of due process. When violations of the Student Code of Conduct are alleged, students have the right to a hearing before the Dean of Student Services. The Dean of Student Services will determine if sanctions are warranted. When sanctions involve suspension or expulsion from college, the student may make an appeal to the President of the college. The appeal must be presented in writing within five (5) working days after the decision. The appeal must be based on an excessively severe sanction, the introduction of new evidence, or substantial procedural irregularities in the original hearing. The President will determine if the sanction was appropriate for the violation.

## Grievance Procedure

A grievance may concern an alleged violation of school policies, alleged infringement of the student's rights and other such problems concerning students, college staff, and authorized college activities. This grievance procedure does not include grade appeal. The Dean of Student Services shall function as the grievance officer and may involve other college officials as deemed necessary. A summary of the procedure to process a complaint or grievance is:

1. The student must attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within ten working days. Every effort will be made to resolve the grievance at the lowest possible level. The student should consult with the appropriate supervisor (e.g. instructor, sponsor or director) and attempt to solve the grievance through informal discussions.
2. If the student feels the problem has not been solved, a written grievance should be submitted to the Dean of Student Services within ten college working days from the time the original complaint was filed at the previous level. The Dean of Student Services shall schedule a conference within ten college working days. After the conference, the Dean will, within five working days, inform the student in writing of any decision made and the reasons for making the decision.
3. The student may appeal in writing to the President of the College. The appeal must be based on either new evidence or basic procedural unfairness. The written appeal must be filed within five working days after the Dean has issued his written decision.
4. After hearing an appeal, the President of the College shall notify the student of the final decision within ten college working days.
5. A complete copy of the Grievance Policy can be obtained from the Dean of Student Services.

## **Student Activities Event/Travel Procedures**

### **Student Expectations**

Students who are members of Seward County Community College/Area Technical School clubs and organizations and who participate in college sponsored activities and/or travel in conjunction with participation in college sponsored activities or events are expected to follow the Student Code of Conduct, which is published in the Student Handbook. The Student Code of Conduct is considered to be in effect at all college sanctioned events. As representatives of the college, students are expected to conduct themselves as responsible individuals. Cooperation with the organization's sponsor and other participating members is essential for the activity or event to be both enjoyable and successful. Students who travel to participate in college sponsored activities or events are required to sign a Student Participation Agreement Form before departure.

A student who does not cooperate and who violates the Student Code of Conduct while on the activity/trip is subject to disciplinary action. Disruptive behavior by a student may jeopardize the college organization's participation in the activity/event. The college reserves the right to exclude a participant from an activity and send the participant home early if necessary. The organization's sponsor will determine if the violation is serious enough to warrant immediate action. If immediate action is in the best interest of the college and the other participants on the trip/activity, then any travel costs may be the student's expense. The organizational sponsor will consult with a Seward County Community College/Area Technical School Administrator prior to determination thereof. The sponsor should provide documentation to the Dean of Student Services of incidents of violations of the Student Code of Conduct.

### **Organization Notification/Travel Procedures**

Club and organization sponsors are responsible for completion of notification/travel forms prior to an event. It is recommended that notification/travel forms be completed well in advance of the planned activity. An Activity Scheduling Application must be filed when: a student activity needs to be approved; a college facility needs to be scheduled; or a college vehicle needs to be utilized. A Student Activities Itinerary/Participation List should be submitted to Student Services at least one (1) week prior to the event. Any changes in the itinerary or with the list of students participating should be made prior to departure; it is important that accurate information be provided. A Student Participation Agreement Form should be signed by each student and kept on file by the organization sponsor; when travel is involved, the forms should accompany the sponsor.

Students are responsible to notify their instructors if an absence in a class is necessary because of a trip or activity. Arrangements for all classroom assignments should be made by the student in advance of a student's absence for a collegiate activity.

All students are required to follow any procedures/travel arrangements approved by the organization sponsor. When traveling is scheduled in college vehicles, students must travel to the destination and return in the college vehicles. When exceptions are approved by the sponsor, students are required (prior to departure) to complete insurance paperwork obtained from the Dean of Student Services Office.

The Student Participation Agreement Form asks students to agree to a personal liability release, provide personal medical information, give permission for medical treatment, and agree to abide by the Student Code of Conduct. The college does not insure participants against injury and does not accept responsibility for any student medical costs incurred on the trip. Students should provide their own insurance coverage.

Forms that are required to be completed prior to participation in or travel to an event are:

1. Activity Scheduling Application Form (To Scheduling Coordinator – student activity/facility/vehicle)
2. Student Activities Itinerary/Participation List (Provided to the Student Services Office)
3. Student Participation Agreement (Accompany sponsor on trip; kept on file by the sponsor)

## **Computer Usage**

Students who use college computing resources are expected to adhere to the SCCC/ATS Network Computing Use Policy. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Dean of Student Services, the Dean of Instruction, the Dean of Administrative Services, and the Associate Dean of Educational Services.

Guidelines for use of SCCC/ATS Computing Resources:

1. All aspects of the SCCC/ATS Network Computer System are owned by the College and are provided for the use by SCCC/ATS students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC/ATS and of the laws of the State of Kansas and of the Federal Government.
4. SCCC/ATS reserves the right to terminate computer services to any student without notice.
5. Students are responsible to maintain and protect individual user names and passwords; these should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using email, the Internet, and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC/ATS computing resources except as permitted by law.
8. Harassment through the use of SCCC/ATS computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another users work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.
9. Vandalism through the use of SCCC/ATS computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

Enrollment in any SCCC/ATS course constitutes agreement, by the student, to abide by the terms of the SCCC/ATS Network Computing Use Policy. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies.

## **Sales & Solicitation Policy**

Facilities of Seward County Community College/Area Technical School are primarily for community college purposes of instruction, student life and public service; they are not available for unrestricted use by non college groups. The regulation of commercial activity on the campus and the posting and distribution of advertising materials is necessary so that it does not interfere with the academic mission of the college, and so that

income gained from activities held on campus benefits the college. Selling and/or solicitation on college property is prohibited without the consent of the Dean of Student Services.

### **Signs & Poster Policy**

- Generally, only signs and posters of faculty, staff and students will be allowed.
- All materials posted must be approved and stamped by the Director of Student Activities or Dean of Student Services. Signs will be removed if not stamped. Student Services, custodial, and administrative personnel may remove signs posted on windows, doors, etc., or in areas other than those designated.
- Signs on windows and doors will only be allowed in the Student Activities Center and gym. Other buildings will have designated boards.

### **Parking/Traffic**

General parking that is provided for students, faculty, staff, and the public in various areas on campus do not require a parking permit. Handicapped parking areas are designated and can be used only by the handicapped persons whose cars display the required special license, sticker or decal. Student housing residents should park in areas designated for residents of SCCC/ATS Student Housing; a parking permit, issued by the Student Housing Manager, is required for the student housing residents.

NO PARKING areas are designated along curbs at the college entrance, in loading zones, in fire lanes designated by the Fire Marshall, and in numerous other restricted areas. Students, staff, and visitors should honor all NO PARKING areas.

Traffic on the circle drive is two-way, around the campus. Speed limit for all vehicles is 20 mph on the circle drive. Designated pedestrian crosswalks are to be properly observed. Directional arrows are marked for proper entrance and exit from parking areas. SCCC/ATS Campus Security monitors all campus traffic and parking lots; fines may be issued for speeding, illegal parking, or for not displaying a student housing parking permit.