Kansas City Kansas Community College

2026 STUDENT HANDBOOK & CODE OF CONDUCT

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President's Message

Welcome to Kansas City Kansas Community College (KCKCC)!

When you choose us, we choose you, because our mission is to inspire individuals and enrich our community one student at a time. Your success is our success.

No matter where you are on your educational journey, there is a place for you at KCKCC. You now have access to a quality education and support services, at the hands of our one-of-a-kind faculty and staff who are dedicated to helping you achieve your hopes and dreams.

Whether you want to earn one of our industry-recognized technical certificates, an associate's degree in applied science, a degree in Science/Technology/Engineering/Math (STEM) or health care, or a transferable degree to a four-year institution, KCKCC has a program that is just right for you.

We all know that learning takes place both inside and outside the classroom. So, KCKCC has a host of student clubs and activities that offer opportunities to make new friends (and have some fun!). Plus, we have eight varsity sports teams that offer exciting times on the field and in the gym.

PS... Did you know that research shows that the more engaged students are both inside and outside the classroom, the greater their level of success?

Coming full circle, your success at KCKCC is our success. When you choose us, we choose you.

Go Blue Devils!

Sincerely,

Dr. Jackie A. Vietti, Interim President
Kansas City Kansas Community College

Purpose of the Student Handbook

This handbook provides KCKCC students with quick, easy access to college information. Although it may include topics from the KCKCC Academic Catalog and the college website, it is not a replacement. Students should review the general catalog and other relevant resources. For the most up-to-date information, consult the gollege catalog.

The Student Handbook is designed to support the diverse student groups at all KCKCC locations, including adult learners, traditional students, high school students, and prospective students who have started the admissions process. It aims to serve as an interactive success guide for all students as they work toward their educational goals at KCKCC.

College Statements

Non-Discrimination Policy Statement

Kansas City Kansas Community College (KCKCC) is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity and inclusion is encouraged and fostered throughout the college.

KCKCC prohibits discrimination against any member of the college community on the basis of race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. KCKCC will conduct its programs, services and activities consistent with applicable federal, state and local laws. KCKCC is committed to maintaining an educational and work environment free of discrimination and harassment, including sexual harassment, for faculty, staff and students.

KCKCC will not tolerate harassment of its faculty, staff or students by persons conducting business with or visiting the College even though such persons are not directly affiliated with KCKCC. Harassment and discrimination is unacceptable conduct and will not be tolerated.

This policy applies to harassment and discrimination complaints by employees and persons who were employees at the time of the alleged harassment. Persons found to be in violation of this policy will be subject to the full range of discipline up to and including termination of employment. Third-party vendors, suppliers, and visitors may be removed from college programs and/or prevented from returning to campus.

View Non-Discrimination Policy Statement on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/human-resources/discrimination-and-harassment-policy.html

Education Equality Statement

Kansas City Kansas Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, marital status, ancestry, veteran status, or disabilities.

Any person having inquiries concerning College compliance with regulations Implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, kckcchr@kckcc.edu or 913-288-7200.

Any person needing access to academic programs or college activities due to a documented disability is directed to contact the Student Accessibility and Support Services, 913-288-7664 for accommodations.

View Education Equality Statement on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/educational-equality-statement.html

Harassment and Violence Statement

Kansas City Kansas Community College is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of the campus community, including students, faculty, administrators, staff, trustees or visitors. This policy prohibits all forms of sexual or gender-based harassment and sexual assault.

Title IX, regulated by the Office of Civil Rights, prohibits discrimination on the basis of sex in federally funded education programs and activities. All schools who receive any federal financial assistance must comply with Title IX.

KCKCC encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College Title IX Coordinator:

Kahlea Porter
Director of Employee Relations
kporter@kckccedu
913-288-7269
7250 State Avenue, Kansas City, Kansas 66112

View Harassment and Violence Statement on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/harassment-and-violence-statement.html

Title IX

Gender-Based Discrimination/Sexual Harassment/Sexual Violence Policy and Procedure

Title IX Sexual Harassment and Sexual Violence Policy 3.03

Kansas City Kansas Community College ("KCKCC") is committed to fostering an environment in which all members of our community are free from sexual misconduct in any form. The College expects that all interpersonal relationships and interactions will be based on mutual respect, open communication, and clear consent. Sexual harassment is a violation of professional ethics as well as a violation of federal and state law. KCKCC is committed to complying with Title IX of the Education Amendments of 1972 and its implementing regulations, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act of 2013 (VAWA), and the Kansas Act Against Discrimination.

View Title IX Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/title-ix-policy.html

Title IX Sexual Harassment and Sexual Violence Procedure 3.03A

The College takes allegations of sexual harassment very seriously, and will actively respond to alleged sexual harassment and will take remedial action, where appropriate. The procedures below outline the process the College follows when it receives a report alleging a violation of the Title IX Sexual Harassment and Sexual Violence Policy committed by a member of the Kansas City Kansas Community College ("KCKCC") community. The procedures described below are an internal process to determine whether the College's Title IX Sexual Harassment and Sexual Violence policy was violated and is not a court system. As such, KCKCC's process does not use the same rules of procedure and evidence as those used by courts or law enforcement.

All students are required to complete Title IX training each academic year. This training is offered online through Blackboard. For more information, contact the Title IX Coordinator:

Kahlea Porter
Director of Employee Relations
kporter@kckccedu
913-288-7269
7250 State Avenue, Kansas City, Kansas 66112

View Procedure on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/title-ix-sexual-harassment-and-sexual-violence-procedure.html

Consensual Relationships Policy: 5.10

KCKCC strives to provide an environment that is respectful, professional, and fosters trust and is free from unlawful discrimination or harassment and to prevent real or perceived conflicts of interest or favoritism.

There are risks in any consensual relationship between individuals where there is unequal power in positions. Because of the potential for conflict of interest, exploitation, favoritism, and bias such relationships may undermine the real or perceived integrity of the supervision and evaluation provided.

Consent is difficult to assess in a relationship where there exist positions of unequal power between the individuals involved in the relationship. Further, these relationships may not be consensual as the individual whose position confers power or authority believes. In addition, circumstances may change and conduct that was previously welcomed may become unwelcomed. Past consent does not remove grounds for a complaint based upon subsequent unwelcomed conduct.

Consensual relationships between individuals in unequal power positions should be avoided and in many circumstances are strictly prohibited by this policy.

View Consensual Relationships Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/human-resources/consensual-relationships-policy.html

Accessibility Accommodations

Americans with Disabilities Act of 1990 (ADA)

Kansas City Kansas Community College is committed to providing visitors and applicants with disabilities equal opportunity to access the benefits, rights and privileges of school services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

KCKCC facilities (including restrooms, offices, common areas and classrooms) are designed to permit students and visitors with physical and or mental disabilities the opportunity to participate in various college experiences while on campus. Elevators, braille signage, tactile paving, ramps accessibility to campus police and automatic doors throughout our campuses provide convenient access to the building entrances, classrooms, offices and activities.

Handicapped parking spaces are reserved for students, visitors, or employees who display an appropriate state-issued handicap placard or license plate.

Accommodation Services for Students with Disabilities

Students with a documented disability may receive services at the Student Accessibility & Support Services Office, RM 3384, Jewell Student Center, Room 3384. Contact the Student Accessibility & Support Services Office at 913-288-7664 to self-identify and initiate services. Technical Education Center students should contact Carly Eastling at 913-288-7851. Pioneer Campus students should contact 913-288-7750.

Rehabilitation Act of 1973

Section 504 (Subpart E) of the Rehabilitation Act prohibits discrimination based on physical or mental disability in federal grants or programs. KCKCC students are part of this protection due to KCKCC postsecondary federal financial aid funds.

View Student Disability Accommodation Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/student-disability-accommodation-policy.html

View Student Accessibility and Support Services on KCKCC Website
https://www.kckcc.edu/academics/academic-resources/sass/index.html

Academic Policies and Procedures

View All Policies and Procedureson KCKCC Website
https://www.kckcc.edu/about/policies-procedures/index.html

Academic Integrity Policy

Kansas City Kansas Community College expects our academic community to adhere to the highest standards of excellence in their pursuit of knowledge. Academic dishonesty by any student will result in consequences consistent with those documented within this handbook.

Instructors shall foster an expectation of academic integrity and make a reasonable effort to avoid situations conducive to infractions of this policy. Failure of instructors to prevent cheating does not excuse students from compliance with this policy.

The primary forms of academic dishonesty outlined below are: cheating, plagiarism, collusion and fabrication.

Cheating

Cheating is the unauthorized use or exchange of information by students in meeting academic standards or requirements. Cheating includes, but is not limited to

- Unauthorized sharing of answers during an exam.
- Having another individual or entity complete assignments, projects and exams for a class.
- Use of unauthorized notes, study materials or electronic devices during an exam.
- Altering an exam and resubmitting it for re-grading.
- Submitting substantial portions of work in more than one course, without the acknowledgement of previous work product (i.e. self-plagiarism).

Plagiarism

Plagiarism is the use of another person's words or ideas without the proper credit or citation. Plagiarism includes, but is not limited to:

- Any attempt to take credit for work that is not your own, such as using direct quotes from an author without using quotation marks or indentation in the paper.
- Paraphrasing work that is not your own without giving credit to the original source of the idea.
- Failing to properly cite all resources in the body of your work.
- The use of complete or partial papers from internet paper mills or other sources of non-original work without attribution.

Collusion

Collusion is the attempt to form an agreement by a group of students to commit an act of academic dishonesty. There is no difference between students who cheat or plagiarize and those who allow such behaviors to occur. Collusion includes, but is not limited to:

- Any attempt of an unauthorized collaboration in preparing work offered for academic credit.
- Deliberately using, purchasing, selling, stealing, sharing, bribing or soliciting, in whole or in part, any information or materials to be submitted as a student's work.
- Impersonating another student for the purpose of taking a course, exam, or to complete an academic activity.
- Any student providing access to the materials is a party to collusion and subject to the same penalties. All students should take reasonable precautions to protect their work from being compromised.

Fabrication

Fabrication is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references. Fabrication includes, but is not limited to:

- Providing false data for a research paper.
- Creating/citing false or fictitious references.
- Unauthorized altering or falsification of data, documents, images, music, art or other work.
- Unauthorized omission of data, information, or results in documents, reports and presentations.
- Hiding data, results, or information using inappropriate scales, magnification and representation in charts, graphs and other forms of representation.
- Falsifying information pertaining to the subjects participating in an experiment.
- Unapproved deviation from a predetermined experimental procedure.

Consequences for Violation of the Academic Integrity Policy

Students who commit acts of academic dishonesty are subject to classroom penalties and conduct sanctions as outlined in the course syllabus and in this policy. Academic dishonesty is very serious, possibly including suspension or expulsion from the College. Students are expected to refer to the course syllabus for details regarding academic dishonesty in a specific course; students are expected to be familiar with this policy and the student code of conduct. If a student is unsure whether their action(s) may constitute a violation of the Academic Integrity policy, then it is that student's responsibility to consult with the instructor to clarify any ambiguities

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

- Verbal or written warning to the student;
- A letter, detailing the violation, to be kept on record;
- Assignment of substitute and/or additional work;
- Requiring the student to redo the assignment for a reduced grade;
- Deduction of points, a grade of “F” or zero for the assignment, project or examination/quiz;
- Reexamination;
- Lowering of the course grade;
- A grade of "F" or "Not Passing" for the course, overriding a student withdrawal from the course. (requires approval from the division dean)
- Notification to the Dean of Student Services who will document the violation.

Specific Programs

Due to program and facility requirements for professional behavior in the workplace, a first instance of academic dishonesty or plagiarism in a clinical practicum or workplace setting shall be treated as equivalent to a third offense of academic dishonesty or plagiarism in the classroom.

View Academic Integrity Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/academic-affairs/academic-integrity-policy.html

Grade Appeal Policy and Procedure

Grade Appeal Policy 2.10

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Faculty have the right to determine standards for grading and devise a system for the calculation of grades. These standards and system for calculating grades must be included in the course syllabi. Only final grades may be appealed. Grade appeals in selective admission programs may be handled differently as outlined in their respective student handbooks.

View Grade Appeal Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/academic-affairs/grade-appeal-policy.html

Grade Appeal Procedure: 2.10A

To assure students a fair and equitable process for the review of a grade the student feels does not reflect his/her performance according to the instructor's specified grading standards or system.

1. Within 30 days of receiving the final grade, the student must first make an appointment with the instructor to discuss the matter. The instructor and student will work together to come to a resolution. Please note it is anticipated that most grading concerns will be resolved at this level.

If the instructor is not available, the student should submit the Grade Appeal Form, along with sufficient evidence to the appropriate Academic Dean. The Academic Dean will notify the instructor of the grade appeal.

2. If the matter cannot be resolved through consultation with the instructor, the student should submit the Grade Appeal Form along with sufficient evidence, to the appropriate Academic Dean within ten (10) business days from the date of the student/instructor consultation. Copies of documentation and evidence upon which the student is basing the appeal must accompany any Grade Appeal.
3. The Academic Dean will facilitate one mediation session between the student and the instructor to come to an agreement on the final grade. This meeting will only occur during the traditional academic year. Such a meeting will not occur over the summer months.
    - Either the student or the instructor may choose to "opt out" of this step in the process. If that is the case, the grade appeal will move to Step 6.
    - Special consideration may be given to a student appealing a grade required for graduation or transfer to another institution of higher education if the faculty member is unavailable during the summer months. The Academic Dean may choose to employ an alternative process by moving directly to the Grade Appeal Committee.
4. If an agreement is reached during this mediation session, then both parties will sign the Grade Appeal Form. Each party will retain a copy for their records; a copy will be forwarded to the Academic Dean and the Vice President of Academic Affairs. If necessary, a grade change form will be initiated by the Academic Dean and forwarded to the Registrar. If an agreement is not reached, then the student moved to Step 6.
5. The student is required to provide sufficient evidence that the grade was awarded in error when submitting the Grade Appeal form. The Vice President of Academic Affairs and the Academic Dean, or their designees, will determine whether the preponderance of evidence standard (51%) for unfair grading has been met.
    - This includes but is not limited to copies of quizzes, tests, homework assignments, and other projects that counted toward the final course grade. Please note that these must be in the same condition as when submitted to the instructor for grading. The student is also required to provide a copy of the course syllabus received at the beginning of the course.
    - The student is required to provide sufficient documentation of his/her performance that can be measured against the instructor's stated grading policy or system.
    - Without sufficient documentation, the appeal cannot go forward. (A grade appeal must be based upon more than a difference of opinion.)
6. If the Academic Dean deems the evidence is insufficient, the Academic Dean will communicate that decision to the student in writing within ten (10) business days.

7. If the student has met the preponderance of evidence standard, the Academic Dean will either decide the outcome of the appeal, or if the Academic Dean feels a content expert is needed, the appeal will proceed to the Grade Appeal Committee.

Grade Appeal Committee

The Grade Appeal Committee will consist of five (5) members: three (3) standing faculty members; one (1) faculty member from the discipline in dispute or a closely related discipline, and a student. All members of this committee will be appropriately trained and will be FERPA compliant. One (1) of the standing faculty members will serve as Chair. The student member of the panel will serve for one year and will be selected by the Vice President of Academic Affairs. The panel will provide a record and summary of the meeting.

The student appealing the grade and the instructor may attend the meeting of the Grade Appeal Committee. The student and instructor should speak for themselves and always maintain appropriate professional decorum.

The Grade Appeal Committee will review the evidence and render an opinion on the appeal, recording it on the Grade Appeal Form. All parties will sign, and each will retain a copy. If one or more parties is not present or did not sign the form, the panel chair will enter a notation on the form.

Within ten (10) business days of the panel meeting, the Chair of the Grade Appeal Committee will forward the opinion to the Vice President of Academic Affairs to review solely for procedural anomalies. If any questions arise, the case may be referred to the Grade Appeal Committee.

Once the Grade Appeal Committee has decided, and the Vice President of Academic Affairs has reviewed the grade appeal procedure solely for procedural anomalies, then this decision will be final and binding to all parties. The Vice President of Academic Affairs will inform the student, instructor, and the Academic Dean in writing of the outcome within ten (10) business days. If necessary, a grade change form will be initiated by the Academic Dean and forwarded to the Registrar.

View Grade Appeal Procedure on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/academic-affairs/grade-appeal-procedure.html

Students' Right to Academic Records (FERPA)

FERPA (the Family Educational Rights and Privacy Act) is a federal law and its sole purpose is to afford certain rights to students concerning their educational records. The primary rights afforded include:

- The right to inspect and review your educational records by advanced request.
- The right to seek to have your records amended if you suspect a discrepancy.

- The right to have some control over the disclosure of information from your records.
- The right to file a complaint concerning alleged failures to comply with FERPA.

Persons Covered by FERPA

- Students who have reached the age of 18 or
- Students who attend a postsecondary institution. This includes high school students who are dual enrolled or who participate in the high school partnership program

Directory Information

KCKCC has the right to disclose certain information about you. It is called “Directory Information”. KCKCC has designated the following items as Directory Information:

- Name, address, telephone number and e-mail address
- Date and place of birth
- College major field of study, year in KCKCC
- Dates of Attendance at KCKCC
- Awards and academic honors
- Degree and dates awarded
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Height and weight of members on athletic teams

Exceptions to Disclosure

KCKCC will disclose information from a student’s educational record only with the written consent of the student. Exception: school officials who have a legitimate educational interest may receive the educational records without prior consent given. A school official is:

- A person employed by the college in administrative, supervisory, academic/ research, or support staff positions.
- A person serving on an institutional governing board
- A person employed by or under contract to the institution to perform a special task, such as an attorney or auditor.
- KCKCC employees (including student workers) are bound by policy that requires confidential treatment of student information. Non-compliance with the policy is a FERPA violation and may be grounds for termination of employment.

Prevent Disclosure

You have the right to prevent disclosure of directory or any other information pertaining to you. Complete and submit the "Request to Prevent Disclosure of Directory Information" form, available in the Office of Admissions and Records. This request is renewable each semester. If you submit this form, we will not disclose any information about you to anyone without your specific written consent. Once the form has been processed, you will not receive automatic mailings and correspondence from KCKCC and your name will not be printed in certain publications (i.e. commencement program, honors listings, newspaper, releases, etc.)

If you have any questions or feel that KCKCC employees have not handled information about you properly, please contact:

KCKCC Registrar
913-288-7110

or

The Family Policy Compliance Office
U.S. Department of Education
Washington, DC 20202-4605
1-202-260-3887

View FERPA - Student Rights Information on KCKCC Website
https://www.kckcc.edu/academics/graduation-and-transcripts/registrar/ferpa-student-rights.html

Safety

To report an incident, call 913-288-7636 or come to the KCKCC Police Office on the Main Campus, room 3462. Officers on duty 24-7 to answer calls.

Student Safety

KCKCC Police are available to provide a police escort to any on-site location upon request. If, for any reason, a person does not feel safe walking to their vehicle alone, contact KCKCC Police for an escort. Call the Main Location at 913-288-7636, or see the KCKCC Police at any location.

The Clery Act/Annual Crime Statistics

Formerly known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Act mandates that crime information be made available promptly to students and the media. For the latest statistics, visit the KCKCC Police Office on the Main Campus, room 3462.

View Report on KCKCC Website
https://www.kckcc.edu/files/docs/safety/annual-security-fire-safety-report.pdf

Violence Prevention

Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported to the KCKCC Police. This includes threats by employees and threats by students, vendors, solicitors, or other members of the public. Suspicious individuals or activities should also be reported as soon as possible to KCKCC Police.

Drug-Free Schools and Communities Act (DFSCA)

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug- Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Kansas City Kansas Community College, to certify that it has implemented programs to prevent alcohol abuse and use or distribution of illicit drugs by KCKCC students and employees on its property and as a part of any of its activities. At a minimum, an institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

- A description of the health risks associated with the use of illegal drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Admissions/Enrollment Management Policies and Procedures

Enrollment Procedures

Enrollment dates are listed on the KCKCC website. All students should take advantage of early enrollment periods beginning in November for the spring semester and starting in April for the summer and fall semesters.

View Academic Calendars on KCKCC Website
https://www.kckcc.edu/academics/academic-calendars/index.html

Advising

Student Success Advisors within the Student Success Center are available to assist students with class selection based on the student's academic intent. Students who want to change majors can complete the "Update Student Information" form on Self-Service.

Current students with more than 12 credits can enroll through Self-Service. They will need their Student ID and password to register. Students can sign up for and adjust their schedule in any course that hasn't started yet, if seats are available. Students with fewer than 12 semester credit hours or those with an account hold must meet with a Student Success Advisor to register for classes.

Contact the Student Success Center at 913-288-7696 for more information. For courses at the KCKCC Technical Education Center (TEC), call 913-288-7800. For courses at the KCKCC Pioneer Center (PCC) in Leavenworth, contact 913-288-7750.

Go to Self-Service
https://kckcc-ss.colleague.elluciancloud.com/Student

Tuition Refund Appeal Policy and Procedure Tuition Refund Appeal Policy: 3.01

A tuition appeal can only be requested by the submission of a completed Tuition Refund Appeal Form. The submission of a Tuition Refund Appeal Form does not guarantee approval.

Students have an opportunity to appeal their tuition balance a total of three times before a final decision is determined. The tuition appeal request should be submitted within one year of the tuition occurrence. Appeals over one year old are not considered unless there was a documented extenuating circumstance.

This is an internal process that is separate from the Federal Financial Aid Tuition Appeal.

Reimbursement

Tuition Refund appeals can be granted at 100% refund, 75% refund, 50% refund, 25% refund, or a zero refund.

Exclusions

Tuition Refund appeals do not include KCKCC Bookstore acquired costs, parking, or library fines.

View Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/tuition-appeal-policy.html

Tuition Refund Appeal Procedure: 3.01A

Tuition Refund Appeal Procedure outlines the steps to follow when submitting Tuition Refund Appeal.

The following steps apply when submitting a Tuition Refund Appeal.

- Tuition Refund Appeal is submitted to the office of the Dean of Enrollment Management.
  - Incomplete forms will not be accepted.
  - Supporting documentation from the student should accompany the appeal form.
- An extensive review of the student's records, student-provided supporting documentation, and information from the respective faculty and departments involved is conducted.
- The Dean of Enrollment Management will review the appeal and associated documentation collected during the review to issue a decision regarding the appeal.
- The student will be notified via KCKCC student email of the decision regarding the appeal.
- If the student does not agree with the decision, the student may request for the Dean of Enrollment Management to reconsider the original request. The student may also submit any additional documentation or evidence for consideration.
- The Dean of Enrollment Management will review any additional evidence and make a second decision.
- The student will be notified via KCKCC email of the second decision.
- If the student disagrees with the second decision, the student may ask for another reconsideration.
- At this point, the appeal and all evidence is submitted to the Dean's Council for review and a final decision. When this body is required to review an appeal, the Dean of Enrollment Management does not vote.
- A majority vote is necessary for a final decision.
- The student will be notified of the final decision, and the decision cannot be appealed again.

Transcript Request

The college transcript is a student's permanent academic record. It contains information that requires a request that has been signed by the student and is in compliance with college policy. Transcripts will not be issued if any financial obligations exist with KCKCC.

Kansas City Kansas Community College has authorized Parchment to manage the ordering, processing, and secure delivery of student transcripts. Parchment allows students to send their KCKCC transcript either electronically or through the mail. For additional information, visit the KCKCC website.

Submitting Transcripts from Previous Institutions

Students are required to submit official high school and/or college transcripts when applying for KCKCC credit courses and financial aid. Transcripts must be submitted directly from the issuing institution.

Institutions should mail transcripts to:

Kansas City Kansas Community College
C/O Registrar's Office
7250 State Ave. Kansas City, KS 66112

Institutions may also send transcripts electronically to Kansas City Kansas Community College through a secure process (such as Parchment or National Student Clearinghouse). Additional details are available on the college website.

View Transcript Information on KCKCC Website
https://www.kckcc.edu/academics/graduation-and-transcripts/registrar/transcripts.html

Technology

Acceptable Use of Technology

Kansas City, Kansas Community College (KCKCC) provides a wide variety of computing and networking resources to all members of the college community. Access to computers, networks, e-mail, and internet servers owned and/or operated by KCKCC is a privilege which imposes certain responsibilities and obligations and is granted, subject to policies and procedures established by KCKCC, as well as all applicable federal, state, and local laws and/or ordinances.

All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly using shared resources, including wireless resources and/or Wi-Fi hotspots. This policy will provide a single resource document to promote the efficient, ethical, and legal use of KCKCC computer, network, e-mail, and internet resources, henceforth to be called either KCKCC computing resources or simply computing resources.

All students are to abide by the Student Code of Conduct. Non-compliance with or violations of this policy will result in disciplinary action in accordance with the Student Code of Conduct.

All users of KCKCC computing resources should:

- Take no actions that violate the norms for academic integrity, applicable KCKCC policy documents relating to students, faculty, or staff, and/or any federal, state, or local laws and/or ordinances.
- Do not misuse or intentionally damage or destroy computing resources.
- Use security measures to protect the integrity of information, data, or systems.
- Use computing resources only for the purposes that are authorized.
- Clearly and accurately identify one's self in all electronic communications.
- Do not use the KCKCC electronic mail system for spam, mass mailings, or to promote outside ventures.
- Use computing resources efficiently.
- Is not used for discrimination, harassment, intimidation, or other unlawful acts.
- Respect and adhere to acceptable use policies when accessing information outside of KCKCC.

View Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/administrative/computernet-usage-policy.html

Self-Service

Self-Service is KCKCC's web-based student information access system. Students may use it to:

- Enroll in classes
- Change course schedules
- View/print a schedule of classes

- View and print a grade report
- Check on open seats in a class
- Print an unofficial transcript
- Check financial aid status
- See if scholarships, grants, and loans have been awarded
- Sign up for E-Cashier, KCKCC student payment plan, or make a payment
- Update personal identification (address, phone number, etc.)
- Obtain enrollment verification from the National Student Clearinghouse

For more information, questions, or comments about Self-Service, please call the Help Desk at 913-288-7479.

Other Policies and Procedures

Minors on College Property

To promote the well-being and security of minors during their participation in various Kansas City Kansas Community College programs. This policy is intended to support a safe, inviting, and productive environment for minors to participate in various programs to achieve their goals within the mission of the College.

The College recognizes that minors may be present on College property for a variety of legitimate reasons. Employees and students are to be particularly vigilant regarding the safety and security of minors on campus. Program Staff should behave professionally and maintain the highest standards of personal behavior at all times.

This Policy requires appropriate adult supervision for all minors on College property at all times. The College believes that it is in the best interest of minors and members of the College community that minors shall not be unattended or unsupervised while on campus in any circumstance. When minors are on campus as part of an official College activity or event, the program staff responsible for the activity or event are responsible for ensuring minors are supervised while on campus. When minors are on campus accompanying current students and/or employees, the current student and/or employee is responsible for ensuring minors are supervised at all times.

Non-student minors are not permitted to attend class sessions with parents or guardians who are College students because this creates the possibility for disruption in the classroom and detracts from the delivery of course information.

Students found violating the Minors on College Property Policy 5.08 may face disciplinary action.

View Minors on College Property Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/human-resources/minors-on-college-property-policy.htmll

Student Code of Conduct Policy and Procedure

Student Conduct Incident Report

KCKCC is dedicated to providing a safe learning environment for all students, faculty, administrators, staff, trustees, and visitors. Everyone in the college community is expected to help foster a positive campus atmosphere that aligns with KCKCC's mission. Each member of the campus community should choose actions that support this goal.

The College must inform students of their rights and responsibilities, establish behavioral standards, and ensure both substantive and procedural due process. Students are responsible for knowing the published, easily accessible Student Code of Conduct, Policy 3.00. Not knowing this policy does not excuse students from complying with it.

This policy applies to all students enrolled at KCKCC who participate in any college course, activity, or event, or represent the College, whether on or off campus. This includes, but is not limited to, service-learning trips, internships, externships, clinical, or practicum assignments. Students must also comply with all local, state, and federal laws and may face criminal penalties for violations.

KCKCC establishes disciplinary rules and reserves the right to take disciplinary action against any student who, in the college administration's judgment, has not acted in the best interest of all members of the campus community. Legal action for violations of federal, state, and local laws does not prevent campus disciplinary measures, including expulsion from the College. For more information, see the Student Code of Conduct Policy 3.00.

View Student Code of Conduct Policy on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/student-code-of-conduct-policy.html

Student Code of Conduct Procedure: 3.00A

Kansas City Kansas Community College Conduct Review Process is implemented to ensure that students charged with a violation of the Student Code of Conduct are treated fairly and afforded their full rights of due process. As this process is implemented by an educational institution, formal rules of evidence and other civil or criminal procedures may not apply. The Dean of Student Services or their designee serves as the Campus Judicial Officer in the conduct review process. The Campus Judicial Officer may issue sanctions based on the preponderance of evidence standard for investigating allegations of sexual harassment or violence.

View Student Code of Conduct Procedure on KCKCC Website
https://www.kckcc.edu/about/policies-procedures/student-affairs/student-code-of-conduct-procedure.html

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