

Student Handbook

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Notice of Nondiscrimination

Johnson County Community College is committed to a policy of nondiscrimination.

Johnson County Community College

Series 400: Personnel

Section 411: Application of Personnel Policies

Johnson County 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 in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of the Johnson County 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 can not be lawfully considered, to the extent specified by applicable federal and state laws.

Date of Adoption:

Revised: 3/2/00, 4/10/06

Johnson County 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 Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students With Disabilities (913) 469-8500, ext. 3521, or TDD (913) 469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center.

Admissions and Enrollment Information

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Admissions for Credit Students

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Admissions Procedures

New Students

To apply for admission to JCCC for the first time, you should follow these steps:

1. Complete an application form and return it to the Student Success Center, second floor, Student Center. Application forms are available from the Success Center, in the credit class schedule or on the Web under "Enrollment." All new and readmitted students must complete a new admission application. When submitting the application, you will also be authorizing the release of your images.

Image Release Authorization

2. Have official copies of your transcripts sent to the Admissions office at JCCC.

You must request that your high school mail an official high school transcript, including final grades and graduation date, or submit the results of your GED exam. (If you graduated more than five years ago or have 15 or more hours of college credit, you may disregard this requirement.)

You must submit an official transcript from each U.S. college or university you have attended if you are seeking any degree or certificate from JCCC or applying for federal financial aid.

- If you are currently attending another institution, you need to have your transcript sent at the end of the semester. (If you are not pursuing a degree or certificate at JCCC, you may be exempt from this requirement. Admissions will notify you upon your acceptance to the college.)
- The issuing institution must mail the official transcript to JCCC. Hand-carried or faxed copies are not acceptable. You will not be allowed to graduate or have JCCC transcripts sent elsewhere unless Admissions receives all outstanding transcripts.

3. You are encouraged, but not required, to submit American College Testing scores. If you plan to submit scores, you should take the ACT test as early as possible and request that scores be sent to JCCC.

Residency

Currently, Kansas law requires that you live in the state six months prior to the first day of the semester or session in order to be eligible for resident tuition rates. This law is subject to change at the discretion of the Kansas State Legislature. The six-month requirement may be waived upon appeal to the director of admissions or if you were transferred or recruited by a Kansas company as a full-time employee to work in the state and have established a residence in Kansas. If you are a nonresident or visiting international student at JCCC, you must pay out-of-state tuition and fees. Address changes that result in a change to Kansas residency may require validation through a residency appeal. Those living in Kansas but outside Johnson County prior to the beginning of the semester will be assessed the out-of-county tuition rates for the remainder of the semester. Contact Admissions for details. If you have lived in Kansas for six months and are pursuing your permanent resident status through INS, contact Admissions for more information.

Continuing Students

An application for admission to JCCC is valid for one year. If a student does not enroll or reapply within a year, a new application for admission is required.

Johnson County and Missouri Resident Programs (cooperative)

Johnson County Community College and the Metropolitan Community College District (MCC) have developed cooperative agreements that allow Johnson County residents to enroll in selected career programs at MCC, while paying Johnson County resident credit hour tuition. The Missouri resident programs allow Missouri residents to enroll in selected career programs offered through Johnson County Community College at resident Missouri tuition rates.

Johnson County Resident Programs (cooperative)

Missouri Resident Programs (cooperative)

Johnson County Resident Programs (cooperative)

Johnson County Resident Programs (cooperative)

Johnson County Community College and the Metropolitan Community College District (MCC) have developed cooperative agreements that allow Johnson County residents to enroll in selected career programs at MCC, while paying Johnson County resident credit hour tuition. Please refer to the

Metropolitan Community College website for current program information. Cooperative programs include:

Academic Bridges to Learning Effectiveness (ABLE)

For more information about specific criteria required for individual program acceptance, contact the Metropolitan Community College district at <http://www.mcckc.edu>.

1. Apply for admission at both JCCC and the cooperative college (Penn Valley, Maple Woods, Longview, Blue River or Business & Technology College).
2. Take the JCCC assessment test (if applicable).

3. Be officially accepted into the program at the cooperative school.
4. Register for degree-specific courses at one of the MCC institutions. (It is your responsibility to contact the cooperative school for enrollment dates and times.)
5. Upon initial acceptance into the degree program, bring the following to the JCCC Admissions office:

- Your MCC student schedule showing enrollment in degree-specific courses and
- Proof of Johnson County residency. This may be any documentation which includes your name and address and is dated at least six months prior to the semester for which you are enrolled.

6. Complete and sign the JCCC cooperative student contract, available only through the JCCC Admissions office. It is your responsibility to retain a copy for your records and to forward a copy to the appropriate MCC Business office.

- A Johnson County resident or dependent is defined as one who lives in and pays Johnson County property taxes.
- You will be eligible for Johnson County resident rates only when step 6 has been completed. Until that time, you will be charged the MCC out-of-state tuition.

7. Pay tuition, lab fees and insurance at MCC by their designated payment deadline.

- Only those courses not offered at JCCC and required for your specific degree are included in this agreement. If you elect to take a general education course (i.e., Comp I, speech, math, CPCA, etc.) at the cooperative school, you will be responsible for paying the out-of-state tuition.

Please read the following information carefully:

The JCCC contract is valid through the course of your study. A new contract need not be completed each semester.

You must apply for and receive all your financial aid through MCC. The MCC institutional code is 002484.

JCCC has the right to limit enrollment in the cooperative program and can make changes in the program at any time.

JCCC will not pay for repeat course work. If you elect to repeat a course at the cooperative school, you must pay for the out-of-state tuition at the school.

Missouri Resident Programs (cooperative)

Missouri Resident Programs (cooperative)

Missouri residents are allowed to enroll in the following degree/certificate programs offered through Johnson County Community College, and pay resident Missouri tuition rates for approved courses.

Individuals who will be new to the cooperative program this semester: Select your area of interest below to view current degree/certificate requirements and follow steps A through E to initiate the cooperative process.

Individuals who are currently participating in the cooperative program: If you have questions as to what courses may apply to your degree/certificate requirements under the cooperative agreement, please contact Peggy Nitz at 913-469-3438 or by email at npeggy@jccc.edu.

To participate, the following requirements must be met:

- A.** Apply for admission at both JCCC and the cooperative college (Penn Valley, Maple Woods, Longview, Blue River or Business & Technology).
- B.** Register for classes at JCCC during official registration days, as listed in the JCCC credit class schedule.
- C.** Submit a copy of your JCCC class schedule to the registrar at one of the MCC institutions listed above. You will be required to complete the MCC Affiliate Program Student Agreement and return it to MCC for certification.
- D.** MCC will fax a copy of the certified agreement to the JCCC Admissions office at 913-469-2524. **(This form, which serves as notification that you are eligible for the MCC tuition rate, *must* be received prior to the JCCC payment deadline.)**
- E.** It will be your responsibility to check your MyJCCC account prior to the JCCC payment deadline. If we have received the student agreement, the hold screen will indicate a CO (Cooperative paperwork received) hold. This hold is valid through the course of your study, need **not** be renewed each semester, and in no way affects the registration process.

Payment Process

1. Payment is to be made to Johnson County Community College by the posted JCCC payment deadline at the MCC district rate indicated on your hold screen.

2. Only degree-specific courses (i.e., HMGT, ITMD, etc) required to meet program guidelines are eligible for the Missouri tuition rate.

3. If you elect to take a general education course (i.e., Comp I, Speech, Math, etc.) at JCCC, you will be responsible for the out-of state tuition.

Important: Please read carefully.

- Application for financial aid must be made through Johnson County Community College. The JCCC institutional code is 008244.
- If you should drop a course at JCCC after the posted refund period, you will still be responsible for the outstanding tuition.
- Students sponsored by a third party are required to provide authorization to each institution they are attending for the charges, tuition, fees and books that are to be billed by the institution to the third party.
- JCCC has the right to limit enrollment in the cooperative program and can make changes in the program at any time.

Immigrants and Non Immigrants and International Students

Immigrant and Non Immigrant Student Admissions

Immigrants and non immigrants must satisfy all college admission policies and provide required documentation as found in the guidelines established by the director of enrollment management. For admission purposes, immigrant and non immigrant students are students who are not U.S. citizens or permanent residents.

Immigrant and non immigrants include individuals wishing to come to, or presently in the U.S. on a visa, or in asylum, refugee, pending permanent resident (those having filed an I-485 application for permanent residence) or undocumented status.

Non citizens who do not possess a green card should contact the JCCC Intercultural Center (Student Center 260) for admission applications and procedures. Current admission information for immigrants and non immigrants can be found at the Intercultural Center or online at

<http://www.jccc.edu/InterculturalCenter>.

Immigrant and non immigrant students must meet all college admission policies, in addition to submitting documentation of their current immigrant or non immigrant status, to the JCCC Intercultural Center or Success Center. Admission requirements and tuition rates will vary according to student's status with U.S. Citizenship and Immigration Services.

The following checklists have been developed to aid applicants in ensuring they have satisfied all of the admission and/or I-20 issuance requirements. Applicants will need Adobe Acrobat Reader to download these documents.

- (for individuals who have filed an application to adjust to permanent resident status but have not yet received approval)

Keeping Options Open

Keeping Options Open, www.jccc.net/home/depts/4633, is a partnership between area high schools and Johnson County Community College.

College Now, <http://www.jccc.net/home/depts/4633>, is a college credit program for high school juniors and seniors (and students identified as gifted with a current Individual Education Plan) who are enrolled in selected college classes offered at, and in cooperation with, the high school. Contact your high school counselor or the JCCC Admissions office, 913-469-3803.

Quick Step, <http://www.jccc.net/home/depts/4633>, is a program for high school juniors and seniors (and students identified as gifted with a current IEP) in which instruction is provided by JCCC faculty, usually on the college campus. Contact your high school counselor or the JCCC Admissions office, 913-469-3803.

Technical College Preparation, <http://www.jccc.net/home/depts/4633>, is a program promoting the coordination of high school and postsecondary career programs, including advanced standing college credit options. Contact your high school counselor or Minnie Payton-Adams, Technical College Preparation coordinator, 913-469-8500, ext. 4710.

Programs with Selective Admissions

Admission to the college does not guarantee enrollment in any specific course or program. Selective admission programs have a limited number of openings each year and have specific entry-level admission requirements that must be met before selection for admission to the program. If you are interested in any of the following programs, obtain an admission packet from the Success Center, second floor of the Student Center. The packet provides the specific up-to-date selection criteria. In addition, you should meet with a JCCC counselor as early as possible.

Articulation of Licensed Practical Nurses

Maximum number selected based on the number of available positions in NURS 221

Application deadline: Jan. 15

Classes begin summer session

See Nursing

Cosmetology

See Area Vocational School Programs - Admission Procedures

Dental Hygiene

Maximum number selected: 26

Application deadline: Dec. 1

Classes begin fall semester

See Dental Hygiene

Interpreter Training

Maximum number selected: 30

Application deadline: Feb. 12

Classes begin fall semester

See Interpreter Training

Licensed Practical Nurse

See Area Vocational School Programs

Mobile Intensive Care Technician (Paramedic)

Maximum number selected: 26

Application deadline: Oct. 15

Classes begin spring semester

See MICT Paramedic

Registered Nurse

Maximum number selected: 55

Application deadline: Jan. 15

Classes begin fall semester

See Nursing

Paralegal

Application deadline: April 1 for fall semester, Oct. 1 for spring semester

See Paralegal

Polysomnography/ Sleep Technology

Application deadline: July 25 for fall semester admission

See Polysomnography/ Sleep Technology

Respiratory Care

Maximum number selected: 20

Application deadline: Oct. 15 (if openings exist, applications will be accepted through Feb. 15)

Classes begin summer session

See Respiratory Care

Admission to each of the selective admission programs is highly competitive. Therefore, you should request and submit an application packet as early as possible.

The paralegal program has a number of options that can be considered. Deadline dates and beginning semesters will depend on your admission status and the option you choose. You should contact the Admissions office or the program facilitator of the paralegal program to obtain specific information about the admission process and the program options.

Health Occupation Programs

Admission to the college does not guarantee enrollment in any specific health occupation program. These programs have a limited number of openings and have specific admission requirements that must be met before enrollment.

Visit the site for the class you wish to enroll in for admission and enrollment requirements. Or visit the Student Success Center, second floor, Student Center building, for more information.

Certified Nurse Aide Information and Requirements

Certified Nurse Aide Refresher Information and Requirements

Certified Medication Aide Information and Requirements

Certified Medication Aide Update Information and Requirements

Home Health Aide Information and Requirements

IV Therapy for LPNs Information and Requirements

Practical Nurse Programs

Rehabilitative Aide Information and Requirements

Call 913-469-8500, ext. 3803, for information on these programs.

Enrollment and Costs

Enrollment Procedures

- Enrollment
- Assessment
- Placement Based on Assessment
- Counseling
- Scheduling Classes
- Student Course Load
- Enrollment Eligibility
- Enrollment for Classes with Varying Start and End Dates
- Deadlines for Adding and Dropping Classes

Adding and Dropping a Class

- Deadlines for Adding and Dropping Classes
- Adding and Dropping Credit Classes Effect on Cost per Credit Hour
- Dropping a Course Required by Assessment
- Adding an Area Vocational Course
- Continuing Education Class Enrollment

Costs

- Credit Class Cost per Credit Hour
- Returned Check Policy
- Area Vocational School Registration and Fees
- Continuing Education Class Fees
- Textbook Costs

Enrollment Procedures

Enrollment

Students will enroll for classes according to instructions and deadline dates contained in the schedule of classes published prior to the start of enrollment for each semester. Enrollment is considered complete when the student, financial aid, or a third party pays tuition and fees. Students with past-due obligations to the college may not enroll for classes until such obligations are resolved to the satisfaction of the college.

The college reserves the right to deny enrollment to any individual who has violated the Student Code of Conduct, as defined in policy 319.01, and is currently suspended from the college; who is not making academic progress, as defined in policy 314.06; or when the college is unable to

provide the services, courses or programs needed to assist a student in meeting his or her education objectives.

No student may enroll in any course for the third time without counselor approval.

Students may not attend a course unless officially enrolled in the course.

Assessment

Students may be required to participate in the assessment process prior to enrollment under the following circumstances:

- Students who are degree- or certificate-seeking will be required to take the assessment test, with the exception of a few vocational certificate programs that do not require math and/or English.
- Students who wish to enroll in a math or English course at JCCC, regardless of whether they plan to seek a degree or certificate, must take the assessment test.

Substitutions for the assessment:

- Students who have taken the ACT test within the last three years and earned an English score of 19 or higher, a math subscore of 26 or higher, or both may substitute these scores for some sections of the assessment. Bring your official ACT scores to the Success Center before you take the assessment.
- Students who have successfully completed college courses in math and English from a U.S. institution may substitute these courses for the assessment.
- Students enrolling in courses offered through the JCCC Center for Business and Technology may not be required to take the assessment.
- Students enrolling in courses specially designed for specific populations may not be required to take the assessment. (The division administrator and the vice president of Instruction will designate these specific courses.)

Placement Based on Assessment

Students may be required to enroll in developmental reading or English classes during their first semester based on their assessment scores. Additional information is available in the Success Center and in Testing Services.

The mission of the counseling program is to assist individuals in the process of education, career and personal decision making. The counselor/advisee relationship involves making decisions in which students realize their maximum education potential through a continual exchange of information.

Counseling Services is staffed by full-time and part-time professional counselors who assist students in the process of reaching their goals. Counselors are also available for short-term personal counseling and can provide referral services.

A full-time transfer assistant coordinates transfer program/articulation agreements with regional four-year institutions and coordinates on-campus visits each semester with these institutions. Currently enrolled students may meet with a counselor on a walk-in basis or may schedule an appointment with individual counselors. An advising desk, located in the lobby of the Student Success Center, is staffed by a counselor and is available for students whose questions can be answered quickly.

Academic advising

At JCCC, academic advising plays a significant role in the total process of educating students. Advising at JCCC is conducted in Counseling Services. The process is ongoing, multifaceted and the responsibility of both the student and the counselor. Advising at JCCC is developmental in nature, helping clarify life and career goals from which education plans can be developed to

realize those goals.

New student orientation

If you are not currently enrolled at JCCC, you must attend a new student orientation session. A new student orientation session provides important information that you will need for consulting with a counselor. Schedules for new student orientation sessions are listed in the credit class schedule each semester. They are also available in the Success Center, second floor of the Student Center, or by calling the Student Services Information Line, 913-469-3803.

Counseling and Advising Services

Course Schedule Information

Students are responsible for scheduling their own classes and for being aware of all schedule changes. The college reserves the right to cancel, combine or change the time, day or location of any class without obligation. The college also reserves the right to change the instructor and/or instructional methodology without obligation. Check your JCCC e-mail account to be aware of changes. Some changes (such as classroom location) will be reported on a card posted on a bulletin board adjacent to the room on the first day of class.

Enrollment Status and Maximum Course Load

For the fall or spring semester:

- Enrollment in 12 or more credit hours is considered full-time status.
- Enrollment in 6 to 11 credit hours is considered half-time status.
- Enrollment in 1 to 5 hours is considered less than half-time status.

For the summer session:

- Enrollment in 6 or more credit hours is considered full-time status.
- Enrollment in 3 to 5 credit hours is considered half-time status.
- Enrollment in 1 to 2 credit hours is considered less than half-time status.

Students who wish to enroll in more than 18 semester hours of credit for a fall or spring semester or more than 9 hours of credit in the summer must, before enrolling, receive written permission from a counselor and have a 2.5 cumulative GPA.

Enrollment Eligibility

Students who are currently enrolled or new students with a current application on file may enroll by Web according to procedures listed in the credit class schedule. To facilitate enrollment by Web, students should make sure any transcripts from other schools containing prerequisites for courses at JCCC have been received and articulated. Students should also take care of any holds on their records, such as financial or library obligations, prior to enrollment.

Enrollment for Classes with Varying Start and End Dates

Students may enroll for classes listed in the "class offerings with varying start and end dates" section of the credit class schedule up to the day class begins.

Counseling and Advising Services

Counseling and Advising Services

Adding and Dropping a Class

Deadlines for Adding and Dropping Classes

The deadlines for adding and dropping classes will be determined by the registrar and published each semester in the credit class schedule.

Students officially withdrawn from a course may no longer attend that course. A grade of "W" will be recorded on a student's permanent record if the course is dropped after one quarter of the semester or session has passed.

Note: Students with holds on their records will not be allowed to drop classes. See the "Records on Hold" policy. The office of the vice president of Student Services may authorize exceptions to these policies. All appeals must be made in writing.

Adding and Dropping Credit Classes and Effect on Cost

Courses with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of cost per credit hour during the refund period of each semester or session. For courses with different total credit hours that are dropped and added simultaneously, students will receive the appropriate refund percentage for the dropped course and pay the total cost per credit hour for the added course. If students drop a class on one day and add a class on another, they will be required to pay for the added class.

After the expiration of the refund period, an even exchange for tuition purposes may be granted in the following situations:

- changes in sections for the same 16-week class.
- changes in sections for the same short-term class that begins during the same week and extends over the same number of weeks.
- changes from a higher-level math or English regular-start class to a lower-level math or English late-start class, which may occur until the late-start class begins. Students will not be granted an even exchange when dropping any other regular-start class and adding a late-start class or adding a self-paced class.

All changes occurring after the expiration of the refund period require approval by the administrator of the academic division under which the class is offered.

If a student drops a class and adds a different class after the expiration of the refund period, the student will be required to pay the additional tuition.

Dropping a Course Required by Assessment

Students will be required to drop all classes when dropping reading/English classes in which they were required to enroll by the assessment process. All appeals should be made in writing and reviewed by the director of Student Development for resolution.

Adding an Area Vocational Course

Enrollment deadlines for Area Vocational School programs are published in college publications, which are available at the AVS office and the JCCC Success Center.

Continuing Education Class Enrollment

For information regarding enrollment in continuing education classes, as well as information on adding and dropping these classes, please see the Continuing Education and Community Services section.

Costs

Costs

Spring 2009 credit payment deadline is **January 7, 2009** by 5 p.m. Payment is due on this date or if enrolling after the payment deadline, payment is due on the date of enrollment.

The cost per credit hour is as follows (the JCCC board of trustees has the right to change the cost per credit hour without notice):

\$ 65 per credit hour for Johnson County residents

\$ 80 per credit hour for other Kansas county residents

\$ 149 per credit hour for out-of-state and *visa holders

*Pending permanent residents, permanent residents should contact the JCCC Success Center at 913-469-3803 or toll-free in the U.S. at 866-896-5893.

Spring/Summer 2009 Extended Tuition Costs Per Credit Hour

Residency information for tuition and residency appeal guidelines are available at the following link.

Residency

Some courses may require additional fees. These fees are listed in the credit class schedule each semester.

If you enroll early, payment is due by the date listed in the credit class schedule. If you enroll during the late enrollment time or audit a class, payment is due the day you enroll.

Payment plans are now available for the spring and fall terms by enrolling on-line through My Finances once you have logged into My JCCC. Some restrictions apply. For more information, go to the Business Office website at <http://www.jccc.net/home/depts/6206>

Fall 2008 Tuition Rates

Returned Check Policy

Refunds

Continuing education course fees are variable. Go to the course description for each fee at Course Schedules - Continuing education courses and training. The address is <http://www.jccc.net/home/site/classes>.

Textbook costs are variable. Go to Bookstore Textbook Search for specific courses at <http://bookstore.jccc.net>.

Spring/Summer 2009 Extended Tuition Costs Per Credit Hour

Tuition Costs Per Credit Hour Course Fees: Course Fees: If you enroll in one of the courses that require special equipment, field trips, insurance or other special arrangements, you will be charged additional fees. These fees are listed with the class in the credit class schedule. **Spring/Summer 2009 Tuition Rates**

Credit Hours	Jo. Co. Resident	Non-Jo. Co. Resident	Non-Resident
1	\$65	\$80	\$149
2	\$130	\$160	\$298
3	\$195	\$240	\$447
4	\$260	\$320	\$596
5	\$325	\$400	\$745
6	\$390	\$480	\$894
7	\$455	\$560	\$1,043
8	\$520	\$640	\$1,192
9	\$585	\$720	\$1,341
10	\$650	\$800	\$1,490
11	\$715	\$880	\$1,639
12	\$780	\$960	\$1,788
13	\$845	\$1,040	\$1,937
14	\$910	\$1,120	\$2,086
15	\$975	\$1,200	\$2,235
16	\$1,040	\$1,280	\$2,384
17	\$1,105	\$1,360	\$2,533
18	\$1,170	\$1,440	\$2,682

Student Financial Aid

Financial Aid Process

- Eligibility Requirements
- Applying for Need-based Aid
- Applying for Non-need-based Aid
- Cost of Attendance
- Disbursement of Financial Aid

Types of Aid

- Scholarships and Grants
- Student Employment
- Student Loans
- Veterans Education Benefits
- Third Party Billing
- Note-taker Stipends
- The Taxpayer Relief Act of 1997

Academic Progress Policy (SAP)

- Grade Point Average Requirements
- Percentage of Completion Requirements
- Financial Aid Probation and Ineligibility
- New Students Applying for Aid
- Satisfactory Academic Progress Appeals

Refund Policy

- Institutional Refund Policy
- Withdrawal Date
- Repayment Policy

Financial Aid Process

The purpose of financial aid programs at Johnson County Community College is to provide financial assistance to those students who would otherwise not be able to attend.

The process of determining who receives limited financial aid resources is structured so the distribution of funds is as equitable as possible to meet the needs of students while meeting the criteria of JCCC, agencies and constituents that provide funding for student aid programs.

JCCC participates in many financial aid programs. Each program has its own criteria for defining who is eligible to receive consideration. Responsibility lies with the Student Financial Aid office for matching students with appropriate funds for which they are eligible. To do this, the office must collect accurate information from student applicants. Students must do their part by completing applications and responding to information requests in a timely manner.

Need-based financial aid eligibility is determined by an evaluation of the family's finances estimating what the family can afford to contribute to education costs, with the family then receiving financial aid to cover its need. The United States Congress determines this evaluation formula. Families need to complete the Free Application for Federal Student Aid (FAFSA) for consideration for all federal, state and some institutional funds. Non-need-based financial aid typically has merit criteria not considering the family's financial strength.

All financial aid applicants must have a current application for admission on file with the Admissions office.

Eligibility Requirements

Applying for Need-based Aid

Applying for Non-need-based Aid

Cost of Attendance for Financial Aid Students

The cost per credit hour is established annually by the JCCC board of trustees. Because amounts

may vary, the following budget illustrates estimated academic year costs for a Johnson County resident living in an apartment and enrolled in a total of 24 credit hours.

\$ 1,560, tuition and fees

\$ 1,536, books and supplies

\$ 6,396, room and board

\$ 4,344, transportation and personal expenses

\$13,836 = Total cost of attendance

Changes in Enrollment

If you withdraw from any of your classes after the beginning of the term, you may be required to repay a portion of the funds you received. A copy of the specific financial repayment and refund policy may be obtained from the Student Financial Aid area of the Success Center on the second floor of the Student Center.

Disbursement of Financial Aid

Your financial aid will be used to pay your cost per credit hour and any other outstanding charges due JCCC. Any remaining funds will be disbursed to you per the disbursement schedule sent to you prior to each semester of enrollment.

There are no waivers or partial payment plans at JCCC. If the financial aid award is not enough to pay all enrollment expenses, you must pay the balance no later than the published due date.

If you have not received your award notification by the payment deadline, you will be responsible for payment of courses.

Financial aid may still be awarded after your payment has been made. In this instance, your payment will be refunded to you and the financial aid (which cannot exceed your eligibility) will be applied to your cost per credit hour expenses.

Eligibility Requirements

Eligibility Requirements

To be considered for financial aid, you must:

- Be enrolled in a program that leads to an associate's degree or an eligible vocational certificate or be in a transfer program that leads to a bachelor's degree at another institution.
- Be a U.S. citizen, an eligible noncitizen or a permanent resident of the United States.
- Maintain satisfactory academic progress according to the JCCC student financial aid policy.
- Not be in default on a student loan or owe a repayment on a grant.
- Register with the selective service (if required) and sign a statement of selective service status (www.sss.gov).

Selective Service Administration

- Have a high school diploma or GED certificate or demonstrate the ability to benefit through the Compass Test (receiving minimum scores designated by the U.S. Department of Education).
- Have a valid Social Security number (www.ssa.gov).

Social Security Administration

For additional information on Federal Student Aid please refer to this website at the Department of Education.

Applying for Need-based Aid

Complete the Free Application for Federal Student Aid (FAFSA). This must be sent to the federal processor at least eight weeks before tuition and fees are due. Upon receiving the results of your FAFSA, which is called the Student Aid Report (SAR), the Student Financial Aid office will begin evaluating your data. Additional information may be needed, which will be requested from you by letter. Such additional documents might include copies of federal tax forms, W-2s and verification worksheets. Please refer to this website for the FAFSA Application on the Web.

Upon receiving all required information, the Student Financial Aid office will match your application with available funds. You will be sent an offer of financial aid, listing the types and amounts of financial aid for which you are eligible. To reserve these funds, you must sign and return your award notification within the time specified. Some funds will require additional processing.

For additional application information, refer to the financial aid brochure.

Applying for Non-need-based Aid

Complete the JCCC scholarship application for any merit or financial need-based scholarships. Some campus departments also select recipients for scholarships in their area and have various deadlines and processes. For details, refer to the JCCC scholarship brochure or to Web information regarding scholarships.

April 1st is the "**priority deadline**". All applications received after April 1st will be considered depending on funds available.

Scholarship Search

Types of Aid

Types of Financial Assistance/Aid

Several types of financial assistance are available. These include scholarships, grants, student employment, loans and, for some, veterans' benefits. You will need to complete the free Application for Federal Student Aid (FAFSA) and submit the completed form to the central federal processor to be considered for most financial aid programs. The priority deadline at JCCC is April 1. Additional information is available through the Federal Student Guide at the Department of Education.

Federal Student Guide

Scholarships and Grants

Student Employment

Student Loans

Veterans Education Benefits

Third Party Billing

Note-taker Stipends

The Taxpayer Relief Act of 1997

The Hope credit and the Lifetime Learning credit are tax credits that may be available to you if you pay higher education costs. A tax credit reduces the amount of income tax you may have to pay. Unlike a deduction, which reduces the amount of income subject to tax, a credit directly reduces the tax itself. You can claim the Hope credit for the first two years of an eligible student's postsecondary education and claim the Lifetime Learning credit for the same student in later years.

For additional information about the Taxpayer Relief Act, consult your tax adviser or request IRS Publication 970, Tax Benefits for Higher Education, by contacting the IRS at 800-829-1040. The

link is IRS Web Article, Tax Incentives for Higher Education Expenses. JCCC will not provide tax advice.

Federal Student Guide

Federal Student Guide

Scholarships and Grants

Scholarships and Grants

Scholarships

Scholarships are offered to qualified applicants. Scholarships are categorized into two basic groups. The first type includes institutional scholarships in which the recipients are selected by the Student Financial Aid office. To apply for these scholarships, students must complete the JCCC scholarship application by April 1. April 1st is the "Priority" deadline. All applications received after April 1st will be considered depending on funds available. The second type of scholarship includes those in which various departments on the college campus select recipients. To apply for these departmental scholarships, students need to contact the specific department in which they are interested.

For a listing of scholarships and detailed information, refer to the scholarship brochure available in the Student Financial Aid office or online at this website.

Grant Information

Pell Grant

The Federal Pell Grant is a need-based program funded by the federal government. The award amount is directly related to the applicant's federal application results. Federal Pell Grant maximum amounts may vary from year to year, with the maximum being \$4,310 during the 2007-2008 award year. The grant must be applied toward education-related expenses. See the Federal Pell Grant in the Federal Student Guide for more information.

Federal Student Guide

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a federal government grant that ranges from \$100 to \$1,000 an academic year and must be applied toward education-related expenses. SEOG is a need-based program that must be given to the most needy students, with the amount determined by the Student Financial Aid office. At JCCC, SEOG is awarded very early in the application-processing year due to limited funding. See the FSEOG Grant in the Federal Student Guide for more information. At JCCC, a student must be eligible for a maximum Federal Pell Grant to be awarded additional FSEOG.

Federal Student Guide

Student Employment

Student Employment (Federal Work-study)

Employment opportunities, both on-campus and in the community, are available while you attend JCCC. Information concerning employment is available through JCCC Career Services located in the Success Center on the second floor of the Student Center.

Federal Work Study Job Listings

Federal work-study provides jobs for students who have financial need. This gives students the opportunity to earn money during the academic year to help pay for educational expenses. For additional information see the Financial Aid website.

Student Loans

Student Loans

Federal Perkins Loan

The Federal Perkins Loan, a 5 percent interest rate federal government loan, is processed through JCCC and repaid to JCCC. This need-based loan ranges from \$400 to \$1,500 a year. For additional information see Student Loan Information at the Financial Aid website.

Subsidized Stafford Loan

The Federal Subsidized Stafford Loan funds are processed through lenders of the student's choice. Eligibility for this federal need-based loan is determined by JCCC's Student Financial Aid office. A first-year (having completed less than 30 credit hours) JCCC student may borrow up to \$3,500 (if eligible). A second-year (having completed 30 credit hours or more) JCCC student may borrow up to \$4,500 (if eligible). For additional information, refer to Financial Aid Website and see the Federal Student Guide at the Department of Education.

Stafford Loan Information

Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan funds are processed through lenders of the student's choice. Eligibility for this loan is determined by JCCC's Student Financial Aid office. First-year JCCC students (having completed less than 30 credit hours) may borrow up to \$5,500 in Federal Stafford Loans, no more than \$3,500 of this amount can be a subsidized loan. Second-year students (having completed 30 credit hours or more) may borrow up to \$6,500, no more than \$4,500 of this amount can be a subsidized loan. Independent students or dependent students whose parents are unable to obtain a PLUS loan may be eligible to borrow up to \$6,000 in additional Unsubsidized Stafford Loans.

Parent PLUS Loan

Federal Parent Loans for Undergraduate Students (PLUS) are processed through lenders of the parents' choice. Eligibility is determined by the Student Financial Aid office and is not based upon financial need. Borrower eligibility is determined by the lender chosen. A credit check will be completed. Parents of eligible dependent students may borrow up to the yearly cost of education (as determined by JCCC) for each child. The amount borrowed may not exceed the cost of education minus any other financial aid the student is eligible for. For additional information see Student Loan Information at the Financial Aid website. Also see the Federal Student Guide at the Department of Education website.

Federal Student Guide

An in-depth discussion of all federal aid programs can be found in The Student Guide - Financial Aid, published by the Department of Education and available upon request in the Student Financial Aid office or at <http://www.ed.gov/studentaid.htm>.

Veterans Education Benefits

Veterans Education Benefits

Veterans' education benefits are typically approved for all of JCCC's degree programs. Veterans, reservists and eligible dependents requesting benefits must complete the appropriate forms, which are available through the Veterans' Affairs office, Success Center, second floor, Student Center, or by making an appointment to see the VA specialist. All applicants for VA education benefits must have a degree program plan developed and approved (or updated) by a JCCC academic counselor before each registration. Benefit pay is authorized only for those courses specifically listed or indicated on your program plan. JCCC reserves the right to request a program plan on a per need basis. You must maintain enrollment to receive education benefits. To maintain benefit eligibility, you are required to meet the same published standards for satisfactory academic progress as all financial aid recipients at JCCC.

VA benefit pay rates are based on the following enrollment schedule.

Credit Hours Enrolled/Eligibility Rate:

- Enroll 12 or more semester hours, pays full-time benefits

- Enroll 9-11 semester hours, pays 3/4 time benefits
- Enroll 6-8 semester hours, pays 1/2 time benefits

Fewer hours are needed to be eligible for veterans' benefits during the summer session.

JCCC Veterans Office Information <http://www.jccc.net/home/depts/S00014>

Veterans Educational Benefits - GI Bill Website
<http://www.gibill.va.gov/>

Third Party Billing

Third Party Billing

If your employer or a government agency will be paying your fees, the office of Third Party Billing in 237 GEB will hold your classes and bill them with the appropriate authorization. JCCC makes no consideration for cases where the employer reimburses the student. For more information, refer to the Third Party Billing website.

Note-taker Stipends

Note-taker Stipends

Opportunities are available each semester for JCCC students interested in taking class notes for students with documented disabilities. Notetakers can receive up to \$50 per credit hour for the notetaking service they provide. Contact Access Services for more information.

Notetakers

Notetakers

Student Accommodations:

1. Students approved for note-takers will attend all classes unless illness or a personal emergency prevents them from attending. **Access Services is not responsible for providing notes to a student if the student is absent from class** for reasons other than those related to the student's disability.
2. If a student misses more than three class periods or has excessive absences from class, the student's note-taker accommodation **will be suspended**.
3. If a student experiences problems with a note-taker, he/she should:
 - Discuss the problem first with the note-taker (e.g., if the notes could be better organized).
 - Ask the instructor to review the notes if there is a question about the quality of the notes.
 - Immediately see an Access Advisor if the problem cannot be resolved directly with the note-taker and/or instructor (e.g., the note-taker is not attending class regularly).

Academic Progress Policy (SAP)

Satisfactory academic progress is the measurement of a student's scholastic progress or advancement. Federal legislation governing the administration of any federal student financial aid program requires that a student make satisfactory academic progress toward a certificate, degree or transfer program leading to a bachelor's degree. To comply with this regulation, the following standards of satisfactory academic progress have been established. All recipients of all financial aid programs, including state and institutionally funded programs, are subject to these standards for renewal of their financial aid eligibility. Some JCCC institutional programs have additional or more stringent renewal criteria.

Satisfactory academic progress evaluation is related to cumulative JCCC and transfer credit coursework as it appears on the student's official academic transcript and will occur at the end of each enrolled semester. Any classes taken during any summer session (within the same summer) are viewed as one enrolled term. Only credit courses are considered for satisfactory academic progress evaluation.

The minimum standards of satisfactory academic progress are evaluated by the following criteria:

Grade Point Average Requirements

Students must attain a minimum cumulative G.P.A. based on the total number of credit hours attempted. JCCC and transfer hours are considered. The minimum standards are:

1 to 30 successfully *attempted* credit hours must have a minimum *cumulative* 1.7 G.P.A.

31 to 97 successfully *attempted* credit hours must have a minimum *cumulative* 2.0 G.P.A.

Percentage of Completion Requirements

Students must *successfully* complete 66 percent of all credit hours *attempted* as they appear on their official academic transcripts, up to a maximum of 97 attempted credit hours. Students attempting more than 97 credit hours (including JCCC and transfer credit hours) will not be eligible to receive financial aid. This includes all enrollment periods, whether or not financial aid was requested or received.

Note: Courses in which a grade of "F" (failure), "I" (incomplete), "W" (withdrawn) and "R" (repeated) are counted as total hours attempted but not completed. Of these grades, the "F" is the only one included in the computation of the cumulative GPA. Self-paced courses that are not completed by the end of the semester in which the student is enrolled will be recorded with a grade of "I" until the course is completed. An incomplete self-paced course may jeopardize financial aid eligibility in future enrollment periods. Copies of appeal forms can be found in the Financial Aid area of the Success Center on the second floor of the Student Center or at the Financial Aid website.

Financial Aid Forms

Financial Aid Probation and Ineligibility

Financial aid probation status applies to the next enrolled semester following the semester the student was determined as not making satisfactory academic progress. Students may continue to receive financial aid funding while in a probation status.

To remove probation status, the student must reinstate his or her academic good standing per the minimum criteria of satisfactory academic progress.

To remain on probation and continue financial aid eligibility during an additional "probation" status term:

1. Enroll at least half time (six credit hours during a regular fall or spring academic term or three credit hours during a summer term) and
2. Complete and pass all courses with a grade of "C" or better and
3. Receive a 2.0 grade point average for the probation term, and complete all hours attempted, and receive none of the following grades: "W", "F", "D" or "I".

If the student does not satisfactorily complete the above criteria, the student will be placed on financial aid ineligibility and will not receive any financial aid until satisfactory academic progress standards are attained. Students denied aid due to "ineligible" status must take credit courses at JCCC at their own expense until the minimum academic standards are met.

New Students Applying for Aid

All students applying for financial aid at JCCC for the first time will be on a probation status, "PROB1," whether or not the student has transfer credit hours. To establish a satisfactory status, the student must meet cumulative minimum standards of a 1.7 G.P.A. for the first 1 to 30 credit hours attempted and a 2.0 G.P.A. for 31 to 97 attempted credit hours and complete at least 66 percent of all attempted credit hours. (Note: Clock hours are computed as credit hours for Satisfactory Academic Progress purposes.) If minimum satisfactory academic standards are not met, the student will be placed on financial aid ineligibility.

Note: Probation or ineligible status may be retroactively incurred based on evaluation of the

student's previous JCCC and transfer credit hour academic history. All JCCC courses previously taken, as well as all transfer hours, will be considered in the satisfactory academic progress process.

Satisfactory Academic Progress Appeals

Students may appeal their satisfactory academic progress status by completing and submitting a written appeal form to Student Financial Aid. Forms are available from this office (or on the Web) and must be submitted with appropriate documentation. Appeals may include unusual circumstances that have affected the student's academic performance. Appeals are reviewed by the Student Affairs subcommittee; the committee's decision or recommendation is final. If the appeal is approved, the student's financial aid eligibility will be reinstated with a "probation" status. If the appeal is denied, the student will remain in "ineligible" status and must pay for education costs.

Refund Policy

A refund may result when a student officially withdraws from all classes, drops out, is expelled or otherwise fails to complete the period of enrollment.

Institutional Refund Policy

For federal aid recipients attending JCCC, a portion of Title IV grant or loan funds, but not federal work-study funds, must be returned to the Title IV programs (which includes Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Stafford and Federal PLUS loans) upon a Title IV recipient's (the student's) withdrawal from school. This means that if a federal aid recipient attending JCCC withdraws from all of his or her classes prior to the end of the semester, the Student Financial Aid office must use a federal formula to determine what percentage of the student's aid must be refunded to the federal government. The student may then be required to pay the funds either to JCCC directly or the Department of Education.

Also refer to the Board Policy as displayed 312.02 Refunds.

Johnson County Community College

Series 300: Student Personnel

Section 312: Tuition and Fees/Refunds/Returned Checks

1. Credit Classes

If a student who has completed registration for credit courses withdraws from a class or classes in which they were previously enrolled, they will receive a refund of:

- 100% of tuition and fees paid if the drop form is received by the Registration Office During the first week of a 16-week course for fall and spring semesters. Refunds for courses less than 16-weeks will be prorated accordingly based on the length of the term or session.
- 80% of tuition and fees paid if the drop form is received by the Registration Office within the second week of classes for a 16-week course for fall and spring semesters. Refunds for courses less than 16-weeks will be prorated accordingly based on the length of the term or session.
- No refund will be authorized for withdrawals or changes in registration made after the calendar days as specified in "b" above except as authorized below.

In the event a class is canceled or the day/date and/or time of a class is changed by the college, a 100% refund of tuition and fees pertaining to that class will be made to the student.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services may be subject to the institution's non-military policy.

Exceptions to this policy may be authorized by the vice president of Student Services. All appeals must be in writing; however appeals may not be considered after one-half of the course has been completed.

2. Continuing Education

A full refund will be made for non-credit classes if the college exercises its right to cancel a class or if the class is full when a registration is received. A request for refund will be honored if a written request is received in the JCCC Continuing Education Office four business days before the class begins.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services may be subject to the institution's non-military policy.

Exceptions to this policy may be authorized by the vice president of Continuing Education.

3. Area Vocational Studies (AVS) Classes

a. Licensed Practical Nurse

- 100% refund if drop prior to first day of classes
- 80% refund through first five weeks of classes
- No refund after fifth week of classes

b. Cosmetology

- 100% refund if drop prior to first day of classes
- 80% refund through first five weeks of classes
- No refund after fifth week of classes

c. Short-term Programs

- 100% refund if drop prior to first day of classes
- 80% refund if drop -
 - within two weeks after the beginning of classes for 16 week courses;
 - within first week after the beginning of classes for 9-12 week courses;
 - four calendar days from the beginning of classes for a five to eight-week term;
 - two calendar days from the beginning of classes for a three to four-week session; or
 - one calendar day after the beginning of classes for a two- week or less course or a seminar.
- No refund after dates indicated above

Exceptions to this policy may be authorized by the dean of Student Services. All appeals must be in writing; however, appeals may not be considered after one-half of the course has been completed.

In the event a class is canceled by the college or a revision of the class schedule is required due to extenuating circumstances, a 100% refund of tuition and fees pertaining to that class will be made to the student.

Date of Adoption:

Revised: 10/27/93, 12/21/95, 12/08/99, 2/15/01, 10/20/05

Withdrawal Date

The day the student withdraws is the date used in the calculation. To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance the student has "earned." Until and including the 60 percent point, the percentage of assistance earned is equal to the percentage of the period of enrollment (specific semester) that was completed as of the day the student withdrew. The enrollment period is based on the number of calendar days from the beginning of the semester until the withdrawal date, divided by the total number of calendar days in the semester.

If a student has received more grant or loan assistance than the amount "earned" (percentage of the semester the student was enrolled), the unearned funds shall be returned to the federal programs. If a student withdraws after completing at least 60 percent of the semester, it is assumed the student earned 100 percent of the Title IV aid for that semester. Once the calculations are completed, a student will receive written notification of the dollar amounts returned to the federal program and whether it is necessary for a student to make any additional payments to the federal government or to JCCC.

For students receiving financial aid, the refund will be repaid to the appropriate fund according to the following distribution priority, which is statutorily prescribed.

1. Unsubsidized Federal Stafford Loan

2. Subsidized Federal Stafford Loan

3. Federal Perkins Loan

4. Federal PLUS loan

5. Federal Pell Grant program

6. Federal SEOG program

7. Other Title IV aid programs

8. Other federal sources of aid

9. Other state, private or institutional aid

Repayment of Title IV Financial Aid Funds

A repayment obligation occurs if the funds the student received for education expenses exceed the education costs for the portion of the term the student completed. If the "earned" percentage of the student's aid is less than the disbursed aid, the student will be responsible for repaying those funds to the Title IV federal programs. Johnson County Community College will notify students of any overpayment obligation, and it is the student's responsibility to make prompt repayment. Students who fail to repay will not be eligible for additional financial aid funds at any institution until the obligation has been met.

Services and Activities for Students

Campus Services

Bookstore

Dining Services

Cosmetology Salon

Dining Services

Massage Therapy Clinic

Department of Public Safety

Academic Support Services

Student Life and Leadership

Student Support Services

Academic Support Services

Academic Achievement Center - The Academic Achievement Center (AAC) offers 13 credit courses in a self-paced laboratory setting. These courses include study skills, reading, vocabulary, spelling, basic arithmetic, and algebra preparation. The center also offers medical terminology to meet the needs of students in health career fields.

Barbara Gill Lifetime Fitness Center - Lifetime Fitness and Wellness is not a traditional class, but a way of life. During the semester you may have opportunities to exercise in the Fitness Center and learn more about "Wellness for Life" at lectures and through hand-outs.

Billington Library - The Billington Library serves JCCC students and staff and Johnson County residents by providing access to services and resources that support and strengthen the instructional programs of the college and the higher education needs of the community.

CASE Classroom - In order to accommodate the incorporation of cutting-edge technology into the sciences classroom environment, the CASE classroom has been established as a test-bed and resource-center in educational technology. Available to science students and faculty, the CASE classroom provides instructional materials in the form of computer software, audiovisual media, Internet resources and technical expertise.

Civic Honors Program - The civic honors program combines coursework, training, organizational activities, community service and reflection. Students who meet the qualifications will be able to graduate with civic honors, recognizing their efforts and achievements within the community. Civic Honors students will receive special recognition at the commencement ceremony. Refer to the Civic Honors website at <http://www.jccc.net/home/depts/S00025>.

Computer Labs - Any currently enrolled credit student at Johnson County Community College with a valid student ID may use the labs. The equipment and/or software may be used only for college-related activities (e.g., class projects, papers). Use of the equipment for profit-making activities or playing games is prohibited.

Human Anatomy Open Lab - The purpose of the Biology Resource Center is to provide life science students the opportunity for independent study of anatomical and zoological models outside of regularly scheduled class time. The extensive collection of highly detailed models is an excellent resource for the study of human anatomy and physiology, as well as zoology and botany.

Language Resource Center - The Language Resource Center (LRC) serves students and faculty from international languages, interpreter training and speech. These students may be from the JCCC campus or from the College Now program that serves students from area high schools.

Learning Strategies Program - The learning strategies program helps students meet the challenges of college coursework and become more effective and efficient learners. This program is designed for any student who wants to build confidence and skill in learning and improve course grades and overall grade point average. The program teaches thinking, learning and self-management strategies necessary for success at the college level. These include textbook strategies, listening and lecture note-taking strategies, exam strategies, organizational strategies and time-management strategies. Because all strategies are practiced on materials relevant to students' current classes, it is necessary for students to be enrolled in at least one other college course.

Math Resource Center - Any student enrolled in a course offered by the JCCC math department

may use the Math Resource Center, located in CLB 212. Free assistance is available from the Math Resource Center tutors every hour the center is open.

Project Finish - Adult Basic Education is offered through Project Finish, an educational program sponsored by Johnson County Community College and the Johnson County Library. ABE/GED instruction is offered in five locations throughout Johnson County. ESL instruction is offered at three locations.

Service Learning - The Service Learning program is curriculum-based and integrates service options (at schools, care facilities, agencies and organizations in the community) with academic coursework and structured reflection. As a form of experiential education, service-learning assignments facilitate intellectual, personal, career and civic development.

The Writing Center - The Writing Center offers free tutoring and numerous writing resources including computer software to help with grammar. The JCCC Writing Center is a free student and community support center created to assist writers with reviewing, refreshing, and upgrading their writing skills. Students may bring in writing assignments and receive individualized feedback on their drafts. Tutors are trained to read the essays for organization and development. Students who need to work on proofreading skills may take an assessment test, which will assess their ability to find mechanical errors, or they can bring in a graded paper and the tutors will help them correct their errors. Then students may work at computer programs to improve those skills. Also available are a variety of handouts and resource books to help students discover the format and best organization for writing.

Student Life and Leadership

Alumni Association

The JCCC Alumni Association, with its more than 20,000 members, is dedicated to promoting and supporting the college and maintaining the unique bond that exists between alumni and JCCC. Association activities are managed through the JCCC Foundation. More information is located on the Web at this site: <http://www.jccc.net/home/depts/003200>.

Intramural Athletics

Intercollegiate and intramural athletics play an important role at Johnson County Community College. JCCC offers a wide range of intramural sports and athletics so you can participate, develop skills and make friends during your leisure time. Intercollegiate athletic teams and individuals have brought the college and themselves national recognition.

JCCC's athletic facilities are among the finest in the country, allowing JCCC to host a number of state and national tournaments. Talented coaching staffs and trainers make the campus athletic programs for men and women outstanding.

Men compete in baseball, tennis, basketball, golf, soccer, cross-country and track at JCCC. Women may take part in tennis, volleyball, basketball, softball, cross country, soccer, golf and track. The college will participate in other intercollegiate athletics as approved by the board of trustees.

JCCC is a member of the National Junior College Athletic Association and the Kansas Jayhawk Community College conference. You must meet NJCAA and conference eligibility rules to compete in intercollegiate activities.

Brown and Gold Club

The Brown & Gold Club of JCCC is organized to serve the senior adult population of Johnson County through educational programs and special events.

Membership requirements:

- You must be 55 years of age or older.
- You must currently live in Johnson County with at least six months' residency.
- You must pay an annual nonrefundable membership fee.

For more information, contact the Brown & Gold office, 200 COM, or call 913-469-8500, ext 4305.

Campus Recreation

The intramural/recreation program at Johnson County Community College incorporates competitive play in team and individual sports, as well as opportunities for “free play” through the open gym program. Schedules for intramural competition and open gym can be obtained at the Student Information Desk, first floor, Student Center, or the 003 GYM information desk. Participation in these programs provides JCCC students opportunities for physical development and social interaction.

Student Clubs and Organizations

Recognized clubs and organizations at JCCC have the approval of the Student Senate and the Student Life office. Once officially recognized, a club or organization is entitled to all the rights and privileges afforded other JCCC clubs.

Clubs and organizations recognized by the college may not discriminate in membership or participation practices based upon factors related to race, religion, sex, place of origin, age, creed, handicap, marital status or parental status. Club funds may be used only for club activities that are open to all club or organization members.

A complete listing of approved clubs and organizations or applications to form a new club may be obtained from the Student Activities and Information Desk, first floor, Student Center.

Dance Team

In support of its athletic programs, JCCC offers a dance team. The JCCC Dance Team participates at all home basketball games and select away games. For tryout information and scholarship requirements, contact the Student Activities Information Desk, first floor, Student Center.

Debate

College debate teams participate in state, regional and national competitions. The JCCC Debate Teams have won wide recognition for their outstanding record in competition with both community colleges and upper-division universities. For more information contact the Student Activities Information Desk, first floor, Student Center.

Music Performance Ensembles

The music department at JCCC offers a wide variety of performance ensembles available for students. For instrumentalists, there are the Music Masters Concert Band, the Midnight Express Jazz Ensemble and various chamber ensembles and jazz combos. For vocalists, there are the Chamber Choir, Midnight Blues Vocal Jazz Ensemble and select mixed vocal ensembles. All of these ensembles perform on and off campus during the course of each semester. Membership in these ensembles is by audition with the vocal and instrumental professors. For information, visit our Web site at Music Performance Ensembles, <http://www.jccc.net/home/depts/1109>, or contact Ron Stinson, 913-469-8500, ext. 3275, or e-mail rstinson@jccc.net.

Phi Theta Kappa - Honors

Phi Theta Kappa is a national honor society that recognizes and encourages scholarship among community college students. The JCCC chapter, Alpha Iota Gamma, provides opportunities for students to develop leadership abilities, be of service to their community and exchange ideas in a stimulating academic environment.

To be invited to become a member of Phi Theta Kappa, you must be currently enrolled. An invitation to become a member will be extended at the beginning of the fall or spring semester to all full-time and part-time students who have completed 12 hours of credit toward a degree or certificate at JCCC with a cumulative grade point average of 3.5 or above. For more information, contact the Honors office in 200 COM or call 913-469-8500, ext. 3305.

Student Ambassadors

The JCCC Student Ambassadors are a group of six current JCCC students who work in

Admissions and give tours for prospective students. In addition, the ambassadors respond to requests for information and assist with other Admissions functions. Students apply for the positions through the Human Resources office. Students in this position must maintain full-time student status throughout the year.

Student Events and Programs

JCCC's Student Activities office, in cooperation with the Campus Activities Board, brings you a variety of activities (cultural, social, educational, recreational and vocational) throughout the year.

Activities are planned and implemented entirely by students for students through the committee structure of the Campus Activities Board. Activities include films (feature and captioned), special events (comedians, novelty acts, blood drives and thematic programming), recreation (off-campus outings, intramural competition, student gatherings and sports events), lectures (controversial issues and distinguished speakers), and concerts (bands, solo artists and karaoke).

More information can be obtained at the Student Activities Information Desk, first floor, Student Center, or on the Web at Student Events and Programs, <http://www.jccc.net/home/depts/5201>.

Student Newspaper (The Campus Ledger)

The Campus Ledger is the award-winning student newspaper authorized by the board of trustees and published regularly throughout the academic year. The Ledger provides students and other members of the college community a free and open forum for responsible news and commentary concerning campus life. News, features, entertainment, sports, campus events and editorial concerns are emphasized in each issue. Staff members are paid salaries and must be enrolled in a minimum of six credit hours each semester. Students interested in working for The Ledger should stop by the news office in 260 Commons and check job postings in Human Resources.

Student Senate

The Student Senate exists to provide a method of government representation for all students at JCCC and allocates funds in support of student clubs and organizations. The senate is made up of 25 senators-at-large and five executive board members. Executive board members are the president, vice president, secretary, treasurer and parliamentarian, all of which are scholarship-receiving positions. Elections for executive board positions take place in the spring semester, with senator elections occurring in the fall. Student Senate meetings are held on Mondays at noon.

Theatre

JCCC's theatre department presents several full-length productions each year, ranging from Shakespeare to touring children's plays to musicals to comedies and serious drama. Auditions are open to all students. Scholarships are available for participation. Students who are interested in scholarships should participate in the mid-spring auditions.

Student Support Services

The mission of Student Services

The Success Center

The Student Success Center is an interactive resource center offering students nearly every informational resource and service necessary to succeed at JCCC in one location. Professional staff are available to answer questions and assist with access and use of all resources and services. Within the Success Center, students are able to:

- visit with career and academic counselors/advisers and visiting four-year counselors
- utilize free computerized career assessments.
- research career/occupation and college transfer options.
- submit financial aid applications and verify aid status.
- complete the new student orientation, admissions and registration.

- access student records and transcripts.
- receive assistance researching position vacancies, developing a resume and preparing for successful job interviews.
- access disability and deaf/hearing-impaired support services.
- register to vote.
- use the Web to register and view job listings, individual records and much more.
- receive information about student internships and volunteer opportunities, clubs and organizations, campus activities, pre-ordering books from the JCCC bookstore, book buy-back, intramurals, child care and more.
- For more information, walk in the Student Success Center, second floor, Student Center building, call the student information line at 913-469-3803, toll free at (866) 896-5893 or visit www.jccc.net.

Access Services for Students with Disabilities

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. Appropriate documentation of disability will be required to obtain support services. If you desire support services, contact Access Services, 913-469-8500, ext. 3521, or TDD 913-469-3885.

Disability Support Services

JCCC students with disabilities have access to a variety of support services including reading, note taking and other services that allow equal access to courses. Assistive computer equipment especially designed for students with disabilities (such as speech synthesizers, screen readers, scanners, adjustable tables and braille printers) is also available. Campus buildings are equipped with ramps, elevators and restrooms designed to accommodate wheelchairs. Parking areas convenient to the buildings are reserved for students with disabilities. In addition, an orientation for students with disabilities is held at the beginning of the fall and spring semesters. If you need more information about services, activities and facilities available to students with disabilities, contact an Access advisor.

Deaf/Hard-of-hearing Student Services

Deaf and Hard-of-hearing Student Services offers a range of support that prepares deaf and hearing-impaired students to enter the mainstream of regular career and transfer programs at JCCC. Services available include academic counseling, support services (such as interpreting and note taking) and a summer preparatory program for incoming freshmen. If you need more information about services, activities and facilities available to deaf and hearing-impaired students, contact the Support Services supervisor.

Career Services

The mission of the Career Services Center at JCCC is to assist students and alumni to successfully explore, identify, select and prepare for meaningful education and career opportunities.

The Career Services Center provides resources to complement services in the Student Center, SC 252. Call 913-469-3870 with questions, or visit the Internet at <http://www.jccc.net/careers>

The Career Services Center provides the following services:

Career Counseling: Individual career counseling sessions are available on-call and by appointment.

CHOICES: A two-session workshop is designed to help students choose a major and/or career, learn how to set goals, and make effective career and life plans. Cost: \$20.

SIGI PLUS and DISCOVER: These career-exploration assessments are offered in the Career Services Center free of charge.

Job-search preparation: Trained professionals assist students in researching occupations in the resource library and preparing for a successful job interview. We also provide help with writing resumes, cover letters and thank you notes.

Note: Services for community members are available for fees.

Employment Services: We offer full- and part-time job listings in various salary ranges. Internet access to local, regional and national job listings is available, plus on-campus recruiting with local employers.

Internships: College credit can be earned for valuable work experience with an internship. Some funding is available through the federal work-study program and student work pool.

Mock Interviews: Individual videotaped interviews are available by appointment and include feedback. Students must provide their own videotape.

First Impressions: A one-session workshop to assist with job success and business protocol, which consists of a fine-dining meal and etiquette instructions.

The Hiersteiner Child Development Center

The Hiersteiner Child Development Center provides care and education to children of JCCC students, faculty and staff. A safe, nurturing environment is host to a program dedicated to serving the needs of young children and their families. The center's program is also designed to support a college degree and career preparation for the early childhood education student.

The Hiersteiner Child Development Center has been nationally accredited since 1993 and is state-licensed to serve children ages 18 months through 8 years until 3:30 p.m. and ages 12 months through 10 years after 3:30. Part- and full-time scheduling is available, with a preschool program offered from 9:00 to 11:30 a.m. Hourly fees are charged for services.

For more information, contact the Hiersteiner Child Development Center on the west side of campus, 913-469-4438, or on the web at <http://www.jccc.net/home/depts/9104>.

Counseling and Advising Services

The mission of the counseling program is to assist individuals in the process of education, career and personal decision making. The counselor/advisee relationship involves making decisions in which students realize their maximum education potential through a continual exchange of information.

Counseling Services is staffed by full-time and part-time professional counselors who assist students in the process of reaching their goals. Counselors are also available for short-term personal counseling and can provide referral services.

A full-time transfer assistant coordinates transfer program/articulation agreements with regional four-year institutions and coordinates on-campus visits each semester with these institutions. Currently enrolled students may meet with a counselor on a walk-in basis or may schedule an appointment with individual counselors. An advising desk, located in the lobby of the Student Success Center, is staffed by a counselor and is available for students whose questions can be answered quickly.

Academic advising

At JCCC, academic advising plays a significant role in the total process of educating students. Advising at JCCC is conducted in Counseling Services. The process is ongoing, multifaceted and the responsibility of both the student and the counselor. Advising at JCCC is developmental in nature, helping clarify life and career goals from which education plans can be developed to realize those goals.

New student orientation

If you are not currently enrolled at JCCC, you must attend a new student orientation session. A new student orientation session provides important information that you will need for consulting with a counselor. Schedules for new student orientation sessions are listed in the credit class schedule each semester. They are also available in the Success Center, second floor of the Student Center, or by calling the Student Services Information Line, 913-469-3803.

Counseling and Advising Services

Testing Services

Testing Services provides a wide variety of services for students. Students can come into the Testing Center on a walk-in basis to take a make-up exam for a regularly scheduled classroom test, distance learning/telecourse exams, self-paced course exams and the placement assessment for students planning on enrolling in credit courses. The placement assessment includes English (writing and reading) and mathematics.

Other services include career testing, proficiency examinations and waiver tests. A number of standardized tests such as the ACT, CLEP, GED and others are also administered in the Testing Center. Visit the Testing Services website or call to find out more information about a particular

test.

Students who have developed an educational plan in the Counseling Center may also be able to earn credit for work or personal experience through a number of nontraditional programs administered through Prior Learning Assessment (PLA). If you are interested in finding out more about nontraditional credit options you can contact the PLA office in Testing Services.

Student Life and Leadership

Recognized clubs and organizations at JCCC have the approval of the Student Senate and the Student Life and Leadership Development Office. Once officially recognized, a club or organization is entitled to all the rights and privileges afforded other JCCC clubs.

Clubs and organizations recognized by the college may not discriminate in membership or participation practices based upon factors related to race, religion, sex, place of origin, age, creed, handicap, marital status or parental status. Club funds may be used only for club activities that are open to all club or organization members.

A complete listing of approved clubs and organizations or applications to form a new club may be obtained from the Student Activities and Information Desk, first floor of the Student Center, or go to www.jccc.net and click in Quick Find for Student Life.

Student Housing Referral

Although JCCC has no housing on campus, the Student Activities office will help you obtain information about housing in the Johnson County area. A housing packet includes a list of community members or students who wish to rent a room(s) in their home. A list of local apartments and current rates is also available. If you change your address, it should be reported to Admissions immediately.

Academic and Student Policies and Procedures

Academic Progress

Academic Records Information

- Academic Records Information
- Access to Student Information
- Attendance
- Auditing a Class
- Commencement Information
- Courses by Arrangement
- Credit Transferred from Other Colleges
- Final Examinations
- Grade Information
- Honors
- Records on Hold
- Transcripts
- Verification of Enrollment

Advanced Standing Credit

- Prior Learning Assessment
- Portfolio or Certificate Evaluation
- Military Credit
- National Standardized Tests
- Proficiency Examinations

319.01 Student Code of Conduct

- Alcoholic Beverages
- Assault and Battery
- Assembly
- Cheating or Plagiarism
- Campus Computing Systems
- Contracts

- Counterfeiting and Altering
- Discrimination or Harassment
- Disruptive Behavior
- Severe Disruption/Acts of Violence (Clear and Present Danger)
- Drugs
- Electronic Devices
- Student Electronic Mail
- Gambling
- Dumping and Littering
- Safety
- Smoking
- Theft/Vandalism
- Weapons
- Violation Notice
- Process to File a Disciplinary Complaint
- Student Right to Know

Appeals and Process for Filing Complaints

- Academic Appeals
- Non-Academic Appeals
- Unlawful Discrimination or Harassment Complaint Procedure
- Notice of Nondiscrimination

Parking

- Handicapped Parking
- Bicycles
- Skateboards and Roller Blades

Public Safety

- Annual Crime Statistics
- College Resource Officers
- Emergency Telephone Messages, Access to Students
- Lost and Found
- Non-students in Classroom
- No-Smoking Policy
- Reporting Accidents, Incidents or Crimes
- Unlawful Discrimination or Harassment Complaint or Procedure
- Unattended Children

Student Health

Academic Progress

Johnson County Community College

Series 300: Student Personnel

Section 314: Academic Policies

To maintain continuing enrollment at the college, a student will be subject to this policy once he or she has completed or transferred 12 credit hours to JCCC.

A student will be placed on academic probation if either his or her cumulative grade point average (both transfer and JCCC GPA) or JCCC cumulative grade point average (all work completed at JCCC) falls below the following guidelines:

12-30 attempted credit hours 1.7 GPA

More than 30 attempted credit hours 2.0 GPA

Academic probation means that the student is being warned of failure to make sufficient academic progress as defined by the policy. The student may continue to enroll while on academic probation under conditions set by the college.

If a student has been placed on academic probation, the student will remain on academic probation until both his or her cumulative and JCCC grade point average are 1.7 or higher for 12-30 attempted credit hours or 2.0 or higher for more than 30 attempted credit hours.

If the student has been placed on academic probation and then earns a term grade point average below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at JCCC for at least one major semester (fall or spring). After not attending for a full semester, the student may be readmitted on probationary status and must maintain a term GPA of 2.0, until both his or her JCCC institutional grade point average and his or her cumulative grade point average reach 1.7 or 2.0 or higher depending on the number of attempted credit hours the student has accumulated. If a student is suspended a second time, the student may not return for one full year.

Date of Adoption:

Revised: 5/26/93, 6/16/94, 12/21/95, 4/16/98, 11/18/04, 04/26/06

Academic Records Information

Academic Progress

- This academic progress policy provides the guidelines for continuing enrollment at the college.

Academic Records Retention

- Information regarding the types and length of time student records are retained.

Academic Renewal

- Academic renewal refers to the opportunity for a fresh start at the undergraduate level at JCCC.

Access to Student Information

- Student rights concerning access to education records are explained by laws and regulations.

Attendance

- Policies and guidelines for class attendance that outline the student's responsibility, penalties and how attendance can effect grades, tuition and financial aid.

Auditing a Class

- Provides information about enrollment, tuition, class credit and who is eligible to audit classes.

Commencement

- Diplomas and certificates will be awarded when program requirements are completed.

Courses by Arrangement

- Some classes at JCCC are available "by arrangement" such as independent study and self-paced study.

Credit Transferred from Other Colleges

- Transfer credits from colleges and universities and their articulation.

Final Examinations

- Information about the final examinations and schedules.

Grade Information

- Grading system, grade changes, G.P.A. information.

Honors

- Requirements, awards and recognition for honor designation.

Records on Hold

- Information regarding holds on students' records and their effect.

Transcripts

- How and when academic record information will be released as transcripts.

Verification of Enrollment

- Requests for verification of enrollment for health insurance, good student discounts (car insurance) and housing (apartments) must be made in writing.

Academic Records Retention

When students apply for admission to JCCC, an application record file is created. This file contains academic transcripts, academic program plans and various other documents. This imaged file is maintained by Enrollment Management indefinitely, beginning with the spring 1999 semester. Although records will be stored in an imaging system, students may need to supply an updated application or transcripts if they do not maintain continuous enrollment.

More information is available from the the Registrar's office.

Academic Renewal

Academic renewal refers to the opportunity for a fresh start at the undergraduate level at JCCC. Sometimes a prior academic record presents a major obstacle to a student's overall G.P.A., and overall success. Students may apply for academic renewal by submitting a written application according to the following guidelines:

1. All credits taken five or more years ago will not be calculated in the G.P.A. (from all colleges or universities) based on the semester applying for academic renewal.
2. At least 12 semester credits must have been completed at JCCC within the last two years. The G.P.A. for all coursework taken during this time must be at least 2.0.
3. Academic renewal will be granted only once.
4. Academic renewal does not affect or alter a student's record for financial aid awards or athletic eligibility.
5. All previous coursework and original grades approved for academic renewal will continue to appear on a student's transcript. However, the credits and grades will not be included in the student's cumulative totals when applying for selective admission programs at JCCC, admission to honors programs or clubs governed by JCCC policy and/or graduation from JCCC.
6. Credits not being calculated as a result of academic renewal cannot be used to meet course or program prerequisites or graduation requirements.
7. Academic renewal forms may be obtained in the Success Center (2nd floor of the Student Center). Students must meet with a counselor to ensure correct interpretation of the academic renewal policy. **The form must be signed by a counselor prior to submission.** Forms may be submitted to the Add/Drop desk in the Success Center.

8. This policy applies only at JCCC. Students who transfer from JCCC to another institution will need to follow the receiving institution's policy.

Access to Student Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a written request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student shall be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. 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 as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, collection agent, verification agency such as the National Student Clearinghouse, or course instructors not paid by the college)
- a person serving on the Board of Trustees
- 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

Upon request, the college may also disclose education records without consent or notification to officials of another school in which a student seeks or intends to enroll.

Items defined by the college as "directory information" may be released without a student's written consent unless the student has provided written notification to the college that such information should not be released. The college designates the following to be directory information:

- Student's name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Major fields of study and classification
- Full or part-time status
- Participation in officially recognized activities
- Weight and height of an athletic team member
- Dates of attendance
- Degrees, awards, and honors received
- Previous educational institutions attended

Students who wish to prevent disclosure of directory information must submit a Confidentiality

Form to the Add/Drop desk in the Success Center (2nd floor Student Center).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college 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

400 Maryland Avenue, SW

Washington, DC 20202-5901

Family Educational Rights and Privacy Act (FERPA) of 1974

Attendance

It is the policy of JCCC that punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Each JCCC faculty member will include attendance guidelines in his or her course syllabus. Students will be responsible for knowing and adhering to those guidelines. Penalties for excessive absences may include a grade reduction. It is the student's responsibility to obtain class materials missed because of absence.

Students who, by the end of the second week of the semester (prorated for classes less than 16 weeks in length), have not attended at least one session of each course in which they are enrolled will automatically be dropped from those courses not attended, with no refund of tuition and fees. Students enrolled in distance learning courses will be dropped if they do not fulfill the initial requirements established for the course(s).

Students who are under obligation to participate in jury duty, a generally recognized religious observance or activities where they are required to represent the college must give written notice to the faculty member at least one week in advance of the observance. If there are questions regarding whether a religious holiday is recognized or an activity is college-sponsored, direct them to the office of the vice president of Student Services and/or the Student Affairs Committee. Students shall be accorded the opportunity to independently make up coursework or work of equal value for the day(s) the event was scheduled and take a scheduled exam at an alternate time determined by the instructor. Failure to provide timely written notice may result in loss of this opportunity. Students should be aware that the quality of their learning experience may suffer as a result of their absence if coursework is not made up.

For all other absences, authorization of excuse is the province of the individual faculty member and subject to the standard appeal process.

If students receive benefits from a government agency, they must follow any policy the specific agency stipulates. Lack of attendance may affect financial aid.

Auditing a Class

Auditing a course means a student attends a class regularly without being required to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Each department may determine if a class may be enrolled in for audit purposes. Registering to audit a class does not constitute continuous enrollment for graduation purposes. Credit registration cannot be converted to audit status at any time, and audit registration cannot be changed to credit registration.

Tuition and fees for audited classes will be assessed at the same rate as that charged for enrolling in credit courses. Financial aid will not pay for courses completed by auditing. You may enroll to audit a class if space is available after open enrollment has ended, according to the schedule published in the schedule of credit classes. Brown & Gold Club members auditing a class are not eligible for reduced tuition and fees.

Commencement

Students will be awarded a diploma or certificate when they have successfully completed their

program requirements. These awards will be issued at the end of each semester or session. Commencement will be held only once a year in May. If students completed degree or certificate requirements in previous semesters or terms during that academic year, they will be invited to participate in commencement exercises. Diplomas are mailed shortly after degree and/or certificate verifications are completed. A Name/Address Change Request Form may be completed and mailed to Admissions.

Courses by Arrangement

Independent Study and Self-paced Classes

Some classes at JCCC are available "by arrangement" with an instructor. The student and instructor meet and agree to a semester schedule that may involve regularly scheduled meetings and assignments or alternative projects, depending on the specific course requirements and content. Before enrolling in a class by arrangement, students should contact the instructor (or the division administrator) to see if this opportunity is available for the specific course they desire. The selection of classes by arrangement is limited.

Independent Study

By enrolling in independent study, students may explore in depth an area not covered in the regular curriculum. A student must show above-average performance in the area to be eligible, and a faculty member must agree to work with the student. For details, students should contact the division administrator for the area in which they are interested.

Self-paced Study

These courses are designed for students who have high levels of self-motivation, self-discipline and organizational skills; they should not be taken as a substitute for late-start sections of the equivalent course. With self-paced study, students may set their own pace of learning to complete the class requirements as rapidly or as leisurely as they care to within the one-year limit.

Enrollment requires completion of a Self-Paced Agreement, which may be obtained in the program office listed for the course along with a section approval waiver from the department. The student is required to meet with the sponsoring instructor to complete the contract and obtain class materials prior to enrollment in the course. The student then must come to the Success Center, second floor, Student Center, to enroll in the course within two weeks from the date of the waiver. If the student waits more than two weeks to enroll, he or she may be asked to get a new waiver. The enrollment deadlines for a self-paced class for each term are:

- Fall semester - November 1
- Spring semester - April 1
- Summer session - July 1

Refunds / Withdrawals in a Self-paced Class:

1-2 weeks - no "W" and 100 percent refund

3-5 weeks - no "W" and 80 percent refund

6-10 weeks - no "W" and 0 percent refund

After 10 weeks - "W" recorded and 0 percent refund

The last date to withdraw from or request a pass/fail grade option for a self-paced class is six months from the date the waiver was issued. Students should complete an add/drop or pass/fail grade option form in the Success Center, second floor, Student Center.

Although students are permitted to take up to one year to complete a self-paced class, credit hours are transcribed only on the semester of initial enrollment, not the semester of completion. For the purpose of enrollment verifications, the credit hours are counted only for the semester of initial enrollment in the self-paced course.

Graduation policy for self-paced courses: When you apply for graduation and the only course

enrolled in is self paced, then:

- If you apply for graduation within a year of enrolling in self-paced course(s), the self-paced course(s) will satisfy current enrollment requirements.
- If the self-paced course is needed to meet graduation requirements, then you must complete the self-paced course by the grade deadline for the semester in which you apply to graduate.
- If the self-paced course is not needed to meet graduation requirements, the course will satisfy current enrollment requirement for the semester in which you are applying to graduate. You simply need to complete the course within the allotted year.

Credit Transferred from Other Colleges

Transfer credits will be accepted from colleges and universities starting from the year that they are accredited or hold candidacy status with:

- North Central Association of Colleges and Schools
- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools or
- other institutions approved by JCCC.

All transfer credit will be converted to the semester-hour system. All credits earned with an "F" grade or higher will be articulated and calculated in your cumulative G.P.A. Quality points. Grade points will be articulated and averaged into your cumulative grade point average earned at JCCC.

Final Examinations

Final examinations are scheduled during the last week of the semester. The final examination schedule for the fall and spring semesters is available during the last three weeks of the semester in the Student Success Center, division and program offices, the credit schedule and on the Web at <http://www.jccc.edu> under Calendars and Events.

Final Exam Schedules

Final Exam Schedules

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Grade Information

Grading System

Johnson County Community College uses the following grades to indicate the level at which a student has achieved the education objectives of a class:

A - outstanding achievement of objectives

B - highly satisfactory achievement of objectives

C - adequate achievement of objectives

D - passing, marginal achievement of objectives

P - passing (credit earned but not calculated into your G.P.A.)

F - no credit, unsatisfactory achievement

W - withdrawal without academic assessment

Students may withdraw from a class no later than Nov. 15 for the fall semester and April 15 for the spring semester (prorated for classes less than 16 weeks in duration). Students will receive a "W" on their transcripts if they withdraw after the official state reporting date of the 20th day of class during a regular semester or after one-fourth of a summer or mini-session has been completed. Students will be considered withdrawn from a class only after they have officially completed the withdrawal process, not when they stop attending class. Students may drop courses in person in the Success Center or via the Web enrollment process.

I - Incomplete

Students will receive a grade of "I" only if special circumstances prevent them from completing the class. Students must make arrangements with the instructor before semester grades are submitted and must sign a statement agreeing to complete the class requirements. All class requirements must be completed by the deadline indicated on the agreement. An "I" will be changed to an "F" if the student does not successfully complete the work by the deadline established by the instructor, which can be no later than the end of the next full semester following the grading period for which the "I" was given. The instructor is responsible for initiating a grade change when a student successfully completes the work outlined in the agreement. During the semester a student is completing the "I" contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of the "I" grade from the previous semester. Students may not withdraw from a course in which an "I" has been assigned.

R - Repeated Class

When students repeat a class, the latter grade earned will be used in computing their cumulative G.P.A. Prior to spring 1995, an "R" replaced the earlier grade on a student's transcript. Beginning spring 1995, the "R" is no longer used and the original grade remains on the transcript with a special notation of an "E" (repeat indicator), which excludes the grade from the cumulative G.P.A. The latter grade will have an "I" indicator, which includes the grade in the cumulative G.P.A. Students may not enroll in any course for the third time without counselor approval. Students cannot use advanced standing credit to repeat a class. A "W" grade will not be changed or removed from the transcript.

X - Audit Status

No credit is awarded for an audited class. See Auditing Classes for additional information and schedules.

Pass/Fail Grading System

Students must meet with a counselor, complete the appropriate form and submit it to the Success Center before Nov. 15 of the fall semester and April 15 of the spring semester. For classes less than 16 weeks in length, a student may complete the appropriate form up to completion of three-fourths of the class. Students are allowed to enroll in only one class each semester under this option. Grades earned under the option are a "P" if your assigned grade is "A", "B", "C" or "D." If an "F" grade is assigned, an "F" grade will be recorded and will be included in the calculation for your G.P.A. If you choose to withdraw, a "W" will be recorded. Some programs may designate certain courses are unavailable for the pass/fail grading option.

Once this option has been filed, it may not be changed back to the "A-F" system.

Note: Some schools, scholarship committees and honorary societies do not accept this grading system and may convert grades of "P" to "C" when computing G.P.A. or in some other way penalize a student who has chosen this grading option.

Grade Changes

Grade changes and withdrawal appeals must be submitted in writing to the office of Enrollment Management within one semester of a student's initial enrollment in the course. Additional information and forms may be obtained in the Success Center.

Grade Point Average (G.P.A.)

A - 4 grade points a semester credit hour

B - 3 grade points a semester credit hour

C - 2 grade points a semester credit hour

D - 1 grade point a semester credit hour

F - 0 grade points a semester credit hour

In calculating grade point averages, the hours with grades "P," "W," "I" and "X" or designated "R" will not be counted as hours attempted. Beginning spring 1995, the "R" grade is no longer used; however, the original grade and credit hours of a repeated course will be excluded from hours attempted. Courses with grades of "F" will be counted when figuring grade point averages.

Honors

Honor Roll - If you enroll in and complete a minimum of six credit hours and earn a G.P.A. of 3.5 or higher during any semester, your name will appear on the Part-time Honor Roll list. If you enroll in and complete a minimum of 12 credit hours and earn a G.P.A. of 3.50 to 3.99, your name will appear on the Dean's List. If you enroll in and complete a minimum of 12 credit hours and earn a G.P.A. of 4.00, your name will appear on the President's List.

Graduation with Honors (for associate's degrees) - If you earn 30 hours at JCCC and have a 3.5 or higher cumulative grade point average in all JCCC hours attempted, you will be graduated with honors. JCCC hours and/or cumulative G.P.A. will be used to calculate honors designation.

Graduation with Honors (for certificates) - If the certificate totals 24 hours or more and you have a 3.5 or higher JCCC G.P.A., you will graduate with honors.

Recognition of Achievement Award - If you successfully complete an adult continuing education or community services course, conference, workshop or seminar, you may be granted a Recognition of Achievement Award.

Civic Honors Program - The civic honors program combines coursework, training, organizational activities, community service and reflection. Students who meet the qualifications will be able to graduate with civic honors, recognizing their efforts and achievements within the community. Civic Honors students will receive special recognition at the commencement ceremony. Refer to the Civic Honors website at <http://www.jccc.net/home/depts/S00025>.

Honors Program - JCCC through its commitment to excellence, continues to develop high quality, comprehensive educational programs that earn national recognition. The Honors Program is designed to stimulate and challenge academically talented students to develop their intellectual potential and become active members of their academic community. Honors Program students will receive special recognition at the commencement ceremony.

Records on Hold

If a student's records have been placed on hold for any reason, such as library books due or failure to pay for parking violations, the student will not be allowed to do any of the following until the hold is removed:

1. Drop or add any class during the semester.
2. Enroll in courses in subsequent semesters.

3. Obtain a transcript.
4. Receive a diploma or certificate.

A hold on a student's records due to a financial obligation to JCCC will stop the student from doing any of the above four activities, as well as from any verification processes of student status, graduation or other student information.

Contact the Success Center for more information. Appeals to this policy should be made to the registrar.

Transcripts

The Records office will maintain your academic record of coursework completed at the college. Transcripts will be released only after receipt of your signed written request. Transcripts issued to you will be marked "Issued to Student." Those transcripts requested by fax will be treated as daily mail and not given priority treatment. There is no fee for official or unofficial transcripts.

Official transcripts from other institutions cannot be released to any individual or institution. Copies designated "for JCCC staff use only" may be released to appropriate JCCC staff for advising or institutional research purposes. Any release of your transcript information will be approved and documented by the Records office.

Transcripts with Holds

Transcripts will not be released if there is a hold on the student record. Students who have a hold, must resolve the hold issue before a transcript may be released.

Verification of Enrollment

Requests for verification of enrollment for health insurance, good student discounts (car insurance) and housing (apartments) must be made in writing. Students may either complete a **Verification of Enrollment Form** in the Success Center or write a letter and fax or mail it to the JCCC Records office with the following information:

1. Full name
2. Student identification number
3. Date of birth
4. Semester(s) to be verified
5. For health insurance, parent name and Social Security number for identification
6. Complete mailing address
7. Student's signature and request date

Faxes will be treated as daily mail and not given priority treatment.

Requests for student loan deferment verifications will no longer be verified by JCCC. The National Student Clearinghouse has been authorized to do these verifications. All forms received will be mailed directly to them for processing. Degree enrollment verifications for employment purposes will also be directed to the National Student Clearinghouse for verification.

Current semester enrollment verifications can be requested after classes have been in session for one week.

Although students are permitted to take up to one year to complete a self-paced class, credit hours are transcribed only on the semester of initial enrollment, not the semester of completion. For the purpose of enrollment verifications, the credit hours are counted only for the semester of initial enrollment in the self-paced course.

Substitute House Bill 1022, passed by the 1993 Kansas Legislature, changed requirements for the concurrent enrollment of high school students in community college courses. Under these requirements, the college is able to provide verification to the high school that the student is attending and making progress in the college course.

If students are home schooled, the same information may be released to the home school

administrator. If students have questions regarding this policy, they should contact the dean of Student Services.

Enrollment Status and Maximum Course Load

For the fall or spring semester:

- Enrollment in 12 or more credit hours is considered full-time status.
- Enrollment in 6 to 11 credit hours is considered half-time status.
- Enrollment in 1 to 5 hours is considered less than half-time status.

For the summer session:

- Enrollment in 6 or more credit hours is considered full-time status.
- Enrollment in 3 to 5 credit hours is considered half-time status.
- Enrollment in 1 to 2 credit hours is considered less than half-time status.

Students who wish to enroll in more than 18 semester hours of credit for a fall or spring semester or more than 9 hours of credit in the summer must, before enrolling, receive written permission from a counselor and have a 2.5 cumulative GPA.

Advanced Standing Credit

Students may earn up to 30 hours of advanced standing credit through nontraditional options. This credit may be applied toward a degree or certificate program at JCCC, but will not satisfy the residency requirement for graduation. To apply for advanced standing credit, you must be currently enrolled or have been enrolled at JCCC previously. Advanced standing credit, with the exception of transfer credit, will be included on your permanent record after six credit hours have been successfully completed at JCCC. Exceptions to the application transcripting policy may be made for specific certificate/career programs. Students may not be enrolled in the class for which they are applying for advanced standing credit.

Credit will not be awarded if:

- you have received a grade for college classes representing the same content (advanced standing credit cannot be used to repeat classroom credit).
- you have been awarded credit through other nontraditional programs in areas representing the same content.

Prior Learning Assessment

Testing Services coordinates the programs that lead to advanced standing credit and maintains current advanced standing credit guidelines for each option. A fee will be charged for advanced standing credit (PLA) evaluation.

Portfolio or Certificate Evaluation

You may be granted credit if you have acquired, through experiential learning, knowledge and skills equivalent to those obtained in college classes. Credit may be awarded only in subject areas in which JCCC offers equivalent classes and where portfolio or certificate evaluation is an option. A fee will be charged.

Military Credit

You may be granted credit for education experience completed while in the armed services if you have completed basic training. Applicants submitting DD form 214, Armed Forces of the United States Report of Transfer or Discharge (or equivalent), may receive credit and advanced placement as recommended by the American Council on Education if their experience is equivalent to the course(s) offered by JCCC.

National Standardized Tests

The college may grant credit if, through national standardized testing programs, you can demonstrate knowledge and skill equivalent to that obtained in undergraduate college classes.

Credit will be awarded only in subject areas in which JCCC offers equivalent classes. A fee will be charged for those examinations.

If you transfer to JCCC with credit awarded by another college for national standardized tests, you must submit an official score report to Testing Services to validate credit previously awarded.

Proficiency Examinations

You may be granted credit for certain JCCC courses for which proficiency examinations are available. Credit will be granted if you can demonstrate a satisfactory level of performance. A fee will be charged.

More information is available at <http://www.jccc.edu/Testing>. Select Prior Learning Assessment.

319.01 Student Code of Conduct

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

Students enrolled at Johnson County Community College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the college during their period of enrollment, and the college reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the college administration, and/or Campus Appeals Board, have not acted in the best interest of other students, faculty, staff, or the college as a whole. The following types of behavior are considered violations of the student code of conduct and may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

1. Alcohol and Controlled Substances - Students at JCCC are required to follow all local, state and federal laws pertaining to the consumption of alcohol or use of controlled substances. No student shall consume or possess any alcoholic beverages, or unlawfully consume or possess controlled substances, on any college-owned or college-operated facility or at any college-sponsored event or activity either on or off campus. This includes service learning trips, internship experiences or any off-campus JCCC sponsored gathering of a student or students are subject to these conditions.

Exceptions to the consumption of alcohol are as follows:

- The Cafe and Atrium at the Nerman Museum for Contemporary Art, for their regular operations;
- For special events, the area of the Nerman Museum adjacent to the Cafe, the Regnier Center conference area, and the Carlsen Center lobby; and
- Such other locations as the Board of Trustees may designate from time to time.

Student organizations may apply for special events at which alcoholic beverages, limited to beer and/or wine may be served.

No student shall unlawfully manufacture, distribute, dispense, possess or be under the influence of a controlled substance, as defined in college policies as amended from time to time and/or as defined in the Controlled Substance Act (K.S.A. 65-4101). Illicit drug usage within the context of competitive athletics can compromise the physical well-being and health and safety of the individual; therefore, all athletes who practice and compete for varsity athletic teams at Johnson County Community College will be required to participate in the college's Drug and Alcohol Abuse Prevention Program. Specifics of the drug testing procedures, list of drugs of abuse, and counseling procedures are outlined within the Student Athlete Handbook.

Since participation in college-sponsored programs is considered a privilege and not a right, students are expected to adhere to all conditions of such participation. This includes, but is not limited to, behavioral conditions as described in contracts/agreements for athletic, academic and

extra-curricular scholarships, and participation in other extra-curricular activities.

2. Assembly - Free and open assembly is permitted subject to reasonable time, place and manner restrictions. For the purposes of this Code, assembly is defined as an individual or group organizing for the purpose of communication. Use of college space should be requested through established facility reservation procedures. Student groups and organizations should request such use through the Department of Student Life and Leadership Development.

3. Assault and Battery - No student shall threaten or commit a physical or sexual assault on faculty, staff or another student or visitor. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with assault, sexual assault or battery on campus may be prosecuted under criminal statutes and disciplined under the campus code of student conduct. The college reserves the right to pursue disciplinary action under the Student Code of Conduct even if the authorities do not pursue criminal charges for the action.

4. Cheating or Plagiarism

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition, without permission, of tests or other academic materials and/or distribution of these materials. This includes students who aid and abet, as well as those who attempt such behavior.

Additional examples of cheating include, but are not limited to, unauthorized sharing of answers during an exam, use of unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-grading, having another student take an exam for you or submit assignments in your name, participating in unauthorized collaboration on coursework to be graded, providing false data for a research paper, using electronic equipment to transmit information to a third party to seek answers, or creating/citing false or fictitious references for a term paper. Submitting the same paper for multiple classes may also be considered cheating if not authorized by the instructor. Examples of plagiarism include 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, or failing to properly cite all sources in the body of your work. This includes use of complete or partial papers from Internet paper mills or other sources of non original work without attribution.

Students charged with academic misconduct may face both academic and disciplinary action.

5. Computer/Campus Computing Systems - No student shall engage in the following:

- a) Intentional corruption or misuse of college computer systems.
- b) Use of systems for illegal or criminal activity.
- c) The use of campus owned and operated computer networks, systems, software and hardware, for the posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail that may be offensive or obscene. Examples of "offensive" or "obscene" material includes use of profanity, viewing pornography, defamation and harassment in violation of college policies and all applicable federal and state laws.
- d) Viewing/observing or downloading non-educational images or material as described in "c."
- e) Use of the campus computing system for commercial or profit activities.
- f) Attempts to disrupt or support the disruption of college or external information technology services, systems, or users – disruptive activities include, but are not limited to:

- sending unauthorized mass, chain or spam mail and/or ping bombs
- knowingly transmitting any computer viruses, worms, etc.
- hosting or using open mail relays on college equipment

g) The use of group web sites for the publication or distribution of copyrighted materials or licensed software.

6. Contracts - No student shall enter into a contract with an outside agency using the name of the college. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

7. Counterfeiting and Altering - No student shall reproduce, copy, or tamper with or alter in any way, manner, shape or form, any writing, record, document of identification or any form used or maintained by the college. This shall include electronic and computerized data.

8. Discrimination or Harassment - No student shall engage in discrimination/harassment of another student; no one shall engage in discrimination/harassment of an instructor or staff member of the college as defined by college policy 411.01 and 420.02.

Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which can not be lawfully considered, to the extent specified by applicable federal and state laws. This includes:

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

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook.

9. Disruptive Behavior - No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process or other campus function is prohibited. It is the responsibility of all students to cooperate fully with campus officers from the Department of Public Safety in providing valid identification upon request.

Severe Disruption/Acts of Violence (Clear and Present Danger) - The vice president of Student Services or designated party may immediately impose an interim suspension in the event that a student's continued presence on campus poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of the charges and an opportunity for an administrative appeal to the office of the vice president of Student Services within 10 days of the imposition of the interim suspension. During the period of interim suspension, the student shall be prohibited from entering the grounds of Johnson County Community College at any time, for any reason, unless otherwise approved by the vice president of Student Services. Violation of such shall be grounds for trespass charges and expulsion.

10. Dumping and Littering - No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories.

11. Electronic Devices - Cellular phones, pagers, Personal Digital Assistants (PDAs), Personal Communication Devices and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or engaging in other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals without their consent is strictly prohibited.

12. Gambling - No student shall engage in any form of gambling, as defined in K.S.A. 21- 4302 as amended from time to time, on college-owned or operated property including college owned computer systems, or at college-sponsored events either on or off campus or through the use of college owned computer systems.

13 . Safety - Students are required to observe the safety rules of any classroom, laboratory or other college premises, whether such procedures be written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

14. Smoking - Smoking is prohibited in any college building or facility except in outdoor designated, posted areas.

15. Theft/Vandalism - No student shall engage in the theft of or damage to property belonging to another person or the college. This includes tampering with coin-operated machines, defacing of public property, and unauthorized relocating of campus property without proper authorization.

16. Use of College Facilities - No student shall be in campus buildings except during times established in the academic calendar or during normal college hours of operation. Students wishing to utilize college facilities at times outside of normal hours of operation must secure permission from the director of Student Life.

Weapons -

For purposes of this policy, "weapon" means any object or substance designed to inflict a wound, cause an injury or incapacitate, or create a reasonable fear of harm, including but not limited to those weapons described in K.S.A. 21-4201, as amended. Notwithstanding the foregoing, personal self-defense items containing mace or pepper spray shall not be deemed to be weapons for the purposes of this policy.

Johnson County Community College prohibits the possession or use of firearms, explosives, or other weapons or any facsimile thereof within any College building or facility and at any College-sponsored classes, events or activities. This policy shall apply to all persons entering or upon any College campus, including students, employees, and campus visitors; provided that, this policy shall not apply to authorized and full-time commissioned law enforcement officers, authorized armored car personnel, or others authorized in writing by the Director of Public Safety.

Pursuant to K.S.A. 75-7c10 of the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act"), no license issued pursuant to the Act shall authorize a licensee to carry a concealed weapon into any College facility that is posted in accordance with rules and regulations adopted by the Kansas Attorney General as a facility where carrying a concealed weapon is prohibited. Notwithstanding the foregoing, and in accordance with the Act, this policy shall not be deemed to prohibit any person licensed under the Act from possessing a firearm within a vehicle or other private means of conveyance.

Any person violating this policy may be subject to appropriate disciplinary action, including but not limited to termination or expulsion (with loss of all credit for the current semester, no refund of tuition and fees for the semester, and permanent prohibition from future enrollment or participation in college or college-sponsored activities) immediate removal from the premises, and/or arrest.

Regulations of the Student Code of Conduct:

No student shall violate any published regulation of student code of conduct adopted or approved by the Board of Trustees.

Other Violations - No student shall (a) violate federal or state law or local ordinance, (b) aid or abet any other violation of federal law, state law, local ordinance, or this student code of conduct, (c) violate any other JCCC policy.

Sanctions:

The following sanctions may be imposed upon any student found to be in violation of the Student Code of Conduct and may include but are not limited to:

1. **Warning:** An opportunity for a student to be given a clear directive to change/modify behavior in lieu of an official disciplinary sanction being imposed.
2. **Probation:** A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of privileges, to which a current student would otherwise be entitled and an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions.
3. **Interim Suspension:** The vice president of Student Services or designated party may immediately impose an interim suspension in the event that a student's continued presence on campus poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order.
4. **Suspension:** Separation of the student from student status from the campus for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
5. **Expulsion:** Permanent separation of the student from student status from the campus.

Process to File a Disciplinary Complaint

Complaints against students by JCCC faculty, staff, other students, and members of the campus community should be directed to the office of the dean of Student Services in writing (e-mail is acceptable although a signed statement may eventually be requested) as soon as possible after the incident giving rise to the complaint. The complaint should include, minimally, the date, time, location, parties involved, and a description of the incident. Any written evidence should also be sent to the office of the dean of Student Services.

Situations requiring immediate attention of a non-emergency nature, e.g., class disruption which is likely to continue, should be reported by phone to the dean of Student Services and followed up in writing within a maximum of three days. Emergency situations requiring Public Safety or police assistance, e.g., serious disruptions, crimes, or where there is violence or the threat of violence, should be brought to the immediate attention of the JCCC Department of Public Safety at 4111. For assistance by the Overland Park Police Department or other emergency personnel, contact must first be made with JCCC's Department of Public Safety.

All decisions made by the dean of Student Services are subject to the provisions of board policy 319.02.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/19/97, 6/18/98, 3/23/00, 4/17/03, 3/23/04, 1/18/07, 5/17/07, 8/2/07, 12/13/07

Notice of Nondiscrimination

Johnson County Community College is committed to a policy of nondiscrimination.

Johnson County Community College

Series 400: Personnel

Section 411: Application of Personnel Policies

Johnson County 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 in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of the Johnson County 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 can not be lawfully considered, to the extent specified by applicable federal and state laws.

Date of Adoption:

Revised: 3/2/00, 4/10/06

Johnson County 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 Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students With Disabilities (913) 469-8500, ext. 3521, or TDD (913) 469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center.

Appeals and Process for Filing Complaints

319.03 Student Academic Appeals

The Student Grade Change Appeal Form is located on the web at <http://www.jccc.edu/home/depts/5104/site/forms>.

319.02 Student Appeal of Disciplinary Action

319.04 Non-Academic Appeals

Unlawful Discrimination or Harassment Complaint Procedure

Notice of Nondiscrimination

319.03 Student Academic Appeals

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

The Johnson County Community College academic appeals process provides the student with an approach to question academic behavior by faculty members, administration, counselors, and staff or other college personnel. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics.

For appeals regarding any academic concerns, such as differences of opinion on grades, assignments, classroom procedures or related issues, the following procedures will be followed:

1. The student is encouraged to discuss any academic concern with the faculty member directly as

it occurs. The student's counselor may be consulted and be included in these discussions.

2. Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing with the program director, academic director, or designee, preferably within the same academic semester or term, but no later than twenty (20) business days after the end of the semester or term. For the purpose of this policy, a "business" day shall be a weekday during which regular classes are being held at the college. The program director will respond to the student in writing, within five (5) business days after the meeting, describing resolution to the appeal.

3. Should the student consider the response of the program director not to be a satisfactory resolution, he/she may appeal to the assistant dean responsible for the area for resolution. The student must file, within 10 days of receipt of the program director's response, a written statement with supportive information on the problem, with the appropriate dean. The dean will send a written response to the student within five working days.

4. Should the student consider the response of the dean not to be a satisfactory resolution, they may appeal to the vice president of Instruction for resolution. The student must file, within 10 days of the receipt of the assistant dean's response, a written statement with any supportive information on the problem, with the vice president of Instruction. The vice president of Instruction will send a written response to the student within five working days. Similar written statements may be provided by the faculty member. The vice president of Instruction's decision is final.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/16/94, 8/22/95

319.02 Student Appeal of Disciplinary Action

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

1. If the dean of Student Services elects to impose disciplinary measures, the student will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be sent by certified mail to the student. Note: Unless otherwise indicated, all appeals must be received within seven (7) business days of the decision to impose disciplinary actions (formal letter or administrative meeting). For the purposes of this process, a "business day" shall be Monday through Friday, excluding weekends and holidays.

2. If the student chooses to appeal the decision of the dean of Student Services:

- The student must direct the appeal, in writing, to the vice president of Student Services.
- The vice president of Student Services will hold an administrative meeting with the student.
- The vice president's determination (i.e., grant or deny the appeal) will be mailed to the student.

3. If the student is not satisfied with the outcome of the decision rendered by the vice president of Student Services, the student may appeal the decision to the Campus Appeals Board. The Campus Appeals Board is a subcommittee of the Student Affairs Committee and is composed of five (5) voting members and a non-voting chair from the Student Affairs Committee as follows:

- One (1) member of the college administration selected by the chairperson of

the Student Affairs Committee who shall act as chair, shall conduct the hearing and shall not vote; and

- Two (2) student members of the Student Affairs Committee; and
- Three (3) faculty or staff members of the Student Affairs Committee.

To ensure impartiality, none of the members of the Campus Appeals Board shall have been involved in the matter that forms the basis of the disciplinary action. If a member of the Campus Appeals Board is or has been involved in the matter in question, he or she shall excuse himself or herself from the proceedings and the chairperson of the Student Affairs Committee will appoint a member to replace such person.

a. The chair of the Campus Appeals Board shall notify the student in writing of the time, date and place of the appeal hearing.

b. The appeal hearing shall be held not less than seven (7) business days, nor more than twenty (20) business days, after the date that the chair sends the notice of the hearing.

c. The student and the administration shall have the following rights during the hearing:

- Each party shall have the right to have legal counsel present at each party's own expense, although students must notify the office of the vice president of Student Services within forty-eight (48) hours that legal representation will be present. In turn, the college will arrange for college legal council to be present;
- Each party shall have the right to hear the allegations presented to the college concerning the involved party.
- Each party shall have the right to present witnesses in person or to present their testimony by sworn affidavit. Students must present a witness list to the vice president of Student Services forty-eight (48) hours in advance of the hearing (for scheduling purposes only);
- The student may schedule an appointment in advance of the hearing to review all documentation regarding their case.
- The student and the administration shall each have the right to testify and give reasons supporting their respective positions;
- The hearing shall be conducted in an orderly manner;
- The Campus Appeals Board shall render a fair and impartial decision based upon evidence presented at the hearing;
- The hearing shall be recorded.

The chair of the Campus Appeals Board shall adopt such other procedures as he or she may deem appropriate to provide a fair and orderly hearing. The hearing shall not be open to the public.

d. After the hearing, the Campus Appeals Board shall prepare a written decision affirming, modifying or reversing the vice president's decision and summarizing the evidence supporting its decision. This decision will be reviewed by the college president or his designee and the outcome will be considered the final appeal. The Campus Appeals Board's decision shall be mailed to the student and the vice president of Student Services no later than ten (10) business days after the close of the hearing.

4. Unless appealed, any disciplinary action imposed by the office of the vice president of Student Services shall become effective as of the date of the written notification. The college reserves the right to exclude from campus any person believed to pose a threat to the safety of any other person on campus or who has disrupted college activities or operations.

Date of Adoption:

Revised: 5/26/93, 6/16/94, 2/15/01, 5/19/05, 1/18/07

319.04 Non-Academic Appeals

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

The Johnson County Community College non-academic appeals process is to be used for issues other than disciplinary or academic matters, and provides students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights, and other such problems dealing with students, college staff and faculty, and authorized college activities.

The following procedures will be followed to insure an appropriate resolution of a student grievance or complaint at the lowest possible level:

1. The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within ten (10) college business days. For the purpose of this policy, a "business day" shall be a weekday during which regular classes are being held at the college. Every effort will be made to resolve the grievance at the lowest possible level.
2. Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor (e.g., instructor, program director, academic director, or dean). The supervisor will inform the student in writing of any decision made and the reason for that decision within five college working days. If the student feels the grievance has not been resolved, they may submit a written grievance to the dean of student services within ten (10) college working days from the time the complaint was filed at the previous level.
3. The student will submit a written grievance to the vice president of Student Services and request a conference. The vice president must, within five (5) college working days, inform the student in writing of any decision made and the reasons for making that decision. The decision of the vice president of Student Services is final. The vice president will notify the Affirmative Action/Title IX Officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that the student has been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the president.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/16/94, 8/22/95

Unlawful Discrimination or Harassment Complaint Procedure

Unlawful Discrimination or Harassment Complaint Procedure

Students or prospective students who believe they are the subject of discrimination or harassment prohibited by college policy should take the following steps:

1. The student should feel free to discuss the issue directly with any party participating in or allowing the conduct to occur. Students are assured that retaliation due to such complaints is also strictly prohibited and that if retaliation occurs, then discipline up to and including expulsion or termination will also occur.
2. If the student does not feel comfortable in addressing this issue directly with the offending party or parties or if such discussions do not produce a result acceptable to the student, then the student should make a written complaint as set forth below:
 - The written complaint should include a specific identification of the conduct complained of and of the parties involved. The complaint should also include

an explanation of why the student believes that the alleged actions or harassment is based on gender, national origin or race, or other impermissible basis. The complaint should be signed and dated.

- Students should file their written complaint with the vice president of Student Services within 30 calendar days of the time the alleged harassment or discrimination took place unless good cause is shown for delay. If the student is not comfortable speaking with the vice president of Student Services, then the student may submit the complaint to the director of Human Resources.

3. The person receiving the complaint should proceed under the following guidelines:

- The party receiving the complaint should immediately submit a copy of the complaint to the president of the college for his records. The president shall appoint two officers of the college to investigate the complaint, and the president shall designate either the executive vice president for Academic Affairs or the executive vice president for Administrative Services to review the investigators' findings and determine appropriate action at the conclusion of the investigation. The investigators shall immediately investigate 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 alleged offending party shall be given a copy of the complaint. Further, the alleged offending party may respond either by a signed written response from such alleged offending party or by a written response from the alleged offending party's attorney. Such written response to be considered by the investigators must be received by the investigators not later than seven calendar days after the alleged offending party is given a copy of the complaint. All parties in the investigation should be advised that information surrounding the complaint should be kept confidential. Witnesses and alleged offending parties should be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including expulsion or termination.
- The investigators shall summarize their findings in a report to the designated executive vice president. The executive vice president shall review the investigators' report and shall, if warranted, take disciplinary action or recommend disciplinary action as otherwise provided in college policies, up to and including the expulsion or termination of any person violating the policies. The executive vice president's decision on the recommendations of the investigators as contained in their written report shall be in writing. A copy of the executive vice president's report of action to be taken or recommended and the report of the investigators will be provided to the alleged offending party and the complainant within 10 working days after the executive vice president receives the report of the investigators. Any appeal by the alleged offending party of the decision of the executive vice president shall be made under the grievance section of policy 416.07 (beginning at step 3, time for filing the grievance in this case is extended to 10 days rather than five days as provided in 416.07) and under section 416, or the master contract if a professional employee is involved, and if demotion, suspension without pay, or termination for cause is recommended. The complainant may also request a review of the report by the president of the college and the determination of the executive vice president. Such request for a review by the complainant shall be made in writing and filed in the office of the president within 10 calendar days of the date the report of the executive vice president and the report of the investigator is provided to the complainant.
- Any form of retaliation taken because of the filing of a complaint is prohibited.
- If review is sought, then the president shall review the complaint, interview the complainant and investigators, if necessary, and complete such other interviews as may be necessary to make a determination. The president shall complete the review within 10 working days unless otherwise agreed by the parties hereto. If the president finds that conduct has occurred that violates

college policy, then the president may order or recommend that discipline be taken as otherwise provided in these policies. Following completion of this review, the president shall inform the complainant and the alleged offending party of his findings and conclusions.

Appeal of any discipline taken by the college can be had pursuant to the policies as provided for herein and as set forth by the board of trustees.

The timelines set forth in this policy 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. The complainant may, however, agree to an extension of time, and the failure to comply with all time limits shall not invalidate a complaint or investigation or discipline.

All particulars of any complaint shall be kept confidential to the extent possible during and after investigation. Particulars of the complaint shall only be released to others to the extent necessary to fully investigate the complaint or if such information is compelled by law to be disclosed.

The college's commitment to eradication of any sort of illegal discriminatory conduct includes prohibiting actions taken in retaliation for complaining of violations of college policy. Retaliation includes taking any action that may have any impact on the terms or conditions of employment or education including, but not limited to, lowering grades, increasing discipline or assignment, demotion, changes in pay or hours, and detrimental changes in job duties or functioning, if such conduct is taken because of the individual's filing of a complaint under this policy, whether or not such complaint is determined to be valid. Such retaliation is strictly prohibited by law and by this policy and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately follow the steps set forth above for investigation and resolution of complaints.

Notice of Nondiscrimination

Johnson County Community College is committed to a policy of nondiscrimination.

Johnson County Community College

Series 400: Personnel

Section 411: Application of Personnel Policies

Johnson County 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 in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of the Johnson County 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 can not be lawfully considered, to the extent specified by applicable federal and state laws.

Date of Adoption:

Revised: 3/2/00, 4/10/06

Johnson County 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 Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students With Disabilities (913) 469-8500, ext. 3521, or TDD (913) 469-3885. The Access

Services office is located in the Success Center on the second floor of the Student Center.

Parking

You do not need to register your vehicles with JCCC in order to park on campus. However, increasing enrollment makes spaces sometimes difficult to find, especially during the peak hours of 8:30 a.m.-noon, so allow extra time.

Parking lots are marked with signs designating areas for students, visitors, handicapped, staff and faculty. Motorcycles and motor scooters are considered motor vehicles, and their operators are required to comply with all parking and traffic regulations.

Responsibility for finding a legal parking space rests with the motor vehicle operator. If you do not comply with campus parking regulations, you will be charged a fine. Fines must be paid within 10 business days of the violation. A hold will be placed on your JCCC record until the fine is paid.

Unauthorized vehicles in handicapped parking spaces may be ticketed by both JCCCs Police Department, and the Overland Park Police Department and subject to fines and fees from both institutions.

Parking violations for which you will be ticketed and fined are:

- Failure to display a parking sticker, if required
- Parking in a restricted area
- Parking in posted "No Parking" areas
- Parking on the grass
- Parking in loading zones/service areas
- Parking in a way that restricts the flow of traffic
- Parking in pedestrian areas or crossings
- Parking next to the curb
- Parking beyond the 30-minute limit where such a time limit is designated
- Any other improper parking

Failure to pay parking fines will result in further action being taken. After receipt of violation, your records will be placed on hold until the violation is paid or overturned by the appeal process. This action will not allow you to add/drop classes, enroll in future classes or obtain a copy of your transcript until the fines are paid.

A complete copy of the Parking Policy is available by clicking the link below:

To view the Campus Safety and Security Report statistics in the annual report, please visit <http://www.jccc.edu/JCCCPolice> on the Web.

Handicapped Parking

Only students, staff and visitors with state handicapped parking permits will be allowed to park in the handicapped areas. Enforcement of handicapped parking will be handled by Overland Park police or JCCC's Public Police Department. Violations written by Overland Park police will require the violator to appeal in Overland Park Municipal Court. Johnson County Community College will not be responsible for this action.

Bicycles

Bicycles do not need to be registered. Bicycle racks are available throughout the campus. Bicycles must be placed in these racks. They may not be locked to rails, lamp posts or trees or placed inside buildings.

Skateboards and Roller Blades

For the safety of everyone, skateboards, roller blades and scooters are prohibited on the campus. JCCC students who violate this policy will be referred to the vice president of Student Services, who will take action. Nonstudents will be referred to the director of the JCCC Police Department for appropriate action.

Public Safety

Johnson County Community College maintains a Public Safety department that operates 24 hours a day, seven days a week. Officers patrol the campus in vehicles, on bicycles and on foot. Should you experience any problems while on campus, Public Safety may be called for assistance.

Students, faculty and staff at Johnson County Community College have access to academic, recreational and administrative facilities on campus. The general public can attend cultural and recreational events on campus, with access limited to the facilities where these events are held. When facilities are not scheduled for use, they are secured and all alarms activated. Access to closed facilities is on an "as needed" basis and incorporates strict key control procedures. Normal hours of operation are 5:30 a.m. to 11 p.m.

Annual Crime Statistics

The **JCCC Public Safety** Annual Report, located at this Web address, <http://www.jccc.net/home/depts/002220>, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Johnson County Community College; and on public property within, or immediately adjacent to and accessible from, the campus.

College Resource Officers

The college resource officers at JCCC maintains a library of useful crime prevention and personal safety brochures, videos and important hotline numbers for all interested persons. Operation Identification, special seminars and crime prevention fairs are additional programs sponsored by the college resource officers. Any group desiring a crime prevention presentation may make requests by contacting the college resource officers at ext. 4492. For more information, go to the JCCC Public Safety Web site at <http://www.jccc.net/home/depts/002220>.

Emergency Telephone Messages, Access to Students

Notification of an emergency can be made by calling the vice president of Student Services' office at 913-469-8500, ext. 3830, from 8 a.m. to 5 p.m. or by calling 913-469-8500, ext. 4112, after regular hours. The vice president of Student Services or his representative will speak with the person requesting contact with the student. If the vice president determines that the request is directly related to education reasons or presents a health or safety emergency, the vice president or his representative, with support from Public Safety, will decide the best method for contacting the students.

Lost and Found

The Department of Public Safety is the central depository for all Lost and Found Property on campus. You may view items currently held in the Public Safety Property Room at the Department of Public Safety Homepage. An online form is also available to inquire about lost property. You may reach the Property Room at extension 5678 (LOST).

Clicking on the link below will list all available pages for the Department of Public Safety.

[JCCC Police Department Index](#)

Non-students in Classroom

Only those Johnson County Community College students who have been officially admitted, enrolled and listed on the class roster may attend a specific section of a class.

No-smoking Policy

The use of any tobacco products is prohibited in all enclosed areas of Johnson County Community College. Smoking is only permitted in outdoor designated, posted areas. Signs are posted throughout campus identifying the designated smoking areas. Any violation of this smoking regulation may result in a misdemeanor conviction as prescribed in the state of Kansas statutes.

Reporting Accidents, Incidents or Crimes

When an incident occurs that requires you to telephone for law enforcement, medical or firefighting assistance, there are certain things you must remember to do and not do. All such incidents that happen on campus must be reported immediately to Public Safety, 913-469-8500, ext. 4111. That department is staffed to dispatch immediate aid to you, relay the circumstances of the emergency to the appropriate off-campus agency and escort police, ambulance or fire equipment to the scene.

Emergency telephones are located throughout the campus, in the parking lots and in the interior hallways and elevators of each campus building. Throughout the parking lots, emergency code-blue phones are easily identified by the blue strobe light atop each phone stand.

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

Should a criminal act occur, you should 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. Don't disturb the scene. 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 nonemergency nature, dial 913-469-8500, ext. 4112.

If you are locked out of your vehicle, need a jump start or would like an escort to your vehicle, dial 913-469-8500, ext. 4112; stop by the campus communications dispatch center in room 115 of the Carlsen Center; or use any of the campus emergency phones located in parking lots and walkways.

Unattended Children

Children may not be left unattended in college hallways, library facilities, cafeteria areas or any other college sites or property.

Student Health

The college does not provide health and accident insurance for students. You must contract for this coverage on an individual basis. The college does annually conduct a formal review process in order to recommend a policy that satisfies the minimum JCCC coverage requirements. JCCC I-20 students and students attending JCCC on an J-1 visa must demonstrate proof of health, medical evacuation and repatriation coverage satisfying the minimum JCCC requirements prior to enrolling each semester.

Student Insurance Information and Form

Student Health Clinic

Student Insurance Information and Form

Student Insurance Information and Form

Student Health Clinic

Student Health Clinic

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