

2014-2015 | CONCURRENT ENROLLMENT PROGRAM
STUDENT PLANNER & HANDBOOK



**FLINT HILLS
TECHNICAL
COLLEGE**



FLINT HILLS TECHNICAL COLLEGE

3301 West 18th Avenue • Emporia, Kansas 66801

620-343-4600 | Fax 620-343-4610 | TF 1-800-711-6947

askus@fhctc.edu | my.fhctc.edu | www.fhctc.edu

EXTENSION CAMPUSES:

220 Weaver Street • Emporia, Kansas 66801

620 Constitution • Emporia, Kansas 66801

3021 Eaglecrest Drive • Emporia, Kansas 66801

215 West 6th Avenue • Emporia, Kansas 66801

801 NE Highway 24 • Topeka, Kansas 66608

6565 State Avenue • Kansas City, Kansas 66102

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College-administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

Students can get information about FHTC related to enrollment, retention, graduation rates, job placement rates, student body diversity and Federal Pell Grant Recipients at <http://nces.ed.gov/collegenavigator/>. Graduation and placement rates can also be obtained through Gainful Employment information on the FHTC website under each specific program of study at www.fhctc.edu and through the Job Placement Report in hard-copy in the Student Services Office.

MISSION

The mission of Flint Hills Technical College, as an associate degree granting institution, is to provide a diverse community of learners with life-long educational opportunities for personal growth and preparation for professional and civic responsibilities that meet the needs of society.

VISION

Our vision is to empower our graduates to compete successfully in the high-tech global workplace.

ACCREDITATION AND AFFILIATIONS

Flint Hills Technical College is coordinated by the Kansas Board of Regents and accredited through the Higher Learning Commission. Program accreditations and affiliations include the American Association of General Contractors; the Commission on Accreditation of Allied Health Education Programs; the American Dental Association; Kansas Board of Emergency Services; Automotive Service Excellence (ASE); National Automotive Technicians Education Foundation (NATEF); the Kansas State Board of Nursing; Kansas Adult Education Association and the American Dental Hygiene Association.

PRESIDENT'S WELCOME



Dr. Dean Hollenbeck

Dear Student:

Welcome to Flint Hills Technical College.

Thank you for selecting us as you begin or continue your educational and career goals. Flint Hills Technical College is proud of the educational programs we offer to the region and community. Excellent faculty and staff guarantee that you will be receiving the highest quality education possible. Our programs are highly respected in the business and industry community and our placement of students in the workforce is excellent. Small class size and personalized instruction make learning easy, and our teaching labs and equipment in all programs are state of the art.

You will also find the staff always willing to help no matter what the issue. Financial aid and grants are available and we have a great staff to assist you in determining those needs. You are encouraged to take part in the student government activities and the student organizations that provide the leadership and organizational skills you will need to be successful in your work career.

All of the staff and faculty are excited that you selected us and are anxious to meet you and help you achieve your goals.

Thank you again for selecting Flint Hills Technical College and best of luck in your endeavors.

Dr. Dean Hollenbeck

President

TABLE OF CONTENTS

PRESIDENT'S WELCOME.....	3	ADVISEMENT	9	WITHDRAWING FROM A COURSE.....	10	CONDUCT PROBATION.....	12
GENERAL INFORMATION.....	8	CAREER PLACEMENT	9	GRADING SYSTEM.....	10	SUSPENSION AND EXPULSION.....	12
WELCOME.....	8	STUDENTS WITH SPECIAL NEEDS.....	9	HOW TO FIGURE GPA.....	11	NON-ENROLLED STATUS.....	12
MISSION.....	8	STUDENT INSURANCE.....	9	INCOMPLETE GRADE.....	11	ONLINE ATTENDANCE POLICY.....	12
VISION.....	8	COMPUTER RESOURCES	9	APPEALING A GRADE.....	11	ADMINISTRATIVE WITHDRAWAL.....	13
ACCREDITATION AND AFFILIATIONS.....	8	LIBRARY	9	TRANSCRIPT REQUESTS	11	READMISSION	13
EDUCATIONAL PROGRAMS.....	8	BOOKSTORE.....	9	FINANCIAL AID.....	11	FILING A COMPLAINT.....	13
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS.....	8	TUTORING	9	ASSESSMENT.....	11	SCHOLASTIC HONESTY	13
TECHNICAL CERTIFICATE PROGRAMS	8	TRANSFERABILITY	9	PRE-TEST/POST-TEST.....	11	COMPLIANCE PROCEDURES.....	13
CERTIFICATE PROGRAMS	8	TRANSFER OF COURSES FROM FHTC.....	9	COURSE ASSESSMENTS.....	11	RELEASE OF STUDENT INFORMATION.....	13
CREDIT HOUR.....	8	CREDIT BY EXAMINATION.....	10	STUDENT RIGHTS AND RESPONSIBILITIES.....	12	STUDENT/PARENT(S) REVIEW OF RECORDS.....	14
STUDENT SERVICES	8	ENROLLMENT PROCEDURES.....	10	STUDENT COMPUTER ACCOUNTS	12	NON-DISCRIMINATION POLICY.....	14
COUNSELING.....	8	TUITION.....	10	ABSENCES AND TARDIES	12	FEDERAL COMPLIANCE.....	15
DEGREE PLAN.....	8	TUITION REFUNDS.....	10			ADDITIONAL INFORMATION.....	15
		COLLEGE FEES.....	10			TRANSFER GUIDE.....	15
		FINANCE POLICY	10				
		PAYMENT PLANS.....	10				

CALENDAR OF **EVENTS**

2014 | 2015

AUGUST 2014

- 12 First Day of Fall Semester Classes
- 26 Ice Cream Social, 11:00 a.m., Student Commons

SEPTEMBER 2013

- 1 Labor Day, No Classes-College Closed
- 3 Student Senate Meeting, 11:30 a.m.
- 11 Financial Aid Disbursement for fall semester
- 11 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 18 Last day to drop a 1st quarter class with a grade of "W"

OCTOBER 2014

- 1 Student Senate Meeting, 11:30 a.m.
- 9 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 13 End of quarter—Midterm of Fall semester
- 15 Graduation application deadline for December 2014 graduates
- 20 Spring 2015 Early Enrollment for returning students, Student Services Office
- 24 Last day to drop a 2nd quarter class with a grade of "W"
- 27 Enrollment for new students begins
- 27 Last day to drop a full semester class with a grade of "W"
- 29 Employer and Career Fair, 10:00 a.m. - 1:30 p.m., Conference Center
- 31 Halloween Costume Contest, 11:30 a.m., Student Commons

NOVEMBER 2014

- 5 Student Senate Meeting, 11:30 a.m.
- 8 FHTC Open House
- 10 FOCUS Day (Classes may or may not be in session depending on each program)
- 11 Veteran's Day, No Classes-College Closed
- 13 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 22 International Survivors of Suicide Day, 6:00 p.m., Conference Center
- 24 Last day to drop a 2nd quarter class
- 26-28 Thanksgiving Break, No Classes-College Closed

DECEMBER 2014

- 3 Student Senate Meeting, 11:30 a.m.
- 11 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 18-19 Book Buy Back, FHTC Bookstore
- 19 End of Fall semester, Graduation Practice, 10:00 a.m., Commencement, 7:00 p.m., Nursing Pinning, 4:00 p.m.
- 22-31 Winter Break, No Classes

JANUARY 2015

- 1-4 Winter Break, No Classes
- 5 Spring Classes Begin
- 8 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 14 Student Senate Meeting, 11:30 a.m.
- 19 Martin Luther King Day, No Classes-College Closed

FEBRUARY 2015

- 1 American Red Cross Blood Drive
- 4 Student Senate Meeting, 11:30 a.m.
- 5 Financial Aid Disbursement for spring semester
- 10 Last day to drop a 3rd quarter class with a grade of "W"
- 12 Division of Health and Human Services CSO Meeting, 2:30 p.m.

MARCH 2015

- 4 Student Senate Meeting, 11:30 a.m.
- 6 End of 3rd Quarter Mid-term for spring semester
- 6 Graduation application deadline for May 2013 graduates
- 12 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 16-20 Spring Break, No Classes
- 26 Last day to drop a full-semester class with a grade of "W"
- 31 Summer/Fall 2013 Early Enrollment for returning students

APRIL 2015

- 1 Student Senate Meeting, 11:30 a.m.
- 3 Good Friday, No Classes - College Closed
- 9 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 11 New student enrollment
- 15 Employer and Career Fair, 10:00 a.m. - 1:30 p.m., Conference Centers
- 21 Last day to drop a 4th quarter class with a grade of "W"

MAY 2015

- 6 Student Senate Meeting, 11:30 a.m.
- 7 National Day of Prayer, 11:30 a.m.
- 14 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 14-15 Book Buy Back, FHTC Bookstore
- 15 Last day of spring semester, Graduation practice, 8:30 a.m.
- 16 National Honor Society Lunch, Graduation
- 22 Summer semester begins
- 25 Memorial Day, No Classes - College Closed

JUNE 2015

- 25 Nursing Pinning, 4:00 p.m.

JULY 2015

- 4 Independence Day, No Classes - College Closed
- 9 Financial Aid Disbursement for summer semester

SEPTEMBER 2015

- 4 Last day of summer semester

10 **FHTC Bookstore**
% OFF clothing purchase at the FHTC Bookstore
Bookstore signature

STUDENT HANDBOOK

GENERAL INFORMATION

WELCOME

Welcome to Flint Hills Technical College. The faculty, staff and administration are committed to providing you with the best possible education and support services during your stay with us. Since the educational process is life-long, we encourage you to continue your education beyond your program of study at Flint Hills Technical College. This may involve returning to FHTC to take advantage of individual or specialized daytime or evening courses to expand your educational experiences.

MISSION

The mission of Flint Hills Technical College, as an associate degree granting institution, is to provide a diverse community of learners with life-long educational opportunities for personal growth and preparation for professional and civic responsibilities that meet the needs of society.

VISION

Our vision is to empower our graduates to compete successfully in the high-tech global workplace.

ACCREDITATION AND AFFILIATIONS

Flint Hills Technical College is coordinated by the Kansas Board of Regents and accredited through the Higher Learning Commission, www.ncahlc.org. Program accreditations, affiliations and associations include: Kansas Adult Education Association, National Automotive Technicians Education Foundation- Automotive Service Excellence National Center for Construction and Education Research, The American Association of General Contractors, American Dental Association-Commission on Dental Accreditation, American Dental Association Commission on Dental Accreditation, Kansas State Board of Nursing, Kansas Board of Emergency Medical Services; Commission for Accreditation of Allied Health Programs; Committee on Accreditation of Educational Programs for the Emergency Services Profession.

EDUCATIONAL PROGRAMS

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework and a minimum of 16 credit hours of general education coursework with a "D" or above are required to earn an Associate of Applied Science degree. An Associate of Applied Science degree is typically two years in length if a student is attending full-time. Required credits for the Associate of Applied Science degree:

- 3 cr. hrs.: Written Communication
- 3 cr. hrs.: Oral Communication
- 3 cr. hrs.: Mathematics
- 4-5 cr. hrs.: Life/Natural Sciences (Lab required)
- 3 cr. hrs.: Behavioral Sciences

Individual programs may have specific general education requirements. Students should visit with the Dean of Enrollment Management or Admissions Representative regarding acceptable general education courses. Technical Education credit requirements vary. See program of study.

TECHNICAL CERTIFICATE PROGRAMS

A Technical Certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher, and must pass all courses with a "D" or above. A Technical Certificate is typically one year in length if a student is attending full-time.

CERTIFICATE PROGRAMS

A Certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher and must pass all courses with a "D" or above.

Please note: All students in the division of Health and Human Services are required to have a "C" or above in all coursework for degree or certificate completion.

CREDIT HOUR

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement of one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work which may include labs, clinicals, internships or other approved activities each week for approximately fifteen weeks for one semester hour of credit.

STUDENT SERVICES

COUNSELING

Whether an individual is a prospective student seeking enrollment information or a student attending classes, counseling services are available whenever help is needed. Students are encouraged to visit with the Dean of Enrollment Management, Admission Representative or Vice President of Student Services about program information, career information, financial aid, academic questions, a degree plan, or personal issues. At Flint Hills Technical College, students are our number one priority.

DEGREE PLAN

Each degree-seeking student who enrolls at least half time will prepare an associate degree plan, with the assistance of the Dean of Enrollment Management or Admissions Representative. The degree plan consists of a listing of courses and anticipated time lines for completion of courses which satisfy the requirements of the Associate of Applied Science degree, and serves as a "road map" for completion of a student's program of study. Degree plans may be revised, with the help of the Dean of Enrollment Management or Admissions Representative, at any

time. A degree plan must be on file for each student planning to graduate with an Associate of Applied Science degree.

ADVISEMENT

In addition to teaching, faculty members are also responsible for assisting students with information about courses, programs of study and scheduling. New students are required to visit with their faculty advisor during the enrollment period and are encouraged to communicate with their advisor as they progress through their program of study.

CAREER PLACEMENT

Flint Hills Technical College has been highly successful in establishing and maintaining mutually beneficial relationships with many businesses and industries in the area and throughout the state. This partnership between employers and the College results in excellent placement opportunities for graduates. Placement is the responsibility of the student in cooperation with their program instructor(s). Long before graduation, students are urged to visit with their program instructor(s) regarding placement opportunities in their field of study. Historically, over 95 percent of FHTC graduates have secured employment or have been accepted for enrollment in other higher education institutions following completion of their programs of study. Career planning and placement information is available through FHTC Career Services, located in the main building, 3301 West 18th Avenue, Emporia, Room 121.

STUDENTS WITH SPECIAL NEEDS

Flint Hills Technical College does not offer a specialized curriculum for students with disabilities. The college seeks input from students to assess individual needs and determines what resources are available for meeting those needs. Students are responsible for contacting the Vice President of Student Services to discuss the need for reasonable accommodations. Since it is the student's responsibility to disclose disabilities, the student is requested to provide recent documentation about any functional limitations so the faculty and staff can make recommendations as to the type of reasonable accommodation that is available to the student. All disability information provided by the student is kept strictly confidential.

STUDENT INSURANCE

Flint Hills Technical College does not provide personal insurance coverage for students. Student accident insurance may be available for students enrolled in and attending the Automotive Technology and Construction Technology programs who are injured during a class related accident.

COMPUTER RESOURCES

Computer labs are available to all students at designated times during the day. In addition, the FHTC library serves as a computer lab for enrolled students.

Computer resources are provided for the educational benefit of students. These resources are to be used for course research, reference and related assignments. For the protection of students and employees of the College, copyright laws will be observed. Students may not change computer settings or configurations. Computer-centered activities that are not appropriate to the educational setting are not allowed. Determination of appropriate activities is left to the discretion of the instructor.

Use of computer resources for any purpose other than what is identified above may result in loss of computer lab resources, loss of library resources, probation, suspension or expulsion, depending on the severity of the infraction.

LIBRARY

The FHTC Librarian provides assistance to on-campus and off-campus students: including assistance with research questions, class projects, computers, and printing. The Librarian can help you access the library from home, find reliable resources, correctly cite your references and more. The Librarian can be reached at 620-341-1323, janderson@fhtc.edu, or on Facebook at Flint Hills Technical College Library.

The library supports all programs with books, magazines, and videos in physical and virtual formats. Physical resources are available in the library and in many of the programs labs or classrooms. The electronic materials are available 24/7 from any internet connected computer. Information on how to access the library resources can be found under the library tab on the FHTC webpage.

The library has 17 computers and a black and white printer for students and others to use at no charge. FHTC students or employees may borrow laptop computers overnight. Books, magazines, and DVDs may be borrowed for two weeks. The library is located in Room 123, across from the Conference Center on the main campus.

All FHTC students, faculty, and staff are encouraged to use the library. Residents of Kansas are also welcome. All library users may check out materials, including books, magazines, videos, and DVDs.

BOOKSTORE

The FHTC bookstore provides a convenient outlet for the purchase of textbooks and supplies. The bookstore also offers an assortment of FHTC clothing items, memorabilia, refreshments and other practical items at reasonable prices. A listing of all books with ISBN numbers may be found on the FHTC website. Please note: a course schedule is required to purchase textbooks.

TUTORING

Tutoring is available as a free service for students. Tutoring hours and locations will be posted each semester. Peer tutoring may also be available in some programs of study.

TRANSFERABILITY

TRANSFER OF COURSES FROM FHTC

Students wishing to transfer credit from Flint Hills Technical College to another higher education institution may request a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine acceptance of FHTC coursework for transfer of credit. Transcripts are \$5.

For more information about how general education courses transfer to Kansas Regents institutions, please see page 15.

CREDIT BY EXAMINATION

Faculty may designate certain technical courses as credit by examination, with the approval of the Vice President of Instructional Services. Students will be required to enroll in that course and then request credit by examination from the instructor of the course. No letter grade will be given for the examination, and the student's transcript will indicate a "P" for pass if the student successfully completes the examination. Students who do not successfully complete the examination will be required to take the course for a grade. No more than 15 credits of technical credit will be allowed through credit by examination.

Upon successfully passing a comprehensive examination, according to predetermined criteria, the student will be awarded credit for the course for which the examination was taken. The course title, the number of credit hours the course carries and a letter grade of "P" (passing) will be posted to the student's transcript. The grade will not be factored into the student's cumulative grade point average. Students may attempt credit by examination for a course only once. Students wishing to receive credit by examination will pay a non-refundable fee determined on the basis of the cost of tuition and the number of credit hours of the course.

ENROLLMENT PROCEDURES

TUITION

Tuition is charged by credit-hour. Post-secondary students are required to pay the tuition amount as approved for Flint Hills Technical College by the Kansas Board of Regents. The amount of tuition charged is based on the number of credit hours in which the student is enrolled. The tuition amount shown in various Flint Hills Technical College publications represents the amount to be paid by the student.

TUITION REFUNDS

The enrollment fee paid during registration is non-refundable. Students withdrawing are eligible for a refund according to the following refund schedule:

For 8- to 16-Week Credit Courses

- Prior to and including the 1st day of class-100% refund of tuition & fees
- Up to seven (7) calendar days after 1st day of class-100% refund of tuition
- Eight (8) or more calendar days after 1st day of class-No refund

For 2- to 8-Week Credit Courses

- Prior to and including the 1st day of class-100% refund of tuition & fees
- Up to five (5) calendar days after 1st day of class-100% refund of tuition
- Six or more calendar days after the 1st day of class-No refund

For Non-Credit Courses

- Prior to 1st day of class- 100% refund of tuition & fees
- After course begins-No refund, regardless of attendance

If tuition and fees are collected in advance of the start date of a program and FHTC cancels the course, 100% of the tuition and fees collected will be refunded. The refund will be made within thirty (30) days of the planned start date.

Refunds, when due, will be made within sixty (60) days of the last day of attendance if written notification of withdrawal has been provided to the Student Services Office by the student, or from the date the student is terminated or FHTC staff determines withdrawal by the student.

COLLEGE FEES

College fees for CEP students are \$5 per credit hour. These fees pay for the following items and services:

1. Student Handbook
2. Facility usage
3. Counseling/advising services.
4. Career planning and placement services
5. Computer and computer lab usage
6. Tutoring Services
7. Web-based enrollment management software system.

Students may be required to pay additional lab fees depending on course requirements.

FINANCE POLICY

Balance due must be paid in full before the first day of the semester. If payment, or payment arrangements, are not made prior to the first day of the semester finance charges will be applied in the amount of \$10.00 per week until the balance due is paid in full (or payment arrangements are made). Students with a balance due to FHTC must have the balance paid in full before enrolling in future classes. A hold will be placed on a student's account if payments are not made by the due dates. Grades, diplomas/certificates and transcripts will be held until payment is received.

PAYMENT PLANS

Students entering into a payment plan with FHTC will work with NelNet, a convenient budget planning company. The student must pay a \$25.00 per semester, non-refundable NelNet enrollment fee and pay a percentage of the balance due at the time of enrollment for the payment plan. Tuition and fee payments will be automatically deducted on the 5th or 20th of each month from a checking or savings account. A student may also have their payment charged to their credit card. Students may sign up for the payment plan and receive additional information in the Student Services Office.

WITHDRAWING FROM A COURSE

The last day for a student to withdraw from a course and not have a grade posted to the transcript is the date on which no more than 60% of the days the course is scheduled to meet have elapsed. Students withdrawing from a course by the last established date will receive a W for the course and the W will not be factored into the student's grade point average. Students withdrawing from a course after the established drop date will receive a final grade for the course.

GRADING SYSTEM

LETTER GRADES

Grades are assigned upon the conclusion of each course. Grade reports are prepared and issued to students shortly after grades are submitted to the Student Services Office. Grade

reports for high school students are provided to the student and the student's high school.

Grades are assigned and the grade point average (GPA) is computed based on the following:

Letter Grade	Definition	Grade Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Pass	N/A
W	Withdrawal	N/A
I	Incomplete	N/A
AU	Audit	N/A

HOW TO FIGURE GPA

To calculate a grade point average, add the points (Q.Pts.) earned, and divide that total by the number of GPA hours attempted (H.Gpa). For example:

Title	Grade	H.Gpa	Q.Pts
Intro. to Computers	B (3)	x 3.00	= 9.00
Internship	C (2)	x 8.00	= 16.00
Professional Dev.	A (4)	x 2.00	= 8.00
Comm. & Employment	B (3)	x 1.00	= 3.00
Term Totals		14.00	36.00

36 points / 14 GPA hours = 2.57

INCOMPLETE GRADE

Students enrolled in any course for credit, upon the approval of their instructor, may be assigned an incomplete grade (I). The instructor and the student must complete an Incomplete Grade Form, which must be submitted to the Dean of Enrollment Management's office. The instructor will assign an Incomplete (I) for the course in the place of a grade. Within 30 calendar days of the ending date of the course, the instructor must submit the proper forms to the Dean of Enrollment Management with a letter grade for the course based on the work completed. If no grade change is submitted, the grade of "F" will be entered automatically to the student's transcript.

APPEALING A GRADE

Grades are assigned only by an instructor and may be appealed by petition. A petition for a grade change must be initiated by the student within three (3) weeks from the date the grade was issued. A grade will be changed only through a student's successful petition.

In petitioning a grade change, the student must first seek relief from their instructor. If unsuccessful at that level, the student may seek relief from the Chairperson of the division in which the student is enrolled, who will mediate the appeal with the student's instructor. If the student is unsuccessful at that level and wishes to continue the appeal process, the student must contact the Vice President of Student Services. A grade appeal form (which may be obtained in the Student Services Office) must be completed

and must include substantial reasons for the grade change request and any documents supporting the request. Any and all information submitted by the student will be made available for review by the student's instructor and the Division Chairperson, who will be consulted by the administration in consideration of the request.

GRADE CHANGE

Only the instructor of a course can initiate a grade change. The instructor must make this change with the Dean of Enrollment Management within one semester of the student's completion of the course. A failing grade will not be changed to a passing grade without the authorization of the Vice President of Instructional Services. Any deviation from this policy must be authorized by the Vice President of Instructional Services.

TRANSCRIPT REQUESTS

Requests for transcripts may be made through the Dean of Enrollment Management in the Student Services Office, and may be released following the payment of a transcript fee. A student must request a transcript in writing. Written requests must include the student's name at the time of attendance, Social Security Number, date of birth, the last year of attendance, the person and address where the transcript is to be sent, and the student's signature. A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a request to transmit the academic transcript to another person or agency be honored as long as the debt remains; however the student will be permitted to review the transcript in accordance with the provisions of Student/Parent(s) Review of Records policy. Transcripts will be released only by the written consent of the student. Transcript requests may also be denied in connection with disciplinary action. The cost of each transcript is \$5.00.

Flint Hills Technical College can only release transcript information relevant to the degree earned while at FHTC. Flint Hills Technical College will not release another transcript from any other institution under any circumstances. All questions related to transcript information need to be directed to the Dean of Enrollment Management.

FINANCIAL AID

Financial Aid is not available to CEP students. If you would like to learn more about the FHTC financial aid program, please contact the Financial Aid Office.

ASSESSMENT

PRE-TEST/POST-TEST

Pre-tests and post-tests will be administered at the beginning and end of each course to determine the student learning gains within the course.

COURSE ASSESSMENTS

Course assessments will be administered to students at the end of each course. The results of these anonymous assessments are shared with the appropriate instructors and Division Chair and changes and/or improvements are made as necessary.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT COMPUTER ACCOUNTS

Each student enrolled at Flint Hills Technical College will receive a student computer account. This account may be used to log into campus computers, student email accounts and online courses. Information regarding enrollment, graduation, student activities, financial aid, etc. will be sent to students via email. Students are responsible for checking their FHTC email accounts on a regular basis. Students can obtain their computer account through the Student Services Office. Students having trouble with their student computer accounts can receive help in the Student Services Office.

ABSENCES AND TARDIES

Students are encouraged to attend classes every day to receive the maximum benefit from their instructional program. FHTC realizes that, due to the circumstances beyond the student's control (e.g., illness, a death in the family), daily attendance is not always possible.

CONDUCT PROBATION

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Vice President of Student Services consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation.

A student placed on conduct probation is asked to meet with the Vice President of Student Services, program instructor(s) and Chairperson of the division in which the student is enrolled. The student receives a Conduct Probation form that outlines the concerns and charges against the student, the basis of the charges and the probation conditions. The student has an opportunity to respond to the charges. The Vice President of Student Services explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

SUSPENSION AND EXPULSION

The administration may suspend or expel a student who is found guilty of any of the following:

1. Violation of the terms of probation.
2. Willful violation of any published College regulation for student conduct.
3. Conduct that substantially disrupts or interferes with the operation of the College.
4. Conduct that substantially invades the rights of others.
5. Conduct that results in the conviction of the student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
6. Disobedience of an order from an instructor, peace officer, or other College authority, when such disobedience can reasonably be expected to result in disorder or interference with the operation of the College or the rights of others.

SUSPENSION AND EXPULSION PROCEDURES

A student who is suspended or expelled shall be afforded an opportunity for a hearing. If a hearing is not held prior to a

short-term suspension (not exceeding five school days), an informal hearing shall be provided no later than 72 hours after imposition of the suspension.

Written notification of a short-term suspension, including the reason(s) for the suspension, shall be given to the student.

Before a student is given a long-term suspension (not to exceed 90 school days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student. Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

NON-ENROLLED STATUS

A student is placed in non-enrolled status when the student has exceeded five (5) consecutive days of non-attendance or absence. Students will be notified in writing that they have been placed in non-enrolled status and administratively withdrawn. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

Students will be notified in writing that they have been placed in non-enrolled status and must apply for readmission before returning to class. Readmission must be accomplished in coordination with the Dean of Enrollment Management, Vice President of Student Services and the appropriate Division Chairperson, who will jointly determine, following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission.

ONLINE ATTENDANCE POLICY

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Flint Hills Technical College requires regular, substantive interaction between faculty and students for online courses. Instructors are required to monitor and track student attendance. An online course is considered as "meeting" at least once a week. Students are required to "attend" an online course through communication or submission of some work, as defined by the course instructor, every 7 days. Students who do not communicate or submit work at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be counted as absent for that week. Online courses allow for a maximum of five absences. After five absences, the instructor will notify the Dean of Enrollment Management and the student will be administratively withdrawn from the course. Some courses and/or programs may require more stringent attendance/withdraw policies. Specific course/program attendance policies can be found in the course syllabi.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy. Students will be notified in writing that they have been administratively withdrawn and must apply for readmission before continuing the class. Readmission must be accomplished in coordination with the Dean of Enrollment Management, Vice President of Student Services and the appropriate Division Chairperson, who will jointly determine,

following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission.

In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

ADMINISTRATIVE WITHDRAWAL

A student can be administratively withdrawn by a FHTC administrator when one of the following conditions exist:

1. The student has been expelled from FHTC, regardless of the reason.
2. The student has been placed in non-enrolled status.
3. The student fails to satisfy financial obligations to the College.
4. The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

READMISSION

Students seeking readmission must comply with all entrance requirements of the College, including any new general or program-specific admission requirements. If the student did not complete the course(s) in which they were enrolled, the Adding a Course/Withdrawing from a Course policy will apply regarding final grades. All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average.

Students wishing to resume classes, after being placed in non-enrolled status, being expelled or administratively withdrawn, must apply for readmission. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to school as determined by Flint Hills Technical College faculty and in consultation with administration.

FILING A COMPLAINT

Students have the right to be heard and their complaints acted upon if and when they feel that decisions made or actions taken are unfair, unreasonable or discriminatory. Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaint to their Division Chairperson. If unsuccessful after visiting with their Division Chairperson, students are encouraged to seek assistance from the Dean of Enrollment Management and, if no relief is found after visiting with the Dean of Enrollment Management, from the Vice President of Student Services. Official complaint forms can be obtained in the Student Services office.

Otherwise, a student may file a complaint with the President regarding an employee, rule or regulation. The complaint must be filed in writing within 20 calendar days following the act or event from which the complaint arose. The written complaint must contain specific details regarding the incident, employee or school regulation, which is being protested. The President will respond to a complaint which has been appropriately filed and provide a time line for official response. The official

response will be given to the student in writing.

If a student does not accept the President's official response, the student has the option of proceeding to the Board of Trustees. The complaint must be filed in writing to the Clerk of the Board within 10 days after the official response from the President is first received. The Clerk of the Board will respond to a complaint, which has been appropriately filed, within 10 days of receiving the written complaint. The Clerk of the Board will provide a time line for official response from the Board of Trustees. Board members may choose to invite the student to an executive session in order to gain further information. The official response of the Board of Trustees will be given to the student in writing. The Board's decision shall be final.

SCHOLASTIC HONESTY

It is the assumption that all students attending FHTC have learning as a primary objective. To that end, FHTC expects students to perform with integrity and in an ethical manner. Therefore, any form of scholastic dishonesty is considered a violation of the basic ethical premise and is counter to the educational goals of the student and the College. Any confirmed student dishonesty in coursework or examination will result in the student receiving no credit for the work or the examination and may result in a grade of "F", suspension and/or dismissal from the course or College. A student receiving a grade of "F" for scholastic dishonesty will also have a notation added to their transcript reflecting scholastic dishonesty as the reason for the failing grade.

A violation includes, but is not limited to:

1. Cheating on examinations.
2. Plagiarism, which is defined as the use of another's work in any form without proper documentation or citation.
3. Giving unauthorized assistance to another during an examination.
4. Falsifying academic records.
5. Obtaining or attempting to obtain copies of tests or test questions.

Students charged with scholastic dishonesty have the right to appeal any action or decision by completing a Scholastic Dishonesty Appeal Form (available in the Student Services Office). The Scholastic Dishonesty Appeal Form will be reviewed by the instructor, Division Chairperson and Vice President of Student Services. A written response will be given to the student within 10 calendar days of receiving the complaint.

COMPLIANCE PROCEDURES

RELEASE OF STUDENT INFORMATION

FHTC affords all its students their full rights as provided by the Family Educational Rights and Privacy Act (FERPA). Unless specified in writing by the student, FHTC may release to anyone requesting such information the following "directory information" about the student:

- Name
- Current address and telephone number
- Permanent address and telephone number
- E-mail address
- Date of birth
- Year of school (i.e., freshman/sophomore)

- Program of study
- Enrollment status (i.e., full-time, half-time)
- Country of citizenship
- Participation in student clubs
- Dates of attendance (by semester)
- Certificates or degrees awarded
- Most recent educational institution attended other than FHTC

The College will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student's signature.

"Personally identifiable" information includes the name of the student, the student's parent(s), other family members, the address of the student's parent(s), personal identifiers such as social security or student numbers, personal characteristics or other information that would make the student's identity easily traceable.

The College may disclose personally identifiable information without the consent of the student to College officials within the institution determined to have legitimate educational interests; to authorities to comply with judicial order or subpoena, provided the College makes a reasonable effort to notify the student in advance of compliance, except that the College will not disclose to any person any information about a grand jury subpoena or a subpoena issued for a law enforcement purpose; and when required by law or government regulation.

The College may disclose personally identifiable information without the consent of the student to certain officials of the U.S. Department of Education, the Kansas Board of Regents, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirement which relate to those programs.

The College may disclose personally identifiable information from the education records of a student without a student's consent to financial aid personnel in conjunction with an application for financial assistance for purposes of determining the student's eligibility for financial aid, the amount of financial aid, the conditions that will be imposed, or to enforce the terms or conditions of financial aid.

The College, may, at its discretion, release personally identifiable information in the event of an emergency if, in the considered opinion of a college official, disclosure of the information is necessary to protect the health or safety of the student or other individual(s).

The College may disclose personally identifiable information without the consent of the student to governmental agencies or organizations acting on behalf of governmental agencies, which have a legitimate purpose for such information in the conduct of research, to administer student aid programs, to improve instruction, or to carry out accreditation functions.

The Dean of Enrollment Management shall maintain

documentation of requests and disclosures of personally identifiable information from a student's education records. The documentation shall include the name(s) of the person(s) making the request, whether the request was granted or denied, the names of the additional parties to whom the receiving may disclose the information on behalf of the institution and their legitimate interests in the information. Records of requests for information will not be maintained for requests made by the student, requests for which the student has given written consent, requests made by College officials with legitimate educational interests or requests for directory information.

The College must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the college that a third party outside the College permits access to personally identifiable information, the College shall not permit access to information from education records to that third party for a period of not less than five years.

College students wishing to restrict disclosure of any of the above information should make such a request through the Dean of Enrollment Management. FHTC will not release any other information or records of a student, except as provided in FHTC policy, without the written consent of the student.

STUDENT/PARENT(S) REVIEW OF RECORDS

A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational records upon written request to the Dean of Enrollment Management.

The rights under FERPA transfer from the parents/guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an "eligible student's education records to the parent/guardian of the student, without the student's consent, if the student is a dependent for tax purposes". Neither the age of the student nor the parent's/guardian's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required.

The College will comply with the request within a reasonable period of time, but in no case more than 45 days after the request has been made. The Dean of Enrollment Management will make a record of the documents, which were copied. The review of a student's records by the student/parent shall be conducted in a private setting with a College official present. A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a person or agency be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

NON-DISCRIMINATION POLICY

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual

orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College-administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

FEDERAL COMPLIANCE

Please see the college catalog online at www.fhtc.edu for a complete listing and description of compliance.

ADDITIONAL INFORMATION

Please visit the FHTC website at www.fhtc.edu for a full version of the FHTC Student Handbook and information regarding Financial Aid, Student Rights and Responsibilities and Campus Safety and Security Policies.

TRANSFER GUIDE

The Kansas System-Wide Transfer guide will help you determine how your courses will transfer to other Kansas institutions. Please visit kansasregents.org/transfer_articulation for more information.

The following courses have been approved to transfer seamlessly among all Kansas public higher education institutions.

- BI 100/101 - General Biology & Lab
- BI 202/203 - Anatomy & Physiology & Lab
- EC 101 - Microeconomics
- EG 103 - English Composition I
- EG 104 - English Composition II
- HI 102- US History since 1877
- MA 110 - College Algebra

- PS 101 - Physical Science
- PY 100 - Introduction to Psychology
- SO 100 - Introduction to Sociology
- SP 100 - Public Speaking

The following course has not yet been approved for system-wide transfer. It transfers to regional 4-year institutions as listed below.

- SP 110 - Interpersonal Communications
- ESU: SP 100 - Interpersonal Communication
- FHSU: COMM 304 - Intermediate Interpersonal Communication
- KSU: Pending
- KU: COMS 244 - Introduction to Interpersonal Communication Theory
- PSU: COMM 207 - Speech Communication
- WSU: COMM 302 - Interpersonal Communication
- WU: CN 150 - Public Speaking

- ESU - Emporia State University
- FHSU - Fort Hays State University
- KSU - Kansas State University
- KU - University of Kansas
- PSU - Pittsburg State University
- WSU - Wichita State University
- WU - Washburn University

All information subject to change. Students are encouraged to contact their post-secondary institution of choice to verify transferability of credits before enrolling. If any of the above information appears to be incorrect, or for more information, please contact the Dean of Enrollment Management at 620-343-4600.



FLINT HILLS TECHNICAL COLLEGE

3301 West 18th Avenue • Emporia, Kansas 66801

620-343-4600 | Fax 620-343-4610 | TF 1-800-711-6947
askus@fhctc.edu | my.fhctc.edu | www.fhctc.edu