Welcome to Flint Hills Technical College.

We're happy that you have chosen FHTC to further your education. Student success is our number one priority and we look forward in providing you outstanding programs and educational opportunities to assist you in achieving your goals.

Please take a moment to read through this handbook, it contains important dates and other information that will be helpful. I encourage you to participate in FHTC’s student life as well as events the Emporia area has to offer. You can also stay current on what’s going on at FHTC by following us on social media.

It’s great to have you as a part of the Wrangler family, see you on campus.
# Calendar of Events 2018-2019

## AUGUST 2018
- **13** First Day of Fall Semester Classes
- **29** Ice Cream Social, Main Campus and Downtown Campus, 11:30 a.m.

## September 2018
- **3** Labor Day, No Classes - College Closed
- **5** Student Senate Meeting, 11:30 a.m.
- **13** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **13** Financial Aid Disbursement for fall semester
- **19** Student Senate Meeting, 11:30 a.m.
- **19** Last day to drop a 1st quarter class with a grade of “W”

## OCTOBER 2018
- **1-5** Student Assessment/Advisement Week (Date subject to change, depending on each program)
- **3** Student Senate Meeting, 11:30 a.m.
- **11** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **12** End of the First Quarter of the Fall Semester
- **19** Spring 2018 Early Enrollment for returning students
- **20** Second Financial Aid Disbursement for fall semester
- **21** “The Cut” event hosted by the FHTC Foundation
- **26** Last day to drop a full semester class with a grade of “W”

## NOVEMBER 2018
- **7** Student Senate Meeting, 11:30 a.m.
- **6-7** ESSDACK Career/Post-Secondary Expo (Classes may or may not be in session, depending on each program)
- **8** Financial Aid Disbursement for spring semester
- **12** Veteran’s Day, No Classes - College Closed
- **14** Student Senate Meeting, 11:30 a.m.
- **15** Wrangler Rally – HS recruiting events, classes may or may not be in session, depending on program
- **21** Thanksgiving Break, No Classes
- **22-23** Thanksgiving Break, No Classes - College Closed
- **26** Last day to drop a 2nd quarter class with a grade of “W”

## DECEMBER 2018
- **5** Student Senate Meeting, 11:30 a.m., Conference Room A
- **13** Division of Health and Human Services CSO Luncheon, 11:30 a.m.
- **19** End of Fall Semester, Graduation Practice, 8:30 a.m., Nursing Pining, 4:00 p.m. Commencement, 6:30 p.m.
- **20** Winter Break Begins, No Classes - College Closed 24th - 28th and 31st

## JANUARY 2019
- **1** New Year’s Day, No Classes - College Closed
- **7** First day of the spring semester
- **9** Pizza with Student Senators, 11:15 a.m. – 12:15 p.m., Student Commons
- **10** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **21** Martin Luther King Day, No Classes - College Closed
- **23** Student Senate Meeting, 11:30 a.m., Conference Room A

## FEBRUARY 2019
- **6** Student Senate Meeting, 11:30 a.m.
- **7** Dental Assisting Blood Drive, 9:00 a.m. – 2:00 p.m., Conference Rooms A – C
- **8** Financial Aid Disbursement for spring semester
- **11-15** Returning students enrollment for Summer 2019, Fall 2019, Spring 2020
- **14** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **14** Last day to drop a 3rd quarter class with a grade of “W”
- **20** Student Senate Meeting, 11:30 a.m.
- **21** Enrollment day for new students

## MARCH 2019
- **4-8** Student Assessment/Advising Day (Date subject to change, depending on each program)
- **6** Student Senate Meeting, 11:30 a.m.
- **8** End of 3rd Quarter of Spring Semester
- **8** Graduation application deadline for May 2018 graduates
- **11-15** Spring Break, No Classes
- **19** Second Financial Aid disbursement for spring semester
- **20** Student Senate Meeting, 11:30 a.m.
- **21** Division of Health and Human Services CSO Meeting, 2:30 p.m.

## APRIL 2019
- **3** Last day to drop a full-semester spring class with a grade of “W”
- **3** Student Senate Meeting, 11:30 a.m.
- **10** FHTC Career Fair
- **11** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **17** Student Senate Meeting, 11:30 a.m.
- **19** Good Friday, No Classes - College Closed
- **24** Last day to drop a 3rd quarter class with a grade of “W”
- **26** Foundation Gala – Civic Auditorium

## MAY 2019
- **2** National Honor Society Dinner, 6:00 p.m.
- **8** End of the Year Bash, 11:15 a.m. – 12:30 p.m., Student Commons
- **9** Division of Health and Human Services CSO Meeting, 2:30 p.m.
- **17** Last Day of Spring Semester Classes
- **18** Spring Commencement, WLW Auditorium, 10:00 a.m.
- **21** First Day of Summer Semester Classes
- **27** Memorial Day, No Classes - College Closed

## JUNE 2019
- **27** Practical Nursing Pinning, 4:00 p.m.

## JULY 2019
- **4** Independence Day, No Classes - College Closed

## SEPTEMBER 2019
- **10** Last Day of Summer Semester Classes (date to be determined)
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Student Handbook

GENERAL INFORMATION

ABOUT FLINT HILLS TECHNICAL COLLEGE
Flint Hills Technical College is a two-year public institution of higher education nestled in the rolling hills of east-central Kansas. It is located at the intersection of I-35 and the Kansas Turnpike in Emporia, a city in the heart of the beautiful rangeland known as the Flint Hills and just a short distance from the Tallgrass Prairie National Preserve. The college was founded in 1963 when the Emporia Board of Education made application to the Kansas State Board of Education. The college received associate degree granting status by an act of the Kansas Legislature during the 1995 Legislative Session. On July 1, 1999, by an act of the Kansas Legislature, the Kansas Board of Regents became the coordinating body of FHTC at the state level. As a result of Senate Bill 7 signed in May of 2003, Flint Hills Technical College was allowed to pursue autonomy from the Emporia School District, USD #253. On July 1, 2004 Flint Hills Technical College became autonomous from USD #253.

MISSION
The mission of Flint Hills Technical College is to provide a diverse community of learners with lifelong educational opportunities for personal growth and preparation for professional and civic responsibilities that meet the needs of society.

VISION
Advancing personal and economic growth through excellence and innovation in education.

VALUE STATEMENTS
Flint Hills Technical College values:
• Quality in all aspects of its operation.
• Diversity of all individuals and mutual respect within the framework of ethical and professional behavior.
• Student success by providing a wide range of support services in a caring climate conducive to student learning and campus safety.
• Innovation accomplished through the vision and creativity of all partners in technical education.
• Hands-on education that leads to technical skill attainment.
• Accessibility of education by providing a variety of delivery methods.
• Collaboration with internal and external stakeholders.

PURPOSE STATEMENTS
1. To provide academic and applied instruction in a technical program of study leading to an Associate of Applied Science degree, Technical Certificate, Certificate, or other credential.
2. To provide business and industry with qualified personnel by utilizing emerging technology, diverse curriculum, and a variety of educational opportunities.
3. To provide students the skills to succeed through the application of critical thinking, human relations, and a professional work ethic in general and technical education instruction.
4. To create a sense of community and promote the benefits of lifelong learning.
5. To provide student support through a meaningful process of academic advisement, financial assistance, assessment, and occupational placement.
6. To maintain a positive campus environment conducive to learning and personal safety.

PROGRAM ADVISORY COMMITTEES
The college maintains a standard of education monitored and approved by program advisory committees made up of members from the general public, business and industry. The committees guide the college in fulfilling its responsibilities to provide up-to-date, quality education.

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 and associations include: National Automotive Technicians Education Foundation—Automotive Service Excellence, American Dental Association-Commission on Dental Accreditation, Kansas State Board of Nursing.

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.

EDUCATIONAL PROGRAMS

PHILOSOPHY OF EDUCATION
The administration, faculty, and staff of Flint Hills Technical College believe in the power of teaching and learning and endorse the right of each person to access opportunities in the pursuit of knowledge and its application to life. The College’s primary commitment is to support student success in learning and to prepare well-educated, productive members of society who have the ability to achieve personal and professional success in a global environment. To that end, FHTC strives to remove barriers to the educational process by providing accessible and affordable opportunities, including articulations with other institutions, and also recognizes the general education curriculum and instructional core abilities as necessary and integral components of technical programs of study. FHTC embraces a philosophy where freedom of expression is encouraged in an orderly, nurturing environment and ensures continuous improvement in the educational process through ongoing assessment and evaluation.

STUDENT LEARNING OUTCOMES
Student Learning Outcomes are the skills and attitudes that are not unique to any particular occupational field but common to all present and future learning. These characteristics are necessary to ensure success in life and the work place. At FHTC, faculty and staff evaluate students on the three Student Learning Outcomes at various times throughout the semester and through various methods.

1. Students will be able to effectively communicate with a diverse group of people.
2. Students will demonstrate professionalism.
3. Students will apply problem solving skills.

ASSOCIATE OF APPLIED SCIENCE DEGREE
Flint Hills Technical College awards the Associate of Applied Science degree to qualifying students. Students earning the Associate of Applied Science degree will participate in a broad-based educational program that combines the development of higher-order technical skills with knowledge gained through a variety of academic disciplines. Students who enter an Associate of Applied Science degree program will meet with the Academic Advisor/Counselor or Dean of Enrollment Management to develop an Associate Degree plan. Flint Hills Technical College offers Associate of Applied Science degrees in the following program areas:

- Business Technology
- Computer Program Design and Development
- Computerized Machine Tool Engineering
- Dental Assisting
- Dental Hygiene
- Emergency Services Technology
- Graphic Arts Technology
- Healthcare Administration/Management
- Hospitality/Culinary Arts
- Industrial Engineering Technology
- Interactive Multimedia Design
- Network Technology
- Power Plant Technology
- Technical Studies
- Welding Technology

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.

Required credits for the Associate of Applied Science degree:
- 3 credit hours: Written Communication
- 3 credit hours: Oral Communication
- 3 credit hours: Mathematics
- 4.5 credit hours: Life/Natural Sciences (Lab required)
- 3 credit hours: Behavioral Sciences

Individual programs may have specific general education requirements. Students should visit with the Academic Advisor/Counselor or Dean of Enrollment Management 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. Flint Hills Technical College offers Technical Certificates in the following areas:

- Automotive Technology
- Business Technology
- Computerized Machine Tool Engineering
- Dental Assisting
- Emergency Dispatch Technology
- Emergency Services Technology
- Graphic Arts Technology
- Health Occupations Technology
- Hospitality/Culinary Arts
- Industrial Engineering Technology
- Interactive Multimedia Design
- Power Plant Technology
- Practical Nursing
- Welding Technology

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 technical certificate completion.

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 course work with a grade point average (GPA) of 2.0 or higher.

CREDIT HOUR
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement of a minimum 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.

ADULT EDUCATION
Flint Hills Technical College provides a broad range of services for adults in the areas of literacy, Adult Basic Education (ABE), General Education Development (GED) instruction, GED testing, English as a Second Language, basic computer skills, citizenship preparation, and workplace development skills. Individuals interested in the adult education program should visit or call the Adult Education Center at 620-343-4630. The Center is located at 620 Constitution, Emporia, Kansas 66801.
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 Academic Advisor/Counselor or Vice President of Student Services about 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 Academic Advisor/Counselor or Dean of Enrollment Management. 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 Academic Advisor/Counselor or Dean of Enrollment Management, at any time. A degree plan must be on file for each student planning to graduate with an Associate of Applied Science degree and/or Technical Certificate.

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.

GRADUATION
Students planning to graduate from Flint Hills Technical College with their Associate of Applied Science degree, technical certificate or technical diploma must complete an Application for Graduation. The Application for Graduation is available on my.fhtc.edu. 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 is required to earn an Associate of Applied Science degree. 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. Technical certificates are earned when a student has completed such coursework with a grade point average (GPA) of 2.0 or higher. 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.

ELIGIBILITY FOR PARTICIPATION IN COMMENCEMENT EXERCISES
To be eligible to participate in commencement exercises students must meet one of the following requirements:

- Completion of all certificate or degree requirements;
- Summer graduation candidates within nine hours of program completion and enrolled in the courses necessary for completion; or
- Associate of Applied Science candidates who have completed

all of their technical education courses and are within one general education course of degree completion and pre-enrolled in the course needed to complete the degree.

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 for their field of study. Historically, over 95 percent of FHTC graduates who have secured employment or have been accepted for enrollment in other higher education institutions following completion of their programs of study. The Academic Advisor/Counselor is available to assist students with resumes and cover letters, interview tips and career exploration.

HOUSING ACCOMMODATIONS
Emporia has a robust economy, business and industry. Private and public organizations contribute to a high level of employment and competitive wages for both full-time and part-time workers. Emporia is also rich in education opportunities. Fortunately, the housing market has kept pace with the growth in the number of college students and employees. While the college does not offer student housing, the local housing market provides a multitude of living accommodations to meet the needs of students. Students are encouraged to secure housing prior to the beginning of classes. A listing of housing options is available in the Reeble Student Success Center.

STUDENTS WITH SPECIAL NEEDS
Flint Hills Technical College recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

To reasonably accommodate a qualified student with disabilities means that program modifications and academic adjustments as deemed appropriate in an individual situation may be made. Support services and auxiliary aids are examples of reasonable accommodations that may be made available under specific circumstances.

Each student eligible for accommodation and/or services, under Section 504 of the Rehabilitation Act of 1973, as well as the American with Disabilities Act of 1990 (ADA), has certain responsibilities to fulfill. The student must provide Flint Hills Technical College with medical or other diagnostic documentation that confirms his/her disability and limitations, and may be required to provide additional documentation of evaluations of limitations. Documentation means a recent and appropriate report, evaluating the individual’s ability to perform adult level college work, prepared by a qualified physician, psychologist, or professional, and which states the parameters of the student’s disability.

Each student is expected to make timely and appropriate disclosures and requests, at least six weeks in advance of a course, workshop, program, or activity for which accommodation is requested, or as soon as realistically possible. The student should make their special needs known upon registration. Students requesting accommodations are encouraged to schedule a meeting with the Vice-President of Student Services to discuss options for appropriate and reasonable accommodations. Communication can be completed via email or over the phone. The Vice-President of Student Services may also request a release from the student in order to communicate with representatives of supporting agencies, services and resources. The student will cooperate in obtaining and arranging for accommodations or auxiliary aids.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make request for assistance in obtaining specialized support services from other resources such as State Vocational Rehabilitation, Recordings for the Blind, State Services for the Blind, etc. For example, the Division of Vocational Rehabilitation (IVR) may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed devices.

The Vice President of Student Services serves as coordinator of accommodations for students with disabilities at Flint Hills Technical College, and acts as a resource person to the faculty and staff, along with liaison to outside agencies.

Flint Hills Technical College encourages students with disabilities to practice self-advocacy. Anything that faculty and staff members can do to aid this process enhances mutual understanding and communication. To file a request for accommodation, students need to contact the Academic Advisor/Counselor for the Request for Accommodation and Academic Support form. Two additional confidential forms which need to be completed are the Disability Information Sheet and the Release of Information form. In order to verify a student's disability one of three types of documentation must be submitted to the Vice-President of Student Services: Acceptable documentation of a disability includes a recent IEP (Individualized Educational Plan), OR Form A: Authorization for Release of Information by Licensed Physician Professional OR Form B: Authorization for Release of Information by Licensed Psychologist or Professional. Forms can be obtained in printed form from the Reeble Student Success Center, from the FHTC website at www.fhtc.edu, mailed to a student or emailed to a student. Forward the completed forms with relevant information and materials in a sealed envelope to the Vice President of Student Services. Forms can also be submitted electronically through the FHTC website at www.fhtc.edu.

Examples of reasonable academic adjustments/auxiliary aids include:

- Testing accommodations examples:
  - Extended time on tests
  - Quiet testing room
  - Test reader
- Use of calculator
- Academic support services examples:
  - Note taker
  - Use of tape recorder

STUDENT INSURANCE
Flint Hills Technical College does not provide insurance coverage for students.

COMPUTER RESOURCES
Computer labs are available to all students at designated times during the day. 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, including adding or changing bookmarks.

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 access to computer lab and library resources, probation, suspension or expulsion, depending on the severity of the infraction.
STUDENT ORGANIZATIONS
Students are encouraged to participate in the student organization, if available, which is part of their program of study. These organizations and their related departments include:

Christian Connection
Campus-wide
Community Service Organization (CSO)
Dental Assisting
Dental Hygiene
Healthcare Administration/Management
Practical Nursing
Technical Studies
Hispanic American-Leadership Organization (HALO)
Campus-wide
Phi Beta Lambda (PBL)
Business Technology
Computer Program Design & Development
Interactive Multimedia Design
Network Technology
Technical Studies
Presidential Student Ambassadors
Campus-wide
SkillsUSA
Automotive Technology
Computerized Machine Tool Engineering
Graphic Arts Technology
Hospitality/Culinary Arts
Industrial Engineering Technology
Technical Studies
Welding Technology
Student American Dental Hygiene Association
Dental Hygiene

LIBRARY
The FHTC Director of Information Resources and Assessment provides assistance to on-campus and off-campus students including assistance with research questions, class projects, computers, and printing. The Director of Information Resources and Assessment can help students access library resources from home, find reliable resources, correctly cite references and more, and can be reached at 620-341-1323.

The Library supports all programs with books, magazines, videos and databases. 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 on the library webpage libguides.fhtc.edu.

The Library has access to the internet and a collection of open access journals with a focus on health and wellness. Students may also access the online databases. Literature searches may be completed online for students. All electronic resources are available 24/7 from any Internet connected computer. Students interested in using the Library should contact their advisor. Students may also request materials from other libraries. The Library supports all programs with books, magazines, videos and DVDs.

STUDENT VOTING
Students are required to participate in monthly meetings and other practical activities. Those who have signed up for the RAVE text messaging alert system will be notified through text message.

HONOR SOCIETY
The FHTC Student American Dental Hygiene Association includes students who achieve a grade point average of 3.5 or above.

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Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present. Transcripts prior to 1999 may not be in electronic format.

Flint Hills Technical College has authorized Parchment to manage the ordering, processing, and secure delivery of student transcripts.

Parchment offers:
- Secure, on-line access to request your transcript 24/7
- Email notification when transcripts are processed and received.
- On-line tracking ability.
- The option to request electronic delivery of your transcript.

To request a Transcript:
Flint Hills Technical College transcript requests can be made through the Parchment website.

To Register:
Parchment WebSite - www.parchment.com/u/registration/11139574/ account
A one-time account set up is required. You will be asked for your:
- Enrollment status (currently or not currently enrolled)
- Birth date and last four digits of your SSN
- Student ID number. If unknown, please enter the last 4 digits of your SSN
- E-mail address

This information is required to ensure proper student matching. If you are not sure of the exact attendance dates, please indicate approximate dates.

Once you have completed the set up, you will receive an e-mail from Parchment asking you to confirm your e-mail address. Once you do that, you are ready to begin requesting transcript through the Parchment website.

Step by Step Directions for Ordering a Transcript
Through Parchment (Video) www.youtube.com/watch?v=vb8su7ph6jU&feature=youtu.be

All transcripts sent through Parchment are official. Transcripts are sent to the following destinations:
- Personal and Community Health
- Personal Finance
- Physical Geography
- Physical Geology
- Public Speaking
- Social Problems
- Spanish I
- Spanish II
- Spanish III
- Stagecraft
- Theatre Appreciation
- Theatre Practicum
- Trigonometry

REVERSE TRANSFER
Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student’s first year, or upon eligibility for reverse transfer, those transfers coursework from a community college or technical college to a public university will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. To be eligible, a student must have completed at least 45 credit hours, taken at or more public community college or technical college in Kansas. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the community college or technical college the student last attended. Visit www.kansaregents.org/transfer_articulation OR fhtc.edu/web/site/transferability for more information.

CHANGE OF PROGRAM PROCEDURE
Students wishing to transfer from one program to another at Flint Hills Technical College need to contact the Academic Advisor/Counselor or Dean of Enrollment Management. The following guidelines for transfer apply:

1. Students must meet the minimum scores for the intended program of study.
2. All policies for Adding a Course/Withdrawing from a Course (as listed in the FHTC Handbook and catalog) apply.
3. Students may begin the intended program of study at the next available start date.
4. At the time of the request of transfer, the Dean of Enrollment Management will undertake a review of credits, which may be applicable to the intended program of study. The student will be notified in writing of any credits that are transferable to the intended program of study.

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 take the examination prior to the start date 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.

CREDIT FOR PRIOR LEARNING
Credit for Prior Learning (CPL) can expedite the completion of postsecondary education programs by evaluating an individual's existing knowledge and competencies and awarding college credit as appropriate.

For the purpose of this policy, "prior learning" includes the postsecondary-level knowledge and skills gained through work and life experiences, such as corporate and military training programs, industry certifications, non-credit postsecondary-level courses, and civic or volunteer experiences. Students may also seek credit through national exams for postsecondary credit (e.g. CLAST, KAPTEST, AP, IB, etc.), and credit by examination. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment.

Academic credit will only be awarded on a course-by-course basis to meet degree requirements and only to enrolled degree-
seeking students. Changing majors will not result in reassessment of previously awarded CPL. A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHHTC to be eligible for graduation.

There is no tuition cost for CPL. Administrative fees are based on the assessment service required of each type of assessment and are not determined by the number of credits awarded.

**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 Credit Courses:
- Up to 5% of the course duration – 100% refund of tuition and fees
- 6-10% of the course duration – 100% of tuition only
- After 10% of the course duration – No refund

For Non-Credit Courses:
- Prior to 1st day of class - 100% refunded 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 FHHTC 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 Reelbe Student Success Center by the student, or from the date the student is terminated or FHHTC staff determines withdrawal by the student.

Refunds for federal financial aid recipients will be based on the federal regulations governing that program. Pro rata refund policies will apply to federal aid recipients who withdraw from their program of study before 60 percent of their semester of enrollment at FHHTC.

A $100 non-refundable enrollment fee is required at the time of registration for students enrolling in seven (7) credit hours or more. A $50 non-refundable enrollment fee is required at the time of registration for students enrolling in one (1) to six (6) credit hours.

**COLLEGE FEES**
College fees pay for the following items and services:

1. Student I.D. card. Students who lose their I.D. cards must go to the Reelbe Student Success Center for a replacement. The replacement cost is $10.00.
2. Parking permit. Students who lose their parking permit can purchase a replacement in the Reelbe Student Success Center Office for $10.00.
3. Locks for lockers. Students who lose their locks will be required to pay a $10.00 replacement fee.
4. Diploma. Diplomas may be replaced at a cost of $10.00.
5. Graduation cap and gown.
6. Graduation announcements (10).
7. Facility usage.
8. Counseling/advising services.
9. Career Planning and Placement services.
10. Computer and computer lab usage.
11. Tutoring Services.
12. Web-based enrollment management software system.
13. Text messaging emergency alert system.

Students are required to pay additional lab fees depending on program requirements. Students enrolling in non-credit courses will pay fees based on the cost of each course.

**FINANCE POLICY**
Payment in full, payment arrangements (payment plan) and/or financial aid to cover all student account balances must be established by the first day of each semester. If these arrangements have not been made by the first day of each semester a student will be administratively withdrawn.

Early admission programs may require payment in full, payment arrangements and/or financial aid to be established at least 30 days in advance of each semester in order to avoid being administratively withdrawn. Students enrolling in courses after the start of a semester will be required to have payment arrangements finalized at the time of registration.

Statements will be available electronically and can be viewed by logging in to the student's my.FHHTC.edu account.

Students with an outstanding balance will be assessed a $50.00 monthly late fee if payment is not received. 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. Students with a balance due to FHHTC must have the balance paid in full before enrolling in future classes.

**PAYMENT PLANS**
Students entering into a payment plan with FHHTC 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 other fees 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 Reelbe Student Success Center.

**THIRD PARTY BILLING**
Students that are receiving funding through third-party billing (WIA, DCF, etc.) are often required by the agency to submit verification of attendance and grades. It is the student's responsibility to request necessary verification from either their instructor or the Dean of Enrollment Management and provide it in the request to the agency.

**PROGRAM ENROLLMENTS**
The number of students who may enroll in any of the college's programs of study will be determined by the Vice President of Instructional Services in conjunction with the program instructor. The college reserves the right to restrict enrollment in all programs and courses on the basis of available space and equipment. The time at which students may enroll in a course after the first day of the course will be determined by the Vice President of Instructional Services in conjunction with the course instructor.

**ADDING A COURSE/WITHDRAWING FROM A COURSE**
Whenever a student wishes to add a course, withdraw from a course or withdraw from the College, the student must first consult with their instructor, who will then refer the student to the Academic Advisor/Counselor or Dean of Enrollment Management. Following a meeting with the Academic Advisor/ Counselor or Dean of Enrollment Management, an Add/Withdrawal form is completed and becomes a part of the student's permanent record. If a student is receiving financial aid, a copy of the Add/Withdrawal form will be provided to the Financial Aid Officer for appropriate disposition of the student's financial aid status. For secondary students, the high school counselor will be notified of the withdrawal and a copy of the Add/Withdrawal form will be sent to the student's high school counselor.

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.

**AUDITING A COURSE**
Students who wish to take a course, but do not need or want to take the course for credit, may audit that course. The student must secure permission from the Vice President of Student Services prior to the first day of class. Students auditing a course will pay the established tuition and fees for the course as if they were taking the course for credit. Students auditing a course will be assigned a grade of "AU" for the course and the course will appear on the student's transcript.

**REPEATING A COURSE**
If a student repeats a course for which they have already received a grade, the original grade for the course will remain on the student's transcript, with an "R" denoting the course was repeated.

**INTERNSHIP OPTION**
Although the internship or similar work-related experience is considered to be an optional activity for some disciplines of study, others will require it. The purpose of the internships is to provide the opportunity for students to practice their skills at a high level, provide workplace experiences and/or provide career exploration activities.

An internship may be used as a substitute for one or more courses or it may be used as an additional learning experience. Prerequisites vary from program to program. Students seeking enrollment in an internship must first demonstrate competency in core coursework and have a good attendance record. Enrollment in an internship requires the consent of the instructor with the approval of the Division Chairperson and the Vice President of Instructional Services. One or more internship activities may be assigned to a student for a maximum of 8 credit hours. Each credit of internship requires a minimum of 45 clock hours of work-based activities. It is at the discretion of the instructor(s) to determine how the student seeking the internship may most effectively utilize the allowable number of credit hours.

**MILITARY SERVICE**
Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees if they withdraw from all classes for or for all classes dropped. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees for courses in which the student is currently enrolled. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's tuition refund policy.

**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 Reelbe Student Success Center. 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>N/A</td>
</tr>
</tbody>
</table>
HOW TO FIGURE GPA
To calculate a grade point average, add the points (Q.Pts.) earned, and divide that total by the total number of GPA hours attempted (H.Gpa).

For example:
**Title** | **Grade** | **H.Gpa** | **Q.Pts.**
---|---|---|---
Intro. to Computers | B (3) | 3.00 | 9.00
Internship | C (2) | 2.00 | 16.00
Professional Dev. | A (4) | 4.00 | 8.00
Comm. & Employment | B (3) | 3.00 | 9.00

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. 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 “I” 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 Instructional Services. A grade appeal form (which may be obtained in the Reeble Student Success Center) 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 Reeble Student Success Center, 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, if mailed or faxed.

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.

ORDERING TRANSCRIPTS THROUGH PARCHMENT

Ordering transcripts through Parchment will provide the recipient with your official Flint Hills Technical College transcript. Ordering through Parchment provides you the opportunity to order transcripts multiple times online.

Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present, transcripts prior to 1999 may not be in electronic format.

Flint Hills Technical College has authorized Parchment to manage the ordering, processing, and secure delivery of student transcripts. Parchment offers:

- Secure, on-line access to request your transcript 24/7.
- Email notification when transcripts are processed and received.
- On-line tracking ability.
- The option to request electronic delivery of your transcript.

How to request a transcript:
Flint Hills Technical College transcript requests can be made through the Parchment website.

To Register:
Parchment Web Site

A one-time account set up is required. You will be asked for your:
- Enrollment status (currently or not currently enrolled)
- Birth date and last four digits of your SSN
- Student ID number. If unknown, please enter the last 4 digits of your SSN
- E-mail address

This information is required to ensure proper student matching.

If you are not sure of the exact attendance dates, please indicate approximate dates.

Once you have completed the setup, you will receive an e-mail from Parchment asking you to confirm your e-mail address. Once you do that, you are ready to begin requesting transcript through the Parchment website.

Step by Step Directions for Ordering a Transcript Through Parchment (Video)

All transcripts sent through Parchment are official.

Cost:
The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. The fees are as follows:

- Transcripts must be paid by credit card at the time of the order.
- Parchment accepts Visa, MasterCard, Discover and American Express.

Additional Information:
A hold on your account will not prevent you from requesting a transcript through Parchment and you will be assessed the transcript fees. However, we will not be able to release your transcript until the hold is resolved.

Transcript requests are filled during regular Flint Hills Technical College business hours. Requests made during holidays and weekends will be fulfilled during the next business day.

For questions or to report a problem with your order, please contact Parchment’s Customer Service using the contact form provided at http://support.parchment.com.  

FEDERAL FINANCIAL AID

Federal student aid is financial help for students enrolled in eligible programs at participating schools to cover school expenses, including tuition and fees, room and board, books and supplies, personal expenses and transportation. Most federal aid is need-based. Federal aid offered at FHTC include the following: Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Loans and Work-Study. Grants are financial aid that do not have to be repaid. Generally, student grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status. Federal Loans offered at FHTC include Federal Direct subsidized, unsubsidized and Plus loans. The Federal Work-Study program lets you earn money while enrolled in school to help pay for education expenses. Graduate students may receive Federal Work-Study, but not Federal Pell Grants or FSEOG.

Who gets Federal Student Aid?

In order to receive aid from the U.S. Department of Education’s Federal Student Aid programs, you must:

- Be a U.S. citizen or eligible noncitizen with a valid Social Security Number;
- Have a high school diploma or a General Education Development (GED) certificate;
- Enroll in an eligible program as a regular student seeking a degree or certificate; and
- Register (or have registered) with the Selective Service if you are a male between the ages of 18 and 25.

How do I qualify?

To determine if you’re eligible financially, the U.S. Department of Education uses a standardized formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number. This number will determine if you’re eligible for a Pell Grant and for how much.

How is dependency status determined?

When you apply for federal student aid, your answers to certain questions will determine whether you are considered dependent on your parents, their income and assets as well as your own must be reported. If you are independent, report only your own income and assets (and those of your spouse, if you are married). Not living with your parents does not automatically classify you as independent. Students are classified as dependent or independent because federal student aid programs are based on the principle that students (and their parents or spouse, if applicable) are considered the primary source of support for post-secondary education. You are an independent student if at least one of the following applies to you:

- You are 24 years of age or older;
- You are married;
- You are or will be enrolled in a master’s or doctoral program (beyond a bachelor's degree) during the school year;
- You have children who receive more than half of their support from you;
- You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you and will continue to receive more than half of their support from you during the school year;
- Both of your parents are deceased, or you are (or were) until age 18 a ward/dependent of the court
- You are an emancipated minor;
- You are in legal guardianship
- You’re a veteran of the U.S. Armed Forces (“veteran” includes students who attended a U.S. service academy and who were released under a condition other than dishonorable).

Who is my parent according to the FAFSA form?

If you need to report parent information, here are some guidelines to help you:

- If your legal parents (your biological and/or adoptive parents, or parents as determined by the state [e.g., a parent listed on your birth certificate]) are married to each other, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parents are not married to each other and live together, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parent is widowed or was never married, answer the questions about that parent.
What if my parents are divorced or separated?
In this case, how you fill out the FAFSA form depends on whether your parents live together or not.

Keep the following in mind as you read this section:

* For FAFSA purposes, your married parents are separated if they are considered legally separated by a state, or if they are legally married but have chosen to live separate lives, including living in separate households, as though they were not married.

* When two married persons live as a married couple but are separated by physical distance (or have separate households), they are considered married for FAFSA purposes.

Divorced or Separated Parents Who Do Not Live Together
If your parents are divorced or separated and do not live together, answer the questions about the parent with whom you lived more than the past 12 months.

If you lived the same amount of time with each divorced or separated parent, give answers about the parent who provided more financial support during the past 12 months or during the most recent 12 months that you actually received support from a parent.

Divorced or Separated Parents Who Live Together
If your divorced parents live together, you’ll indicate their marital status as “Unmarried and both legal parents living together,” and you will answer questions about both of them on the FAFSA form. If your separated parents live together, you’ll indicate their marital status as “Married or remarried” (NOT “Divorced or separated”), and you will answer questions about both of them on the FAFSA form.

What if I have a stepparent?
If you have a stepparent who is married to the legal parent whose information you’re reporting, you must provide information about that stepparent as well.

What if I live with someone other than my parents?
It doesn’t matter if you do not live with your parent or parents; you still must report information about them. The following people in your household must have legally adopted you, or you must have been living with your grandparents, foster parents, legal guardians, older brothers or sisters, uncles or aunts, and widowed stepparents.

What if I don’t live with my parents?
You still must answer the questions about your parents if you’re considered a dependent student.

What is a dependency status override?
In unusual cases, a financial aid officer can determine that a student who doesn’t meet the above criteria should still be treated as an independent student. The financial aid officer can change the dependency status if they think circumstances warrant it based on the documentation provided by the student. But remember, the financial aid officer won’t automatically do this. The decision is based on their judgment and is final—it can’t be appealed to the U.S. Department of Education.

What if I have special circumstances?
Although the formulas used to determine eligibility for federal student aid are basically the same for all applicants, there is some flexibility. In some cases, your financial aid officer might adjust your cost of attendance or the information used to calculate your Expected Family Contribution (EFC) to take into account any special circumstances you may have. These circumstances could include a family’s unusual medical expenses or tuition expenses. Also, an adjustment might be made if you, your spouse, or either of your parents (if applicable) have been recently unemployed. If conditions such as these apply to you or your family, contact your financial aid officer. Check with your financial aid officer if you feel you have any other special circumstances that might affect your dependency status or the amount you and your family are expected to contribute. But remember, there must be a very good reason for the financial aid officer to make any adjustments, and you’ll have to provide adequate proof to support those adjustments. Also, remember that the financial aid officer in order to resolve conflicts cannot be appealed to the U.S. Department of Education.

How will I be paid?
The Business Office staff at FHTC will credit your student account for institutional charges from all sources of financial aid and pay you the balance (if any) through direct deposit to the bank of your choice or directly by check. Disbursements are made on or after the first day of the fall and spring semesters. Funds are disbursed for the summer semester after July 1 for the new academic year.

How much money can I get?
How much you get will depend not only on your Expected Family Contribution (EFC) but also on your cost of attendance, whether you’re a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time.

Can I Receive federal aid if I am less than half-time?
Yes, if you’re otherwise eligible. You won’t receive as much as you would if you were enrolled full-time, but your school must disburse your Pell Grant funds in accordance with your enrollment status and cannot refuse you an award simply because you’re enrolled less than half-time. If your Expected Family Contribution (EFC) is below a certain amount, you’ll be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements. There isn’t a maximum EFC that defines eligibility for the other financial aid programs. Instead, your EFC is used in the following equation to determine your financial need:

Cost of Attendance minus Expected Family Contribution equals Financial Need (COA – EFC = Financial Aid). Financial aid staff calculates your cost of attendance and subtracts the Expected Family Contribution. If there’s anything left over, you’re considered to have financial need.

In attempting to meet your need for aid from Federal student aid programs, financial aid staff must first consider other aid you’re expected to receive. NOTE: The financial aid staff puts together a financial aid award that comes as close as possible to meeting your need. However, because of the large number of students attending FHTC, we do not guarantee you the full amount of Federal aid you might fall short of the amount for which you are eligible. Financial aid staff can adjust data used to calculate your Expected Family Contribution or adjust your cost of attendance if they believe your family’s financial circumstances warrant a change based on the documentation you provide. However, the financial aid officer does not have to make such an adjustment. See Special Circumstances section for ways that you can receive worksheets that show how the Expected Family Contribution is calculated by contacting the Federal Student Aid Information Center at 1-800-433-3243.

How do I apply for Federal Student Aid?
You can apply for Federal Student Aid by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.gov.

Read the instructions carefully when you are completing the FAFSA or the Renewal FAFSA. Pay special attention to questions regarding income as most errors occur in this area. You should save all tax records and other documents used in completing the application because you might need them later to prove that the information you reported is correct. The process of proving that your information is correct is called verification. The Department of Education does not select everyone for verification. However, Federal Student Aid requires that you right to verify students data, and if the information is correct. If you don’t have any changes to make to the information listed on your SAR, just keep it for your records.

What if I find a mistake on my SAR?
If you review your SAR and find a mistake, you will need to correct or update your FAFSA form.

How do I get a copy of my SAR?
Once your FAFSA form or FAFSA correction has been processed, you can get a copy of your SAR by:

• logging in to fafsa.gov using your FSA ID and selecting the "View or Print your Student Aid Report (SAR)" option toward the bottom of the page; or
• contacting the Federal Student Aid Information center at 1-800-4-FED-AID (1-800-433-3243); TTY for the deaf or hard of hearing 1-800-730-8913) and requesting a copy be sent to you via U.S. mail (allow 10-14 days for delivery).

Can I be paid for my general education courses while attending FHTC?
If the general education courses are part of your program requirements for an Associate of Applied Science degree, you can be paid for them. You must complete an Associate Degree Plan with the FHTC’s Academic Advisor/Counselor or Dean of Enrollment Management. If you are taking your general education courses from another college you can do so by completing a consortium agreement. Consortium agreements are agreements between two colleges for the awarding of federal aid. You can obtain a copy of the form by contacting the Financial Aid Office at FHTC. You will need to attach a copy of the course schedule for the consortium college and return it to the Financial Aid Office (a copy of the FHTC schedule will be provided by the Financial Aid Office). Once you have completed the semester in which concurrently enrolled, the student will need to turn in a copy of the final grades for courses that were used to determine the student’s enrollment status for Federal aid. You will not receive subsequent disbursements of Federal aid until the grades are received in the Financial Aid Office. You will repeat the process for every semester of concurrent enrollment.

PURCHASE OF BOOKS AND SUPPLIES WITH FINANCIAL AID FUNDS
Students eligible to receive financial aid may charge their textbooks and supplies against their financial aid. Students may obtain their textbooks through the virtual bookstore at fhc.ecampus.com and supplies in the FHTC bookstore on the main campus prior to the start of classes for the semester, up through the first two weeks of classes. A charge form will be completed by the Bookstore Manager or staff member and will include the books and supplies purchased and the amount charged. The student will be asked to sign the charge form to confirm that if financial aid funds do not cover the cost of books and supplies charged, the student is...
financially responsible for paying the balance. A charge for the total amount of books and supplies will be added to the student's account.

**FINANCIAL AID**

Federal Work-Study: They’re called Campus-Based Programs because they are administered directly by the Financial Aid Office at each participating institution. How much aid you receive depends on factors such as your financial need, on the amount of other aid you’ll receive, and on the availability of funds at your institution. Unlike the Federal Pell Grant program, which provides each eligible student with funds, each institution participating in any of the campus-based programs receives a certain amount of funds. In a given year from the federal government for each campus-based program. When that money is gone, no more awards can be made from that program for that year. Each institution sets its own deadlines for students to apply for campus-based funds. Ask your financial aid officer about the College's deadlines: You may miss out on aid from these programs if you don’t apply early.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

A Federal FSEOG is a supplemental grant for exceptional financial need—that is, students with the lowest Expected Family Contributions (EFC)—and gives priority to students who receive Federal Pell Grants. An FSEOG doesn’t have to be paid back.

**DOES EARLY APPLICATION ASSURE ME A FSEOG?**

The U.S. Department of Education guarantees that each participating institution will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive a FSEOG; students in each institution will be awarded an FSEOG based on the availability of funds at that institution.

**FINANCIAL AID POLICY FOR AWARDING A FSEOG**

To be eligible for a FSEOG award at FHTC, a student must:
- **Have not earned a bachelor's degree.**
- Have applied for Federal aid and have determined eligible for a Federal Pell Grant with an expected family contribution (EFC) of zero.
- Awards are made by order of file completion.
- Approximately 10% of FSEOG funds are reserved for new students with a spring start date.
- Priority for full-time enrollment, but can also be awarded to part-time students who have already received funds in a prior semester.
- Preference is given to eligible students attending the highest cost programs.

**FEDERAL WORK-STUDY**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

**To be considered for eligibility, a student must:**
- **Have a valid SAR/ISIR.**
- Be enrolled full-time in an eligible program for Title IV Federal Programs.
- Have unmet need after receiving an award.
- Complete employment application available in the Reeble Student Success Center at FHTC.
- Complete interview, review Job Description and review Goals and Timelines for job completions with College Personnel.

**PELL GRANT**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Effective on July 1, 2012, you can receive the Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). You’ll receive a notice if you’re getting close to your limit. If you have any questions, contact your financial aid officer. You’ll be eligible if you meet the noncitizen criteria above, you are eligible to receive federal student aid. Some non-eligible statuses are: family unity status, temporary residents or individuals with nonimmigrant visas (this includes those with work visas, and students, visitors, and foreign government officials). If you are unsure of your eligibility, please check with your school’s financial aid office for more information.

**Eligible Programs**

Applicants are available in the Reeble Student Success Center from the Academic Advisor. Return the completed application to the Academic Advisor: The Human Resources Office and the job supervisors will interview prospective Work-Study students.
for a Federal Pell Grant, you’ll receive the full amount you qualify for—each school participating in the program receives enough funds each year from the U.S. Department of Education to pay the Federal Pell Grant amounts for all its eligible students. The amount of any other student aid for which you might qualify does not affect the amount of your Federal Pell Grant.

**LOANS**

**FEDERAL DIRECT LOAN PROGRAM**

Federal Direct Loans are student loans that must be repaid and are available to both undergraduate and graduate students. Flint Hills Technical College participates in the Federal Direct Loan program. If it is a Federal Direct subsidized loan (demonstrated need for the loan), you are not responsible for interest while attending at least half-time and the principle is deferred. If it is a Federal Direct unsubsidized loan (financial need was not demonstrated), the principle is not deferred but you are responsible for paying interest on the loan. For more information on federal loans go to studentloans.gov. Federal Direct Loans are available to all students who are or will be enrolled at least half-time.

How do I get a federal student loan?

To apply for a federal student loan, you must complete and submit a FAFSA. Based on the results of your FAFSA, your college will send you a financial aid offer, which may include federal student loans. Your school will tell you how to accept all or a part of the loan.

Before you receive your loan funds, you will be required to:

- complete entrance counseling, a tool to ensure you understand your obligations to repay the Federal Financial Aid
- sign a Master Promissory Note (MPN), agreeing to the terms of the loan.

These two items will be completed on studentloans.gov by logging in using your FSA ID.

Other than interest, is there a charge for this loan?

There is a fee on all Direct Subsidized and Unsubsidized Loans. The loan fee is a percentage of the amount of each loan you receive. The specific loan fee that you are charged will be reflected in a disclosure statement that is sent to you.

Interest Rate: If you receive a federal student loan, you will be required to repay that loan with interest. It is important that you understand how interest is calculated and the fees associated with your loan. Both of these factors will impact the amount you will be required to repay. The interest rate is fixed for the life of the loan and is set each year by July 1 for the following year.

Repayment: Repayment begins six months after leaving school or dropping below half-time status. Various repayment plans are available which can extend the length of the repayment period.

You will be informed of your loan’s repayment options during Entrance & Exit counseling sessions at your school. To learn more about Direct Loan repayment plans, go to studentloans.gov How to Repay Your Loan for more information.

Direct PLUS Loan (Parent Loan for Undergraduate Students)

To receive a Direct PLUS Loan, a parent must be the parent (biological, adoptive, or in some cases, stepparent) of a dependent undergraduate student enrolled at least half-time at an eligible school and not have an adverse credit history. Interest rates are fixed for the life of the loan. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The parent borrower will generally be expected to start making payments on the Direct PLUS Loan once the loan is fully disbursed. However, parents may request a deferment while their child is enrolled at least half-time and for an additional six months after their child graduates, leaves school, or drops below half-time enrollment. Payments are not required while the loan is deferred. When the parent submits a request for a parent submits a request for a Direct PLUS Loan at studentloans.gov, the parent has the option of requesting a deferment as part of the loan request process. During any period when the parent is not required to make payments, interest will accrue on the loan. The parent may choose to pay the accrued interest or allow the interest to be capitalized (added to the loan principal balance) when repayment begins. The loan servicer will notify the parent when the first payment is due.

**FINANCIAL AID RETURN OF FEDERAL FUNDS POLICY**

When a recipient of a Federal Financial Aid withdraws from College during a semester in which the recipient has begun attendance, the College determines the amount of Federal Financial Aid that the student earned. The College returns the unearned portion of Federal Aid that was received on the student’s behalf for payment of tuition, books and fees. The College notifies the student of the unearned aid the College was required to return and the amount of unearned aid the student must return. The student will owe the portion of aid the College was required to return (tuition, books, fees) and the portion of unearned aid the student received in their disbursement check.

What happens if I withdraw form college?

The law requires that if you withdraw from college, the amount of Federal Student Aid program assistance that you have “earned” up to that point is determined by a specific formula. If you receive more assistance than you “earned,” you must return the portion of aid that you have not earned. If you receive less assistance than you “earned,” you must return the additional amount that you were “owed.” The portion of aid that you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance. If you received excess funds that must be returned, your college can explain what portion of those funds must be returned by you.

**CALCULATING UNEARNED AID THAT MUST BE RETURNED**

You can estimate the amount of unearned federal financial aid you would be required to return by following the simple steps below:

Determine the number of calendar days in the semester, then count the number of days you attended starting with the first day of the semester and including the last day you attended. DO NOT count any break when you were not in college for five days in a row.

Determine your enrollment status: Determine your NEW enrollment status at FHTC: full-time (12 or more credit hours), three-quarter-time (9-11 credit hours), half-time (6-8 credit hours) and less-than-half-time (3-5 credit hours). If you did not start all courses, your enrollment status may drastically change the amount of aid you are eligible to receive. If you were enrolled in courses (quarter classes) that started on different dates in the semester and you did not attend at least one day of each course, do not include those credit hours in your NEW enrollment status. Students enrolled concurrently at other colleges will need to count those courses’ credit hours in the calculation of enrollment status if they attended at least one day.

Determine the total amount of federal aid: Determine the total amount of Federal Pell and FSEOG aid that was disbursed or could have been disbursed to you to pay the College or to pay you for living expenses.

Determine the percent of federal aid that was earned: Divide the number of calendar days you attended by the number of calendar days in the entire semester. Determine the percent of federal aid that was unearned: 100% of the days in the semester less the % earned.

Determine the amount of earned aid: Determine earned aid or aid that could have been disbursed multiplied by the % of days attended.

Determine the amount of unearned aid: Amount of Federal Pell and FSEOG aid that was disbursed or could have been disbursed less earned aid.

Determine the amount of unearned aid the college must return: Percentage of unearned aid multiplied by institutional charges (the charges include all institutional charges regardless of what agency or federal aid or cash that was paid on institutional charges).

Determine the amount of unearned aid the student must return: Unearned Federal Aid less aid the College must return. Divide the result by 50% of the amount of aid the student must return to the Federal Government. In addition, the student will owe the College the amount of federal aid the College was required to return on the student’s behalf.

For the calculation of return of federal aid are available upon request from the Financial Aid Office.

**NOTIFYING THE STUDENT IN THE CASE OF AN OVERPAYMENT**

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a college must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. A student has 45 days from the date the notification was sent to one of the following actions:

- the student may sign a repayment agreement with the college;
- the student may sign a repayment agreement with the U.S. Department of Education (DOE).

If the student fails to take one of the positive actions during the 45-day period, the student’s overpayment will be reported immediately to the U.S. Department of Education and referred to them for collection.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)**

Flint Hills Technical College is responsible to both the public and its students to provide quality postsecondary education in an economically efficient manner. This responsibility includes the obligation to require satisfactory academic progress from its students in return for the opportunity afforded them by a tax-subsidized college. Financial Aid Recipients must meet the following two standards to maintain eligibility for student financial aid. Students enrolled in a technical certificate or associate degree programs must maintain a cumulative grade point average of 2.0 and complete 66.66% of the courses in which they were enrolled to be in good academic standing. This includes General Education courses taken concurrently at other colleges and used for determination of enrollment status for which the student was paid federal financial aid. General education coursework completed prior to attending FHTC, which will be considered for degree completion at FHTC, must be determined to be a college level course and will be counted toward the cumulative GPA. Any coursework completed prior to attending FHTC will be used to determine Satisfactory Academic Progress. Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation. Maximum time frame for a student to complete their program shall be 150% of the number of credits required in the program of record.

**FINANCIAL AID WARNING**

Students will be placed on warning if:

- the student's cumulative grade point average falls below 2.0.
- the student's completion rate is below the accepted level of 66.66% per semester and/or cumulatively (financial aid recipients only).
- the student was previously suspended from receiving financial aid and has been readmitted to the College.

**FINANCIAL AID INELEGIBILITY**

Students will be placed on ineligibility if:

- the student's cumulative grade point average falls below 2.0 for the two most recent terms.
- the student's semester and/or cumulative completion rate falls below the accepted level of 66.66% following a probationary term (financial aid recipients only).
- the student's term grade point average falls below 8.0 for the most recent term of enrollment. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced.
The student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.

The student exceeds 150% of the number of credits required in a program of study. (1 year program = 2 years; 2 year program = 3 years).

NOTIFICATION OF FINANCIAL AID WARNING AND INELEGIBILITY

Students will receive notification of financial aid warning or probation from the Financial Aid Office.

LENGTH OF FINANCIAL AID INELEGIBILITY

Students placed on financial aid ineligible for the first time will be ineligible for one academic term. The student will need to complete one semester or 12 credit hours at their own expense in order to regain eligibility.

Students on ineligibility for the second or subsequent time will be ineligible for one academic year. After being placed on financial aid ineligibility for a second or subsequent time, the student will need to complete the equivalent of two full-time semesters or 24 credit hours at their own expense in order to regain eligibility.

APPELLING FINANCIAL AID INELEGIBILITY

Students who wish to appeal ineligibility must provide a written appeal to the Appeals Committee within ten business days of the date of the notice of ineligibility. The written appeal should be supported by documentation including explanation of the situation(s) that may warrant an appeal (i.e. family member’s death, student’s illness or injury or other special circumstance). The student must explain why they failed to make satisfactory academic progress and what has changed in the student’s situation that would allow the student to demonstrate satisfactory academic progress during the next enrollment period. The Appeals Committee consists of the Financial Aid Officers and the Vice President of Student Services. Within ten business days of receiving the appeal, the committee will make a decision regarding the appeal and notify the student in writing of the decision. The committee’s decision shall be final. An approved appeal places a student on financial aid probation for the next period of enrollment.

FINANCIAL AID PROBATION

If a student’s appeal is granted the student will be placed on financial aid probation for the next period of enrollment. The student must maintain satisfactory academic progress during the period of enrollment by successfully completing at least 66.66% of the courses in which the student is enrolled and maintaining a 2.0 cumulative grade point average. The student may be required to adhere to an academic plan developed by the student's instructor(s) and Division Chair. Copies of the letters sent to students are given to the student’s instructor(s) and Division Chair.

ASSESSMENT

Flint Hills Technical College is committed to students at all levels of our institution. External and internal tools are utilized to determine the extent of student learning, workforce preparedness, and satisfaction related to all elements of the student experience. The goal of any well-designed institution wide assessment process is to identify the elements of instruction, service, and student preparation that are consistently effective, as well as, identify those areas that over time indicate a need for attention or improvement. It is important to note that when best practices based on statistical evidence indicated by valid data is identified and shared institution-wide, all students and stakeholders benefit. Flint Hills Technical College employs a variety of assessment tools to meet these goals and it is an ongoing, continuous process.

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 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 email account through the Reeble Student Success Center website. Ill students have trouble with their student computer accounts can receive help in the Reeble Student Success Center.

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 (i.e., illness, a death in the family), daily attendance is not always possible. Absences and tardies are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each department applies its own system, explained in each course syllabus, which may factor absences and tardies into the student’s daily and/or final grade and maintaining enrolled status in the program.

FINANCIAL AID PROBATIONARY STATUS

A student may be recommended to the administration for probationary status by the student’s instructor or the Chairperson of the division in which the student is enrolled. A student may also be placed on probation at the discretion of the administration. Students may be placed on probationary status for any of the following reasons:

1. Academic probation: The student's GPA falls below 2.0.
2. Conduct probation: In the view of the College officials, the student's conduct is unacceptable, but not serious enough to warrant suspension or expulsion.

A student's failure to satisfy the conditions of probation may result in the student's suspension, expulsion, administrative withdrawal and/or ineligibility for enrollment as determined by the administration, following consultation with the student's instructor and the Division Chairperson.

ACADEMIC PROBATION

The Vice President of Student Services reviews term and cumulative GPAs for each student at the end of each semester. Any student who has a cumulative GPA below 2.0 is sent a letter notifying the student that they are being placed on academic probation. The student is also notified in the letter that they have one semester to bring their GPA up to at least a 2.0. If the student is unable to bring their GPA up to a 2.0 after one semester the student will have to repeat courses in order to raise their cumulative GPA to at least 2.0. The student is notified in the letter that they have a cumulative GPA of at least 2.0 and no courses with a grade of “F” in order to graduate.

Suspension and Expulsion Procedures

A student who is suspended or expelled shall be afforded a cumulative GPA of 2.0 and no grades of “F” in order to graduate from FHTC.

Suspension and Expulsion Procedures

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 convictions 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, police officer, or another 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 class 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.
STUDENT LEAVE OF ABSENCE POLICY

1. The student must currently be enrolled in three (3) or more credit hours, seeking a technical certificate or an Associate Degree. One of the following extenuating circumstances must apply:
   1. A serious injury or illness to self, spouse or child (including custodial parents). Serious is defined as debilitating, life threatening or long-term care.
   2. Death of an immediate family member, spouse or child. If you are a dependent student then your immediate legal guardian would apply.
   3. Pregnancy

The student must be incapacitated for no more than 180 calendar days.

The student must have the intention of returning the first semester after their leave of absence ends or is terminated.

An institutional committee will make the determination upon receipt of the application for the leave of absence. The committee will determine the eligibility, length, and acceptability of the absence. All requests must include the proper documentation, i.e. doctor's statement, funeral program, etc. The committee will consist of the Vice President of Student Services, Dean of Instruction, Dean of Enrollment Management, and two faculty members (of whom should be the program instructor or Division Chairperson).

The student is then required to apply for readmission to the institution if their leave of absence takes place over 2 semesters; and the student needs to return on the third semester. If a student returns before their leave of absence has expired or the following semester, the student does not have to apply for readmission to the institution.

Please note, the student will not be able to apply for or receive financial aid during their leave of absence. Upon return to the institution, the student must complete the number of credit hours, previously enrolled, to satisfy the leave of absence. No additional changes will be imposed while the student is completing those hours and no federal aid will be awarded. Once the student has satisfactorily completed the leave of absence requirements, they may enroll the following semester and apply for financial aid at that time. In the interest to resume attendance following the leave of absence, the student must be treated as a withdrawal. In that case, the date the student began the leave of absence will be the student's withdrawal date for the Return of Title IV Funds (RT4) calculation. The RT4 calculation will be performed and federal funds will be returned, if necessary, based on that calculation.

FILING A REPORT

Students have the right to be heard and their reports 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 report to their Division Chairperson. If unsuccessful after visiting with the Division Chairperson, students are encouraged to seek assistance from the Academic Advisor/Counselor and, if no relief is found after visiting with the Academic Advisor/Counselor, from the Vice President of Student Services. Official report forms can be obtained in the Rehee Student Success Center or on the FHTC website.

Otherwise, a student may file a report with the President regarding an employee, rule or regulation. The report must be filed in writing within 20 calendar days following the act or event from which the report arose. The written report must contain specific details regarding the incident, employee or school regulation, which is perceived to have been done in an unfair, unreasonable or discriminatory manner. If the President determines that the report is not timely filed, the report will be rejected. The President will determine whether the report is one that allows for a report to be reviewed and, if so, the President will review the report and, 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 report to their Division Chairperson. If unsuccessful after visiting with the Division Chairperson, students are encouraged to seek assistance from the Academic Advisor/Counselor and, if no relief is found after visiting with the Academic Advisor/Counselor, from the Vice President of Student Services. Official report forms can be obtained in the Rehee Student Success Center or on the FHTC website.
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 course work 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 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 Reeble Student Success Center or on the FHTC website). The Scholastic Dishonesty Appeal Form will be reviewed by the investigator, Division Chairperson and Vice President of Instructional Services. A written response will be given to the student within 10 calendar days of receiving the report.

DISMISSAL OF STUDENTS AND STAFF DURING A CRISIS

In the event of a crisis, whether on campus grounds or in campus buildings, Flint Hills Technical College policies are designed to insure the health and well-being of each student and employee; therefore, Flint Hills Technical College needs your help. Safety and security are everyone's responsibility; familiarize yourself with recommended security and prevention methods. Flint Hills Technical College works in conjunction with the Emporia and Lyon County K-12 school enforcement agencies on an annual basis to gather calendar year statistical information regarding crime on campus, at branch campuses, in or on a non-campus building or property involving Flint Hills Technical College students or staff during FHTC-related activities or events.

Data is compiled during January of each year and the Campus Security Report is updated and distributed to all current students, faculty, and employees in February of each year. The Campus Security Report is created on an annual basis and made available to all prospective students, current students, college staff and the community. The Campus Security Report is distributed to all students and employees each fall and spring semester via email.

SECURITY POLICIES

Flint Hills Technical College policies are designed to insure the safety, staff and all properties are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

DISMISSAL OF STUDENTS AND STAFF DURING A CRISIS

FHTC may dismiss students, and possibly staff during a crisis. The President of the College, or designee, has the authority to dismiss students at any time deemed as necessary. FHTC does not dismiss students during the closing of the campus due to severe weather severe threat when specifically authorized by the President of the College or designee. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to stay and report to designated safe areas in the event of a crisis. During a crisis adult students are asked to inform their instructor or some other school official before leaving campus.

BUILDING EVACUATION PLAN

Evacuation of FHTC buildings and/or premises may be required in the event of, or suspicion of: armed assault; bomb threat; explosion threat; fire threat; interior chemical contamination; natural gas leak threat or riot threat. Evacuation will be signaled by sounds of the FHTC fire alarm or by telephone except in the case of a natural gas leak threat. In the case of a natural gas leak threat, do not pull the fire alarm or utilize the telephone. Students and visitors will be notified that evacuation is required. Move quickly and safely out of the designated exit for your room to the designated safe area (as indicated on the Evacuation Map plan outside of every classroom/lab/office).

BUILDING LOCKDOWN DURING A CRISIS

A crisis situation may arise when it is prudent to lock FHTC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, a hostage situation, or sniper fire. The President of the College, or designee, has the authority to initiate a lockdown at any time deemed necessary. Notification to initiate lockdown procedures will be given via courier, text message, computer notification or by telephone. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital. If lockdown is required, students are asked to move quickly to the designated safe area and not leave that area until instructed to do so.

BUILDING SHELTER PLAN

Taking shelter in FHTC buildings and/or premises may be required in the event of or suspicion of a civil defense threat; exterior chemical contamination or severe weather threat. A shelter area is located in the Main Building in the Division of Health and in the Technology Building in the West hallway. The need to take shelter may be signaled by the sounding of the Emporia civil defense sirens and/or by telephone.

CAMPUS CRIME REPORTING

Except in extreme circumstances, students and staff should notify a College administrator if the police department needs to be contacted. The administrator will place the call to the proper authorities. Once a College administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a written report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger:

a. no later than the next scheduled day of class if there is no immediate danger to the campus community or,

b. as soon as possible if there is imminent danger to the campus community.

REGISTERED SEX OFFENDER INFORMATION

The Federal Campus Sex Prevention Education Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate county and state officials notice of each institution of higher education in that state at which the offender is a student.

In accordance with Kansas State Statute 22-4904 (“Registration of Offender”), convicted sex offenders in Kansas must register with the county sheriff within 3 days of establishing permanent or temporary residence.

The Kansas Bureau of Investigation makes information concerning the presence of registered sex offenders available to local law enforcement officials and the public. It is then the responsibility of the municipal sheriff or municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify institutions if an offender or predator is enrolled, employed or carrying on a vocation at the college.

Any member of the FHTC community who wishes to obtain further information regarding sex offenders on campus may refer to the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state.

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

SEXUAL VIOLENCE / SEXUAL MISCONDUCT

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student and employee; therefore, FHTC is committed to creating a community that is free from acts of sexual violence. The Sexual Violence/Sexual Misconduct Policy complies with the Title IX of the Education Amendments Act of 1972 and the Campus Sexual Violence Elimination Act (section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013, known as the "Campus SaVE Act") Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact or sexual assault.

Sexual assault, as defined for purposes of this policy and procedure, is a crime. Degrees of sexual assault range from unwanted or coercive sexual contact to forced or coerced sexual penetration (Kansas State Statutes: 21-35517 and 21-3518). Acts of sexual assault are not tolerated at FHTC.

A victim/survivor of a sexual assault has the right to pursue legal proceedings against any alleged offender through criminal and/or civil court. A victim/survivor of a sexual assault has the right to pursue disciplinary action through FHTC in accordance with the Student Conduct Policy and the Suspension and Expulsion Procedure. Further, this can include expulsion from FHTC and/or criminal prosecution. In the event the alleged assailant is an employee of FHTC, that employee, if found to have perpetrated sexual assault, may be subject to disciplinary actions which could include termination and/or criminal prosecution.

DEFINITION OF SEXUAL ASSAULT

Sexual contact without consent is sexual assault. Outside of rape, sexual contact is outlined as touching, fondling, or grabbing another person's genitals or breasts without acquiring consent. Sexual contact is also considered touching, fondling, or grabbing any part of another individual's body with your own genitals or breasts without consent. Consent consistency is a fully functional adult giving approval for sexual contact. Coercion, intimidation, or forcing sexual contact is not consensual and is considered sexual assault.

WHAT CONSTITUTES SEXUAL ASSAULT

Forced:
1. If an individual forcibly touches your genitals, your breasts, or rear end even after you said, “No,” that is sexual assault.
2. The same is true of sexual intercourse or penetration of any form.
3. If you did not give consent, it is sexual assault.
4. If weapons such as guns or knives are used in rape and/or sexual contact.
5. If your attacker has a partner, who aids them in raping you or achieving sexual contact.
6. If you are drugged with alcohol or in any other way rendered unconscious prior to a sexual assault or any other unwanted sexual contact.

Coercion:
If an individual in authority claims he/she will take actions against you if you allow unwanted sexual contact or sexual intercourse. For instance, a teacher threatens or implies that to threaten to fail you in their class or give you a bad grade unless you have sex with them or allow them to touch you in a sexual manner. Individuals in authority include but are not limited to employers, parent(s), teachers, law enforcement officers and doctors.

Intimidation: Intimidation is the act in which one individual instills fear in another individual or group. Individuals known to intimidate include: bosses, law enforcement officers, and even individuals you may feel are your friends. Sexual assailants often use intimidation to achieve sexual contact or sexual intercourse with their victims. Sometimes threats used by these offenders include but are not limited to:

1. Threatening bodily harm or death of you or persons close to you.
2. Threats without consent. For example you all knowing sexual contact or sexual intercourse. For instance, a teacher threatens or implies that to threaten to fail you in their class or give you a bad grade unless you have sex with them or allow them to touch you in a sexual manner. Individuals in authority include but are not limited to employers, parent(s), teachers, law enforcement officers and doctors.

1. THREATENING BODILY HARM OR DEATH OF YOU OR PERSONS CLOSE TO YOU.
2. THREATS WITHOUT CONSENT.
Anonymous Reporting: The College recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the College allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they wish to take and also allows the crime to be counted in the campus crime statistics. Please note that even with anonymous reports, the College has an obligation to investigate; however, anonymous reporting may limit the ability to conduct an effective investigation.

DEFINITION OF STALKING
Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."
In accordance with applicable policies and procedures, FHTC will:

- Encourage student and/or employees to report domestic violence to designated officials.

The Vice President of Student Services is the designated liaison between the college and all outside resources jurisdictionally, with the Director of Human Resources playing an active role in community resources. FHTC maintains emergency response procedures for contacting law enforcement agencies when appropriate, and provides students and/or employees with clear instruction on the steps to take if students or employees observe anyone engaging in threatening behavior. The Vice President of Student Services or Director of Human Resources will discuss the limitations on confidentiality under Kansas law with victims of domestic violence. To protect all students, employees, and the victim, the college will take actions to assist in mitigating the reoccurrence of domestic violence on campus. Assistance may include, but is not limited to:

- Advising faculty (if an employee, their coworkers) and others as applicable on a need-to-know basis (i.e., Deans/Department Heads and/or administration) of the situation
- Temporarily relocating the victim to a secure area (if possible)
- Providing options for voluntary transfer or permanent relocation to a new campus or work site (if feasible)
- Escorts for entry to and exit from the building and campus
- Permitting a change of class and/or work schedule (if possible)
- Maintaining a copy of the abuser’s image and/or a copy of any current court orders of protection in a confidential on-site location.

The college may address any additional concerns raised by a situation in which both the victim and offender are either enrolled or employed at the college.

CONFIDENTIALITY OF INFORMATION
Information related to a student and/or employee being a victim of domestic violence will be kept confidential except when dictated by law, FHTC policy, or when necessary to protect the safety of the campus population.

- Reported information is kept private to the extent possible by federal and state law, and college policy, however Kansas law includes clear limitations on legal confidentiality.
- Confidentiality exists in certain instances for medical personnel, counselors, social workers, clergy, attorneys, and rape crisis counselors, but information may be required to be released through a subpoena or court order.
- Information reported to anyone not in one of the above named positions may have to be disclosed when required by law or pursuant to a subpoena.

When medical information is received from a student and/or employee who is the victim of domestic violence, such information remains confidential to the extent permitted and required by law including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act.

- When it is determined that maintaining confidentiality puts the victim or other students and employees at risk of physical harm, those individuals deemed necessary to protect the safety of the victim and other employees, or to enforce an order of protection, will be given the minimum amount of information required. When possible, the college will provide the victim of domestic violence with notice of the intent to provide information to other employees and/or law enforcement.
- Some examples of situations where confidentiality cannot be maintained include:
  - Law enforcement officials investigating a report of domestic violence or incident that occurred on the campus will be provided relevant information in accordance with legal requirements when requested.
  - Faculty or administration, and first responders may be informed about a report of domestic violence or incident that occurs on campus, if it is necessary to protect the safety of the student and/or employee or other individuals on campus.

WORKPLACE SAFETY PLANS
In accordance with applicable policies and procedures, FHTC will:

- Make students and/or employees aware of their options and available resources
- Help students and/or employees safeguard each other

In accordance with applicable policies and procedures, FHTC is committed to creating a community that is free from acts of Dating Violence. Not unlike Domestic Violence, Dating Violence is controlling, abusive and aggressive behavior in a romantic relationship. It occurs in both heterosexual and homosexual relationships and can include verbal, emotional, physical, or sexual abuse, or a combination of these. Abusive partners may use a combination of the following tactics to control, manipulate and abuse a partner:

- Physical – hitting, pinching, shoving, restraining, destroying property, choking, threats of harm
- Sexual – rape, sexual abuse, or any coercion or manipulation of a partner to engage in sexual behaviors
- Emotional – insults, name-calling, yelling, threats, stalking, extreme jealousy, breaking into a partner’s home, or private, isolating a partner from friends or family, threatening to “out” a partner who is gay, lesbian or transgender, making someone account for their time, threats to harm themselves

Moreover, the college regards inappropriate behavior, unfair treatment or harassment of any individual to be inconsistent with its goal to provide an environment in which students, faculty, unclassified professionals, classified employees, and other members of the college community can develop intellectually, professionally, personally, and socially. These policies and procedures extend to all College personnel operating in a College-sanctioned capacity, both on and off campus.

EXPLANATIONS
The Age Discrimination in Employment Act of 1967 prohibits discrimination based on sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy with reference to employment of employees with regard to hiring, firing, tenure with privileges and compensations, and terms, conditions, or privileges of employment.

Under Title VII of the Civil Rights Act of 1964 no person on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Equal Pay Act of 1963 prohibits discrimination based on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy with reference to employment of employees with regard to hiring, firing, tenure with privileges and compensations, and terms, conditions, or privileges of employment.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits an employer from discriminating against a qualified applicant or employee because of his/her disability. To be protected individuals need to be qualified and able to perform the job with or without reasonable accommodation from the employer. Discrimination based on disability in any program or activity receiving Federal financial assistance is prohibited under Sections 503 and 504 of the Rehabilitation Act of 1973.

The Vietnam Era Veterans’s Readjustment Assistance Act of 1974 prohibits discrimination based on veteran status in federally assisted programs and it requires affirmative action to employ and advance in employment of veterans. Veterans protected by this act are Vietnam veterans, veterans with service-connected disabilities, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

SEXUAL HARASSMENT
Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under the Civil Rights Act of 1963 with respect to any individual. Making a report of sexual harassment is also considered to be sex discrimination and is therefore likewise illegal. No member of the college community shall engage in sexual harassment. For the
purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions which affect that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; or
4. Such conduct is not legitimately related to the subject matter of a course.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal or physical conduct that is prohibited include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature;
- A pattern of conduct causing discomfort, intimidation and/or humiliation that includes one or more of the following: comments or gestures of a sexual nature; sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Remarks of a sexual nature about a person's clothing or body; or
- Remarks about sexual activity or speculations about previous sexual experience.

RACIAL AND/OR ETHNIC HARASSMENT

Racial and/or ethnic harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964. No member of the college community shall engage in racial or ethnic harassment. Retaliation against an individual for making a report of racial and/or ethnic harassment will be treated as a violation of the racial and/or ethnic harassment policy. For the purpose of this policy, racial and/or ethnic harassment is defined as slurs and other verbal or physical conduct to race, ethnicity, or racial affiliation that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or participation in any college-sponsored activity;
3. Otherwise adversely affects an individual's academic or employment opportunities; or
4. Is not legitimately related to the subject matter of a course.

SEXUAL EXPLOITATION

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Nonconsensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

1. Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);
2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
3. Prostitution
4. Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

CONSENT

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. A person cannot consent if he or she is unable to understand what is happening or is disinclined, helpless, asleep or unconscious for any reason, including due to drug ingestion. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

One's own intoxication/incapacity is not an excuse for failure to recognize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., under the influence of drugs or alcohol, or in a state of "passing out" or "out of your mind" due to drug induced sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to create a consent; the existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar patterns that may be evidenced. Silence or the absence of resistance alone is not sufficient for consent or withdrawal of consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

BULLYING

Flint Hills Technical College prohibits bullying in any form either by any student or staff member towards a student, or by a student or staff member towards a staff member on or while using college property, in a college vehicle, or at a college-sponsored activity or event. Bullying is defined as repeated or severe, aggressive behavior; liable to intimidate or intentionally hurt, control or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the 1st Amendment. Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College’s control (e.g. not on or while using College property, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption, or can be shown to have occurred through use of college property. Otherwise, such communications are considered speech protected by the 1st Amendment. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. Any inappropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Pregnancy Policy

Flint Hills Technical College is committed to creating and maintaining a diverse and inclusive community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and includes, but is not limited to, discrimination in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Flint Hills Technical College hereby establishes a policy and associated procedures ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education’s (DOE) Title IX regulations, an institution that receives federal funding “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” According to the DOE, appropriate treatment of a pregnant student includes granting the student leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and then effectively reinstating the student to the same status as was held when the leave began. This generally means that pregnant students should be treated by Flint Hills Technical College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, FHTC will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began.

The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students’ requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations. In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion if possible. In progressive curricular and/or cohort model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

GRIEVEANCE PROCEDURES FOR FACULTY, STAFF, AND STUDENTS

RESPONSIBLE EMPLOYEES

Any employee of Flint Hills Technical College who a student could reasonably believe have the authority or duty to take action to address sexual violence including any employee bound by privilege and confidential relationships, such as licensed counselors or legal counselors. An employee who has been given the duty to investigate and report incidents of sexual violence or any other misconduct by students, faculty, staff, and others to the Title IX Coordinator or other appropriate school designee.

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Flint Hills Technical College will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator or Deputy Coordinators.

The procedures described below will apply to all grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.

TITLE IX COORDINATOR AND DEPUTY
The Title IX Coordinator is Lisa Kirmer, Vice President of Student Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu. The Title IX Deputy is Jacinda Kahle, Director of Human Resources. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, jkahle@fhtc.edu. The Title IX Coordinator is responsible for the following:

- Prepare and disseminate educational materials that inform members of the campus community of Title IX rights and responsibilities.
- Coordinate training for employees and students.
- Receive and process inquiries from students, employees, guests, visitors, and other third parties regarding rights and responsibilities concerning behavior or suspicion of behavior in violation of Title IX.
- Issue findings of fact and recommendations for disposition of reports/complaints and notify all parties of disposition.
- Investigate alleged discrimination and/or harassment.
- Conduct institutional monitoring.
- Ensure compliance with state and federal law and regulations.
- Provide ongoing consultation to the President and other College officials.

AFFIRMATIVE ACTION OFFICER
While the Affirmative Action Officer is available to assist in the report process, he/she is not permitted to be an advocate for either party and is obligated to assure fairness to both parties and to protect the College's interests. For further information, contact the Affirmative Action Officer, Jacinda Kahle, Director of Human Resources, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, or jkahle@fhtc.edu. If the Affirmative Action Officer is not available at the time a report must be made, the report can be made by Lisa Kirmer, Vice President of Student Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu.

CONFIDENTIAL ADVOCATE
Micah Beatty, who serves as a confidential advocate is the Academic Advisor/Counselor for the College, mbetty@fhtc.edu, 620-341-1376. Brenda Carmichael is also a confidential advocate and Dean of Enrollment Management, bcarmichael@fhtc.edu, 620-341-1388. The confidential advocates can provide sensitive intake and initial counseling, prepare reports, provide advocacy and/or assisting those involved in grievances to navigate the process, resources and reporting options, refer individuals to appropriate resources and provide complete confidentiality. Micah Beatty and Brenda Carmichael may also serve as investigators in a situation where he/she was not contacted as a confidential advocate.

INVESTIGATORS
Brenda Carmichael, bcarmichael@fhtc.edu, 620-341-1388, Dean of Enrollment Management and Micah Beatty, mbetty@fhtc.edu, 620-341-1376, Academic Advisor/Counselor have been trained as Title IX Investigators. Both have offices on the main campus at 3301 West 18th Avenue, Emporia, KS 66801. The role of the investigator is to conduct a thorough, reliable, and impartial investigation through interviews with all relevant parties and witnesses, obtaining all available evidence and accessing the Title IX Evidence and/or Affirmative Action Officer, if necessary. The Investigators present information gathered to either the Title IX Coordinator and/or Affirmative Action Officer, who will then render a final decision. In unusual circumstances or in a situation of conflict of interest, Jacinda Kahle and Lisa Kirmer have also been trained as investigators.

INTERIM REMEDIES/ACCOMMODATIONS
If, in the judgment of the Title IX Coordinator/Affirmative Action Officer, the safety or well-being of any member(s) of the campus community may be at risk by the on-campus presence of the individual who is alleged to have violated the policy, the Affirmative Action Officer may provide interim remedies. These interim remedies are intended to address the short-term effects of harassment, discrimination, or retaliation, to redress harm to the alleged victim and the community and to prevent further violations. These remedies may include:

- referral to counseling and health services,
- education to the community,
- alternating classroom or building assignments for employees,
- providing campus escorts,
- implementing contact limitations between the parties,
- providing adjustments to academic deadlines, course schedules, etc.

Flint Hills Technical College may temporarily suspend a student, employee, guest, or visitor pending the completion of the investigation. In all cases in which an interim suspension is imposed, the individual will be given the opportunity to meet with the Title IX Coordinator to show cause why this suspension should not be implemented. The Title IX Coordinator, in consultation with the Affirmative Action Officer, may implement or stay an interim suspension under the Policy on Equal Opportunity, Harassment, and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion, termination, or potential legal action.

During an interim suspension or administrative leave, a student, employee, guest, or visitor may be denied access to College campus/facilities/events. This restriction includes classes and/or all other College activities or privileges for which the individual might otherwise be eligible. Further, alternative coursework options may be pursued to ensure as minimal an impact as possible on the suspending student.

INVESTIGATION
If the reporting party, or the College, based on the alleged policy violation, wishes to pursue a formal grievance, the following process occurs. A formal investigation will be initiated if a report indicates a policy violation and/or if documentation or evidence indicates sufficient facts, which if determined to be accurate, would support a finding that the College's Equal Opportunity, Harassment, and/ or Non-Discrimination policy/policies have been violated. Usually within 2 college business days of determining that grievance should proceed, the Title IX Coordinator will appoint an investigator to conduct an investigation. Investigators assigned to conduct an investigation will be impartial. In conducting investigations into violations of the policy, the Affirmative Action Officer will use a preponderance of the evidence standard in making factual determinations. A preponderance of the evidence standard means the fact(s) in issue is more probably true than not.

Investigation of grievances brought directly by those alleging harm should be completed expeditiously; however, the investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay, to allow evidence collection, when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded because civil or criminal charges involving the same incident have been filed or that convictions have been determined. Violations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

CONFIDENTIALITY
It is the responsibility of the Title IX Coordinator and/or Affirmative Action Officer and the responsible administrator to whom a report is submitted, to maintain confidentiality while still ensuring, for an investigation, providing a remedy for individuals injured by discrimination or harassment, and allowing respondents to reply to reports. Investigators involved in the investigation process are also obligated to maintain confidentiality, and other individuals are expected to maintain confidentiality as to not hinder the investigation process. The College cannot guarantee reporting parties, respondents, or witnesses absolute confidentiality because the College is obligated to investigate reports.

ACCESS TO INFORMATION
Flint Hills Technical College will control access to information pertaining to reports, investigations, and outcomes of sexual violence reports by means appropriate to the circumstances. The institution follows all local, state, and federal mandates regarding privacy and confidentiality.

Statement of the Rights of a Reporting Party Bringing a Grievance

• To be treated with respect by Flint Hills Technical College officials.
• To take advantage of campus support resources.
• To experience a safe living, educational and work environment.
• To have an advocate during this process.
• To decline to have an allegation resolved through conflict resolution procedures.
• To receive amnesty for policy violations (such as alcohol or drug violations) that are ancillary to the incident.
• To be free from retaliation.
• To have grievances heard in accordance with these procedures.
• To have full participation in any investigation process.
• To be informed in writing of the outcome/resolution of the grievance, including the rationale for the outcome for the person where permitted.
• To receive assistance filing a report with law enforcement.
• To request accommodations/adjustments with employment and scheduling.
• To request or benefit from a no contact order.

Statement of the Rights of the Responding Party

• To be treated with respect by Flint Hills Technical College officials.
• To take advantage of campus support resources.
• To have an advocate during this process.
• To decline to have an allegation resolved through conflict resolution procedures.
• To be free from retaliation.
• To have the opportunity to refute charges and provide evidence in accordance with these procedures.

FILING A GRIEVANCE REPORT
Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator or the Affirmative Action Officer. It is also possible to notify the College to maintain confidentiality. These remedies may include:

• To have the opportunity to refute charges and provide evidence in accordance with these procedures.

REPORT EVALUATION AND INTAKE
Following receipt of a notice or report, the Title IX Coordinator, in consultation with the Affirmative Action Officer will offer/make available advocacy services to the reporting party. The reporting party will be notified of his/her rights. Normally, within two College business days, an initial determination is made whether a policy violation may have occurred and whether conflict resolution might be appropriate. If the report does not appear to allege a policy violation or if conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation.

The College is required to conduct a full investigation if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business day period. The Title IX Coordinator can extend the period as necessary for appropriate cause with notice to the parties.
INVESTIGATION TIMEFRAME
The College will strive to complete the investigation and hearing, if applicable, in a reasonable time frame. The Title IX Coordinator and/or Affirmative Action Officer will meet or speak with each party at the start of the investigation. In all investigations, the investigator will meet with the reporting party throughout the investigation as appropriate.

INVESTIGATION PROCEDURE
The investigation will include the following steps:

1. Notice to Respondent
   - The investigator will provide a statement of the report in writing, and the reporting party will be provided a copy of this notification.
   - The investigator will provide an opportunity to meet with the investigator(s) to inquire about the report and to respond to the allegations. Respondents may respond to the investigator in writing within a reasonable time to be determined by the investigator(s). If the respondent chooses not to participate or refuses to answer a question, the investigator(s) discretion may provide relevant information regarding the report.

2. Notice Regarding Retaliation
   - The investigator(s) will notify the reporting party and respondent of any investigatory action that may result in appropriate responsive actions. Conflict resolution will not be the resolution mechanism used to address grievances of sexual misconduct or behavior of any kind or in other cases of serious violations of policy. It is not necessary to pursue conflict resolution first to make a formal report. Anyone participating in conflict resolution can stop that process at any time and request a resolution.

3. Resolution
   - Resolution can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment, and Nondiscrimination, at any time during the process. The Title IX Coordinator will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation.

INVESTIGATION FINDINGS
The investigator(s) will provide a written summary of their findings to the respondent and the reporting party within a reasonable time frame after the conclusion of the investigation. The Title IX Coordinator will notify the parties of the investigator(s) written report, which will include the investigation findings and recommendations to the Title IX Coordinator and/or Affirmative Action Officer who will determine the appropriate action to be taken in light of the investigation findings and recommendations. The Title IX Coordinator and/or Affirmative Action Officer will have 20 working days from receipt of the investigation findings and recommendations to determine an appropriate resolution(s). Upon making a decision, the Title IX Coordinator and/or Affirmative Action Officer will simultaneously provide written notification of the decision to both the respondent and the reporting party.

Grievance Resolution
During or upon the completion of the investigation, the investigators will meet with the Title IX Coordinator and/or Affirmative Action Officer. Based on that meeting, the Title IX Coordinator and/or Affirmative Action Officer will decide whether there is reasonable cause to proceed with the grievance. If the Title IX Coordinator and/or Affirmative Action Officer decide that no policy violation has occurred or that the preponderance of evidence does not support a finding of policy violation, then the process will end.

The party bringing the grievance may request that the Title IX Coordinator make a determination based on extraordinary circumstances. If the party requests it, the Title IX Coordinator and/or Affirmative Action Officer may move to appeal. If there is reasonable cause to proceed with the grievance, the Title IX Coordinator will direct the investigation to continue. Or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution or a resolution based on the criteria below.

Sanctions
Sanctions or responsive actions will be determined by the Title IX Coordinator and/or Affirmative Action Officer after consideration of the report from the investigator. Factors considered when determining a sanction/responsive action may include:

- The nature, severity, and circumstances surrounding the violation
- The individual’s disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information known to the investigator
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

Employee Sanctions
Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Verbal Warning
- Written Warning (in which case a Performance Improvement Plan will be implemented)
- Suspension (administrative leave) with or without pay
- Termination of Employment

These actions are not necessarily progressive in nature and may be used as needed.

WITHDRAWAL OR RESIGNATION WHILE CHARGES PENDING
Students: Should a student decide to leave and not participate in the investigation, the process will nonetheless proceed in the student’s absence. If the student’s presence is not needed and that student will not be permitted to return to Flint Hills Technical College unless all sanctions have been satisfied. The institution will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

Employees: Should an employee resign while charges are pending, the records of the Affirmative Action Officer and Title IX Coordinator will reflect that status, as will Flint Hills Technical College responses to any future inquiries regarding employment references for that individual. The institution will act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

APPEALS PROCESS
Right of Appeal
Any decision of the Title IX Coordinator/Affirmative Action Officer or such other person as designated by the President may be appealed by the responding party or the reporting party within ten (10) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the Appeals Officer. A student or employee who fails to file a written notice of appeal to the Appeals Officer, within the times specified waives the right to appeal. Standard for Appeal
Any disciplinary action or responsive action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the Appeals Officer. An appeal shall be conducted for one or more of the following purposes:

- To determine whether the preliminary report was conducted fairly a) in light of the charges and evidence presented and b) in conformity with prescribed procedures. This gives the reporting party a reasonable opportunity to prepare and present evidence that policy was violated, and gives the responding party a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the reporting party was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of policy occurred.
- To determine whether the sanction imposed was appropriate.
- To consider whether the fact that the evidence was not sufficient to alter a decision or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time.

APPEALS

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Conflict Resolution
Conflict resolution is recommended for less serious, yet inappropriate, behaviors and is encouraged as a process to resolve conflicts. The Title IX Coordinator and/or Affirmative Action Officer will determine if conflict resolution is appropriate, based on the specific facts of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, the Title IX Coordinator or Affirmative Action Officer will facilitate a dialogue with the parties to arrive at an agreement if possible. Sanctions are not possible as the result of a conflict resolution process though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution and failure to abide by the accord can result in appropriate responsive actions. Conflict resolution will be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the report. If an investigation cannot be completed within 60 calendar days of receipt of the report, the investigator(s) will notify the reporting party and respondent of that fact and provide a timeframe for completing the investigation.

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If the Appeals Officer determines, in their sole discretion that the written appeals fail to meet the Standard for Appeal (noted above), they will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

If the Appeals Officer determines that an appeal is warranted the Appeals Officer will review the charges and imposed sanctions. The Appeals Officer shall decide whether the student has violated policy and whether the sanction imposed fits the nature of the violation. The Appeals Officer may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals any modifications of the original sanctions may not result in more severe discipline for the accused student. The Appeals Officer will render his/her decision in writing within three (3) college business days. The findings of the Appeals Officer shall be forwarded to the President.

Notification of Decision
The President’s Office shall inform the student or employee, in writing, of the Appeals Officer’s decision within three (3) College business days of the receipt of the Appeals Officer’s decision. The findings of the Appeals Officer shall be final.

Failure to Complete Sanctions/Comply with Responsive Actions
All responding parties are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified. Failure to follow through on conduct sanctions/ responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College and will be noted in a student's disciplinary file or employee personnel file.

RECORDS
In implementing this policy, records of all grievances, resolutions, and appeals will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

RETAILATION
Retaliation is generally any adverse action taken without a legitimate reason as a result of involvement in an administrative review of a report of unlawful discrimination or harassment. It is a violation of Flint Hills Technical College’s anti-harassment policies to retaliate against any individual involved in the report process. All responding parties are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified. Failure to follow through on conduct sanctions/ responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College and will be noted in a student's disciplinary file or employee personnel file.

ACCOUNTABILITY FOR STUDENTS AND/OR EMPLOYEES WHO ARE OFFENDERS
Students or employees may be subject to corrective or disciplinary action in accordance with Student Conduct Policy and Agreement of Employment, or Employment Contract, statutes, and regulations in the following situations:

• A student or employee has threatened, harassed, or abused an implementing partner using FHTC resources such as work time or equipment.
• A student or employee intentionally uses his/her job-related authority and/or college resources in order to:
  • Negatively impact a victim of domestic violence
  • Assist an abuser in locating a victim
  • Assist an abuser in perpetrating acts of domestic violence
  • Protect an abuser from appropriate consequences of their behavior.

ABUSE OF THE DISCRIMINATION REPORT RESOLUTION PROCESS
The College takes all harassment, sexual misconduct, and other forms of discrimination reports seriously. However, knowingly filing a false report is considered serious misconduct and is also subject to sanction. An individual who establishes a pattern of repeatedly filing frivolous reports that harass colleagues and/ or the report resolution process may lose the right to file reports for a specified period of time.

REVIEW
These policies and procedures will be reviewed and updated annually by the Title IX Coordinator, Affirmative Action Officer, Investigators and Appeals Officer. Modifications may be made to procedures that do not materially jeopardize the fairness owed to all parties involved. The team may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

FLINT HILLS TECHNICAL COLLEGE DRUG TESTING PROCEDURE
Flint Hills Technical College promotes an atmosphere conducive to a healthy, safe and secure learning environment, and is a zero-tolerance, drug free institution. In order to ensure the safety of everyone involved, including but not limited to those engaging in activities such as operating equipment or treating patients, Flint Hills Technical College enforces a drug testing procedure.

If an instructor suspects that a student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to participate in classes, operate equipment or treat patients until they prove they are drug free by voluntarily being drug tested. The cost of the drug test will be incurred by the College.

If the student agrees to a voluntary drug test and drug and alcohol usage is not verified, the student will be allowed return to classes. If drug or alcohol usage is verified through the drug test, the student will be reported to the appropriate law enforcement officials, and be subject to further disciplinary actions including but not limited to suspension or expulsion in accordance with the FHTC Drug-Free College Policy.

If the student does not agree to a voluntary drug test, the student will be asked to leave class for the day and will be counted as absent until they prove they are drug free by voluntarily being drug tested, and may be suspended or expelled in accordance with the FHTC Drug-Free College Policy.

In the case of a secondary student, the high school counselor and/or principal will also be contacted regarding the incident.
TOBACCO USE FREE AND SMOKE FREE CAMPUS POLICY

Flint Hills Technical College (FHTC) is a tobacco use free campus. The intention of this policy is to support the goal of creating a safe, healthy, respectful learning and working environment for students, faculty, staff, guests and visitors.

FHTC prohibits the use of any form of tobacco on campus. This includes, but is not limited to, all college buildings, facilities, grounds, parking lots, and any other property leased or managed by the college. Tobacco use in college vehicles is prohibited, regardless of location.

Furthermore, the sale and distribution of tobacco related items in all college facilities, or all college owned or leased grounds is prohibited.

This policy applies to anyone on the FHTC campus including students, faculty, staff, guests, visitors, consultants, vendors, patients, volunteers, and contractor employees.

For the purpose of this policy, tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cigars, bidis, kretek), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarettes, hookah and hookah-smoked products, pipes, butts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes are prohibited. This policy also prohibits the use of any product simulating the previously mentioned products.

FHTC is a smoke-free campus. Smoking is defined as lighting, burning, or use of tobacco in addition to any other material mentioned previously in this policy. Any person violating this policy may be issued a citation from Flint Hills Technical College. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease using tobacco products, they will be summarily denied access to all College educational facilities and events.

WEAPONS

Weapons (excluding carry concealed handguns) are not allowed at any campus site. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the College campus during, before and after school hours.
2. On the College campus at any other time when the College is being used by any College personnel or College group.
3. Off the College campus at a College activity, function or event.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

Concealed Handguns (CCH) and Open Carry Handguns

Flint Hills Technical College (FHTC) seeks to maintain a safe and secure environment in which to conduct educational, research and training activities.

Concealed Carry Handguns (CCH) is a handgun that a person who is not prohibited from possessing a firearm, under either federal or state law, may carry in a concealed fashion, except where prohibited in certain locations as detailed in state law (KSA 75-7c10) and by any applicable federal law. CCH laws refer to firearms defined as handguns, (NOT Rifles or Shotguns) that meet the states requirements (Pistols and/or revolvers).

The display or “open carry” of any handgun is strictly prohibited by college policy with the exception of in defense on one’s self or an immediate third person as stated above. Display is defined as the intention to present, exhibiting and/or drawing on a handgun from a position of concealment on one’s person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events.

On July 1st, 2017, CCH became legal on Flint Hills Technical College property, in accordance with State and Federal Laws. CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot or other parking area.

CCH individuals who carry a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard. The holster must have sufficient tension on the handgun to retain it in the holster. Any person may be held responsible to disciplinary action including but not limited to dismissal from the college and/or criminal prosecution for:

1. Intentionally displaying a concealed handgun without cause or reason
2. Possession of a handgun under the influence of alcohol or mind altering drugs
3. Leaving or storing, intentionally or unintentionally, a firearm in a location not authorized by this policy
4. Accidental or unintentional discharge of a firearm on college property
5. Threating or verbalizing , even in jest, to shoot another person with a concealed handgun (other than in self-defense)

Flint Hills Technical College will not maintain a list of concealed carry license holders. This information is not a matter of public record. Flint Hills Technical College employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status. Students and guests are also prohibited from storing a firearm on college property other than in a secured compartment in their vehicle. Persons who chose to store their weapons in their vehicles are encouraged to do so in a concealed manner in compliance with local, State and Federal laws, preferably in a locked compartment inside their vehicle. It is also advisable not to disclose the presence of said weapon to anyone other than authorities if asked.

Anybody, whether authorized by statute or not, CCH on property under FHTC control assumes all legal responsibility for any consequences arising therefrom, and agrees to hold FHTC and USD 253, their boards, administrators, instructors, employees and agents harmless for any claims, damages or costs incurred as a result of their CCH. Any person(s) found to violate this policy may have their firearm seized and secured by college security and /or law enforcement and will be subject to all appropriate penalties under college policy and applicable local and state laws. Severity of offense dictates severity of penalty, including, but not limited to suspension/expulsion, termination of employment, immediate removal from premises/pressing charges for criminal trespass, or referral to law enforcement.

Flint Hills Technical College reserves the right to change, modify or adapt this policy at any time for the safety of its students and staff.

SEARCHES OF COLLEGE PROPERTY

Lockers are the property of the College and the College reserves the right to open and conduct a locker search at any time upon reasonable belief that the locker contains illegal firearms, liquor,flammable material, dangerous weapons, narcotics, or other matter prohibited by law or College regulations on College property. Such search may be made without notice to the student to whom such locker has been assigned. Prohibited items recovered from a student’s locker shall remain in the custody of the College administration unless such items are turned over to law enforcement officials.

If it has been determined that there is reasonable cause to believe a student is in possession of an object which can jeopardize the health, welfare or safety of other students or College employees, that student shall be required to meet with administration. This determination may be based on any information received by administration or the staff. The student shall explain the reason for the meeting and requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. A search of the person will not be conducted. Any evidence recovered shall be turned over to the appropriate law enforcement authorities.

ACCESS TO CAMPUS FACILITIES

Campus facilities are restricted to those who have a legitimate purpose for being on the premises. Facilities will be secured and locked when classes are not in session. After-hours building access is limited. Locks and other equipment necessary to provide security to building, contents and occupants are checked regularly.

DRESS STANDARDS

Students and employees are expected to dress in a manner that is appropriate for the College environment. Individual departments may have their own dress standard, including the requirement to wear prescribed uniforms.

PARKING

Flint Hills Technical College will provide designated parking areas for vehicles, motorcycles, and bicycles. Handicapped parking will be designated and clearly marked. Students are to park in the east, west, and south parking lots of the main campus and to have their parking permits clearly visible on their rear-view mirrors. Violators are subject to fines and towing. Parking in the front (north) lot on the main campus is reserved for visitors. Students at the Welding Building, Downtown Campus or Adult Education Campus may park in designated areas other than those reserved as Handicapped Parking. In the absence of their issued parking permit, faculty, staff and student are eligible to get a temporary parking permit (available in the Reebe Student Success Center).

FOOD AND BEVERAGES POLICY

At the discretion of each instructor, the consumption of non-alcoholic beverages may be permitted in classrooms. The consumption of food items is restricted to the commons area. Under no conditions will food or beverages be permitted in computer labs or in labs containing sensitive electronic equipment or instruments. Students are expected to dispose of food and beverage containers in proper trash receptacles to keep their areas clean.

LITTERING

Littering of College property will be subject to student disciplinary procedures and may result in a fine or suspension.

COMMUNICATION DEVICES

Disruption from electronic communication devices such as cellular telephones and pagers will not be tolerated in class. Use of electronic communication devices by students in the classroom is up to the discretion of the instructor.

FIRST AID PROCEDURE

First aid in the event of injuries shall follow the guidelines for medical emergencies as outlined in the FHTC Crisis Management Plan. If the injury is of a more serious nature the ambulance service will be called (by calling 911). All programs maintain first aid kits.

The appropriate paper work (Student Incident Report Form) will be completed and given to the Vice President of Student Services.

Parents of minors will be notified by the Reebe Student Success Center. Appropriate family members will be notified by Administration or a designee.

DISPLAY OF INFORMATION

Information can be displayed and posted on campus with the approval of the Reebe Student Success Center. Information must be displayed only in designated areas.

A student or visitor can request to display information in Flint Hills Technical College buildings through the Reebe Student Success Center. The requested information must be reviewed by the Reebe Student Success Center to determine appropriate content and stamped with a “Posted” date.

SOLICITING

Without prior approval of the Vice President of Student Services, student organizations, clubs, community groups and commercial enterprises may not solicit students, staff or campus visitors. Such activities, if approved, will be restricted to those public areas specified by the Vice President of Student Services. (For the purpose of this policy, public areas on the campus are defined as the commons area and the courtyard.)

PROGRAM SPECIFIC HANDBOOKS

Students in the Division of Health and Human Services will receive a program specific policy and procedure handbook on the first day’s orientation.
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 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 any person or agency request be honored as long as the debt remains; however, the student will be permitted to receive the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

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 individuals. 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 form 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.

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, and 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 individuals. 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 form 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.

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 their transcript, nor will a person or agency request be honored as long as the debt remains; however, the student will be permitted to receive the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

CIVIL RIGHTS COMPLIANCE

Flint Hills Technical College fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements in accordance with the regulations of the Department of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity conducted by this institution.

TITLE IX COMPLIANCE

Flint Hills Technical College are hereby notified that the College does not discriminate on the basis of gender and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of gender in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Title IX should contact the Vice President of Student Services, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)-341-1384. The Vice President of Student Services has been designated to coordinate the institution's efforts to comply with Title IX.

REHABILITATION ACT OF 1973

Flint Hills Technical College does not discriminate on the basis of handicap and is required by Section 504 of the Rehabilitation Act of 1973 and as directed by the Department of Health, Education and Welfare not to discriminate on the basis of handicap in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Section 504 of the Rehabilitation Act of 1973 should contact the Director of Human Resources, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)-341-1384. The Director of Human Resources has been designated to coordinate the institution's efforts to comply with Section 504 of the Rehabilitation Act of 1973.

AMERICANS WITH DISABILITIES ACT OF 1990

Flint Hills Technical College is committed to comply fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people or to provide reasonable accommodations according to law. The policy of Flint Hills Technical College provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages or accommodations at the College.

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 620-341-4600.