

student handbook 2019-20



FLINT HILLS
TECHNICAL
COLLEGE

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FLINT HILLS TECHNICAL COLLEGE

2019-2020 Student Handbook

Flint Hills Technical College

Main Campus

3301 West 18th Avenue

Emporia, KS 66801

Extension Campuses:

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This publication should not be considered a contract between Flint Hills Technical College and any student. Flint Hills Technical College retains the right to make changes in programs, course offerings, policies, graduation requirements, tuition, fees and refunds without notice.

Notice of Nondiscrimination - 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 nondiscrimination contact the Director of Human Resources at 620.343.4600.

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

FHCTC's Campus Security Report located at fhctc.edu/web/pub/security-report provides information including crime statistics and procedures. A paper copy will be provided upon request.

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.



Dr. Dean Hollenbeck

Dr. Dean Hollenbeck
President, Flint Hills Technical College

2019-2020 ACADEMIC CALENDAR

AUGUST 2019

- 19 First Day of Fall Semester Classes
- 28 Ice Cream Social, Main Campus and Downtown Campus, 11:00 a.m.
Student Engagement Fair, 11:00 am to 12:30 pm Main Campus

SEPTEMBER 2019

- 2 Labor Day, No Classes-College Closed
- 11 Student Senate Meeting, 11:30 a.m.
- 12 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 19 Financial Aid Disbursement for fall semester
- 23 Last day to drop a 1st quarter class with a grade of "W"
- 25 Student Senate Meeting, 11:30 a.m.
- 30 Student Assessment/Advisement Week through October 4

OCTOBER 2019

- 7 Enrollment for new students begins
- 9 Student Senate Meeting, 11:30 a.m.
- 10 Wrangler Rally Day (Classes may or may not be in session, depending on each program)
Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 11 Graduation application deadline for December 2019 graduates
- 15 End of the First Quarter of the Fall Semester
- 17 Second Financial Aid Disbursement for fall semester
- 23 Student Senate Meeting, 11:30 a.m.
- 28 Last day to drop a full semester class with a grade of "W"
- 31 Halloween Costume Contest, 11:30, Student Commons

NOVEMBER 2019

- 6 Student Senate Meeting, 11:30 a.m.
- 5-6 ESSDACK Career/Post-Secondary Expo (Classes may or may not be in session, depending on each program)
- 11 Veteran's Day, No Classes-College Closed
- 14 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 20 Student Senate Meeting, 11:30 a.m.
- 22 Last day to drop a 2nd quarter class with a grade of "W"
- 25-27 Thanksgiving Break, No Classes
- 28-29 Thanksgiving Break, No Classes College Closed

DECEMBER 2019

- 4 Student Senate Meeting, 11:30 a.m., Conference Room A
- 12 Division of Health and Human Services CSO Meeting, 2:30 p.m.
National Technical Honor Society Induction Ceremony, 4:00 p.m.
- 20 End of Fall Semester
Graduation Practice-8:30 a.m., Commencement-6:30 p.m. Downtown Campus
Nursing Pining-4:00 pm., Main Campus
- 23 Winter Break Begins, No Classes-College Closed Dec. 23 – Jan. 1

JANUARY 2020

- 1 New Year's Day, No Classes-College Closed
- 13 First day of the spring semester
- 16 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 20 Martin Luther King Day, No Classes-College Closed
- 22 Pizza with Student Senators, 11:15 a.m. – 12:15 p.m., Student Commons

FEBRUARY 2020

- 5 Student Senate Meeting, 11:30 a.m.
- 7 Dental Assisting Blood Drive, 9:00 a.m. – 2:00 p.m., Conference Rooms A – C
- 13 Financial Aid Disbursement for spring semester
Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 24-28 Assessment/Advising Week
- 17 Last day to drop a 3rd quarter class with a grade of “W”
- 17 Enrollment for returning students begins
- 24 Enrollment for new students

MARCH 2020

- 4-8 Student Assessment/Advising Day (Date subject to change, depending on each program)
- 4 Student Senate Meeting, 11:30 a.m.
- 8 Graduation application deadline for May 2020 graduates
- 9-13 Spring Break, No Classes
- 17 End of 3rd Quarter of Spring Semester
- 19 Second Financial Aid disbursement for spring semester
Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 25 Student Senate Meeting, 11:30 a.m.
- 30 Last day to drop a full-semester spring class with a grade of “W”

APRIL 2020

- 2 Jr. Wrangler Rally Day
- 8 Student Senate Meeting, 11:30 a.m.
- 9 Division of Health and Human Services CSO Meeting, 2:30 p.m.
- 10 Good Friday, No Classes – College Closed
- 22 FHTC Career Fair
Welding Reverse Career Fair
- 23 Last day to drop a 3rd quarter class with a grade of “W”
- 24 Foundation Gala – Civic Auditorium

MAY 2020

- 6 Student Senate Meeting, 11:30 a.m.
- 7 Division of Health and Human Services CSO Meeting, 2:30 p.m.
National Technical Honor Society Induction Ceremony, 4:00 p.m.
- 13 End of the Year Bash, 11:15 a.m. – 12:30 p.m., Student Commons
- 15 Last Day of Spring Semester Classes
Graduation Practice, 8:30 a.m. WLW Auditorium
Dental Hygiene Pinning, 6:00 p.m.
- 16 Spring Commencement, 10:00 am WLW Auditorium
- 25 Memorial Day, No Classes-College Closed
- 26 First Day of Summer Semester Classes

JUNE 2020

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

JULY 2020

- 3 Independence Day Observed, No Classes-College Closed

AUGUST 2020

- 7 Last Day of Summer Semester Classes

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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, a 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 institutional 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:

Automotive Technology
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. 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.

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. 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. 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
 Hospitality Dietary Management
 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 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.

Career Consortium

Flint Hills Technical College is the designated higher education institution for the Flint Hills Career Consortium, which is composed of 12 school districts. Working through the consortium, area high schools have developed recommended sequences of courses for students to take in preparation for entrance to Flint Hills Technical College. Students planning to enroll at Flint Hills Technical College should work with their high school counselors to select the designated classes to take while in high school. Individuals interested in learning more about the Career Consortium program are encouraged to contact the Flint Hills Technical Admissions Representative.

Customized Training

Flint Hills Technical College is prepared to respond quickly to the unique training needs of area business and industries. Specialized programs can be developed and delivered either on-site or at one of the Flint Hills Technical College facilities and can be formatted and scheduled to the specifications of the customer. Business and industry representatives are encouraged to call for a no-obligation visit.

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.

Campus Visits

Before enrolling in the college, prospective students are encouraged to visit the campus. Only through personal experience can a well-informed decision be made, and the choice of a college is one of the most important decisions a person makes in a lifetime. Flint Hills Technical College encourages visitors, whether they are considering enrolling, gathering information or are just curious. The campus is open year-round, and there is always a staff member available to answer questions and provide information. Although visitors are encouraged to schedule an appointment, drop-ins are welcome.

Degree Plan

Each degree-seeking student who enrolls at least half time will prepare a 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 certificate 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. The student must have 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. 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.

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 in their field of study. Historically, over 95 percent of FHTC graduates have secured employment or have been accepted for enrollment in other higher education institutions following completion of their programs of study. 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.

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 his/her 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 also 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 (DVR) 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 fill in the appropriate information on 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
- Tutor
- Interpreter
- Copies of notes
- Lecture outline or notes from instructor

Auxiliary aids examples:

- Taped texts
- Note taker
- Interpreter
- Reader
- Telecommunications devices for deaf persons
- Assistive listening devices or systems

Within 14 days upon receipt of the Request for Accommodation and accompanying documentation, the Vice President of Students Services will contact the student in writing to confirm that the requested academic adjustment/auxiliary aid is approved, denied or an alternative is suggested.

Upon approval of the requested academic adjustment/ auxiliary aid each faculty member will be notified in writing of the required accommodations for the student. The student will also receive a copy of this notification via email.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed by an instructor(s) or that alternate accommodations need to be provided, the student may contact the Vice President of Student Services at lkirmer@fhtc.edu or 620-341-1325 or stop by the Reeble Student Success Center. Each semester the student's schedule of classes will be accessed by the Vice President of Student Services for the purpose of communicating accommodations with any new instructors. If a student changes any courses throughout a semester, the Vice President of Student Services needs to be notified in order to disseminate information to all of the student's instructors.

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.

Inclement Weather Plan

If severe weather forces the closing of the College, an announcement will be made by 6:00 a.m. on local radio and television stations for daytime classes. An announcement will be made by 4:00 p.m. on local radio and television stations for evening classes. Closings will also be posted on the FHTC website at www.fhtc.edu and students will receive an email notification through their stumail account. Students who have signed up for the RAVE text messaging alert system will also be notified through text message.

Television

- KSNT—Topeka
- WIBW—Topeka
- KAKE—Wichita

Radio

- KVOE, Emporia (AM 1400, FM 101.7, FM 104.9)

Honor Society

The Flint Hills Technical College Honor Society is affiliated with the National Technical Honor Society and promotes service, leadership, honesty, career development, knowledge and skills. The Honor Society recognizes and rewards student academic achievement and encourages goal setting. It provides a linkage between the College and business/ industry, and promotes the image of technical education at the local, state and national levels. Membership is based on academic performance, including a minimum overall GPA of 3.75, documentation of five hours of community service, instructor recommendation and payment of the membership fee.

Academic Honors Policy

Students may qualify for academic honors on the basis of academic performance each semester. Highest Academic Honors includes students who achieve a grade point average of A (4.0). Students whose grade point averages are between 3.5 and 3.99, with no grade lower than a C, will qualify for the Academic Honors.

Student Senate

Students who wish to assume a leadership role at Flint Hills Technical College are encouraged to participate in the FHTC Student Senate. The Student Senate is a service organization that contributes to the college in many areas, including planning and organizing school events and activities, departmental representation, input on college operations, serving as a voice for student concerns, and providing a forum for dialogue on the quality of student life at FHTC. Students elected to Student Senate are required to participate in monthly meetings and other campus activities. Students interested in joining the Student Senate should contact their advisor. Elections for Student Senate representatives are conducted at the beginning of the fall semester each year. Student Senators must maintain a 2.0 GPA or above.

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 the library 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, and videos in physical and virtual formats. Physical resources are available in the library and in many of the programs labs or classrooms. The electronic materials are available 24/7 from any internet connected computer. Information on how to access the library resources can be found on the library webpage libguides.fhtc.edu.

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

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

Tutoring

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

Bookstore

The FHTC virtual bookstore provides a convenient outlet for the purchase of textbooks. Students may order their textbooks online or view a listing of all books with ISBN numbers at fhtc.ecampus.com. The

College Store on the main campus also offers an assortment of FHTC clothing items, memorabilia and other practical items.

Student Messages

The Reeble Student Success Center staff will screen all calls to the College that are intended for students. Only those calls considered to be an emergency, or essential, will be delivered to the student.

Transfer of Credit for General Education Courses

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the FHTC Dean of Enrollment Management for evaluation and possible acceptance. Students requesting acceptance of general education coursework must submit an official transcript (not issued to student) from each former educational institution. A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Flint Hills Technical College.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon approval by the Dean of Enrollment Management. General education courses that are accepted for transfer will be used to calculate the student's cumulative grade point average.

General education coursework must be at the 100 level or above for which the student received a grade of D or better or the equivalent of 1.0 on a 4.0 scale.

If a student has completed an associate or higher level degree from an accredited institution of higher education, prior to entering a program of study at FHTC, the general education courses will be accepted in total for the FHTC general education requirements.

Students may apply to transfer up to nine (9) credits of general education through the College Level Examination Program (CLEP).

The Dean of Enrollment Management will consider up to six (6) credits of Advanced Placement courses to be applied toward the Associate of Applied Science degree.

All transfers of credit are subject to approval by the Dean of Instructional Services.

Transfer of Credit for Technical Education Courses

Technical education courses taken at another accredited post-secondary or higher education institution may be submitted to the FHTC Dean of Enrollment Management for evaluation and possible acceptance. The program instructor and appropriate Division Chair will make the determination of transferability with final approval by the Dean of Instructional Services.

Students requesting acceptance of technical education coursework must submit an official transcript (not issued to student) from each former educational institution. A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Flint Hills Technical College.

Technical education coursework transferred will not exceed the number of credit hours required in the first semester of the freshman year. All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and will be used to calculate the student's cumulative grade point average.

Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment. Technical education coursework taken at FHTC may be applied to the Associate of Applied Science degree for up to five (5) years from the date such coursework was completed.

Technical education coursework taken more than five (5) years before a request for transfer of credit is made, or FHTC coursework taken more than five years before a request is made, may be submitted to the Dean of Instructional Services and the appropriate Division Chairperson for evaluation.

Transfer of FHTC Technical Education Credit between Programs

With approval from the program instructor and Dean of Instructional Services, students may transfer program-specific courses in one program of study to other FHTC programs of study. General education coursework may be transferred from program to program within the institution.

Transfer of Courses from FHTC

Students wishing to transfer credit from Flint Hills Technical College to another higher education institution may request a transcript be sent from the Dean of Enrollment Management to the receiving higher education institution. The receiving institution will determine acceptance of FHTC coursework for transfer of credit. A mailed copy of a student's transcript is \$5.00 per transcript. Students can also order their transcripts electronically through National Student Clearinghouse (NSC).

Ordering Transcripts through NSC

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC 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 NSC to manage the ordering, processing, and secure delivery of student transcripts.

The benefits that students will realize from online transcript ordering include:

- Convenient 24/7 access
- Secure transactions
- Immediate, secure electronic transcript delivery worldwide (if there are no holds on your student account)
- Automatic order updates via mobile text alerts and email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript:

Flint Hills Technical College transcript requests can be made through the NSC website: <https://tsorder.studentclearinghouse.org/school/select> Step-by-step directions to order a transcript through NSC can be found at: <https://studentclearinghouse.org/mystudentcenter/knowledge-base/submitting-an-order/>

All transcripts sent through NSC 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. Transcripts must be paid by credit card at the time of the order. A hold on your account will not prevent you from requesting a transcript. 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 NSC.

Course Transfer

The Kansas Board of Regents has now approved many courses for guaranteed transfer among all Kansas public postsecondary institutions denoted with a **TB** symbol. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential. Beginning with the 2014 summer term, the following courses qualify for guaranteed transfer:

Acting I
Acting II
American Government
American Literature I
American Literature II
Anatomy & Physiology – 5 credit hours
Anatomy & Physiology – 8 credit hours
Art Appreciation
Art History I
Art History II
Biology I & Lab for Majors
Biology II & Lab for Majors
Calculus I
Chemistry I & Lab for Majors
Chemistry II & Lab for Majors
Childhood Growth & Development
College Algebra
Comparative Politics
Computer Concepts and Applications
Contemporary Math/Essential Math
Descriptive Astronomy & Lab
Descriptive Astronomy
Descriptive Astronomy Lab
Early Childhood Education
Elementary Statistics
English Composition I
English Composition II
Engineering Physics I & Lab
Engineering Physics II & Lab
Environmental Science and Lab
Environmental Science
Environmental Science Lab
Ethics
Financial Accounting
First Aid and CPR
French I
French II
General Biology & Lab for Non-majors
General /Business Calculus
General Chemistry & Lab for Non Majors
Human Lifespan/Developmental Psychology
International Relations
Interpersonal Communication
Introduction to Business
Introduction to Computers & Applications
Introduction to Criminal Justice
Introduction to Cultural Anthropology
Introduction to Drawing
Introduction to Early Childhood Education
Introduction to Education
Introduction to Linguistic Anthropology
Introduction to Literature
Introduction to Mass Communication
Introduction to Philosophy
Introduction to Political Science
Introduction to Psychology
Introduction to Social Work

Introduction to Sociology
 Introduction to Women's Studies
 Logic and Critical Thinking
 Macroeconomics
 Managerial Accounting
 Marriage and Family
 Medical Terminology
 Microeconomics
 Music Appreciation
 Music Theory I
 Music Theory II
 Nutrition
 Personal and Community Health
 Personal Finance
 Physical Geology & Lab
 Physical Geology
 Physical Geology Lab
 Physical Science I & Lab
 Physics I & Lab
 Physics II & Lab
 Principles of Leadership
 Public Speaking
 Social Problems
 Spanish I
 Spanish II
 Spanish III
 Stagecraft
 Theatre Appreciation
 Theatre Practicum
 Trigonometry
 US History to 1877
 US History since 1877
 World History to 1500
 World History 1500 to Present
 World Regional Geography
 World Religions

Visit www.kansasregents.org/transfer_articulation OR fhct.edu/web/site/transferability for more information.

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 who transfer 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 at one 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.kansasregents.org/transfer_articulation OR www.fhct.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:

I. 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 FHCT Handbook and catalog) apply.
3. Students may begin the intended program of study at the next available start date. (Some programs of study begin only in the Fall semester of each year).
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. CLEP, DANTES, 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 FHCT 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.

Students seeking FHCT course credits for prior learning initiate the process with the Academic Advisor/Counselor in the Reeble Student Success Center. Students are responsible for ensuring that all steps, forms, evidence and signatures are completed in order to receive the CPL for they are eligible.

FINANCE

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 deposit paid during registration is nonrefundable. 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% refund of tuition & fees
- After course begins- No refund, regardless of attendance

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

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

A \$100 non-refundable enrollment deposit is required at the time of registration for students enrolling in seven (7) credit hours or more. A \$50 nonrefundable enrollment deposit 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 Reeble 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 Reeble Student Success Center. Office for \$10.00.
3. Diploma. Diplomas may be replaced at a cost of \$10.00.
4. Graduation cap and gown.
5. Graduation announcements (10).
6. Facility usage.
7. Counseling/advising services.
8. Career Planning and Placement services.
9. Computer and computer lab usage.
10. Tutoring Services.
11. Web-based enrollment management software system.
12. 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.FHTC.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 FHTC must have the balance paid in full before enrolling in future classes.

Payment Plans

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

Veteran's Benefits

Flint Hills Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

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 to the requesting agency.

ENROLLMENT PROCEDURES

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 scheduled classes 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, a Student Schedule Add or Drop Form is completed and becomes a part of the student's permanent record. If a student is receiving financial aid, a copy of the Student Schedule Add or Drop 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 Student Schedule Add or Drop 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. The grade received when the course is retaken will be the grade counted in the student's grade point average. The grade received when the course was originally taken will not be factored into the grade point average once the course has been 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 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 Reeble 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:

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

How To Figure GPA

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

For example:

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

Term Totals:	14.00	36.00
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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 "F" will be entered automatically to the student's transcript.

Appealing a Grade

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

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

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 NSC

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC 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 NSC to manage the ordering, processing, and secure delivery of student transcripts.

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- Automatic order updates via mobile text alerts and email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript:

Flint Hills Technical College transcript requests can be made through the NSC website: <https://tsorder.studentclearinghouse.org/school/>

select Step-by-step directions to order a transcript through NSC can be found at: <https://studentclearinghouse.org/mystudentcenter/knowledge-base/submitting-an-order/> All transcripts sent through NSC 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. Transcripts must be paid by credit card at the time of the order.

Additional Information:

A hold on your account will not prevent you from requesting a transcript. 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 NSC.

FEDERAL FINANCIAL AID

The FHTC financial aid program is available to help students who need financial assistance to continue their education. While the financing of education is primarily the responsibility of the students and their families, financial aid programs take into account the wide variety of financial circumstances that can affect a student's ability to pay for education. The financial aid program consists of Pell Grants, Supplemental Educational Opportunity Grants, Work Study, Direct Loans, a large number of locally funded scholarships and Foundation scholarships.

The Financial Aid Office welcomes inquiries throughout the school year. In many cases, students who did not apply for financial aid prior to matriculation may qualify during the academic year to receive financial aid through grants, work-study or scholarships.

Students receiving financial aid must have applied and be admitted to the college, must be degree-seeking, must be enrolled in classes that will count toward the degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, High School Diploma, or been home-schooled. Previous college transcripts are required. All transcripts must be submitted to Student Services. Students may not receive aid if they fail to make Satisfactory Academic Progress in previous semesters.

Campus-Based Programs

The campus-based programs offered at FHTC are Federal Supplemental Educational Opportunity Grant (FSEOG) and 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 such factors 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 every eligible student with funds, each institution participating in any of the campus-based programs receives a certain amount of funds each 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 (FSEOG)

A FSEOG is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs)—and gives priority to students who receive Federal Pell Grants. An FSEOG

doesn't have to be paid back.

To be eligible for a FSEOG award at FHTC, a student must:

- Not have 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 be also awarded to part-time students who have already received funds in a prior semester with full-time enrollment.
- 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 Funds.
- Have unmet need after receiving an award.
- Complete employment application online through FHTC website.
- Complete interview, review Job Description and review Goals and Timelines for job completions with College Personnel.
- Comply with work restrictions relevant to College Restrictions.
- Maintain Satisfactory Academic Standards and be in good standing at the college and progress toward the completion of a technical certificate or degree based on College and Federal Standards.
- Apply annually for Federal Financial Aid (FAFSA) until completion of the student's program of study.

Your Federal Work-Study wages will be at least the current federal minimum wage, but they may be higher. Your total Federal Work-Study award depends on when you apply, your level of need, and the funding level of your institution. You will be paid by the hour. Your check will be available on the 1st and 15th of the month. Your Work-Study earnings could be applied directly to your institutional charges such as tuition, textbooks and some fees. Contact the Business Office at FHTC for more information.

Both on campus and off campus work study jobs may be available. If you work on campus, you'll usually work for your college. If you work off campus, your employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. Some Federal Work-Study jobs might be working for private for-profit employers which must be judged to be relevant to your course of study to the maximum extent possible. The amount you earn can't exceed your total Federal Work-Study award. When assigning work hours, your employer or financial aid officer will consider your class schedule and your academic progress. The work study job application is available online through the FHTC website. The Human Resources Office and the job supervisors will interview prospective Work-Study students.

Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only 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 office. If you're eligible 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.

Direct Student Loans

To receive Federal Direct Student Loans, students will need to complete and return the Award Letter. Students may request a lower amount than is indicated on the Award Letter but not a greater amount.

If accepting a loan for the first time, a Entrance Loan Counseling and Direct Loan Master Promissory Note (MPN) must be completed. These can be completed at www.studentloans.gov. Parents of dependent students may complete a PLUS MPN (Complete PLUS Request Process) at the site indicated above if they wish to apply and receive a Parent PLUS loan.

At the time of disbursement, a student must be enrolled and attending at least half-time (6 credit hours) to receive a student or PLUS loan. If enrollment has dropped to less than half-time before the disbursement of loan proceeds, the funds will be returned to the government and any future disbursements will be canceled. The student will still be responsible for all college charges that have not been paid as calculated by the business office.

Students must complete Exit Loan Counseling when enrollment falls below 6 hours, a student graduates or withdraws. Exit Loan Counseling can be completed at www.studentloans.gov.

Your Rights and Responsibilities as a Borrower

I have the right to:

- written information on my loan obligations and information on my rights and responsibilities as a borrower;
- a copy of my MPN either before or at the time my loan is disbursed;
- grace period and an explanation of what this means;
- notification, if the Department transfers your loan to another servicer without your consent;
- a disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it;
- prepay my loan in whole or in part anytime without an early-repayment penalty; and
- documentation when my loan is paid in full.

I am responsible for:

- completing exit counseling before I leave school or drop below half-time enrollment;
- repaying my loan according to my repayment schedule even if: I do not complete my academic program; I am dissatisfied with the education I received; or I am unable to find employment after I graduate;
- notifying my lender or loan servicer if I: move or change my address, change my telephone number, change my name, change my Social Security number, or change employers or my employer's address or telephone number changes;
- making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance; and
- notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance.

Direct PLUS Loan (Parent Loan for Undergraduate Students)

To receive a Direct PLUS Loan, a person 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 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.

Institutional and Endowed Scholarships

New and returning students can apply for institutional scholarships on our website at fhct.edu by March 1st for the upcoming year. Applicants will be considered for all institutional and endowed scholarships based on GPA, program and other criteria listed on the application. New students must submit a current high school or college transcript to Student Services for GPA determination. You must apply each year; scholarships are not automatically renewed.

The Federal Financial Aid Process

Using a formula established by Congress, the federal government will determine how much you, or you and your spouse or parents are expected to provide toward the cost of your education. The amount is called your Expected Family Contribution (EFC). Your EFC is based on the income and asset information you provide on your Free Application for Federal Student Aid (FAFSA). The same formula is used at every college so your EFC will be the same no matter which college you attend.

The cost of attendance used for determining your eligibility for financial aid is an estimate. It will include: a typical amount for tuition and fees, room and board, books and supplies, personal expenses and transportation for a student in your program.

When awarding financial aid, the EFC is subtracted from the cost of education. The remainder is the amount of need-based financial aid you may receive.

Federal Financial Aid Application

The federal aid application can be completed at fafsa.gov. Apply as soon after October 1st as possible for the next school year.

Verification

The central processor selects certain federal aid applicants for a process called verification. If selected for verification, the financial aid office will request additional information to verify the income and household information listed on the federal aid application. Applicants will be notified by email of documents required after submitting the federal aid application.

Renewal of Financial Aid

Financial aid awards are not automatically renewed. Students must complete a new FAFSA for each award year. Apply as soon after October 1st as possible for the next school year at fafsa.gov. At FHCT, the summer semester begins a new award year.

Award Letters

Financial aid award letters are emailed to the student email address after enrollment and completion of financial aid requirements. Estimates are available for students who have not completed the enrollment process.

Enrollment Requirements

Awards are based on full-time enrollment, which is a minimum of 12 credit hours per semester. Enrollment is verified each semester prior to disbursement of all funds. For students enrolled less than full-time, Pell Grant awards will be prorated and other awards may have to be adjusted. Students must be enrolled at least half-time (6 credit hours or more) to receive student loans. Most institutional scholarships are based on full-time (12 hours or more) enrollment.

Understanding Your Award Letter

A financial aid award letter identifies the aid available to each student based on program eligibility requirements, including grants, loans, and scholarships. Private or outside scholarships are estimated and contingent upon actual receipt of funds from the appropriate agencies. Award letters must be signed and returned to the financial aid office to complete the award process. All students with eligibility are offered loans. Loans can be declined or amounts changed on the award letter.

Awards are Subject to Change

A financial aid award may be reduced or canceled. The most common reasons for an award adjustment include changes in enrollment and over-awards due to the receipt of aid from other sources. An award may also be adjusted due to changes or inaccuracies in the information on which the award was based.

Disbursing Financial Aid

Funds are generally credited to a student's account on the 30th day from the start of the semester; provided all required documents have been submitted and processed. Tuition and all other allowable charges will be deducted from financial aid. Following the initial disbursement, funds are disbursed weekly. Students may authorize direct disbursement to their checking or savings account, or receive a paper check. Students must ensure their address is correct to avoid delays in receiving disbursements.

Purchase of Books and Supplies with Financial Aid Funds

Students with completed financial aid totaling more than tuition and fees will be able to use their excess financial aid to purchase books through fhct.ecampus.com. To purchase books with future financial aid, a book voucher will be sent to the student via student email. Book vouchers will not be issued until all financial aid requirements are completed. To purchase uniforms, tools and supplies with future financial aid, the business office will issue vouchers as needed. Students can also charge their tools with select vendors against their financial aid up through the first two weeks of classes. Participating vendors will be available during a scheduled time before or during the fall semester. Students may also visit vendor locations to purchase tools. Students will have to sign a charge form, authorizing use of financial aid funds to pay for the tools and confirm that any balance not covered by financial aid is the responsibility of the student. Please contact the financial aid office for amounts available to you, forms and information. Charges and financial aid funds applied will appear on a student's statement, as described above.

Student Employment

Work-study awards may be made to students with remaining unmet need after all scholarships and grants have been considered. Late outside scholarships and monetary awards will reduce loan eligibility before affecting work-study. Students should contact the Financial Aid Office if they are interested in applying for a work-study position. Applications are available through Human Resources. Work-study earnings are paid to the student on the 1st and 15th of each month.

Veterans Benefits

Veterans benefits are certified by Lisa Kirmer, Vice President of Student Services. Contact her at lkirmer@fhct.edu, 620-341-1325. www.fhct.edu/vet-services

Additional Financial Resources

Students are required to notify the Financial Aid Office of any additional financial resources (loans, scholarships, grants, waivers, vocational rehabilitation, etc.) received which are not listed on the Award Letter. These resources may cause adjustments and/or a reduction of the financial aid originally offered.

The Jones Foundation assists residents of Coffey, Osage and Lyon counties with educational costs. Visit jonesfdn.org for more information and application.

Kansas Works has educational assistance available for qualified applicants. Visit kansasworks.com for more information.

The Kansas Career Technical Workforce Grant is available for certain technical programs at FHTC. Visit kansasregents.org for more information and application. Application deadline is May 1st.

Additional scholarship information will be emailed to current students as opportunities are received by the financial aid office.

High School Seniors should check with high school counselors for additional local scholarship opportunities.

Keep Records

You should keep your account statements, receipts, financial records, award letters and enclosures until you graduate. These records constitute proof of payment and aid received. Student loan promissory notes and disclosure statements should be kept in a safe place until all loans are paid in full.

Your Address and Contact Information

It is critical that you have your correct permanent and local address on file with the FHTC Student Services Office. It is very important that FHTC has an accurate phone number as well. An incorrect address or phone number may cause delays and missed deadlines.

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.

Withdrawing

Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the total number of calendar days remaining in the term divided by the total number of calendar days in the term. The repayment amount is considered unearned aid that a student was not eligible to receive due to not completing the term, necessitating the repayment of funds. The college may have an obligation to repay funds that were paid directly to the student. If the college returns funds that were applied to the student's account, a balance due to the college by the student will result. Financial aid may not cover all unpaid institutional charges due to the college upon withdrawal. Failure to repay will prevent future enrollment at the college and release of transcripts.

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. Student has 45 days from the date the notification was sent to take one of the following actions:

- The student may repay the over-payment in full to the college; or
- The student may sign a repayment agreement with the college; or
- 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.

General Terms

Academic Year: A period of time used to measure a quantity of study. Flint Hills Technical College's academic year consists of a summer, fall and spring semester.

Award Year: School year for which financial aid is used to fund a student's education. Generally, this is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year.

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 semester 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.

Cost of Attendance (COA): The total amount it will cost a student to go to school—usually expressed as a yearly figure. It is determined using rules established by law. The COA includes tuition and fees; a housing and food allowance; and allowances for books, supplies, transportation, and, if applicable, dependent care, costs related to a disability, personal and miscellaneous expenses, including an allowance for the rental or purchase of a personal computer. For students attending less than half-time, the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses. Talk to the financial aid officer at the College if you have any unusual expenses that might affect your cost of attendance.

Default: Failure to repay a loan according to the terms agreed to when you signed a promissory note. In many cases, default may be avoided by submitting a request for a deferment or cancellation and by providing the required documentation prior to reaching the point in which you will be considered in default. The consequences of default are severe. Students who are in DEFAULT must contact the U.S. Department of Education to see how they can get out of default prior to receiving any federal financial aid.

Eligible Noncitizen: A U.S. national (includes natives of American Samoa or Swains Island), U.S. permanent resident (who has an I-151, I-551 or I-551C [Permanent Resident Card]), or an individual who has an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:

- "Refugee"
- "Asylum Granted"
- "Cuban-Haitian Entrant (Status Pending)"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa (T-2, T-3, or T-4, etc.) holder
- "Parolee" (You must be paroled into the United States for at

least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

If you meet the noncitizen criteria above, you are eligible to receive federal student aid. Some noneligible 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 Program: All programs leading to a Technical Certificate or Associate Degree at FHTC meet the U.S. Department of Education's requirements for an eligible program. To get federal financial aid, you must be enrolled in an eligible program.

Expected Family Contribution (EFC): The formula used to calculate your EFC is established by law and is used to measure your family's financial strength on the basis of your family's income and assets. The EFC is used to determine your eligibility for federal student aid. The Department of Education determines your EFC.

Financial Aid Award: The total amount of financial aid (federal and non-federal) a student receives.

General Education Development (GED) certificate: A certificate students receive if they have passed a specific, approved high school equivalency test. Students who do not have a high school diploma but who have a GED may still qualify for federal student aid.

Half-time: At schools measuring progress in credit hours and semesters, trimesters, or quarters, half-time enrollment is at least six semester hours or quarter hours per term. Half-time enrollment is not a requirement to receive aid from the Federal Pell Grant, FSEOG or Federal Work-Study Programs.

Regular Student: One who is enrolled in an institution to obtain a degree. Generally, to receive aid from the programs discussed in this college catalog, one must be a regular student.

Satisfactory Academic Progress (SAP): To be eligible to receive federal student aid, one must maintain satisfactory academic progress toward a diploma or degree. One must meet the College's written standard of satisfactory progress. Selective Service Registration: If required by law, one must register, or arrange to register, with the Selective Service to receive federal student aid. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years old, and are not currently on active duty in the U.S. Armed Forces.

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 economical and 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-supported college. Financial Aid Recipients must meet the following standards to maintain eligibility for student financial aid.

1. GPA – Minimum 2.0 cumulative GPA.
2. PACE – Students must successfully complete 66.66% of all hours attempted. This includes courses attempted even if financial aid was not received.
3. Maximum Time Frame – Students must be able to complete their program of study within 150 percent of the credit hours required for their degree. In most cases an Associate Degree must be completed within 96 credit hours and a certificate must be completed within 48 credit hours.

Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation. 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 transferred to the College and will be used to calculate 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.

Federal Guidelines

- Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Loan (subsidized and unsubsidized), & Parent Loan.
- SAP is also required for the State of Kansas programs.
- The SAP policy for students receiving financial aid must be at the same level as for students not receiving aid and it must be applied consistently.
- The policy includes both a qualitative measure (cumulative grade point average-CG PA) & a pace (quantitative) measure including maximum hours for degree completion.

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 Ineligibility

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 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 Ineligibility

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

Length of Financial Aid Ineligibility

Students placed on financial aid ineligibility 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 credits hours at their own expense in order to regain eligibility.

Appealing Financial Aid Ineligibility

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 throughout the period of enrollment and during the probationary period. The academic plan will be developed by the Vice President of Student Services in conjunction with the student. If the student is able to maintain satisfactory academic progress during the probationary period the student will be in good standing for financial aid. If the student is not able to maintain satisfactory academic progress during the probationary period the student will become ineligible for financial aid.

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. Students having 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. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus.

Online Attendance Policy

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Flint Hills Technical College requires regular, substantive interaction between faculty and students for online courses. Instructors are required to monitor and track student attendance. An online course is considered as "meeting" at least once a week. Students are required to "attend" an online course through communication or submission of some work, as defined by the course instructor, every 7 days. Students who do not communicate or submit work at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be counted as absent for that week. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course Policy. Students will be notified in writing that they have been administratively withdrawn and must apply for readmission before continuing the class. Readmission must be accomplished in coordination with the Dean of Enrollment Management, Vice President of Student Services and the appropriate Division Chairperson, who will jointly determine, following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission. In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

Student Conduct

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, foul language, coercion, threat, intimidation, fear, passive resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the College.

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 re-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

GPA's 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 must have a cumulative GPA of at least 2.0 and no courses with a grade of "F" in order to graduate.

Students that have a 2.0 cumulative GPA but received a GPA below 2.0 for the semester and at least one grade of "F" are sent a letter of warning. The letter explains that the student must have a cumulative GPA of 2.0 and no grades of "F" in order to graduate from FHTC. Copies of the letters sent to students are given to the student's instructor(s) and Division Chair. Exceptions to academic probation and the repetition of courses can be made depending on the student's individual situation and recommendation from the instructor(s). Any exceptions must be approved through the Dean of Instruction.

Conduct Probation

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Vice President of Student Services consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation. A student placed on conduct probation is asked to meet with the Vice President of Student Services, program instructor(s) and Chairperson of the division in which the student is enrolled. The student receives a Conduct Probation form that outlines the concerns and charges against the student, the basis of the charges and the probation conditions.

The student has an opportunity to respond to the charges. The Vice President of Student Services explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

Suspension and Expulsion

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

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

Suspension and Expulsion Procedures

A student who is suspended or expelled shall be afforded an opportunity for a hearing. If a hearing is not held prior to a short-term suspension (not exceeding five 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. Before a student is given a long-term suspension (not to exceed 90 class days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to

be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student. Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Administrative Withdrawal

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

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

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

Readmission

Students seeking readmission must comply with all entrance requirements of the College, including any new general or program-specific admission requirements. If the student did not complete the course(s) in which they were enrolled, the Adding a Course/Withdrawing from a Course policy will apply regarding final grades.

All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average. Students wishing to resume classes, after being expelled or administratively withdrawn, must apply for readmission by completing an Application for Readmission. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to school as determined by Flint Hills Technical College faculty and in consultation with administration.

Overload Policy and Petition

An academic or credit overload occurs when a student registers for more than twenty (20) credit hours in the fall or spring semesters and nine (9) credit hours in the summer. A student may request an overload up to a maximum of twenty-three (23) credit hours in fall and spring semesters and maximum of fourteen (14) credit in the summer with appropriate approval. Overload requests must be submitted prior to the beginning of the fall and/or spring semesters for which they are requesting approval for an overload. Exemption: Computerized Machine Tool Engineering: Students may enroll in up to twenty-one (21) credit hours. For approval to exceed twenty (20) credits in the spring and/or fall semesters and nine (9) credits in the summer, the student must complete the "Overload Request" form available from the Dean of Enrollment Management. To qualify for an overload, students must meet the following requirements:

- Complete the overload request form
- Meet with academic advisor/program director or instructor
- Meet with the Dean of Enrollment Management
- Have a minimum GPA of 3.0 or above

Upon completion and approval by the Vice President of Instructional Services, the student may enroll in additional courses up to the maximum credit hours authorized.

Academic Amnesty

Academic Amnesty is designed to allow students with an initial experience at FHTC with less than desired performance the opportunity to exempt one semester of grades awarded by FHTC from their GPA; grades from all other institutions will not be considered in the forgiveness plan. Flint

Hills Technical College allows a student to retake a course or courses and have the higher grade count in the GPA. While this retake helps many students, it completely misses the needs of students who initially attempt a program that proves too difficult or students with a bad start for a variety of reasons.

This policy would allow for these individuals to have one semester of poor grades removed from the GPA but would still remain on the transcript with a special notation. An Academic Amnesty Review Committee (AARC) comprised of the VP of Instructional Services, VP of Student Services and the Program Division Chair or Program Instructor will evaluate each application.

Amnesty Criteria:

- A student may request Academic Amnesty once during his/her tenure at FHTC for one semester of course work.
- Any academic probation and/or dismissals from the forgiven term or courses will not be accepted for amnesty. A student who was academically dismissed must go through the usual reinstatement process.
- Any punitive grades awarded as the result of academic dishonesty will not be forgiven.
- Academic forgiveness does not apply toward eligibility for financial aid.
- Individuals making the request will be on academic probation until he/she has demonstrated satisfactory academic progress and attendance.
- Not all divisions or programs may grant Academic Amnesty. It is the responsibility of the individual making the application request to make inquiry regarding programs exempted from this policy prior to readmission to FHTC.
- Health and Human Services Division does not allow for use of the Academic Amnesty Procedure.
 - After two consecutive years of non-attendance, a student may request Amnesty after readmission to a technical program at FHTC.
- The request must be made in writing using the Academic Amnesty application form prior to the midterm of the second semester after readmission and submitted to the Dean of Enrollment Management's office. The request will be reviewed by the Academic Amnesty Review Committee after the student has completed 15 credit hours and earned a GPA of at least 2.75. All applicants must meet with the AARC for a formal interview.
- The determination of this Committee will be final.
- Upon approval of the request, grades from the selected semester will be removed from the student's GPA but will remain on the official transcript designated with a special code for Academic Amnesty.
- Academic Amnesty does not apply regarding consideration for the National Vocational Technical Honor Society (NVTHS). All grades on the transcript will be considered to determine student eligibility for NVTHS.
- Academic Amnesty does not apply in determining eligibility for honors student status as an FHTC graduate. All grades on the transcript will be used to determine student honor status.

Student Leave of Absence Policy

A student may apply for a leave of absence. The criteria for applying are as follows: 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 application. All requests must include the proper documentation, i.e. doctor's statement, funeral program, etc. The committee will include the Vice President of Student Services, Dean of Instruction, Dean of Enrollment Management, and two faculty members (one 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 two semesters; and the student needs to return on the third semester. If a student re-enrolls 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 charges 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. If the student fails 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 (R2T4) calculation. The R2T4 calculation will be performed and federal funds will be returned, if necessary, based on that calculation.

Filing a Complaint

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

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

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

Scholastic Honesty

It is the assumption that all students attending FHTC have learning as a primary objective. To that end, FHTC expects students to perform with integrity and in an ethical manner. Therefore, any form of scholastic dishonesty is considered a violation of the basic ethical premise and is counter to the educational goals of the student and the college. Any confirmed student dishonesty in 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 Form will be reviewed by the instructor, 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.

Campus Security

Everyone has the right to attend college in a safe and secure environment. To insure this fundamental right, the 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 law enforcement agencies on an annual basis to gather calendar years 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 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 students, staff and all property 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 school prior to the regular dismissal times in the event of severe weather except 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 assailant; bomb threat; explosion threat; fire threat; interior chemical contamination; natural gas leak threat or riot threat. Evacuation will be signaled by sounding of the FHTC fire alarm and/ 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 Plan map 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 warning 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 classes 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 Crimes Prevention 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 sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the 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 sexual 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.

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: 21-3517 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 Policies and Procedures. 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 such acts, will 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 grazing another person's genitals or breasts without acquiring consent. Sexual contact is also considered touching, fondling, or grazing any part of another individual's body with your own genitals or breasts without consent. Consent constitutes 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 via 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 unless you allow unwanted sexual contact or sexual intercourse. For instance, a teacher threatens or implies to threaten to fail you in their class or give you a bad grade unless you have sexual intercourse 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. Some intimidating 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. Release of personal information or photographs that may harm you mentally or emotionally.
3. Release of false information that may result in job loss or other occurrences detrimental to your livelihood.

Anti-Harassment/Sexual Violence – Students and Employees

Harassment is any action prohibited under State and Federal Statutes VII, IX, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq.

Flint Hills Technical College expressly forbids harassment of students and employees because of age, race, creed, gender, color, religion, ancestry, disability, medical condition, sexual orientation, national origin, veteran status, political affiliation, marital status, status with regard to public assistance or other protected group status. Flint Hills Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including termination or expulsion.

Sexual Harassment as Sexual Assault

1. Threats to sexually contact another individual.
2. Using suggestive language in a sexual nature.
3. The display of pornographic, suggestive, or other sexually explicit pictures or materials.
4. Usage of degrading language such as referring to a person with whom you are not romantically involved as "Babe" or other inappropriate names.
5. Offering favors in exchange for sexual activity including that which is consensual.

Reporting Sexual Assault

FHTC strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, the College's primary focus will be on addressing the sexual assault and not on other College policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and made apprised of College disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or College

internal disciplinary processes, a person should report the sexual assault to the College and/or the local police. However, the College recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or a College disciplinary hearing. Choosing not to pursue College or criminal action, however, does not remove the responsibility of the College to investigate and/or take action.

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 want 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.

Timely Reporting/Crisis Assistance: The College supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

Responsibility of Confidentiality

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the College's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the report; any person assisting with the investigation; or the person or individuals being charged with the report; will result in disciplinary review. The College will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

Medical Care/Emergency Room Examination

Any person who has been sexually assaulted may go directly to the emergency room of any local hospital for medical attention. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. Newman Regional Health is the hospital located in Emporia at 1201 West 12th Avenue. No information will be disseminated between the hospital and College.

Anti-Stalking Policy

In order to ensure that college students and employees are provided healthy education and work environments, Flint Hills Technical College (FHTC) is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, FHTC does not tolerate stalking and will pursue the perpetrators of such acts to the fullest extent possible. FHTC is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all members of FHTC's community: students, faculty, staff, contract employees, volunteers, and campus visitors.

Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters and can sometimes escalate to violence.

Stalking is a crime in Kansas and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action. This can include expulsion from FHTC and/or criminal prosecution simultaneously.

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."

Stalking Behaviors

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on Web sites
 - Sending unwanted/unsolicited email or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
 - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
 - Surveillance or other types of observation including staring, "peeping"
 - Trespassing
 - Vandalism
 - Non-consensual touching
 - Direct verbal or physical threats
 - Gathering information about an individual from friends, family, and/or co-workers
 - Threats to harm self or others
 - Defamation – lying to others about the victim

Reporting Stalking

FHTC encourages reporting of stalking incidents to law enforcement authorities. The College respects that whether or not to report to the police is a decision that the victim needs to make. The Vice President of Student Services, Dean of Enrollment Management and Academic Advisor/Counselor, and Director of Human Resources are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. FHTC offers services to victims even if they choose not to report the incidents. The Vice President of Student Services or Director of Human Resources provides referrals, advocacy, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the College by non-students or non-employees in certain circumstances.

Reporting Options:

- Filing a criminal report with law enforcement authorities
- Filing a college report or report of Student Conduct violations
- Filing a confidential or anonymous report
- Filing a third-party report

In certain instances, FHTC may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with the Vice President of Student Services, the Director of Human Resources or another administrator, since reporting may

compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

Safety For Victims of Stalking

FHTC is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following areas:

- No-contact order
- Services of a student victim advocate
- Witness impact statement
- Change in an academic schedule
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Vice President of Student Services or Director of Human Resources. If safety is an immediate concern, encourage the victim to contact local law enforcement.

Stalking Victim Rights

Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments
- Not having past and irrelevant conduct discussed during any resulting proceedings
- Changes in academic programming, if deemed appropriate by FHTC administration
- All support services regardless of the choice to file a school or criminal report
- Submission of a written account of the incident and a victim impact statement
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings
- Having one's identity protected
- Victims can request immediate transfer of classes, subject to administration's approval and availability, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. The College will make reasonable efforts to accommodate such requests.

Rights of Accused

Students accused of stalking behaviors have rights on this campus. Those include:

- The right to know the nature and source of the evidence used in the hearing process
- The right to present witnesses and material evidence relevant to the case
- The right to an advocate or attorney to aid in the preparation and presentation of the case
- Referrals to community resources when appropriate.

Dating Violence Policy

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student; therefore, 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, humiliating a partner in public 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

Dating abuse occurs in all socioeconomic, racial, ethnic and religious groups.

Dating Violence-FHTC Policy and Kansas Law

Kansas has laws against Dating Violence behaviors such as sexual assault, domestic violence, and stalking. However, the specific term “dating violence” is not used specifically in these laws. Any and all forms of “Dating Violence” will not be tolerated on FHTC’s properties or at FHTC events. Any reported will be addressed by the Vice President of Student Services or Director of Human Resources within 48 hours, if feasible. A determination will be made on a case by case basis as it pertains to whether the incident of Dating Violence falls under current FHTC Sexual Assault, Domestic Violence or Anti-Stalking policies. The appropriate criteria of those policies will be the basis of the review and investigation of Dating Violence incidents.

Domestic Violence Policy

Flint Hills Technical College (FHTC) will respond effectively to the needs of victims of domestic violence and take appropriate actions to keep students and employees safe from domestic violence related incidents to the fullest extent possible without violating any applicable rules, regulations, statutory requirements, and/or contractual obligations. FHTC will investigate an act(s) of domestic violence occurring on the campus, whether or not an official report has been received. The Vice President of Student Services, Dean of Enrollment Management, Academic Advisor/ Counselor, Director of Human Resources, and local agencies are available to support those in need of assistance concerning domestic violence.

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
- 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 available 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 abusers image and/or a copy of any existing 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 medical information will be kept 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.

Harassment and Discrimination

Flint Hills Technical College seeks to create an atmosphere that recognizes and protects an environment of tolerance for all members of the college community. Federal law and college policy protect a number of groups from unlawful discrimination. The College makes all decisions with reference to employment status and student status without regard to age, race, color, religion, gender, marital status, national origin, disability status, veteran status, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

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.

- Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967
- Title VI and VII of the Civil Rights Act of 1964
- Title VI and VII of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Pregnancy Act of 1978, Title IX of Education Amendments of 1972
- FHTC Non-Discrimination Policy
- Title VI and VII of the Civil Rights Act of 1964
- American with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973
- Vietnam Era Veteran's Readjustment Act of 1974, Uniform Services Adjustment and Re- Adjustment Act of 1994

Explanations

The Age Discrimination in Employment Act of 1967 prohibits discrimination against individuals who are at least 40 years of age. Discrimination is prohibited in all terms and conditions of employment including: hiring, firing, compensation, job assignments, shift assignments, discipline, and promotions.

Age is also addressed in the Age Discrimination Act of 1975. Under this act no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Employment discrimination based on race, color, religion, sex, or national origin is prohibited under Title VII of the Civil Rights Act of 1964. It is unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment.

Under Title VI 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 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, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated the same as other applicants or employees with similar abilities or limitations.

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, 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 accommodations 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' 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 era veterans, special disabled veterans, 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 Kansas Law. Retaliation against an individual for 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 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 ethnic 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, living environment, if residing in College housing, 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.

Racial and/or ethnic harassment may be blatant or subtle. Examples of the conduct that is prohibited include, but are not limited to:

- Derogatory name calling or language based on cultural stereotypes;
- Incidents or behaviors which are derogatory to a racial or ethnic group; or
- Repeated ignoring or excluding of one's presence or existence in a

College setting.

Other Harassment

No member of the college community shall engage in harassment on the basis of age, color, religion, marital status, national origin, disability status, veteran status, sexual orientation, or on any other factor that violates state or federal discrimination law. For the purposes of this policy, such aforementioned harassment is defined as unwelcome verbal and/or physical conduct which:

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 disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. 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., to understand the "who, what, when, where, why or how" of their 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 constitute 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 previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw 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; likely 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 Flint Hills Technical College networks, 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. If appropriate, 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 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 illegal 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 with 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.

GRIEVANCE PROCEDURES FOR FACULTY, STAFF, AND STUDENTS

Responsible Employees

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

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 nonmembers 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. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhct.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@fhct.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 notifies all parties regarding 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@fhct.edu. If the Affirmative Action Officer is not available at the time a report must be made, the report can be made to Lisa Kirmer, Vice President of Student Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhct.edu.

Confidential Advocate

Andrea Cahoon, who serves as a confidential advocate is the Academic Advisor/Counselor for the College, ancahooone@fhct.edu, 620-341-1376. Brenda Carmichael is also a confidential advocate and Dean of Enrollment Management, bcarmichael@fhct.edu, 620-341-1338. The confidential advocates can provide sensitive intake and initial counseling of reports, act as an advocate assisting those involved in grievances to navigate the process, resources and reporting options, refer individuals to appropriate resources and provide complete confidentiality in extreme cases. Andrea Cahoon and Brenda Carmichael may also serve as investigators in a situation where they were not contacted as a confidential advocate.

Investigators

Brenda Carmichael, bcarmichael@fhct.edu, 620-341-1338, Dean of Enrollment Management and Andrea Cahoon, ancahooone@fhct.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 available evidence and identifying sources of expert information, if necessary. The Investigators presents 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.

Appeals Officer

Nancy Thompson, Vice President of Business Services is the Appeals Officer, nthompson@fhct.edu, 620-341-1304, 3301 West 18th Avenue, Emporia, KS 66801. If the reporting or responding party does not agree with the determination or sanction, an appeal may be made to the Appeals Officer.

Advocate

The reporting party and the responding party have the right to an advocate. The advocate can be present with the reporting party or responding party at any time during the investigation. The advocate may include a friend, family member, clergy, attorney or other appropriately deemed individual.

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 for employees to notify a supervisor, or for students to notify a faculty member. These individuals will in turn notify the Title IX Coordinator and/or Affirmative Action Officer.

All employees receiving reports of a potential violation of Flint Hills Technical College policy are expected to promptly contact the Title

IX Coordinator and/or Affirmative Action Officer, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy.

Specific information on any grievances received by any party will be reported to the Title IX Coordinator. Subject to the College's obligation to redress violations some details of the case may have to be shared with appropriate parties.

Report Evaluation and Intake

Following receipt of a notice or a report, the Title IX Coordinator, in consultation with the Affirmative Action Officer will offer/make available advocacy services to the reporting party. The responding 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/or 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.

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 accused individual, the Title IX Coordinator and 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,
- altering work arrangements for employees,
- providing campus escorts,
- implementing contact limitations between the parties,
- offering adjustments to academic deadlines, course schedules, etc.

Flint Hills Technical College may temporarily suspend a student, employee, guest, visitor, or organization pending the completion of the investigation and related procedures. 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 the 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 responding 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 is complete, timely, within the scope of this policy and articulates 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 a 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 College's policies, 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 firsthand 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 charges have been dismissed or reduced. All investigations 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 brought to maintain confidentiality while still allowing 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, sanctions where permissible and the rationale for the outcome where permissible.
- 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.
- To be informed of the outcome/resolution of the grievance and the rationale for the outcome, in writing.
- To request accommodations/adjustments with employment, and scheduling.
- To request or benefit from a no contact order.

Investigation Timeframe

The College will strive to complete harassment, sexual misconduct, and other forms of discrimination report investigations, including issuance of a report of findings to the reporting party and respondent, in as timely and efficient a manner as possible within 60 calendar days of receipt of a report. However, this timeframe may 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, then the investigator(s) will notify the reporting party and respondent of that fact and provide a timeframe for completing the investigation.

Investigation Procedure

The investigation will include the following steps:

Contact with Reporting party

If the investigator did not speak with the reporting party at the time that the report was received by the Title IX Coordinator and/or Affirmative Action Officer, the investigator will meet or speak with the reporting party at the start of the investigation. In all investigations, the investigator will meet with the reporting party throughout the investigation as appropriate.

Notice to Respondent

The respondent will be provided with a statement of the report in writing, and the reporting party will be provided a copy of this notification. The respondent will be provided an opportunity to meet with the investigator(s) investigating the report and to respond to the allegation. Respondents may respond in person or in writing within a reasonable time to be determined by the investigators. If a respondent chooses not to participate or refuses to answer a report, his/her non participation will not prevent the investigation from proceeding and could result in a finding based solely on the information provided by the reporting party.

Notice Regarding Retaliation

All parties to a report (reporting party, respondent, witnesses, and appropriate administrators or supervisors) will be informed that retaliation by an individual or his/her associates against any person who files a report or any person who participates in the investigation of a report is prohibited. Individuals who engage in retaliation are subject to disciplinary action, regardless of the disposition of the underlying report.

Representation

In any meeting with the investigators, the parties to the report (reporting party and the respondent) may bring a representative/advisor to the meeting. The reporting party and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the investigator or other parties involved in the investigation and/or hearing, nor shall he/she speak on the behalf of the individual being advised.

Information Relevant to Investigation

The parties to a report (reporting party and respondent) will be informed

that they have the opportunity to identify witnesses, present witness statements, and any other evidence they believe relevant to resolution to the report. The investigator(s) will interview other persons whom the investigator(s) in his/ her discretion determines to be necessary to gather relevant information. The investigator will review any written materials, emails or other media that as determined by the investigator in his/her discretion may provide relevant information regarding the report.

Findings of Investigation

The investigator(s) will provide a written summary of their findings to the respondent and the reporting party within a reasonable time following the conclusion of the investigation. In addition, the investigator(s) will provide a written report of 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, Title IX Coordinator and/or Affirmative Action Officer will simultaneously provide written notification of the decision to both the respondent and 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 a 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 to re-open the investigation or 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.

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 willingness 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 dialog with the parties to an effective resolution, 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 not be the resolution mechanism used to address grievances of sexual misconduct or violent 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.

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.

The Title IX Coordinator/Affirmative Action Officer will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator and Affirmative Action Officer will render a finding that the individual is in violation of College policy for the admitted conduct. For admitted violations, the Title IX Coordinator and Affirmative Action Officer will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the reporting party and responding party, the Title IX Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, the Appeals Officer will review the investigation and subsequent sanction/responsive action, according to the procedures 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 of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information deemed relevant
- 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

Student Sanctions

The following are the usual sanctions that may be imposed upon students:

- Warning
- Probation
- Suspension
- Expulsion
- Fines
- Removal from student housing
- Organizational Sanctions
- Other Actions

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 to a reasonable resolution 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 original process 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 to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the responding 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 given the policy violation.
- To consider new evidence 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.

If the Appeals Officer determines, in their sole discretion that the written appeals fails 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 modification of the original sanctions may not result in more severe discipline for the accused student. The Appeals Officer shall render his/her decision in writing within 20 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.

Retaliation

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. Appropriate sanctions will be imposed against persons who engage in retaliatory behavior. Respondents, reporting parties, witnesses, and other involved parties will be cautioned of inappropriate behavior in the form of retaliation.

Prohibition Against Retaliation

Retaliation against persons who file harassment, sexual misconduct, and other forms of discrimination reports or persons who participate in an investigation of a report, whether by an individual directly involved or by his/her associates, is a violation of College and Board of Trustees policy as well as State and Federal law. Reporting parties who utilize these procedures or persons who participate in an investigation of a report should not be subjected to retaliation. Retaliation may take the form of unwanted personal contact from the respondent or giving additional assignments that are not assigned to others in similar situations, poor grades or unreasonable course assignments. Phone calls, email or other attempts to discuss the report may be perceived as retaliation under certain circumstances. Disciplinary action, harassment, unsupported evaluations, or other adverse changes in the conditions of employment or the educational environment may also constitute retaliation. Retaliation will not be tolerated and could result in suspension, reassignment, salary reduction, termination, expulsion or other disciplinary action.

Report of Retaliation

An individual who believes that he or she has been the subject of discrimination or retaliation, or a dean, director, chairperson or other supervisor or administrator who has reason to believe that discrimination or retaliation may have occurred, should contact the Affirmative Action Officer to initiate the filing of a report.

A report should include the following, to the extent known and available:

- Name and contact information (address, telephone, email) for the reporting party;
- Name of person(s) directly responsible for the alleged discrimination or retaliation;
- Date(s), time(s), and place(s) of the alleged violation(s);
- Nature of the alleged violation(s); i.e., race, sex, disability, discrimination or retaliation, etc.;
- Detailed description of the specific conduct that is the basis of the alleged violation(s);
- Copies of any documents or other tangible items pertaining to the alleged violation(s);
- Names and contact information for any witnesses to the alleged violation(s);
- Any other relevant information.

Upon receiving a report, the Affirmative Action Officer will provide the reporting party with an acknowledgment of receipt within 7 working days and will include the Discrimination Report Resolution Process.

Administrative Closure of a Report Without Investigation

The College may not proceed with a report investigation under a variety of circumstances, for instance:

- A reporting party, even after contact and follow up with an investigator, fails to describe in sufficient detail the conduct that is the basis of the report;
- The conduct alleged in the report is not covered by this policy;
- The report is untimely;
- The reporting party refuses to cooperate with the College's investigation;
- The reporting party is anonymous.

If it is determined that the College will not proceed with investigation of a report, the Title IX Coordinator/Affirmative Action Officer will notify the reporting party (if not anonymous) in writing explaining the reasons why the report is not being investigated. The notification letter will include a statement notifying the reporting party that he or she may appeal the determination not to proceed with an investigation of the report to the Appeals Officer within 10 working days of the notice as outlined in the Right of Appeals process.

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 intimate 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 Reports 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 abuse the report resolution process may lose the right to file reports for a specified period of time.

Revision

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 any party. However, 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.

DRUG-FREE COLLEGE POLICY

The unlawful possession, use or distribution of illicit or simulator drugs and alcohol by students on College premises or as a part of any College activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD). As a condition of continued enrollment in the College, students shall abide by the terms of the following policies:

Alcohol and Drugs

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, simulated drug, or any controlled substance or alcoholic beverage of any kind:

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. When representing FHTC off the College campus at a College activity, function or event.

The exception to this policy is limited to students under the supervision of an instructor or supervisor in order to fulfill curriculum learning requirements or approved learning outcomes.

Any violation of this policy, which also violates federal, state or local law, will result in the student being reported to the appropriate law enforcement officials. Violation of this policy may result in the student being suspended or expelled.

Enforcement of Drug-Free College Policy

A student or employee who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension or expulsion. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the FHTC Student Handbook and Catalog and Kansas statutes, K.S.A. 72-8901. Nothing in this policy is intended to diminish the ability of the College to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student, or in the case of a student under the age of 18, his or her parents shall contact the directors of programs to determine the cost and length of the program.

A copy of this policy and a list of available drug and alcohol counseling programs will be provided to all students and employees.

FHTC 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 action 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 to 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 (cloves, bidis, kreteks), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, 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. Anyone 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.

Carry 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. Carry Concealed Handgun (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 as 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 SBR's) 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 or in defense on one's self or an immediate third person as stated above. Display is defined as the intentional showing, presenting, exhibiting and/or drawing of 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 area. 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. Threatening 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.

Anyone, 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, including but not limited to the cost of defense, any damages assessed, and further agrees to subrogate FHTC and USD 253 for all expenses 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 from being 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 that 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 be advised of 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 Standard

Students and employees are expected to dress in a manner that is appropriate for a 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 hanging 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 Center 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 Reeble 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 and 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 Student Services staff. 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 Reeble 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 Reeble Student Success Center. The requested information must be reviewed by the Reeble 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.

COMPLIANCE PROCEDURES

Release of Student Information

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

- Name
- Current address and telephone number
- Permanent address and telephone number
- E-mail address
- Date of birth
- Year of school (i.e., freshman/sophomore)
- Program of study
- Enrollment status (i.e., full-time, half-time)
- Country of citizenship
- Participation in student clubs
- Dates of attendance
- Certificates or degrees awarded
- Most recent educational institution attended other than FHTC

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

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

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

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

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

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

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

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

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

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

Student/Parent(s) Review of Records

A student has the right and shall be afforded the opportunity to inspect, review, and/or receive copies of their FHTC educational records upon written request to the Dean of Enrollment Management. The rights under FERPA transfer from the parents/ guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an "eligible student's education records to the parent/guardian of the student, without the student's consent, if the student is a dependent for tax purposes". Neither the age of the student nor the parent's/guardian's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision.

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

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

Students, their parents, and employees of 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

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.

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