

# STUDENT HANDBOOK 2009 - 2010



Dear Students:

Welcome to Salina Area Technical College.

We're excited that you have chosen us as your source for your education and future. It is our hope that this handbook will help lead you through this new experience, and answer some questions you may have.

Please refer to our College Catalog online at [www.salinatech.edu](http://www.salinatech.edu) for program degree requirements and a wealth of other information to help you succeed at Salina Area Tech.

We understand that sometimes you might need a little help on your way so if you have any questions, please stop by our Student Services Office.

Thank you for choosing SATC for your educational needs!

Shaun Alvarez, President  
Student Government Association

Salina Area Technical College  
2562 Centennial Rd  
Salina, KS 67401  
(785) 309-3100  
[www.salinatech.edu](http://www.salinatech.edu)

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785 309 – Ext. #	Ext. #	Employee Directory	
<b>Administration</b>			
Goode, Greg	3182	President	Bldg. A – Administration
Custer, Duane	3108	Dean of Administrative Services	Bldg. A – Administration
Coleman, Barb	3103	Dean of Instruction	Bldg. A – Administration
Duran, Lara	3169	Director of Student Services	Bldg. A – Administration
<b>Support Staff</b>			
Brown, Mattie	3124	Recruitment Specialist	Bldg. A - Lab 2
Burlew, Chris	3107	Admissions Coordinator	Bldg. A - Lab 2
Carver, Judy	3104	Bookkeeper	Bldg. A – Bookkeeper
Hochstatter, Nancy	3110	Student Services Secretary	Bldg. A - Student Services
Miller, Becky	3109	Administrative Secretary	Bldg. A - Administration
Lewis, LaVetta	3102	Continuing Ed Secretary	Bldg. A - Student Services
Cyphers, Katie	3100	Student Services Receptionist	Bldg. A - Student Services
Ramsey, Janice	3106	Financial Aid Spec./Registrar	Bldg. A - Student Services
Hayden, Trish	3111	Communications Instructor/Tutor	Bldg. A - Lab 3
<b>Maintenance</b>			
Campbell, John	3131	Custodian	Bldg. A - Upstairs Copy Center
Turner, Dave	3159	Maintenance	Bldg. A - Upstairs Copy Center
Zaragoza, Nick	3131	Custodian	Bldg. A - Upstairs Copy Center
<b>Instructors</b>			
Eaton, Alan	3164	Auto Body	Bldg. B - Rm #153
Fairchild, Richard	3171	Auto Body	Bldg. B - Rm #153
Conway, Tom	3166	Automotive	Bldg. B - Rm #134
Haden, Brian	3165	Automotive	Bldg. B - Rm #134
Mummert, Glenda	3115	Business and Administrative Tech	Bldg. A
Hall, C.J.	3134	Health Occupations	Health Occupations Complex
Smith, Jim	3121	Commercial & Advertising Art	Bldg. A
Strowig, Cathy	3116	Commercial & Advertising Art	Bldg. A
Vacant	3127	Computer Aided Drafting	Bldg. A
Phillips, Tom	3149	Construction Technology	Bldg. C - Rm #117
Fisher, Janet	3126	Dental	Bldg. A
Coad, Kim	3125	Dental	Bldg. A
Mills, Ken	3160	Diesel	Bldg. B - Rm #113
Schloo, Blane	3161	Diesel	Bldg. B - Rm #113
Vacant	3146	Applied Electronics	Bldg. C
Hill, April	3132	E T	Bldg. E
Vanderhoof, Dale	3175	E T	Bldg. E
Townley, Chad	3154	HVAC	Bldg. C - Rm #139
Rick, Jeramie	3151	Machine Tool Technology	Bldg. C - Rm #131
Vacant	3180	Medical Assistant	Health Occupations Complex
Black, John	3113	Math Instructor	Bldg. C - Room 109
Vannoy, Eric	3162	Welding	Bldg. E - Welding

Salina Area Technical College	785 309-3100 or 800 466-7989	Financial Aid	785 309-3106
Salina Area Technical College Fax	785 309-3101	Recruiting Office	785 309-3107
Learning Resources	785 309-3111		
Student Services	785 309-3110		

# **SATC STRATEGIC PLAN: 2009 - 2012**

## **Mission**

Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

## **Vision**

To create a culture of excellence through innovation, collaboration, responsiveness, and empowerment.

## **Values**

### **Leadership**

- We always strive for academic excellence.
- We support new ideas and creative risk taking.
- We demonstrate behavior that is ethical.
- We value open, honest, participative governance.

### **Every Student**

- Our central priority is the education, safety, and welfare of our students.
- We create self sufficient, empowered learners.
- We encourage student participation and input in decision making.
- We value diversity and strive to increase access to education.

### **Accountability**

- We are accountable to our students, our community, and each other.
- We will work as a team.

### **Responsiveness**

- We are responsive to the needs of employers and our community.

### **Nurturing Culture**

- We put the needs of others before our own.
- We create a “fear-less” environment.
- We embrace Lifelong Learning for ourselves, our students, and our community.
- We enjoy and encourage humor.

## Strategic Priorities

### **Strategic Priority One: Provide quality instructional programs that are responsive to the needs of the community.**

#### Goals:

1. Create processes to assess the quality of our graduates' work skills, communication skills, numeracy skills, and work habits.
2. Develop a general education program that promotes intellectual development.
3. Create a technology plan that supports and encourages innovation in instruction and the curriculum.
4. Create a supportive environment that allows faculty to improve their teaching skills.
5. Develop learning resources that support student success.
6. Improve the quality of instruction by providing faculty access to training, business, and technology.

#### Monitoring Reports:

- Program Review Reports
- Assessment of Student Learning
- Employment Competencies Report
- Graduate and Employer Satisfaction Survey
- Three Year Instructional Technology Plan

### **Strategic Priority Two: Improve the visibility and perception of the college and its programs.**

#### Goals:

1. Advance from Preliminary Information Form through "initial" accreditation.
2. Create a strategy to improve communications in media, publications, web, and recruiting.
3. Expand and improve the appearance of campus facilities.
4. Create a strategy to measure internal and external satisfaction with SATC.
5. Promote the college nationally, statewide, and locally.

#### Monitoring Reports:

- Acceptance of Preliminary Information Form
- Facilities Master Plan
- Survey of Current Students
- Faculty and Staff Survey
- Employer and Graduate Survey
- Annual report on national, state, and local promotional efforts.

### **Strategic Priority Three: Increase enrollment and access.**

Goals:

1. Increase post secondary headcount in Technical Programs.
2. Increase enrollment in General Education Classes.
3. Add at least one new instructional program a year.

Monitoring Report:

- Enrollment Report

### **Strategic Priority Four: Build partnerships with business and industry.**

Goals:

1. Increase participation and visibility in community groups and organizations that influence the area economy.
2. Increase faculty and student visibility in area businesses.
3. Create an “advisory board” satisfaction survey on quality of programs, partnerships, and curriculum at SATC.
4. Integrate Business Leaders into the SATC orientation programs.
5. Build Business Leader strategies for evaluating work habits into the curriculum.
6. Improve integration of advisory committee recommendations into the program curriculum.

Monitoring Reports:

- Community Involvement Report
- Advisory Board Satisfaction Survey

### **Strategic Priority Five: Assure financial stability for our future.**

Goals:

1. Create an Enrollment Management Plan.
2. Implement a College Information System.
3. Create a budget forecast and model for sustainability.
4. Utilize grant resources to sustain funding.
5. Build an alumni organization.
6. Create a College Foundation.

Monitoring Reports:

- Annual Budget
- Three-year budget projection
- Semi annual budget reports
- Foundation and Alumni Report

**2009-2010 College Calendar**

July	29	Last Day to withdraw and receive a campus fee refund less a \$25 processing fee; notice must be received in writing
August	5	Teachers Begin
	12	First Day of Classes; Fall Semester 2009
	18	Post-Secondary Students Last Day to drop and receive 100% tuition refund
	25	Post-Secondary Students Last Day to drop and receive 50% tuition refund
September	7	LABOR DAY (campus closed)
	16	Student BBQ ☺
	17	Constitution Day and Student Government Elections (in each department)
October	9	End of First Quarter
	12	In-Service—Teacher Workday, no students
	13	In-Service—No students
November	16-20	ACT WorkKeys Testing (December graduates only)
	25, 26, 27	THANKSGIVING RECESS (campus closed)
December	1-11	End of Program Testing for December graduates
	16	Student Appreciation ☺
	17	End of Second Quarter
	18	Teacher Workday—no students
	21-31	WINTER RECESS
January	1-3	WINTER RECESS
	4	First Day of Classes; Spring Semester 2010
	8	Post-Secondary Students Last Day to drop and receive 100% tuition refund
	15	Post-Secondary Students Last Day to drop and receive 50% tuition refund
	18	MLK Day – no students
February	8-11	Student of the Year Selection (in each department)
March	4	End of Third Quarter
	5	In-Service/Teacher Workday—No students
	15-19	SPRING BREAK
	22-26	ACT WorkKeys Testing for May graduates
	29-31	End of Program Testing for May graduates
April	1-23	End of Program Testing for May graduates continued.
	13-16	Campus-Wide Student of the Year Interviews (dates TBA)
May	6	Student BBQ ☺
	20	Last day of class
	21	Graduation date tentative. Location TBA, 7:00 P.M.
	24	Last day for faculty
	31	MEMORIAL DAY (campus closed)

## **Student Services**

### **Admissions Policy**

Anyone who wants to attend Salina Tech must submit a completed application and a high school transcript or GED certificate to the Student Services office accompanied by the application fee. Or, students must complete high school or the GED before a degree or certificate can be awarded. Student admission is open to all applicants but enrollment is limited by class size. Applications are accepted on a first-come basis so individuals seeking admission or re-admission are encouraged to apply as soon as possible.

High school juniors and seniors may concurrently enroll if they are at least 16 years old.

All applicants for admissions will be required to take the college assessment test (in the Learning Resource Room). Minimum requirements in math and reading must be met. Students who do not satisfy the minimum requirements may appeal to the Director of Student Services and program instructors. Services are available to assist the student in meeting minimum requirements.

SATC uses the ACT Compass test for assessment testing. The test is free and takes about one hour to complete. Students may take the test any time during the year. In lieu of the assessment test, students may submit ACT scores or an assessment test from another institution, if not more than five years old. Students may also transfer in college level math or English credits at a C or better.

Summary of admissions requirements:

1. A completed application with campus fee.
2. An assessment test or ACT validating minimum requirements in math and reading.
3. High school transcript or GED.

**Transfer Students** follow the same admission processes but must send an official copy of their transcript directly from their previous institution to: SATC Registrar, 2562 Centennial Road, Salina, KS 67401. Transfer credits that apply toward the current program are used in computing GPA.

**Veteran Students** follow the same admission process above. If they have attended previous institutions, they must send official transcripts as outlined in “transfer students” above.

The Student Services Administrative Assistant will complete the veteran certification. All questions and forms should be submitted to the Director of Financial Aid, 2562 Centennial Road, Salina, KS 67401.

It is important for students who are veterans to select subjects that will apply to their specific degrees. These are the courses that the college can certify to the Department of Veterans Affairs. Veterans are always responsible for their own tuition payments to the college.

If veterans are suspended from school due to lack of progress, VA benefits will be terminated for the length of the suspension.

Note: Military personnel who are called to active duty will be evaluated on a case by case basis.

**International Students.** SATC is not approved by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa.

**Undocumented Post Secondary Students.** Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. Undocumented non-U.S. citizens are eligible to apply for admission to SATC if they meet the following State requirements:

1. Provide documentation that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Salina Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available in the Student Services office.
3. All non-US citizens must fulfill all college and program requirements before admission is granted. Undocumented, non-US citizens are not eligible for financial aid.
4. In addition to meeting State qualifications, undocumented non-U.S. citizens must fulfill all college entrance requirements.

**Undocumented Secondary Students.** Undocumented non-citizen juniors and seniors may enroll in SATC programs accepting secondary students by meeting the following criteria:

1. Be currently attending and lawfully enrolled in a Kansas high school.
2. Fulfill all college entrance requirements.

### **Advising Services**

Our Director of Student Services and Learning Resource Specialist advise students on careers, transfer, and veterans services. They also assist new students with the application process, assessment testing, orientation and assistance to students who need help in the classroom. Faculty provide advising services for students in their programs.

In addition, the Director of Student Services provides a list of community resources for students who need professional assistance for housing, food, medical, and other needs.

New students should meet with an advisor prior to their first day of class to make certain all admission, financial, and other obligations have been met.

### **Learning Resources**

SATC provides a variety of Learning Resources conveniently in one location, including library services, assessment tests, career advising, job placement, and computer lab. Students also receive tutoring services and early alert assistance in the Learning Resource Room (LLR). The LRR is located in Building A.

**Library Services.** Each program at SATC has a library or shared library for students to use. The computer lab also has an electronic library for students to access thousands of volumes of information.

**Assessment Testing.** All applicants for admissions will be required to take the college assessment test and meet minimum standards on the test for entry into a program. SATC uses the ACT Compass test for assessment testing. The test is free and takes about one hour to complete. Students may take the test any time during the year. In lieu of the assessment test, students may submit ACT scores or an assessment test from another institution if not more than five years old. Students may also transfer in college level math or English credits at a C or better.

**Career advising.** The Learning Resource Specialist is available to help students determine a career path. Career services include: Career development workshops, interest inventories, career assessments and job placement.

**Computer Lab.** The computer lab is open to students during classroom hours. Students may use the lab to complete assignments and complete ACT WorkKeys Skills testing.

**Tutoring Services.** Tutoring assistance is provided by our Learning Resource Specialist. Students may receive tutoring in the LRR or in their individual program area. Tutoring is free.

The Learning Resource Room is located in Building A. More information is available on our website at [www.salinatech.edu](http://www.salinatech.edu).

## **Financial Aid**

Financial aid is money available to assist students with the costs of attending college. This assistance comes from the federal and state government, the college and private sources. Financial aid includes grants, student loans and scholarships. Students interested in Financial Aid should visit the SATC website at [www.salinatech.edu](http://www.salinatech.edu) or call the Financial Aid Office at 785 309-3106. Students must fill out the free FAFSA application form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The FAFSA application is used to apply for all types of federal aid awarded by the college and is submitted directly to the U.S. Department of Education's central processor. A Federal Student Aid Report (SAR) is sent to the student and an electronic report is sent to SATC Financial Aid office. The college will then determine eligibility.

Students may be eligible for the following types of assistance:

**Veterans.** All full-time postsecondary programs at Salina Tech are approved for Veterans benefits. Occupational Work Experience (OWE) is not available to students receiving Veterans benefits.

**Pell Grant/Federal Loan/Work-Study Eligibility (Postsecondary Only).** Students interested in obtaining federal grants or loans should first go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This website will lead the student or parent through a series of questions to determine financial and academic eligibility for federal grants and/or loans. The Salina Tech school code is 005499. Students may also call 800-4-FED-AID and request a paper application.

Students obtaining Federal Pell Grants and federal loans must have earned a high school diploma or GED and must be maintaining satisfactory progress in order to receive this service. A student must meet the grade point requirement and completion rate requirements as specified below.

**Requirements:**

- Students must maintain an overall grade point average (GPA) of 2.0 or better in the current program of study.
- Students must successfully complete at least 50% of the credits attempted each term.
- Federal financial aid regulations allow for financial aid for up to 150% of the published length of a program. This is measured in credit hours attempted which includes, if applicable, transfer credits which apply toward the student's program of study. A student who has reached the maximum time frame for his/her program is suspended from financial aid.

**Application of Standards.** Satisfactory progress standards apply to both part-time and full-time students. Credit hours and student status:

12 or more credit hours:	Full-time
9 to 11.99 credit hours:	Three-quarter-time
6 to 8.99 credit hours:	Half-time
5.99 or fewer credit hours:	Less than half-time

**Cumulative Credit and Student Status**

0 - 30 credits:	First year/freshman
31-76 credits:	Second year/sophomore

**Change of Program Policy.** A student who changes his/her educational objectives by entering a new program will have only the grades in the new course considered in the cumulative GPA. For purposes of determining whether the student has completed a course in the maximum allowable time frame, the time spent in the previous program is not considered. Only one program change will be approved.

**Satisfactory Academic Progress.** Satisfactory Academic Progress criteria are maintaining a cumulative 2.0 GPA and completing at least 50% of the credits attempted.

**Financial Aid Probation.** Students who are receiving federal financial aid and do not meet the satisfactory academic progress criteria are placed on financial aid probation for the following academic semester. Students have the following term to meet the satisfactory progress requirements. Students are notified in writing by the Financial Aid Officer of their financial aid status. If satisfactory academic progress is not regained with the next semester, students are placed on financial aid suspension.

**Financial Aid Suspension.** Students who are on financial aid probation and do not make satisfactory academic progress or students exceeding the maximum amount of time allowed to complete a program, are placed on financial aid suspension. Students who are on financial aid suspension may attend Salina Tech at their own expense. Students are notified in writing by the Financial Aid Officer of their financial aid suspension.

**Reinstatement.** Students who have been suspended from financial aid may seek reinstatement by achieving, without benefit of financial aid, both the completion rate and the cumulative 2.0 GPA required. Reinstatement may be requested for the term after this occurs. When reinstated, the student is placed on financial aid probation.

**Appeal Procedures.** Students who are placed on financial aid suspension may appeal in writing to the Financial Aid Officer. Appeals must explain the extenuating circumstances that contributed to their failure to maintain satisfactory academic progress. Examples of extenuating circumstances may be serious

illness, hospitalization, or death in the family. Appeals must be received within 10 days of the date the student's notification of suspension was issued. A decision will be made based on the documentation and circumstances surrounding the request. The Financial Aid Officer's decision may be appealed in writing to the Director or Assistant Director.

**Other Financial Assistance.** Some students may be eligible for benefits through Kansas Vocational Rehabilitation, Veteran Vocational Rehabilitation, National Guard and Reserves, the GI Bill, or other social agencies. Also, a limited number of scholarships and other awards may be available each year through the student's home community, civic organizations, Kansas Vocational Education Scholarship Program, and Dane G. Hansen Foundation.

**Financial Aid Checks.** Financial Aid checks are issued by the Business Office. Checks are distributed at the end of the day. Once financial aid is distributed, the student may be required to pay it back if he/she does not complete the semester. Visit the Financial Aid Office for questions.

**Return of Federal Funds Policy.** Salina Tech complies with the Federal Title IV regulations regarding federal financial aid. Contact the Financial Aid office for specific information.

**Salina Tech Scholarship / Sponsorship Program.** This program achieves a dual purpose. It recognizes distinguished students and helps students who have financial needs. A number of scholarships and sponsorships are available to postsecondary students. Some of these are provided by outside organizations and administered by the college. Applications are available in the Student Services Office. All students are encouraged to apply.

## **Tuition and Fees**

Please check our website for a current tuition and fee schedule [www.salinatech.edu](http://www.salinatech.edu).

### **Postsecondary Students:**

1. Each student is responsible for payment of tuition, campus fee, and program fees.
2. Students should contact the college prior to enrollment to confirm the specific tuition and fee schedule for their program. Prices are subject to change without advance notice.
3. The campus fee is due when the application for admission is submitted. The tuition and program fees are due on or before the first day of class.
4. Students are responsible for purchasing textbooks, tools and uniforms.

### **High School Students:**

1. High school students are responsible for payment of the campus fee and the program fee at the time of enrollment.
2. The sending school district pays tuition for the high school students.
3. Students are responsible for purchasing textbooks, tools and uniforms. Some rental tools are available for some programs.

**Tuition Refunds.** Students who withdraw from college are entitled to a tuition refund. Students in full-time programs will receive a refund according to the following refund schedule:

- Post secondary students who notify the college in writing 10 days prior to the start of the semester will be refunded the campus fee (excluding \$25 processing fee) and 100% of any tuition payments.
- 100% the first week of class.

- 50% the second week of class.
- No refund will be issued after the second week of class.
- Program fees are not refundable.

Tuition will be refunded within three weeks after the refund request form is completed. Students who receive Title IV aid may qualify for a refund under the Federal Refund Policy. Refunds for students with Title IV aid will be distributed in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Other federal, state, private or institutional sources

**Fees.** Each program at SATC has a program fee for a variety of program costs. See the website for more information on costs at [www.salinatech.edu](http://www.salinatech.edu).

**Tool Purchases.** Postsecondary students (except for Applied Electronic Technology, Dental Assistant, Commercial & Advertising Art, Business Administrative Technology, Medical Assistant, and Computer Aided Drafting) are required to furnish their own hand tools and toolboxes used in the shop or lab. Tools are required at the beginning of the college term and students must have their tools available in class each day. All student tools, including tools purchased throughout the year, must be marked for identification by the student. Tools and toolboxes will not be removed from a department without being checked by the department instructor(s). This ensures the protection of all student and college tools. Salina Tech is not responsible for any tool boxes left unlocked or abandoned.

High school students may rent tools from Salina Tech. Rental fee and tool availability varies according to program.

**Uniforms.** Students enrolling in programs requiring special uniforms/clothing must purchase the items before classes begin.

## **Student Life**

**Student Government Association.** SGA membership is made up of 1-2 students from full-time programs who meet every two weeks. Student Government represents students on college-wide strategic planning processes, provides input on student conduct code, and participates in monthly Cabinet Advisory Council meetings. SGA members represent student interests on a variety of other committees and decision making processes.

SGA also provides student activities throughout the year. If you like to have fun, enjoy the challenge of leadership, be a member of SATC Student Government!

**Student Housing.** Salina Tech has a partnership that allows our students to live in K-State Salina housing just .5 miles from the college. Students living in K-State housing will enjoy all K-State activities, events, fitness center, and food service. To learn more about housing options contact the SATC Student Services Office at: 785-309-3100 or 1-800-466-7989 or e-mail specific questions to: [housinginformation@salinatech.edu](mailto:housinginformation@salinatech.edu).

**Clubs and Organizations.** SATC students participate in a variety of contests, clubs and organizations. Students also may join K-State Salina Clubs and Organizations. For more information, contact your instructor, Student Government, or Student Services Office. Current clubs include SkillsUSA and Health Occupation Students of America (HOSA).

**Services for Students with Disabilities.** SATC operates under Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008 which prohibit discrimination on the basis of handicap against any "otherwise qualified individual." Individuals seeking accommodations must give reasonable notice and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility.

A tutor is available to assist students with special needs as addressed in their 504 Plan. Contact the Director of Student Services in Building A.

### **Student Code of Conduct, Academic Appeal, Grievance**

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty and falsification including: forgery, alteration of college documents, false identification, and misuse of educational materials or college property.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, or other threatening conduct.
4. Theft of, or damage to, property on the college premises or at authorized college functions.
5. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
6. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
7. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
8. Acts of abusive speech or writing that expose any individual or group to hatred, contempt, or ridicule. On or off campus.
9. Inappropriate dress or personal hygiene that is disruptive to the learning environment.
10. Unauthorized distribution or sale of goods on campus.
11. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)
12. Violations of college policies regarding parking.
13. Unauthorized presence of pets on campus that cause a disruption to the learning environment.
14. Tobacco use anywhere on campus.
15. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are

defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)

16. Unacceptable uses of any college-owned computing equipment and/or network including knowingly spreading computer viruses; violations of copyright law; accessing pornographic sites; using the network for financial gain, commercial activity, or illegal activity; downloading, loading, or executing software without appropriate authorization.
17. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.
18. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments, or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle; pressure for sex; other actions of a sexual nature which create an intimidating, hostile environment.
19. Violating federal, state, and municipal laws.

**Due Process.** A student accused of violating the above code has a right to due process. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed. College personnel will try to reach a decision within five days.

Depending on the severity and the number of violations, a student may face disciplinary action. Examples include: warning, probation, being dropped from a class, suspension, or permanent expulsion. Other remedies may also be used to resolve the complaint. Students who feel the disciplinary action is unfair may file an appeal (procedures below).

**Summary Suspension.** The college President or designee may at any time immediately suspend a student from the college for up to 10 days if he/she believes that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time, the college will investigate the conduct violation and notify the accused student of the results of the investigation. The student may appeal the decision of the investigation as described below.

**Faculty Removal of a Student from Class.** In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period.

**Appeal – Student Code of Conduct Violations.** The student may file an appeal to college administration. The Director of Student Services or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official record of the proceedings, setting time limits for the speakers and responses, and a format for the proceedings. The hearing will be closed and confidential.

The college designee will try to convene the Appeals Council within 5 days. The college designee shall select an impartial Appeals Council to include three members including: one student, one faculty member, and one administrator or classified employee.

An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and accused student. However, the student has the right, without penalty, to not communicate. In that case, the violation decision will be

based upon other evidence. The Appeals Council may accept statements in writing on behalf of complainant, respondent, or witnesses. The Appeals Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

To find that a student has violated a standard of conduct, the burden of proof is a “preponderance of evidence.” Within five days after completion of the hearing, the council will report its findings and decision to the designated college representative. The college representative will notify both parties of the decision as soon as possible.

**Academic Dishonesty.** Academic dishonesty includes cheating, falsifying data, and plagiarizing. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student’s work.

Plagiarism refers to the use of another person’s work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) using or copying material from another person’s work, e.g., words, phrases, sentences, or entire passages; (b) paraphrasing another person’s work, i.e., borrowing but rewording that person’s facts, opinions, or ideas; and (c) summarizing another’s work, i.e., use of one’s own words to condense longer passages into a sentence or two.

When dishonesty is evident, the student may receive an F for the assignment, the class or be subject to suspension.

**Student Appeals: Grade, Probation/Suspension, Graduation.** The student should initiate appeals regarding **final grades** within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the Dean of Instruction explaining the problem. The Dean will investigate and try to respond within 10 days. The Dean’s decision is final.

The student should initiate appeals regarding **academic probation or suspension** within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Dean of Instruction and request a meeting to discuss the suspension or probation. The Dean will investigate and respond within 10 days.

The student should initiate appeals regarding **completion of graduation requirements** within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Dean of Instruction. The Dean will investigate and respond in writing within 10 days.

**Grievance Procedures.** A grievance is an action filed by a student or group of students stating a belief that the educational progress is being hampered or individual rights/freedoms are being denied through violation of a college policy, procedure, or practice. It requires a request for some specific action to occur. The petitioner states the grievance in written form to the Director of Student Services or college designee and should include:

- What college policy, procedure, practice, or action is in question, and what rights or freedoms are they affecting.
- When and where this occurred.
- What informal attempts were made to resolve the matter.

- What, in the individual's opinion, needs to be done to resolve the matter.

College administration will determine if the matter is a grievable offense. The matter will be closed if the situation is determined “not grievable” and the petitioner will be notified of the reasons. Otherwise, the college designee will respond to the petitioner in writing within 15 days after receipt of the written grievance. If the response is satisfactory to the petitioner, no further action is necessary. If not, the petitioner notifies the College designee to proceed to a hearing with the College Grievance Council. The College designee will convene the College Grievance Council within 15 days of the grievance. Notice shall be given to all parties at least seven days prior to the hearing, unless the parties agree to a shorter time. The College designee will select an impartial Grievance Council to include three members, including: one student, one faculty member, and one administrator or classified employee.

The Council will hear statements from and may question the petitioner and respondent. The Council may accept statements in writing on behalf of petitioner and/or respondent. The Grievance Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

Within 15 days after completion of the hearing, the Council will report its findings and decision to the College designee. The College representative must notify both parties of the decision in writing as soon as possible.

**Appeal or Grievance Council Finding.** The right to appeal the decision is available for a period of 15 days after notification of the decision. The request for an appeal must be submitted in writing to the Dean of Administrative Services. The decision of the Dean of Administrative Services is final.

### **College Closure**

Students should listen to local television or local radio stations for information concerning closings and possible late starts.

### **Catalog Policy**

Students enrolling at SATC will follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at SATC for one semester or change their degree or certificate programs, they will become subject to the provisions of the catalog current with their next enrollment. The catalog is not a contract – SATC may make changes in the catalog including changes in academic program requirements.

# Academic Information and Policies

## Attendance Policy

Regular, punctual class attendance is necessary if students are to obtain maximum benefits from instruction. Students are expected to comply with attendance policies set by individual instructors. Prolonged absence due to chronic illness, hospitalization, personal tragedy or other extenuating circumstances will be considered on a case-by-case basis.

## Grades

Grade		Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Deficient	1
F	Failure	0
I	*Incomplete	0
P	Pass	NGPA
F	Fail	NGPA
WP	Withdrawal Pass	NGPA
WF	Withdrawal Fail	NGPA
AU	Audit	NGPA
Z	Grade not yet reported	NGPA

\*I-Incomplete-The “Incomplete” grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

The student must request an incomplete grade from his or her instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an “Incomplete” grade, the student must present to the instructor the documentation of circumstances justifying the “Incomplete” grade. The instructor will decide if an “I” should be assigned. The student has 60 days to complete the grade; otherwise it converts to an F.

## Drop and Withdrawal

A student may drop a course within the first week of class (and receive a 100% refund). No notation appears on the transcript. After the first week through the 10<sup>th</sup> week of class, a student may withdraw with a notation of Withdrawn Pass (WP) or Withdrawn Fail (WF) on the student’s transcript. If a student is withdrawing from college (withdrawing from all courses), the student must officially notify Student Services of intent to withdraw and fill out an Exit Form.

**Repeated Courses.** Most courses may be repeated for a higher grade. Full tuition is charged for repeated courses. The grades for both the initial class and the repeated class will appear on the transcript; however, only the higher grade will be used in the GPA calculation. Repeated courses apply only once to degrees and certificates.

## **Academic Probation and Suspension**

Students with less than a cumulative (2.0) GPA at the end of the semester are placed on academic probation for the following semester. If the student fails to meet the academic standard during the probationary semester, he/she will be subject to suspension for one full semester.

**Suspension Appeal Process.** Student writes a letter to Director of Student Services stating reasons for a waiver of dismissal. Letter is given to an appeal committee consisting of the Director, program instructor and one additional instructor. Student remains in school until appeal is final. If appeal is granted, student is reinstated on probation with possible conditions.

**Re-admission from Academic Suspension.** All requests for re-admission to the college shall be submitted to the Director of Student Services.

## **Recognition of Academic Excellence**

SATC recognizes academic excellence in instruction and student performance in many ways:

- Student Government selects a faculty member of the year.
- A committee selects a faculty member to win the “Innovation Award.”
- Faculty selects the outstanding program at the program review retreat.
- The Director of Student Services and community constituents select a “Student of the Year.”
- Students with a GPA of 3.5 or better make the Dean’s list.
- Students who participate in skills events are recognized for their accomplishments at graduation.
- Students who excel in the classroom may also participate in an Occupational Work Experience Program (OWE).

## **Institutional and Program Assessment**

SATC measures student learning to determine how well students are achieving program and general education goals. Each program assesses student performance in four areas: Technical Skills, Communication, Critical Thinking, and Workplace Skills. Instructors also complete competency profiles for students in the program. The profile indicates the achievement of competencies in the program. Competency profiles are kept on record at Salina Tech.

SATC measures institutional effectiveness through its strategic plan, program reviews, assessment of student learning, employer and community feedback, tracking graduation and placement rates. Academic Affairs Committee and Assessment of Student Learning Committee monitor curricular quality and evidence of learning.

# **Institutional and Instructional Information**

## **Graduation Requirements**

To be eligible to graduate, a student must be proficient in a minimum of 80% of the program competencies, complete all required units of instruction, complete all required assessments, have an overall 2.0 GPA and a minimum grade of “C” in all program core classes and, if applicable, general education courses.

Students must schedule an exit interview with the Director of Student Services prior to graduation to confirm graduation eligibility and to utilize job placement services or report post-graduation employment.

**College Exit Form.** All students graduating, exiting or not returning to Salina Tech are required to fill out the College Exit Form. These forms must be turned into the Student Services Office before the student is dismissed from college.

### **Co-Curricular Learning**

SATC promotes learning outside the classroom to promote a more creative, informed, well-rounded student. Co-curricular activities are designed to help the student be a better employee and a better citizen. Some activities enhance technical literacy, others develop social responsibility, and still others allow for behavioral growth necessary for dependable citizenry.

While program goals shape learning necessary for employment, co-curricular activities add to this by shaping attitude and “life” skills.

**Clinical Experience.** In most health occupations programs, students are required to complete hours of practical experience as part of their curriculum.

**Internships.** Internships are designed to enhance the learning opportunities of students outside of the classroom and labs of Salina Tech. Internships are established by the instructor while working with the student to provide specific learning objectives for a course or overall program.

- Internships are generally short term – one day to three weeks.
- Internships may be paid or unpaid.
- Internships must be approved by the current department instructor and Director of Student Services.
- Minors must have a signed parent release form.
- All internships must have clear written instructional objectives.
- Forms must be completed before the student is released and are the responsibility of the department instructor and student.
- Students receiving VA benefits are not eligible for internships.

**Occupational Work Experience (OWE).** SATC allows students who excel a unique work-based learning opportunity prior to the scheduled end of their program. A student who has completed all program competencies and has met attendance and grade criteria would be eligible to begin employment in his/her career area prior to the designated program ending date.

A student in a one-year program would be eligible to begin work up to three weeks prior graduation and a student in a two-year program would be eligible up to six weeks prior to graduation. OWE is considered a privilege. Criteria for an OWE are:

- GPA
- 90% attendance for current year of the program
- Successful completion of all of the program competencies

Students interested in an Occupational Work Experience should contact their instructor or the Director of Student Services.

**Student Government Association.** Each full-time program allows two students to participate and represent the college in student government. Students are also active in previously mentioned clubs and may participate in K-State Salina clubs.

**Service Learning.** SATC offers community-based learning opportunities in many programs. Students use skills developed in their programs to improve the community and develop their citizenship skills.

**Ambassadors.** Students may participate in the ambassador program. Each program selects two students to represent the department as ambassadors. These ambassadors assist with tours of the department and explain their program to prospective students. Ambassadors assist with various admission events.

### **Credit for Prior Learning**

Students may be eligible to receive credit for up to 75% of the Salina Tech program depending upon the documentation of training and competencies. Students must provide the Dean of Instruction with official transcripts, occupational profiles, as well as the name and telephone number of the official at the sending institution who can verify information.

The demonstration of occupational competency may be required depending upon the program or course.

### **Safety**

**Emergency Procedures.** Students receive instruction regarding fire, tornado, and other emergencies during their orientation in each department and shall follow those rules without exception. Emergency procedures are posted in each department.

**Shop and Lab Safety.** Specific safety rules in each department are explained and regulated by the individual instructor. All safety tests must receive a 100% grade. Failure to abide by safety rules could result in removal from a program.

**Student Injury (KSA-72-8404).** Students must report all accidents to the instructor immediately. If an accident occurs, an accident form must be completed. The instructor then reports all information to Administration. The student will be taken to the doctor or the emergency room of the hospital listed on the student's medical release form. The student is responsible for payment of doctor, hospital, or other medical bills.

**Insurance.** A limited coverage accident insurance policy is provided through student fees. This policy is only secondary coverage to other policies students may have. It does not replace the need for health insurance and provides only limited coverage. Student Services has pamphlets available describing the policy information and claim forms. Students should note the requirements listed in the information including a 20-day written notice of claim timeline, where to send the claim, and description of coverage.

**Dental Assistant and Medical Assistant Student Liability Insurance.** Students enrolled in the Dental Assistant Program and the Medical Assistant Program must have liability insurance to cover the student while on clinical training. This is provided by the college as a group policy.

**Eye Safety (KSA 72-5207).** K.S.A. 72-5207 states that industrial eye protective devices are required for every student and teacher in all schools, colleges, and universities or other educational institutions when participating in any of the following courses or when visiting any of the following laboratories:

- (A) Technical or industrial arts shops or laboratories involving experience with:
1. Hot molten metal or other molten materials
  2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
  3. Heat treatment, tempering, or kiln firing of any metal or other materials
  4. Gas or electric arc welding, or other forms of welding processes
  5. Repair or servicing of any vehicle
  6. Caustic or explosive materials

- (B) Chemical or combined chemical-physical laboratories involving:
1. Caustic or explosive chemicals
  2. Hot liquids or solids
  3. Injurious radiations or other hazards not enumerated

Salina Tech programs requiring eye protective devices: Applied Electronics (soldering and as assigned by instructor), Auto Body, Diesel, Automotive Technology, HVAC, Construction, Machine Tool, Dental Assistant, Welding (grinding and as assigned by instructor). Students and instructors must wear safety glasses in the lab settings noted above at all times as required by law.

**Tobacco Usage.** Salina Area Technical College is tobacco free. The use of tobacco products is prohibited on campus by employees, students, visitors.

### **Compliances**

**Rehabilitation Act of 1973.** Salina Tech 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 Education, Health and Welfare not to discriminate on the basis of handicap in educational activities and employment practices.

**Americans with Disabilities Act of 1990.** Salina Tech is committed to complying fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff, and visitors and the various instructional programs to all people or to provide reasonable accommodations according to the law.

The policy of Salina Tech provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations at the college.

**Civil Rights Compliance.** Salina Tech fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements 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 benefit of, or be otherwise subjected to discrimination under any program or activity conducted by this institution.

**Title IX Compliance.** Students, their parents, and employees of Salina Tech are hereby notified that the college does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment.

# Degree and Certificate Information

## Degrees and Certificates Awarded

Students attending SATC may earn a technical certificate and/or an Associate of Applied Science (AAS) Degree in the following programs:

Applied Electronic Technology  
Auto Collision Repair  
Automotive Technology  
Business Administrative Technology  
Commercial and Advertising Art  
Computer Aided Drafting  
Construction Technology  
Dental Assistant  
Diesel Technology  
Electrical Technology – starting fall of 2010  
Environmental Technology  
Heating, Ventilation and Air Conditioning (HVAC)  
Machine Tool Technology  
Medical Assistant  
Welding Technology

The Associate of Applied Science (AAS) degree requires a minimum of 60 credit hours to include at least 45 credits from technical courses and 15 credits of general education courses. The technical certificate transfers only to specific AAS degree programs at selected colleges or universities.

Students should seek degree program evaluation, analysis and advice from the institution to which they plan to enroll. Contact Student Services for more information. Articulation agreements which provide for seamless transitions are available with several other postsecondary institutions.

**Courses and programs listed are subject to change pending KBOR state curriculum alignment approval.**

## Continuing Education

Continuing Education also offers a variety of certificates of completion in health sciences, manufacturing, construction, CAD, technical/maintenance, and other business and industry courses. Some certificates are credit based; others are non credit. Community members take these courses for employment, retraining, enrichment, or improvement of skills.

Continuing education also provides customized training for area businesses.

## General Education

General education courses meeting the AAS degree requirements may also be transferred from an accredited college/university. Individual programs may have specific general education requirements. A grade of “C” or higher must be earned in general education courses.

General education courses will come from the following categories:

Communication	3 credit hours
Mathematics	3 credit hours

A minimum of 9 additional credit hours from the following areas:

- Social and Behavioral Science
- Applied and Natural Science
- Business
- Humanities
- Math
- Communications

**General Education Assessment.** By taking general education classes at SATC, students will develop competency in three lifelong learning areas: communication, critical thinking, and workplace skills.

Communication: students will demonstrate effective written and oral communication skills.

Critical Thinking: students will demonstrate the ability to solve problems involving several steps of analysis and judgment.

Workplace skills: students will develop “soft skills,” other than technical proficiency, which enhance employee and organization performance.

## ***ADDITIONAL STUDENT INFORMATION***

**New Student Orientation.** Each semester students attend a “New Student Orientation” where key college policy and procedures are reviewed, students receive tips on how to succeed, receive information on campus resources, and where to go for help.

**Counseling.** It is the college’s goal to assist students with problems that may arise while receiving instruction at Salina Area Technical College. Any problems pertaining to college, full or part-time employment, housing, transportation, grades, sickness, loans, records, absences, finances, or other concerns should be referred to the Director of Student Services. The Director of Student Services can assist students with referrals to other agencies in the community. The Student Services Office is open to any student from 7:00 am to 4:00 pm Monday through Friday. Summer hours may vary – call 785 309 3110.

**Employment/Career Services.** Salina Area Technical College provides employment and career services from their department instructors and the Learning Resource Specialist. Salina Area Technical College permits companies to interview students on campus during the college term. We cannot guarantee job placement upon completion of a technical program. SATC job placement rate ranges from 80 - 90%.

**Student Records.** Student records and information about students is strictly confidential and may not be released, reported or transferred by any means to any person (other than Salina Area Technical College personnel) unless a signed release of information is on file in the Student Services Office. Confidentiality of student information is required by the Family Education and Privacy Act (FERPA) of 1974, 93 CFR.

This restriction does not apply to information that is classified as “Directory Information.” Directory information may be released without consent of the student unless the student has requested such information be kept confidential. Directory information includes the following:

- Name
- Home address
- Telephone listing
- Date and place of birth
- Major field of study or department
- Dates of attendance (beginning and ending dates only)
- Awards received and GPA recognition
- Most recent school attended

Under certain circumstances, information may be released to law enforcement or other local, state or federal officials; however, only Administration personnel should release this type of information. All requests for information by officials should be referred to Administration.

Instructors and teacher assistants should avoid giving scores or grades to students in any manner that would allow students to become aware of the scores or grades of other students. In addition, no student social security number should be used for identification purposes. The social security number should not be used/stored on a computer or transmitted electronically.

The Release of Information form is to be completed by the student.

**Access to Student Records.** All requests for inspection of student records must be made through the college Registrar. The Salina Area Technical College will limit disclosure of information from the student's record to:

- Students who have graduated from high school or reached age 18.
- Parent of student under age 18 and not yet graduated from high school.
- Individuals/parents authorized in writing by student 18 years and older.
- Officials specifically permitted within the law, such as local school officials.
- Those of other schools/colleges in which the student seeks to enroll with written request by student.
- And (under certain conditions and for specific purposes) to local, state, and federal officials.

A student may request a hearing to challenge the content of the student's educational records when he/she believes it contains information that is inaccurate, misleading, or in violation of the student's right to privacy.

**Transcripts.** To obtain a transcript, the student must submit a signed request in writing to the college Registrar. The request must contain the student's social security number, dates of attendance, program attended, and name at the time of attendance.

The first transcript is free. Additional transcripts cost \$7.00 each. Transcripts will not be released until all financial obligations are met.

**Student Address and Phone Number.** Students will report their current addresses and home telephone numbers to the Student Services Office. Any change of address or telephone number during the academic year should be reported to the Student Services Office.

**Student Housing.** Students may contract to live in K-State Salina housing located approximately .5 miles from campus. Students living in K-State Housing have access to all K-state clubs, organizations, and activities.

**Student IDs.** Student IDs are available in the Student Services Office in Building A. Students with an ID can receive student discounts at various community businesses and activities.

**Student Financial Obligations.** All grades, transcripts, and certificates will be withheld and no credit will be given during any period for which tuition or fees are not paid. Students must meet all financial obligations to the college in order to receive credit.

Student fees and semester tuition must be paid in full or financial arrangements made for payment by the first ten days of class. The exception will be those students receiving financial aid assistance.

**Class Times.** SATC classes are scheduled in blocks on Mondays-Fridays. General Education classes are offered at varying times and days. Please visit the website for specific general education class times.

Morning Session: 7:30 – 10:45

Afternoon Session: 11:40 – 2:55

## ***INSTRUCTIONAL INFORMATION***

**Calculating Grade Point Average.** Each letter grade is assigned a numerical value:

A = 4 points    B = 3 points    C = 2 points    D = 1 points

Assuming these are your grades for the semester:

Math 150	College Algebra	3 credits	A: 3 credits x 4 grade points for an A = 12
ELA 225	Industrial Motor Control	<u>4 credits</u>	C: 4 credits x 2 grade points for a C = <u>8</u>
		7 credits total	Total Grade Points: 20

Divide the total grade points (20) by total credits (7) for your GPA:  $20/7 = 2.86$

“F” grades will be treated as credits attempted but not successfully completed. “F” grades will be calculated as “0” completion and “0” GPA. “W” grades are not considered attempted credits and do not count towards maximum time frame.

“WP” (withdrawn passing) or “WF” (withdrawn failing) grades are considered attempted credits but not successfully completed credits. Thus, a “WP” or “WF” does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

**Competency Profiles.** A competency based profile will be completed by instructor(s) at the completion of each course to indicate the level of mastery of the recognized skills required in each program. Profiles provide three benefits:

- Students know in advance exactly what they will be held responsible for learning.
- Instructors use the profiles as a management tool to show student progress.
- Employers may use profiles when interviewing a Salina Area Technical College graduate.

Along with their graduation certificate, students will receive a copy of their completed profile. The original will be kept in the student’s permanent file in the Student Services Office.

**Student Follow-Up and Employment.** Students who graduate or withdraw to take a job in their field of study will be contacted by the college to complete a State Follow-Up Report. During the first year after leaving, each student will receive a “six month follow-up survey” to find out the place of employment, name of employer and yearly salary.

**Attendance.** Attendance affects the quality of student performance. Students are expected to attend all sessions of courses in which they are enrolled. Absences are neither excused nor unexcused. As attendance may be considered in determining a student’s grade, guidelines used to determine the extent attendance affects grades are at the discretion of the instructor and will be stated at the beginning of each course. Students are responsible for making up work due to absences. Instructors are not expected to expend additional time and effort repeating classroom, shop, lab or clinical instruction because of student absence.

Any student who is absent for five consecutive days will automatically be withdrawn from all classes. If a student wishes to be reinstated, he/she will need to appeal to the Director of Student Services in writing.

The Director of Student Services will convene an appeal committee to consider the appeal. Prolonged absence due to chronic illness, hospitalization, personal tragedy or other extenuating circumstances will be considered. Students on appeal may attend class until a decision is made.

- Program instructors will be responsible for recording all attendance.
- As part of our commitment to build workplace skills, all students will call the instructor when absent. If unable to contact instructor, student may call Student Services and Student Services will forward the message to the instructor.
- Secondary Dual Credit agreements require parent/guardian of a secondary student to contact Student Services at 785-309-3100 to notify Salina Tech of student absence.

**OWE (Occupational Work Experience).** For more “OWE” information, see the College Catalog section of this handbook. Procedures to apply for an OWE:

- The current instructor will notify the Dean of Instruction of those students qualifying for OWE two weeks before the eligibility period. At the conclusion of a program, generally, the eligibility period will be three weeks for a nine-month program and six weeks for an 18-month program for students to be on occupational work experience.
- All required documentation will be completed before the student is allowed to begin OWE.
- Instructor is responsible for submitting paperwork to administration including initial application, follow ups, time sheets, and student logs every two weeks to Student Services.
- Instructor will sign off that all competencies have been met.
- Time sheets and logs must be turned in to Student Services every two weeks. Logs will cover duties performed, reflection on training in the program, something new that should be included in the program, need more training in a specific area, new or different procedures or techniques, etc.
- If all paperwork is not submitted to Student Services by the end of the program, the student will not graduate.
- Students receiving VA benefits are not eligible for an OWE.
- Student must work at least 6.5 hours a day or 32.5 hours a week.
- If a student works less than 6.5 hours a day or 32.5 hours a week, the student must return to campus.
- If a student becomes unemployed, the student must return to campus.
- Instructor must make weekly documented contact with the employer of each OWE student.
- Students must complete all testing and exit forms.

**Employer Requirements.** Employers and clinical sites may require drug screening and background checks prior to employment, clinicals or an extended learning opportunity.

## ***INSTITUTIONAL POLICIES***

### **Cell Phones, Telephone, Music:**

- Cell phones must be turned off during regular class/shop/lab instruction.
- A telephone for student use is located in the main foyer of the Administration Building (Building "A"). The phone is intended for local calls only.
- The use of personal radios or CD players will be at the discretion of the department. The instructor will provide information to the students at the beginning of the academic year and new students entering programs at the beginning of each enrollment period.

**Food and Drinks in the Classroom.** Food and drinks should not be consumed or stored near computers. Meals and unpackaged snacks should be consumed outside the classroom in the student lounge area only. Small packaged snacks and drinks may be consumed in the classroom at the discretion of the instructors. At no time should food or snacks be consumed by students while working at a computer or computer station.

**Student Parking and Speed Limit.** No student parking in front of the main building (Building A) except handicapped students. Those parking in designated handicapped areas must have proper vehicle markings or make special arrangements with Student Services. Students may park in any other parking place on campus.

The campus speed limit is 10 miles per hour in all areas. Students are not to leave vehicles overnight in parking areas. Students are not to back into angled parking areas. Violations of speed limits, parking regulations, or reckless driving on campus will result in suspension of driving privileges or other disciplinary action.

**Use of Electronic Mail and Internet.** Students may be provided the opportunity to access the internet and electronic mail to connect with educational resources all over the world. All Salina Area Technical College equipment and access privileges are to be utilized appropriately for educational purposes as described in this policy.

While the purpose of Salina Tech is to use the internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the internet on college computers.

Students shall have no expectation of privacy when using college e-mail or other official communication systems. Any e-mail or computer application or information in college computers or computer system is subject to monitoring by the administration.

Students are responsible for appropriate behavior when using college computers. The use of computers and access to the internet is a privilege, not a right, and may be revoked by the college if abused. Students who violate this policy will be subject to the Student Code of Conduct. Students may not install computer hardware or software.

**Computer Software Copyright.** Illegal copies of copyrighted programs or other computer software may not be made or used on college equipment. An archival copy of a computer program or other software is permitted under limited circumstances.