

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 2.0 GPA 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 only provides 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.