

# 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, then 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 are entitled to a full refund.

**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.** Available for students to help them 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 is 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 advanced 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:

- 100% the first week of class.
- 50% the second week of class.
- No refund will be issued after the second week of class.
- Program and campus fees are non 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 and 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: [housing information@salinatech](mailto:housing information@salinatech).

**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. Unauthorized or fraudulent use of the college facilities, telephone system, mail or email systems, or entry into, or alteration of any college computer records.
7. 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.
8. 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.
9. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt, or ridicule. On or off campus.
10. Inappropriate dress or personal hygiene that is disruptive to the learning environment.
11. Unauthorized distribution or sale of goods on campus.
12. 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.)
13. Violations of college policies regarding parking.
14. Unauthorized presence of pets on campus that cause a disruption to the learning environment.
15. Tobacco use anywhere on campus.
16. Possession or use of firearms, explosives, dangerous chemical, 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.)

17. 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.
18. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.
19. 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.
20. 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 anytime 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.