

## STUDENT HOUSING

Salina Area Technical College has a partnership with K-State Salina Housing that gives students the opportunity to live in approximately one half mile from the College. Students living in KSU-Salina housing may participate in K-State Salina activities, events, fitness center, and food service depending on which services they choose to purchase. To learn more about this and other local housing options visit the Student Services Office or [http://www.salinatech.edu/prospective\\_students/Housing\\_March\\_2010.pdf](http://www.salinatech.edu/prospective_students/Housing_March_2010.pdf)

## STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA membership is made up of one to two students from each full-time program who meet every two weeks. Student Government represents students on college-wide strategic planning processes, provides input on student code of conduct, and participates in monthly Cabinet Advisory Council meetings. SGA members represent student interests on a variety of other ad hoc committees and decision-making processes. SGA also assists the College in organizing student activities throughout the year.

## CLUBS AND ORGANIZATIONS

Students may participate in a variety of contests, clubs and organizations. Students may join local, regional, or national clubs and organizations. For more information, contact your instructor, Student Government Representative, or Student Services. Current clubs include Skills USA competition groups within programs.

## ACADEMIC POLICIES

### LEARNING ACCOMMODATIONS

#### Services for Students with Disabilities

The College seeks to provide all students with a quality education and equal educational opportunities. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

Salina Area Technical College operates under the mandate of 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 (2 weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations.

Qualified students with documented disabilities may be able to qualify for accommodations. In order to receive services, students are required to complete the established procedures for admission into the college and complete the [Needs Assessment Form](#) which documents the disability in order to verify eligibility under the Americans with Disabilities Act, the ADA Amendments Act (ADA AA), Section 504 of the Rehabilitation Act of 1973, and SATC Student Services Office (SSO) policy.

For these purposes, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Documentation of disability assists the SATC Student Services Staff in collaborating with the student to determine reasonable accommodations and/or services, which are provided on a case-by-case basis. If the submitted documentation is incomplete or does not support the student's request for accommodations and/or services, the student may be asked to provide additional documentation. For example, an Individualized Education Plan, 504 Plan, or Summary of Performance (SOP) from a secondary school without supporting information is generally not considered to be sufficient documentation.

Documentation, along with the Needs Assessment Form should be submitted to the SATC Student Services Office early enough to allow staff sufficient time to review the request and implement reasonable accommodations and/or services.

For more information, consult with the SATC Vice President of Student Services, Lara Duran, to determine the documentation needed. You may contact Lara at (785) 309-3169, e-mail her at [lara.duran@salinatech.edu](mailto:lara.duran@salinatech.edu) or contact her by fax at: (785) 309-3101.

The college reserves the right to deny admission or readmission to any individual considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.

### ATTENDANCE POLICY

Salina Area Technical College is dedicated to students' job-skill and employment preparation and believes that poor attendance may result in incomplete knowledge and skill development. Therefore, program instructors will address in their course syllabi the attendance guidelines for students enrolled in their programs.

The Vice President of Student Services will notify students in writing that they have been administratively withdrawn and that they must apply for readmission before returning to the college.

## ACADEMIC PROBATION AND SUSPENSION

Students with less than a (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

A student may write a letter to the Vice President of Student Services stating reasons for a waiver of suspension. The letter is given to an appeals committee consisting of the Vice President of Student Services, program instructor and one additional instructor. Student remains in school until appeal is final. If the appeal is granted, the 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 Vice President of Student Services who will facilitate the process of re-admission to the college. See re-admission policy in admissions standards section, pg 21

## GRADING SYSTEM

Students are encouraged to monitor their academic progress throughout the academic semester by using their SnapGrades student login and password. High school counselors or parents/guardians are encouraged to view SnapGrades with their students to keep informed of student progress. Grades are reported to the office of the Registrar at mid-semester and at the end of each semester. The Registrar reports official mid-term and end of semester grades to high schools **only** when students are **dual enrolled** (enrolled and earning credits at both the College and the sending high school). Grades are reported by letter grade only. No plus or minus values are recorded. The scale of grades and grade points is as follows:

## LETTER GRADES

<b>Letter Grade</b>	<b>Definition</b>	<b>Grade Point Value</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Deficient	1
F	Failure	0
CR	Credit by Examination	0
I	Incomplete	0
W	Withdrawal	0
T	Transfer Credit	NGPA
P	Pass	NGPA
F	Fail	NGPA
AU	Audit	NGPA
Z	Grade not yet reported	NGPA

## HOW TO CALCULATE GPA

To calculate a grade point average, multiply the grade value X the # of credits for each course; add the total credits and points earned; divide the points earned by the credits attempted. Only 'C' grades or above are taken for transfer credits. Transfer credits are transcribed with "T" from previous institution. If a course is repeated at SATC, the most recent course grade is used in GPA calculation.

For example:

Course Title	Grade Point Value	Credits	Points Earned
Intro. to Computers	B (3)	3	9
Accounting I	C (2)	3	6
Desktop Publishing	A(4)	3	12
Business Math	B (3)	2	6
Totals		11	33
GPA (points/credits)			3.0

## POSTING GRADES

The public posting of grades, either by student name, institutional student identification number, or social security number is a violation of Federal Education Rights and Privacy Act (FERPA) and is restricted by the college. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

The student may obtain the grade for a particular course by individual discussion with the instructor via the internet; or by self-addressed, postage-paid envelope/postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing. Grades are entered into the computer for processing, and the student must wait until grades are posted on SnapGrades via the internet.

## INDEPENDENT STUDY COURSES

In exceptional circumstances, the college may approve the offering of an existing course on an independent study basis (e.g. student must have the course to graduate that semester and there are not sufficient other students to warrant offering a regular class section). The student will need to obtain the approval of the instructor and Vice President of Instruction before being allowed to register. The student must pay all tuition and fees and purchase the appropriate textbook and supplies, tools, and or uniforms related to the Independent Study Course.

## CREDIT BY EXAMINATION – Program Course Challenge

In courses where a written and/or performance-based comprehensive examination is available, credit may be granted if a satisfactory level of achievement is demonstrated (with competencies of at least a B grade). Students may challenge no more than 50% of the technical and/or general education classes offered in the certificate or degree program. Students may not challenge safety courses.

A student wishing to apply for credit by examination, should petition the program instructor. The instructor and VP of Instruction will evaluate the student's education, work experience, and or prior documented training to determine if the course challenge request is appropriate.

If permission is granted, the Learning Resource Specialist or program instructor will administer a comprehensive final examination for that class. If the student passes the examination with a grade of "B" or better, the program lead instructor and the VP of Instruction will forward that information and credit recommendation to the Registrar.

Credit by examination credits will be assigned to the transcript with a grade of "CR" and a GPA value of "0".

A fee is charged for all comprehensive course challenge examinations. Costs for awarded credit will be equivalent to the tuition rate assessed for actual class enrollment. No program or insitutional fees will be applied. If the comprehensive course challenge requires a performance based exam, the student is responsible for providing his or her own tools and or necessary supplies for the exam. The student must also dress appropriately and act in accordance with safety regulations while participating in course challenge examinations.

Students cannot receive credit by examination to repeat or to replace a previously earned course grade listed on the transcript, nor may they receive credit for a lower level course than one previously enrolled and shown on the transcript.

### INCOMPLETE GRADES

Incomplete will be assigned to the transcript with a grade of "I" and a GPA value of "0." The "I" 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. Once approved, the instructor will work with the Vice President of Instruction to complete all paperwork. The student must complete the missing coursework within 60 days. Should the student not complete the required coursework within the 60 period, his or her grade will convert to an F.

### PASS GRADES

A "P" grade indicates that the student has passed and received credit for the course, but the grade is not calculated in the grade point average. The hours do count for graduation. A "P" grade may be assigned for credit in courses for which no grade is given such as seminars, workshops or other similar learning experiences.

## GRADE CHANGE

Grade change forms are submitted directly to the Registrar's Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the Vice President of Instruction. The student will receive a copy of the grade change form as notification that the process has been completed. Grade change and withdrawal appeals must be submitted to the Registrar's Office **within one semester** of the student's initial enrollment in the course.

## REPEATING COURSES

Students may repeat a course taken previously. However, a record of the prior course will continue to appear on the transcript. Only the grade from the most recent repeat of the course will be used when computing the grade point averages.

When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A,B,C,D,F) is used for the GPA calculation. Full tuition and fees are charged for repeated courses. Students are expected to have the required textbooks and or required supplies, tools and or uniforms for the course. **Financial aid to repeat a course is only available one time.**

## STUDENT APPEALS

Students should initiate appeals related to 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 Vice President of Instruction explaining the problem. The Vice President will investigate and attempt to respond within 15 days. The Vice President'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 Vice President of Instruction and request a meeting to discuss the suspension or probation. The Vice President will investigate and attempt to respond within 15 days. The Vice President's decision is final.

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 Vice President of Instruction. The Vice President will investigate and attempt to respond in writing within 15 days. The Vice President's decision is final.

## 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 and all required assessments.
- Have an overall 2.0 GPA and a minimum grade of "C" in all program classes and if applicable, general education courses.
- Complete the NOCTI and WORKKEYS® assessments.

- Fill out a Graduation Application.
- Complete the College Exit Form.

## INSTITUTIONAL AND PROGRAM ASSESSMENT

Student learning is measured 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 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.

Upon request students can receive a copy of their completed profile. See Student Services for more information.

As part of its efforts to measure institutional effectiveness, graduates are required to participate in end-of-program assessments such as the NOCTI and WORKKEYS® assessments.

## WORKKEYS® ASSESSMENTS

WORKKEYS® is a reliable and nationally-validated assessment used to evaluate and analyze workplace skills. Thousands of jobs are "profiled" to identify skill levels necessary to perform each job. Skills measured by WORKKEYS® are transferable; skills necessary for most jobs. Tasks are based on workplace situations and do not require job-specific knowledge.

SATC graduates are required to take the following WORKKEYS® assessments:

- Applied Mathematics: measures skills used to apply mathematical reasoning and problem-solving techniques to work-related problems.
- Locating Information: measures skills used to work with workplace graphics such as charts, graphs, tables, forms, maps, diagrams, and instrument gauges.
- Reading for Information: measures skills used to read and use written text to do a job such as memos, letters, directions, signs, policies, and regulations.

Graduates can earn the Kansas Work**READY!** Certificate which uses WORKKEYS® assessments to award Career Readiness Certificates to individuals to document their skills in mathematics, reading, and locating information. Employers may use the Kansas Work**Ready!** Certificate as an additional tool to identify quality applicants. SATC graduates are encouraged to present their certificate to potential employers as documentation of work skill levels.

Kansas Work**Ready!** Certificates have four levels: Bronze, Silver, Gold, and Platinum.

- Bronze: an individual has core skills for approximately 35% of the jobs profiled by WORKKEYS®.

- Silver: an individual has core skills for approximately 65% of the jobs profiled by WORKKEYS®.
- Gold: an individual has core skills for approximately 90% of the jobs profiled by WORKKEYS®.
- Platinum: an individual has core skills for approximately 99% of the jobs profiled by WORKKEYS®.

### RECOGNITION of ACADEMIC EXCELLENCE

Salina Area Technical College recognizes academic excellence in instruction and student performance in many ways:

- The College faculty, students choose a Student of the Year for each full-time program. The Vice President of Student Services and community constituents then select an “SATC Student of the Year.”
- Students with a GPA of 3.5 or better make the Dean’s list.
- Students who participate in skills events (i.e., Skills USA or other competitive events) are recognized for their accomplishments at commencement.

### 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.

### 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 Follow-Up Survey. During the first year after leaving, each student will receive a “six month follow-up survey” to identify the place of employment, name of employer and yearly salary.

## FINANCIAL AID

Financial aid is money available to assist students with the costs of attending college. This assistance comes from a wide variety of federal, state, institutional and private financial aid programs.

Federal student aid is financial help for students enrolled in eligible programs at participating schools to cover school expenses, including tuition and fees, room and board, books and supplies, personal expenses and transportation. Most Federal aid is need-based. The Federal aid offered at SATC includes the following Pell Grant and Federal Direct subsidized Stafford and Unsubsidized Stafford loans.

Grants are financial aid that does not have to be repaid. Generally, Pell Grants are awarded to undergraduate students, who have not yet earned a bachelor’s degree. Awards are made based on

financial need and enrollment. It is different from a loan in that it does not have to be repaid, unless you were to withdraw prior to the end of the term, after receiving funds.

The Federal loans are guaranteed by the federal government. You are eligible for this loan if you are enrolled at least half-time in a degree seeking program, are not in default on a federal loan or owe a repayment on a federal grant, and meet all other eligibility criteria.

Subsidized Stafford Loans are based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). The government pays the interest on subsidized loans for you as long as you remain enrolled at least half-time in a degree seeking program. The amount you can borrow during each academic year is based on your grade level, your cost of attendance, enrollment status and expected family contribution.

Unsubsidized Direct Loans are not based on financial need. You are responsible for the interest while you are in school. You can either pay the interest quarterly or have it accrue and added to the loan principle.

*You are not required to take out loans but they are there if you need them. Remember to always borrow conservatively. A student loan is a debt that must be repaid.*

**The following criteria must be met to be considered for Federal financial aid.**

- You must be a U.S. Citizen or eligible non-citizen
- Have a high school diploma, GED, or passed the ability to benefit test
- Be enrolled in a degree seeking program
- Have a valid Social Security Number
- Meet Satisfactory Academic Progress (SAP) standards
- Not be in default on a federal loan or owe a repayment of a federal grant
- If you are male aged 18 through 25, be registered with Selective Service
- Have no drug convictions or meet the acceptable exceptions

**Additional Financial Aid 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.

**Applying for Aid:**

Students interested in Federal financial aid must fill out the free FAFSA application form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Salina Tech school code is 005499. Students may also call 800-4-FED-AID and request a paper application.

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. To determine if you're eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. 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.

### **Loan Requirements**

If you are receiving a Federal student loan you must complete entrance counseling, a promissory note and exit counseling. An entrance counseling session must be completed by all borrowers, at [www.studentloans.gov](http://www.studentloans.gov), before you can receive disbursements on your student loan.

A Promissory Note (MPN), a legally binding agreement that you will repay your loan, **MUST** be completed accurately, at [www.studentloans.gov](http://www.studentloans.gov), before you can receive disbursements on your student loan. Paper MPNs are available upon request. First-time borrowers' loan funds must be held for 30 days from the start date of the academic term. One semester only loans must be split between two disbursements within the same term.

All borrowers must complete an Exit Counseling session upon graduating, leaving school, or dropping below half-time status. To complete the Loan Exit Counseling go to [www.nsls.ed.gov](http://www.nsls.ed.gov).

Federal Parent Loan for Undergraduate Students (PLUS) - If a dependent student is enrolled in at least 6 credit hours, their parent can apply for a PLUS loan to help students pay for college. To apply, go to <https://studentloans.gov>. The PLUS loan is a standard loan rather than Federal Financial Aid so a credit check will be completed. Please contact the financial aid office after completing the application so we can verify approval.

### **Additional types of financial assistance**

**GI Bill, Post 9-11 and other VA Benefits:** 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.

**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 eligible students are encouraged to apply.

**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.

**Application of Standards.** Satisfactory progress standards apply to both part-time and full-time students.

Credit Hours	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	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 Warning.** Students who are receiving federal financial aid and do not meet the satisfactory academic progress criteria are placed on financial aid warning period 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 Probation.** Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

**Financial Aid Suspension.** Students who are on financial aid warning 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 **and** what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. 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 Vice President of Student Services.

**Financial Aid Checks.** Financial aid is awarded by the Financial Aid Officer but disbursed through the business office. The Business Office staff at SATC will credit your student account for institutional charges from all sources of financial aid and pay you the balance (if any) by electronically deposit into your bank account if you have a Direct Deposit Form on file. If you do not have a signed form on file, then a check will be mailed to you.

**Return of Federal Funds Policy.** When a recipient of a Federal Pell Grant or Federal Stafford Loan withdraws from SATC during a semester in which the recipient has begun attendance, the college determines the amount of federal aid that the student earned on a pro-rated basis. SATC notifies the student of the unearned aid that SATC was required to return and the amount of unearned aid the student must return. The student will owe to SATC the amount of aid that SATC was required to return.

For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive. If you do not provide official notice of your intent to withdraw from classes, we will use the latest withdrawal date from any of your classes to calculate the funds to be returned to the Department of Education.

The requirements for Federal Student Aid program funds when you withdraw are **separate from SATC's Refund Policy**. Therefore, you may still owe funds to the school to cover unpaid institutional charges. SATC may also charge you for any Federal Student Aid program funds that the school was required to return.

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), beginning in October of 2011, SATC will post a **net price calculator** on its website that uses institutional data to provide **estimated** net price information for current and prospective students and their families based on a student's individual circumstances. The calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on price of attendance and financial aid provided to students in a previous year. The price of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant or loan assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>.

## **NASFAA Code of Conduct for Institutional Financial Aid Professionals**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

Refrain from taking any action for his or her personal benefit.

Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.

Ensure that the information he or she provides is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain.

Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.

Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

## **STUDENT CONDUCT**

### **FOOD AND DRINK**

Each department or classroom has food and drink policies. If no policy is posted, please check with instructor or staff.

### **COMMUNICATION DEVICES**

- 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 listening devices 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.

## STUDENT CODE OF CONDUCT

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.
20. Violation of departmental or campus safety rules or procedures.

### TOBACCO USE ON COLLEGE PROPERTY

The College is to be tobacco free. The use of tobacco products, or facsimile thereof, is prohibited at all times in or on all College owned or leased, or real property, its facilities, and in its vehicles. No employee, student or visitor shall use any tobacco product, or facsimile thereof, in any form on or in any College property.

### ALCOHOL AND DRUGS

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

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

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### WEAPONS

Weapons and firearms are not allowed at any campus site. Unlawful possession of firearm is defined as possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds, A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the College campus during, before and after school hours.
2. On the College campus at any other time when the College is being used by any College personnel or College group.
3. Off the College campus at a College activity, function or event. Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

### 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.

## 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.

## 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.

## 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).

## STUDENT CODE OF CONDUCT VIOLATIONS APPEAL

The student may file an appeal to college administration. The Vice President 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 attempt 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.

### GRIEVANCE PROCEDURES

A grievance is an action filed by a student or group of students stating a belief that the educational process 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 Vice President 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 givable 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 the petitioner is not satisfied with the response of the College designee, 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 second notification from the petitioner. 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 OF GRIEVANCE COUNCIL FINDING

The right to appeal the decision is available for a period of 15 days after notification of the decision of the College Grievance Council. The request for an appeal must be submitted in writing to the Vice President of Administrative Services and include the original written grievance submitted to the Vice President of Student Services. The decision of the Vice President of Administrative Services is final.

### SAFETY

#### EMERGENCY PROCEDURES

Students receive instruction regarding fire, tornado, and other emergencies during their orientation in each department. 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 the Executive Administrative Assistant in the Business Office. 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

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: Electronic Engineering Technology (soldering and as assigned by instructor), Auto Collision Repair, Automotive Technology, Diesel Technology, Electrical Technology, HVAC, Construction Technology, Machine Tool Technology, Dental Assistant, Welding Technology.

### 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.

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.

## COMPLIANCES

### REHABILITATION ACT 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.

### NON-DISCRIMINATION POLICY

Salina Area Technical College does not discriminate on the basis of gender, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For questions or concerns regarding non-discrimination contact the Vice President of Student Services.

### RELEASE OF STUDENT INFORMATION

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

Name  
Current address and telephone number  
Permanent address and telephone number  
E-mail address

Date of birth  
Year of school (i.e., freshman/sophomore)  
Program of study  
Enrollment status (i.e., full-time, half-time)  
Country of citizenship  
Participation in student clubs  
Dates of attendance  
Certificates or degrees awarded  
Most recent educational institution attended other than SATC

The College will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student's signature. "Personally identifiable" information includes the name of the student, the student's parent(s), other family members, the address of the student's parent(s), personal identifiers such as social security or student numbers, personal characteristics or other information that would make the student's identity easily traceable.

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

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

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

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

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

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

The College must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the college that a third party outside the College permits access to personally identifiable information, the College shall not permit access to information from education records to that third party for a period of not less than five years. College students wishing to restrict disclosure of any of the above information should make such a request through the Registrar. SATC will not release any other information or records of a student, except as provided in SATC policy, without the written consent of the student.

#### STUDENT/PARENTS REVIEW OF RECORDS

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

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

#### ANTI-HARASSMENT/SEXUAL VIOLENCE POLICY FOR STUDENTS AND EMPLOYEES

It is the policy of Salina Area Technical College to provide students and employees with an environment for learning and working which is free from all forms of harassment and sexual violence. Harassment is any action prohibited under State and Federal Statutes

VII, XI, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 seq. Salina Area Technical College expressly forbids harassment of students and employees because of age, race, creed, gender, color, religion, ancestry, disability, medical condition, sexual preference, national origin, veteran status, political affiliation, marital status, status with regard to public assistance or other protected group status. Salina Area Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including dismissal.