

Barton Community College

# STUDENT HANDBOOK 2015-2016

## BARTON STUDENTS

have multiple electronic venues available to support their educational experience.

Find links to login to these venues below:

- Go to **www.bartonccc.edu** and Click on



### My Barton Portal

**User Name:** Your firstname.lastname

**PIN:** 1st time users will use date of birth (mmdyyy)

Sign On and access Barton County Campus E-companion and hybrid courses, manage your Cougar E-mail, and view your PAWS account using a convenient dashboard. Your portal user name is your Student ID and your password is your PAWS password. Currently, for all 100% online e-courses, please continue to log in at [BARTOnline](#).

**PAWS** - Students can log into their accounts which provides 24/7 web access to their own student information such as: class schedules, grades, academic progress, and current financial aid. You can enroll online for most classes, make payments, or view an unofficial transcript and your financial account. An authorization form for student records is also provided.

**Cougar E-mail** - Your My Barton Portal and your [@bartoncougars.org](#) password is now the PAWS password. Through this e-mail account, students receive important and time sensitive information about financial aid, advisement, enrollment, and billing, as well as communication from instructors.

You may view your [@bartoncougars.org](#) email address and your Barton ID by logging into your [PAWS](#) account.

- In PAWS, select Personal Information/View Email Addresses - to view your [bartoncougars.org](#) email address.
- Also in PAWS/Personal Information/View Email Addresses, you may verify your Barton ID. Your Barton ID is the grouping of numbers before your name in the upper right part of the screen. (there are lots of other ways to see your Barton ID. This is just one way.)

### Cougar Text Messaging and Alert System

Register for approved Barton Community College emergency communications and other important information via text message and email. Information Services is upgrading the current text messaging system. Text messaging allows subscribers to receive alerts concerning campus emergencies and closings through email or text messaging. Additional notifications can include departmental announcements, allowing internal users a method to communicate with distinct audiences in a quick and effective manner.

If you would like to begin receiving communications and notifications, please sign up at [text.bartonccc.edu](#) to create an account. Please read the linked instructions before proceeding to the registration page. If you currently receive messages and updates from Barton, you will need to re-register and create a profile at [text.bartonccc.edu](#).



For internal users, training will be provided to instruct users how departmental messages are sent. Information on training will be sent soon.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.

### Need Assistance?

**AskBarton@bartonccc.edu or (800) 722-6842**

Office Hours: 7:30 am - 4:30 pm (CT) Monday - Friday



2015-2016

# STUDENT HANDBOOK

## ***BARTON*** COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530

**(800) 748-7594 • bartonccc.edu**

### EMERGENCY NUMBERS

- AMBULANCE** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**
- FIRE** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**
- POLICE** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**
- SHERIFF** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**
- Hospital - St. Rose Ambulatory & Surgery Center** ..... 3515 Broadway, Great Bend **792-2511**
- Hospital - Great Bend Regional** ..... 514 Cleveland, Great Bend **792-8833**
- College Nurse** ..... BCC Student Union, Rm. 206, **792-9233** or **786-0392**
- Poison Control Center** ..... KU Medical Center, Kansas City, KS 66160 **1-800-332-6633**
- Family Crisis Center** ..... PO Box 1543, Great Bend, KS 67530 **792-1885** (24 hrs.)
- Counseling Center** ..... 5815 Broadway, Great Bend, KS 67530 **792-2544** (24 hrs.)

### EMERGENCY PROCEDURES

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The material in this handbook is provided for informational purposes and does not constitute a contract. For example, policies and procedures are subject to constant review and change. Please consult our website at [bartonccc.edu](http://bartonccc.edu).

Kansas Law and Venue: Barton Community College is located in Barton County Kansas. Any controversy or claim of any nature, arising out of or relating to or referring in any way to business done with Barton Community College, which controversy or claim cannot be amicably resolved, shall be settled in a court of competent jurisdiction in the State of Kansas. By doing business with Barton, each party consents and agrees to submit to the exclusive jurisdiction of said court and that Barton County Kansas shall be designated as the venue for the resolution of any claim.

Disabled Student Services: Barton County Community College Student Services provides and coordinates services to disabled students. Students with disabilities are responsible for providing documentation and identifying their disability to Student Services so reasonable accommodations can be made. Accommodations are provided on an individualized, as-needed basis after the need has been identified and verified by each disabled student on a timely basis. For further information contact Student Services in the North end of the Library or (620) 792-9240.

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

# Welcome



**Carl R. Heilman**  
*President*

Dear Students,

On behalf of the Board of Trustees, faculty, staff, and myself, welcome to Barton Community College. We are honored and pleased you have selected the finest community college in Kansas, if not the United States. We will do all we can to make your time with Barton the best learning experience possible. The educational success of our students is our most important goal.

Barton Community College has fostered the success of tens of thousands of students for more than 40 years. The "Barton Experience" can benefit you throughout your life. This experience is based on the belief in personal care, an understanding that each individual is to be valued, and a commitment to our diverse community of people. Barton faculty and staff are committed to helping you succeed in the achievement of your educational and personal goals.

Personal effort is key to your educational fulfillment; the College relies on your sincere efforts and willingness. Learning occurs not only in the classroom, but outside it as well. Please take advantage of all Barton has to offer, especially the unique qualities of your fellow peers and College faculty and staff.

Best wishes for your achievement, and welcome to Barton Community College!

**Carl R. Heilman, Ph.D.**

President of Barton Community College

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# Barton Community College

# CAMPUS DIRECTORY

245 NE 30 RD, Great Bend, KS 67530  
(620) 792-2701 or (800) 748-7594

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## Administration

**Dr. Carl Heilman - *President***

A-Bldg., Rm. 120, 792-9301

**Dr. Robin Garrett - *Vice President of Instruction & Student Services***

A-Bldg., Rm. A-115-B, 792-9303

**Dr. Richard Abel - *Dean of Academics***

F-Bldg., Rm. 131, 792-9333

**Angie Maddy - *Dean of Student Services***

Learning Resources Center, L-137, 792-9226

**Elaine Simmons - *Dean of Workforce Training & Community Education***

S-Bldg., Rm. S-143, 792-9214

**Mark Dean - *Dean of Administration***

P-Bldg., Rm. 116A, 792-9235

**Ashley Arnold - *Dean, Fort Riley Learning Services & Military Operations***

Fort Riley Programs Office, Fort Riley, (785) 784-6606

## Office Directory

*Please note: all phone numbers have a 620 area code unless otherwise indicated, and on-campus extensions are the last 3 digits of phone numbers.*

### Administration

P-Bldg., Rm. 116A, 792-9235, [deanm@bartonccc.edu](mailto:deanm@bartonccc.edu)

### Admissions

P-Bldg., Rm. 107A, (800) 722-6842 or 792-9241, [admissions@bartonccc.edu](mailto:admissions@bartonccc.edu)

### Advisement Center

Learning Resources Center, Rm. 134, 792-9225, [advisement@bartonccc.edu](mailto:advisement@bartonccc.edu)

### Alumni Affairs

Student Union, Rm. 208, 786-1136, [capec@bartonccc.edu](mailto:capec@bartonccc.edu)

# Office Directory *(continued)*

*Please note: all phone numbers have a 620 area code unless otherwise indicated, and on-campus extensions are the last 3 digits of phone numbers.*

## **Assessment Center**

Learning Resources Center, Rm. 130, 792-9344, [placementtesting@bartonccc.edu](mailto:placementtesting@bartonccc.edu)

## **Athletics**

P-Bldg., Rm. 131, (800) 574-8153 or 792-9377, [thompsonb@bartonccc.edu](mailto:thompsonb@bartonccc.edu)

## **Bookstore**

Student Union, Rm. 215, 792-9229, [peters@bartonccc.edu](mailto:peters@bartonccc.edu),  
[kernsc@bartonccc.edu](mailto:kernsc@bartonccc.edu)

## **Business Office**

P-Bldg., Rm. 107A, 792-9321, [businessoff@bartonccc.edu](mailto:businessoff@bartonccc.edu)

## **Business, Technology & Community Education**

T-Bldg., Rm. 137, (866) 813-2460 or 792-9358, [furrowr@bartonccc.edu](mailto:furrowr@bartonccc.edu)

## **Cafeteria (Great Western Dining)**

Student Union, Rm. 126, 792-9259, [servicef@bartonccc.edu](mailto:servicef@bartonccc.edu)

## **Camp Aldrich Conference Center**

884 NE 110 Ave., Claflin, KS 67525, 786-7457, [ammetert@bartonccc.edu](mailto:ammetert@bartonccc.edu)

## **Campus Nurse**

Student Union, Rm. 206, 792-9233, [brockk@bartonccc.edu](mailto:brockk@bartonccc.edu)

## **Campus Safety**

T-Bldg., Rm. 154, 792-9217, [irelandj@bartonccc.edu](mailto:irelandj@bartonccc.edu)

## **Career Center**

Learning Resources Center, Rm. 133, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

## **Center for Adult Basic Education**

1025 Main, Great Bend, KS 67530, 793-5794, [lemonc@bartonccc.edu](mailto:lemonc@bartonccc.edu)

## **Child Development Center**

South Campus, 792-9360, [grahaml@bartonccc.edu](mailto:grahaml@bartonccc.edu)

## **Counseling**

Learning Resources Center, Rm. 139, 792-9295, [maserj@bartonccc.edu](mailto:maserj@bartonccc.edu)

## **Disabled Student Services**

Learning Resources Center, Rm. 110, 792-9282, [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu)

## **Educational Opportunity Center**

1025 Main, Great Bend, 786-7550, [klimae@bartonccc.edu](mailto:klimae@bartonccc.edu)

## **Enrollment Services**

P-Bldg., Rm. 107A, 792-9252, [enrollmentservices@bartonccc.edu](mailto:enrollmentservices@bartonccc.edu)

## **Facility Management**

T-Bldg., Rm. 154, 792-9340, [helvieh@bartonccc.edu](mailto:helvieh@bartonccc.edu)

# Office Directory *(continued)*

*Please note: all phone numbers have a 620 area code unless otherwise indicated, and on-campus extensions are the last 3 digits of phone numbers.*

## **Financial Aid**

P-Bldg., Rm. 107A, (866) 257-2574 or 792-9270, [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)

## **Grants**

A-Bldg., Rm. 123, 792-9234, [oshiroc@bartonccc.edu](mailto:oshiroc@bartonccc.edu)

## **Human Resources**

P-Bldg., Rm. 107A, 792-9237, [humres@bartonccc.edu](mailto:humres@bartonccc.edu)

## **Information**

A-Bldg., Rm. 101, On campus dial 0 for information/college operator  
(800) 748-7594 or 792-2701

## **Information Services**

Ext. 100, [helpdesk@bartonccc.edu](mailto:helpdesk@bartonccc.edu)

## **Institutional Advancement**

Student Union, Rm. 209, 792-9308, [frybergerm@bartonccc.edu](mailto:frybergerm@bartonccc.edu)

## **Instruction & Student Services**

A-Bldg., Rm. 124, 792-9312, [millerm@bartonccc.edu](mailto:millerm@bartonccc.edu)

## **Instructional/Institutional Research**

A-Bldg., Rm. 115A, 792-9386, [crutcher@bartonccc.edu](mailto:crutcher@bartonccc.edu), [thoder@bartonccc.edu](mailto:thoder@bartonccc.edu),  
[willisr@bartonccc.edu](mailto:willisr@bartonccc.edu), [wornkeyj@bartonccc.edu](mailto:wornkeyj@bartonccc.edu)

## **Intramural Sports**

Student Union, Rm. 102, 792-9285, [rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)

## **Learning Resources**

Learning Resources Center, Circulation Desk, (888) 403-1900 or 792-9365,  
[library@bartonccc.edu](mailto:library@bartonccc.edu)

## **Liberal Arts & Sciences**

F-Bldg., Rm. 142, 792-9391, [reedd@bartonccc.edu](mailto:reedd@bartonccc.edu)

## **Mathematics, English & Essential Skills & Sciences**

C-Bldg., Rm. 115, 792-9200, [vseteckaj@bartonccc.edu](mailto:vseteckaj@bartonccc.edu)

## **Nursing and Healthcare Education**

S-Bldg., Rm. 127, (800) 732-6842 or 792-9266, [littrellj@bartonccc.edu](mailto:littrellj@bartonccc.edu)

## **President**

A-Bldg., Rm. 122, 792-9302, [schneidera@bartonccc.edu](mailto:schneidera@bartonccc.edu)

## **Printing Services**

T-Bldg., Rm. 109, 792-9343, [knoblichr@bartonccc.edu](mailto:knoblichr@bartonccc.edu)

## **Public Relations & Marketing**

C-Bldg., Rm. 140, 792-9307, [steinertb@bartonccc.edu](mailto:steinertb@bartonccc.edu)

# Office Directory *(continued)*

*Please note: all phone numbers have a 620 area code unless otherwise indicated, and on-campus extensions are the last 3 digits of phone numbers.*

## **Retired Senior Volunteer Program**

1025 Main, Great Bend, KS 67530, 792-1614, [hoggl@bartonccc.edu](mailto:hoggl@bartonccc.edu)

## **Shafer Gallery**

F-Bldg., Rm. 25, 792-9342, [barnesd@bartonccc.edu](mailto:barnesd@bartonccc.edu)

## **Sports Information**

P-Bldg., Rm. 25, 792-9310, [mooret@bartonccc.edu](mailto:mooret@bartonccc.edu)

## **Student Activities**

Student Union, Rm. 126, 792-9271, [engled@bartonccc.edu](mailto:engled@bartonccc.edu)

## **Student Housing**

Student Union, Rm. 102, 792-9281 or 792-9285, [housing@bartonccc.edu](mailto:housing@bartonccc.edu)

## **Student Senate**

Student Union, Rm. 127, 792-9227, [senates@bartonccc.edu](mailto:senates@bartonccc.edu)

## **Student Services**

Learning Resources Center, Rm. 135, (866) 254-1421 or 792-9282,  
[fullbrightv@bartonccc.edu](mailto:fullbrightv@bartonccc.edu)

## **Student Support Services**

Learning Resources Center, Rm. 110, 792-9240, [dietzm@bartonccc.edu](mailto:dietzm@bartonccc.edu)

## **Upward Bound (Barton County)**

Learning Resources Center, Rm. 110, 792-9219, [dietzm@bartonccc.edu](mailto:dietzm@bartonccc.edu)

## **Upward Bound (Central Kansas)**

Learning Resources Center, Rm. 110, 786-1181, [hensieks@bartonccc.edu](mailto:hensieks@bartonccc.edu)

## **Veterans' Affairs**

Learning Resources Center, Rm. 134, 792-9363, [veteranservices@bartonccc.edu](mailto:veteranservices@bartonccc.edu)

## **Workforce Training & Community Education**

S-Bldg., Rm. 147, (866) 813-2465 or 792-9324, [schreiberd@bartonccc.edu](mailto:schreiberd@bartonccc.edu)

## **Workforce Training & Economic Development**

T-Bldg., Rm. 198, (866) 813-2462 or 792-9255





# GENERAL INFORMATION

## Accreditation

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Secondary Schools and Colleges (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, **(800) 621-7440**, <http://www.NCACIHE.org>). Also, Barton Community College is accredited under the provisions of the Kansas Community Junior College Act of 1965 and is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

## Historical Statement

Barton Community College was formed July 15, 1965, through an election by the people of Barton County, Kansas. The College was created to provide students in Barton County an opportunity to obtain an education at a low cost within commuting distance.

## The Mission

The Barton Community College, in accordance with policy governance, has established the following mission and ends for the College.

**The Mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, and strengthens communities.**

We will seek to achieve our mission through five interrelated themes that define our commitment to excellence in education:

## Empowerment

We strive to empower all students to formulate and realize educational goals that will promote their personal growth and facilitate their full participation in a rapidly changing world.

## Learning

We invite and assist all students to master a core of knowledge and skills needed for advanced learning, employment, personal growth, and responsible citizenship.

## Evaluation

We evaluate the relevant skills and knowledge acquired by all students so as to enhance their meaningful and productive educational experiences. Similarly, Barton evaluates its performance in terms of its contribution to student learning and success.

## Discovery

Because we are a force for innovation, we continually strive to discover better ways to empower all students to learn and grow. Barton is a learning institution in both its means and its ends; we facilitate our students' discovery of what they need and want to know.

## Growth

We strive to grow each year in our ability to accomplish our mission through purposeful enrollment and a commitment to quality.

## The Vision

Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

## Release of Student Information Policy

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality.

Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College's student records policy.

Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

## Definitions

For the purposes of this policy, Barton Community College uses the following definitions:

**Student** - any person who attends or has attended Barton.

**Education records** - any record (in handwriting, print, tapes, film, or other medium) maintained by Barton Community College or an agent of the College which is directly related to the student except:

1. Files retained by individuals which are not accessible to any other person except a substitute faculty/staff member.
2. An employment record of an individual whose employment is not contingent upon on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Student Health Service if the records are used only for treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after he/she is no longer in attendance at Barton Community College and which do not relate to the person as a student.

## **Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The College Registrar or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The student may request and receive interpretation of his/her record from the person (or designee) responsible for the maintenance of the record.

The student may obtain copies of his/her educational records upon written request, for which the College may charge the current copying charge per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the College money or property.

## **Right of College to Refuse Access**

Barton Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975. Waivers are subject to the following conditions:
  - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based in part on merit), and candidacy for employment.
  - b. Waivers cannot be required.
  - c. The student shall be told, upon request, the names of those supplying references.
3. Those records which are excluded from the FERPA definition of education records.

## **Disclosure of Education Records**

Barton Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. These members include personnel in the offices of Admissions, Registrar, Business Office, Computing Center, Financial Aid, Career Services, Community Education, Planning, Testing, Library, Advisement Center, Advancement Office, Athletic Department, College deans, and other administrative and academic personnel within the limitation of their need-to-know. Legitimate educational interests means: a) the information or records requested is (are) relevant and necessary to accomplishment of some task or

- determination; and b) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
  5. To organizations conducting certain studies for or on behalf of the College.
  6. To accrediting organizations to carry out their functions.
  7. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents:
    - a. complete a written request to the College Registrar;
    - b. enclose a copy of the first page of their last tax year's federal income tax return.The same documents must be submitted each time a grade report is desired.
  8. To comply with a judicial order or a lawfully issued subpoena.
  9. To appropriate parties in a health or safety emergency defined by the following considerations:
    - a. The seriousness of the threat to health or safety.
    - b. The need for access to the record in meeting the emergency.
    - c. Whether the person requesting the records is in a position to deal with the emergency.
    - d. The extent to which time is of the essence in dealing with the emergency.
  10. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
  11. Social security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.
  12. At its discretion, the College may provide Directory Information to anyone in accordance with the provisions of the Act.

## **Record of Requests for Disclosure**

Barton Community College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is open only to the student and the person in charge of the record.

## **Directory Information**

Directory Information is limited to: name, address(es), telephone number(s), email address(es), dates of attendance, classification (freshman, sophomore, etc.), enrollment status (full-time, half-time, etc.), class type (day, evening, etc.), previous institution(s) attended, major field(s) of study, awards, honors (includes Dean's Honor Roll), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Enrollment Services. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

## **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy rights. If the student considers the record faulty, he/she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy:

- a. The informal hearing will be in conference with the person (or designee) responsible for the maintenance of the record, and where appropriate, the party or parties authorizing the record segment in question.
- b. The student may request a formal hearing by submitting a written request to the College Registrar in which he/she must designate the location of the record in question and a brief explanation of the reason for faulting the record. Hearing officer shall be selected by the College Registrar from a pool of persons who are officials of the College. The hearing officer selected should be a disinterested party to the dispute who will conduct an administrative hearing with both parties present.

The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his/her own choosing (including an attorney at his/her own expense). When appropriate, affected College offices will be notified of the hearing and given a chance to respond to the student's assertions. A written decision based upon the evidence presented or gathered shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the hearing officer shall be final and the record shall be changed or retained as recommended.

If the institution decided the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.

## General Tuition and Fees

### Basic Fees and Tuition: Per Semester and Summer Session

The Barton Board of Trustees has the right to change tuition and fees without notice.

#### Legal Resident of Kansas

Cost Per Credit Hour ..... \$100

(Barton County Residents will receive a \$7 per credit hour scholarship)

#### Legal Residence Outside the State of Kansas (Subject to change by the State of Kansas)

Cost Per Credit Hour ..... \$131

#### International Students with valid Student Visa

One-time Administrative Fee ..... \$150

Cost Per Credit Hour ..... \$183

#### Other Tuition and Fees

Audit Fee Per Credit Hour ..... \$131

BARTonline Per Credit Hour ..... \$146

EduKan Per Credit Hour ..... \$147

During the first two weeks of the fall and spring semesters, classes may be dropped and a 100% refund will be issued. After this point, a class may be dropped, but no refund will be issued. It is the student's responsibility to officially withdraw from a class by contacting the Enrollment Services Office. **Non-attendance does not constitute an official drop.**

## Academic Scholarships

**Barton Bound Scholarship** - Available to first time college students who graduated in 2015

Award	Award Amount	Kansas HS GPA		ACT Score
Elite Award	Tuition & Books	3.7 and Above	And	28+
Excellence Award	\$1,000	3.5 and Above	Or	26+
Honor Award	\$800	3.0 - 3.49	Or	24 - 25
Achievement Award	\$500	2.5 - 2.99	Or	22 - 23
Merit Award	\$250	2.0 - 2.49	Or	20 - 21

**Barton Fresh Start Scholarship** - Available to transfer students or students who graduated prior to 2015

Award	Enrollment Level	Award Amount	Kansas HS GPA
Barton Fresh Start	Full Time (12+ Hours)	\$1,000	3.0 and Above
Barton Fresh Start	3/4 Time (9-11 Hours)	\$750	3.0 and Above
Barton Fresh Start	1/2 Time (6-8 Hours)	\$500	3.0 and Above
Barton Fresh Start	< 1/2 Time (1-5 Hours)	\$250	3.0 and Above

\* Fresh Start recipients will be awarded \$1,000 and the scholarship will then be adjusted each semester based on their enrollment level.

### Important Notes

- Barton Bound and Fresh Start Scholarships are available only to KS residents. Recipients of the Barton Bound Scholarship must be a graduate of a Kansas High School.
- Only full-time students (12 hours or more) are eligible for these awards.
- To be awarded a Barton Bound scholarship, a student must complete and submit a Barton Admissions Application by the scholarship deadline.
  - 2015-2016 Scholarship Deadline
    - May 1, 2015 for Fall awards
    - December 1, 2015 for Spring awards
- The student will be offered the highest award possible based on their self-reported HS GPA/ACT. Once a final High School transcript is received the award amount will be reviewed and adjusted/removed based on the student's final High School GPA and/or ACT scores.
- The scholarship will be available for six full-time semesters, automatically renewing at the student's current Barton GPA. The student will not have to complete a new scholarship application for renewal of their award.
- Returning Barton students may not apply for an academic scholarship, only new/incoming students are eligible to apply.
- In addition to an academic scholarship, a student may receive federal, state, and local aid, and Barton performance or work study awards.
- Jayhawk Conference rules state that students receiving an athletic books and tuition scholarship must meet a 3.5 GPA criteria upon high school graduation or entrance to the College to accept a Barton academic scholarship in addition to the Barton athletic scholarship.
- For a student athlete to continue receiving the Barton academic scholarship in addition to the Barton athletic scholarship, they must hold and maintain a minimum 3.5 cumulative GPA at Barton Community College.

- Students may not receive a combination of activity/performance scholarships and athletic scholarships.
- Awards are subject to available funding. Highest priority is given to graduating seniors and incoming non-traditional students who submit scholarship applications by the priority deadline. Next priority is given to renewals of current scholarships.

## Endowed and Restricted Scholarships

**Foundation Scholarships** - due to the generosity of Barton Community College Foundation donors, the Foundation is able to offer academic scholarships to students that meet the funding criteria of the individual giving the financial support. The money for the Foundation scholarships is privately funded which makes it possible to offer traditional or non-traditional students financial assistance. These scholarships are separate from the scholarship award the traditional students may receive from the Admissions office based on academic achievement, and a different application must be completed.

To apply for a Foundation Scholarship you may follow the link below to the Barton Community College Foundation website:

<http://bartonccfoundation.org/apply-for-a-foundation-scholarship.html>

## Activity and Departmental Awards

Activity and departmental awards are offered to Kansas residents by instructors or staff from various Barton programs. Selection is made for special skills and/or performing abilities and the student is expected to complete specified obligations. The sponsor administering the award determines contract obligations and award amounts. Areas offering Activity and departmental awards include Band, Vocal, Agriculture, Drama, Journalism, Forensics, Honors, Student Senate, Admissions, Athletic, Student Trainers, Dance Line, Cheer Leading, Graphic Design, Hispanic American Leadership Organization (HALO), Art, Automotive, Business, Criminal Justice, Early Childhood, EMS, Medical Assistant, MLT, Music, and Computer Networking.

## Barton Boost and Incentive Scholarships

These scholarships are available for Barton students who display financial need:

**Barton Incentive** is available for adult students. Based upon the number of credit hours the student is enrolled in, the student may receive up to \$354 per term.

**Barton Boost** is available for high school students. Based upon the number of credit hours the student is enrolled in, the student may receive up to \$546 per term.

Applications for these scholarships may be picked up at the Financial Aid Office or will be mailed at the student's request. Students may apply at any time prior to or during the term that they are attending.

## Benefit and Employee Scholarships

### Benefit Scholarships

Students who meet certain criteria may be eligible for a tuition scholarship. Tuition scholarships are limited to one scholarship per student. The scholarships are listed here in order of priority.

### Employee Tuition Scholarships

Available to Full-time Barton Faculty/Staff, Regular Part-time Barton Faculty/Staff and Barton Associate Faculty/Outreach Site Coordinators.

View Tuition Scholarship Policies and How to Apply at this link:

[https://exsforms2.bartonccc.edu/finaid/tuition\\_voucher.htm](https://exsforms2.bartonccc.edu/finaid/tuition_voucher.htm)

## Special Scholarships

### GED Scholarship

This Scholarship is awarded to students who have successfully completed their GED through Barton's Adult Education Center and who are Kansas Residents. Recipients will receive up to 6 hours of tuition and fees (at an on campus rate).

### The Trooper Bill Scholarship

The Trooper Bill scholarship is an automatic (no application required) scholarship that is available to military dependents taking College Programs who are Kansas residents, seeking a degree or certificate at Barton, and have at least a 3.5 or higher Overall GPA. The scholarship is worth \$100 per term (\$300 annually) and is credited directly to the student's account at one of the term payout dates.

### Over 65

Residents of Barton County who are over 65 years of age at the time of enrollment may be eligible to receive a scholarship for the amount of their tuition. This is an automatic benefit and does not require application.

### Silver Cougar Club

Members of Barton's Silver Cougar Club may be eligible to receive a tuition scholarship. This is an automatic benefit and does not require application. Membership dues must be current.

### Athletic Scholarships

Competing in the NJCAA, Kansas Jayhawk Community College Conference, our athletic teams offer performance based scholarships to student-athletes in 9 different sports. Scholarship offers and amounts are determined by individual coaches and athletic staff.

Student-Athletes who also receive an Academic Scholarship from Barton must maintain a 3.5 or higher GPA to be eligible for both scholarships according to Jayhawk Conference rules.

## Satisfactory Academic Progress (SAP)

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. (For students with previous post-secondary credits, your initial SAP status upon entering Barton will be based upon your previous performance at other colleges.)

Your SAP status will be evaluated based on two factors:

- 1) Qualitative measure - Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure (PACE) - You must complete at least 67% of your total overall and term hours. This includes transfer hours.

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

Classification →	"Y" -- Eligible	"W" -- Warning	"N" -- Suspension	"P" -- Probation	"A" -- Academic Plan	"150%" -- Federal Limit
Are you eligible to receive financial aid? →	Yes	Yes However, you are in danger of going on to financial aid suspension.	No You will not be able to receive any federal, state, or institutional aid.  This includes Federal Student Loans, Federal Work Study, and Foundation Scholarships.	Yes This is your last semester to degree or certificate completion. You need to apply for graduation. After this semester, your status will change to graduated.	Yes However, you will be required to follow an Academic Plan. While on Academic Plan, you can only take classes required to complete your degree at Barton.	No You have reached the Federal Financial Aid limit.
Why is my status this? →	Your term and cumulative GPA was 2.0 or higher; and,  You have successfully completed at least 67% of your attempted classes—both term and cumulative. This includes transfer hours.	Your term or cumulative GPA fell below 2.0, <u>OR</u> You have not successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, failed classes, withdrawals, and classes with an incomplete.	You failed, withdrew from, or took an "incomplete" in 100% of your attempted classes.  <u>OR</u> You had been on financial aid warning and you did not make SAP for a second time.	You appealed your financial aid suspension status. Your appeal was granted and you have been placed on financial aid probation.	You appealed your financial aid suspension status. Your appeal was granted. You were placed on Academic Plan.	You have taken more hours than allowed by federal regulations for you to complete your program of study.
How can you change or improve your status? →	You have made Satisfactory Academic Progress.  Keep up the good work!	If you earn at least a cumulative and term 2.0 GPA and complete 67% or more of your attempted hours (term and cumulative), you will be taken off financial aid warning.	You may request an appeal or your suspension by completing an appeal form. You will be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: <a href="#">Appeal Link</a> .	Probation means you are taking your last semester of classes to term is over, your status will change to graduated.	You must follow your academic plan exactly. If you fail to follow your academic plan, you will be placed on financial aid suspension.	You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to <a href="mailto:FinancialAid@bartonccc.edu">FinancialAid@bartonccc.edu</a>

## Financial Aid FAQ's

### How long may I receive federal financial aid?

You are allowed to receive federal aid for 150% of your program length at the institution from which you are seeking the degree per federal regulations.

Examples:

- If you are seeking a degree of 64 hours, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to earn the degree.
- If you are seeking a certificate, you may receive aid for 24 attempted hours since this is 150% of the 16 hours required to earn the degree.

All attempted credit hours are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours regardless of whether or not you received financial aid for the hours. If you have reached the number of hours required by your degree or certificate at the time your financial aid application is reviewed, you will be asked to do a 150% appeal.

### What if I change my major or have other mitigating circumstances that prevented me from completing within the 150% timeframe?

If you have special circumstances you feel should allow you to have the timeframe extended, you may appeal the 150% federal limitation by completing an appeal form which can be requested from the Financial Aid Office at: [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu). You will need to submit to the Financial Aid Office the appeal form and a copy of a program completion plan signed by your academic advisor.

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. Students may appeal only once for an extension of their aid due to seeking a second degree. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of unique circumstances of each case. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education.

### If I take an incomplete in a class, how long do I have to complete the coursework?

You have until the end of the next term to complete the class.

### Give me an example of completing 67% of attempted hours during a term.

If you attempt . . .	You must complete. . .
50 credit hours	34 credit hours
40 credit hours	27 credit hours
18 credit hours	12 credit hours
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

### If I am placed on financial aid warning or probation, can I receive my financial aid?

Yes, when you are placed on financial aid warning or probation, you can receive your financial aid. However, being placed on financial aid warning or probation is to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid warning or probation your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

### **If I am on financial aid suspension, can I still receive my student loan?**

Like grants and scholarships, Federal student loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP.

### **How will I know if I am placed on financial aid warning or suspension?**

You will be notified by email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means, and refer you to the SAP policy. If you are on suspension, the notice will provide instructions on how to appeal your suspension status. If you are on financial aid warning, the notice will instruct you how to complete a Warning Acknowledgment form. You may always view your SAP status by accessing your PAWS account on the Barton website.

### **What can I do to get off of financial aid suspension?**

You may appeal your financial aid suspension status if you have extenuating circumstances or have earned your way off of suspension. The Financial Aid Committee will review your situation and decide whether to grant your appeal. Suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of suspension status by sitting out or by paying for classes and not making SAP and completing an appeal. Students may only have one suspension appeal granted regardless of the reason.

### **Under what conditions may I appeal a suspension status?**

You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- You have special circumstances that you believe deserves consideration. Please provide any documentation to support your request for an appeal.
- You took classes at Barton, earned Satisfactory Academic Progress (2.0 GPA and 67% of attempted hours), and your student account has a zero balance. The hours can be taken in more than one term. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. You will need to take the following hours at Barton to be able to appeal:

<b>Number of hours you were taking when you went on financial aid suspension:</b>	<b>Number of hours you need to take to appeal your financial aid suspension status:</b>
6 – 12+ hours	6 hours
3 – 5 hours	3 hours
1 – 2 hours	1 hour

### **How may I appeal my suspension status?**

You may request an appeal of your suspension by completing the online form at this link: **[Appeal Form](#)** which will automatically be submitted to the Director of Financial Aid. If you would prefer, you may complete a paper appeal form which may be requested from the Financial Aid Office at: **[FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu)**.

### **When will I find out whether my suspension appeal has been granted?**

You will be notified of the status of your suspension appeal by letter or email the day after your appeal has been reviewed. Please allow 2-3 weeks review time after your appeal has been submitted. If a suspension appeal is granted, you will be placed on Academic Plan or Probation (if you have only one term left to graduation).

### **How often is SAP evaluated?**

SAP is evaluated after each term - Fall, Spring, and Summer. If you received any type of financial aid - federal, state, or institutional - your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time. SAP is evaluated on your term and overall cumulative GPA and Pace (rate of completion).

### **What is included in an Academic Plan?**

The financial aid office in coordination with your academic advisor to gain clear picture of where you are academically and what you need to accomplish to complete your degree or certificate. Included in the Academic Plan will be the courses you need to earn your degree or certificate, the amount of time it will take to complete the classes, whether you should take night classes, online classes, or summer classes, an assessment of other factors supporting your academic performance. It is essential that you complete the Academic Plan exactly as written and agreed upon in order to receive financial aid. You may not fail a class, withdraw from a class after aid payment, or take a class at another school while on Academic Plan.

### **What if I need to make a change to my Academic Plan?**

You will need to work with the Financial Aid Office in conjunction with your academic advisor if any changes need to be made to your Academic Plan. The changes will need to be reported to the Financial Aid Office. **Unapproved changes to your Academic Plan will result in suspension of your financial aid.**

### **What if I change my degree/program before I complete my Academic Plan?**

If you and your advisor wish to change your degree/program before your Academic Plan is finished, you will need to appeal the change with the Financial Aid Office in order to change to a new academic program. You can appeal your Academic Plan by contacting your Financial Aid Officer.

### **May I seek more than one degree or certificate at one time?**

You may seek more than one degree at a time. If that is the case, the 150% timeframe will be calculated by the amount of time it will take to complete both degrees taking into account any overlapping classes. However, while on Academic Plan, you may only seek one degree or certificate.

### **What aid is evaluated for SAP?**

All students receiving federal, state, and institutional aid are subject to SAP evaluation. This applies to all full-time and part-time students in all degree programs. Students receiving only scholarships from external entities and/or private educational loans are not subject to SAP evaluation. Staff scholarships, Barton County Resident Scholarships, Boost Scholarships, Over 65 Scholarships, and Silver Cougar Club Scholarships may be received regardless of the student's SAP status.

## Eligible Programs and Courses

- Students must be seeking an eligible degree or certificate at Barton to receive federal financial aid.
- Link to list of Barton's Programs of Study -- <http://bartonccc.edu/programs>. Programs not eligible for federal aid are identified.
- Make sure to work with your advisor. Federal aid cannot be paid for classes that do not count towards your Barton degree/certificate even if they would transfer for a degree or certificate at another school.
- You may only receive federal aid for 150% of your program length.
- Courses that are self-paced (where students can work at their own pace) are not eligible for federal financial aid.

## Freeze Dates

- Make sure your enrollment is correct by the financial aid freeze date to ensure you will receive all your aid. You can check your enrollment by logging into your PAWS account, clicking on the Student tab, selecting Registration, Term and Student Schedule by Day and Time.
- Federal Pell grants are calculated based upon credit hours/classes enrolled in as of the census or "freeze date" for financial aid. Federal Pell is not paid for classes withdrawn from prior to the class start date. Federal Pell is not recalculated for classes added after the freeze date or for classes withdrawn from after Federal Pell is paid.
- Up until the first published freeze date, students may opt for the late freeze date. After the first published freeze date has passed, all Federal Pell calculations will be based on the last freeze date.

	Fall 2015	Spring 2016	Summer 2016
<b>Freeze Dates</b>	09/10/2015	02/11/2016	06/13/2016
<b>Students Starting Midterm</b>	10/29/2015	04/07/2016	

## Estimating Pell Grant Disbursement Amounts

- The award amounts on your PAWS account is for attendance for at least 15 weeks during the term and 12 credit hours.
- Federal Pell is not recalculated for hours added or dropped after the freeze date.
- Barton must have an official copy of your high school or GED transcript prior to disbursement of any financial aid.
- Loans will not be paid out until you are attending at least half time (6 credit hours).
- Loans will not be paid for enrollment periods of less than nine weeks within a semester.
- Loans for students who do not meet the nine week criteria prior to the first disbursement date of the semester will not receive their loan disbursements until the first payout after the late freeze date.
- Federal Pell grants for late starting classes will not be paid until after the drop date of the class.

Number of Credit Hours	Enrollment Status	Approximate Portion of Term Pell
12 + hours	Full-time	100%
9 - 11 hours	Three Quarter	75%
6 - 8 hours	Half Time	50%
1 - 5 hours	Less than Half Time	25%

## Payout Dates

- Barton must have an official copy of your high school or GED transcript prior to disbursement of any federal aid.
- Loans will not be paid out until you are attending at least half time (6 credit hours).
- Loans will not be paid for enrollment periods of less than nine weeks within a semester.
- Loans for students who do not meet the nine week criteria prior to the first disbursement date of the semester will not receive their loan disbursements until the first payout after the late freeze date.
- Federal Pell grants for late starting classes will not be paid until after the drop date of the class.

Fall 2015 Payout Dates	Spring 2016 Payout Dates	Summer 2016 Payout Dates
September 22, 2015	February 23, 2016	June 21, 2016
October 6, 2015	March 15, 2016	July 12, 2016
October 20, 2015	March 30, 2016	July 19, 2016
November 10, 2015 (Late Freeze Date Refund)	April 5, 2016	August 9, 2016
November 24, 2015	April 19, 2016 (Late Freeze Date Refund)	
December 8, 2015	April 16, 2016	
	May 10, 2016	

### Your Federal funds refund **CAN** be used for the following educational expenses:

Tuition and Fees, Books and supplies, Housing, Utilities, Food, Transportation (gas, public transportation fee, etc.), Computer and internet, educationally related Insurance, Clinical Expenses, Tool Expenses, Child Care expenses while attending class.

**Your Federal funds refund CANNOT be used for:** Car purchase (repair, lease or payments), Vacation, Electronics other than a PC (TV, stereo, cell phone, camera, MP3 Player, etc.), Pet Expenses, Tattoos, Piercings, or any other body enhancement, Plastic Surgery, Wedding Expenses, Gifts for others, Home repairs or improvements, Credit Card Debts, Financial Support of spouse or dependents, or Gambling.

## The Library

Barton Library offers a variety of research, information, and technology services to students, staff and faculty, as well as the residents of Barton County and Central Kansas. Barton Library has over 39,000 print books in its collections. Currently the library subscribes to over 91 print periodicals (newspapers, magazines, and journals). The library has expanded its access to information resources by subscribing to over 127 database collections, 8 e-book collections, and 10 e-periodical collections.

The library provides interlibrary loan service by being a member of KIC (Kansas Information Circuit), which allows access to the holdings of academic and public libraries within the state of Kansas.

LIBRARY HOURS	
<b>Fall &amp; Spring Semester</b>	<b>Days Closed</b>
Sunday 2:00 p.m. - 8:00 p.m.	Labor Day
Mon. - Thur. 7:30 a.m. - 8:00 p.m.	Thanksgiving (Wed. - Fri.)
Friday 7:30 a.m. - 4:30 p.m.	Campus Closed Dec. 18 - Jan. 1
Saturday CLOSED	MLK Jr. Day
<b>Summer Semester</b>	Spring Break
Mon. - Thur. 7:00 a.m. - 5:30 p.m.	Easter Break
Friday - Sunday CLOSED	Memorial Day
	Independence Day

## Borrowing Policy

Borrowing items from the library requires a Barton photo ID and current email/phone number. Books may be borrowed for 3 weeks, and magazines may be borrowed for 1 week. Electronic devices (e-Readers, iPads, iPad Minis, Chromebooks, or electronic translators) may be checked out for 2 weeks. Reference materials are for library use only; however, they may be checked out by obtaining permission from the director, who will decide the borrowing period length. If library material is lost, stolen, or not returned, the borrower will be charged replacement cost plus a processing fee.

## Renewing Materials

Most materials are available for renewal; however, there are circumstances under which an item cannot be renewed. Note: electronic devices are not available for renewal. If you need to renew an item, bring the item to the library as renewals cannot be completed over the phone. Contact the director if you are unable to come to the library.

## Interlibrary Loan

Barton Library is part of the Kansas Library system, and books can be obtained through the interlibrary loan system. Find the title of the book(s) you would like in the Kansas Library online catalog (it can be found on the library's website). Submit your request using the electronic form on the library's website or print the record and bring it or the title/author to **Murphy's Landing**. Interlibrary loan requests take approximately 1 week to arrive. The amount of time you may keep the book(s) is determined by the lending institution.

## Collection Development Policy

Barton Library's budget is directed towards purchasing print and electronic resources which support the curriculum at Barton Community College. Barton Library welcomes donations and suggestions, whether it is for fiction or non-Fiction collections.

## **Computer and Internet Use in the Library**

Barton Library follows the College's Computer, Computing, and Information Use Policy. The priority use of the computers in the library is academic support, either for research or assignment completion plus proctoring of exams; however users are allowed to use the computers for personal use as long as there is no academic need and as long as the College's policy is followed. This means students may email, instant message, or play games if there is not academic need for that computer and as long as the content is not offensive.

## **Copyright Policy**

Barton Library staff will not violate the copyright law or assist users in violating the copyright law. Notices about the law are posted many places in the library. Users are responsible for their own actions! If you have copyright questions, please ask. If the staff person does not know, they will find out for you.

## **Food, Drink and Cell Phones in the Library**

Patrons are expected not to have food or beverages near the computers. Food or beverages can be placed on a nearby table or floor. Cell phones can be freely used in the library. Barton Library staff will ask patrons to decrease the volume if it becomes a distraction to other patrons.

## **Bookstore**

Bookstore hours of operation are listed each semester in the Bulletin of Classes. If you wish to sell your books at the end of the semester, bring them to the Bookstore when your classes are finished. Bring all your books at one time. A book buyer will be on campus during finals week, following the Fall and Spring semesters. Specific dates will be announced.

## **Financial Aid Charges**

- Books, laptops, iPads, and class-related supplies can be charged to your financial aid.
- Bring your copy of your book voucher with you each time you come in to make purchases or returns.
- All charges will be cut off approximately two weeks following the first day of classes.
- With this in mind, please be sure and pick up all necessary books and supplies within this time period.

## **Return Policy**

- You must have register receipt, credit card receipt or copy of your book voucher as proof of purchase.
- Full refund for first 14 days of class. This applies only to full term semester classes. The 14-day period will begin on the first day of class.
- Some new books come wrapped as a package. These must not be unwrapped if a refund is desired. Additionally, new unwrapped books cannot be written in or highlighted if a full refund is desired. Used books will be refunded as sold.

## **Book Buy Back**

- Any book that will be used for the next semester's classes (except consumable texts) will be bought back at half the new price except for books that require access codes. Some books requiring access codes will be purchased at one quarter of the new price. (Price is the same, whether your book was new or used when you purchased it.)
- A book buyer will be on campus two days during finals week following the Fall and Spring semesters.
- Cash will be paid for all books purchased.

## Check Cashing Policy

- There is a \$50 limit. No exceptions.
- You must present a valid driver's license or valid student ID with picture.

## Art Supplies

- Bring your supply list. Supplies will vary with individual classes.
- The Barton Bookstore carries most supplies.
- Book voucher purchases must be completed within the first two weeks of the semester.

## Cafeteria

### CAFETERIA MEAL TIMES

(May be subject to change)

**BREAKFAST** (Mon-Fri) 7:00 a.m. to 8:30 a.m.

**CONTINENTAL BREAKFAST** (Mon-Fri) Until 9:00 a.m.

**LUNCH** (Mon-Fri) 11:00 a.m. to 1:15 p.m.

**DINNER** (Mon-Thurs) 5:00 p.m. to 6:30 p.m.

**DINNER** (Friday ONLY) 5:00 p.m. to 6:00 p.m.

**WEEKEND BRUNCH** (Sat-Sun) 12:00 Noon to 12:45 p.m.

**WEEKEND DINNER** (Sat-Sun) 5:00 p.m. to 5:30 p.m.

## Student Employment

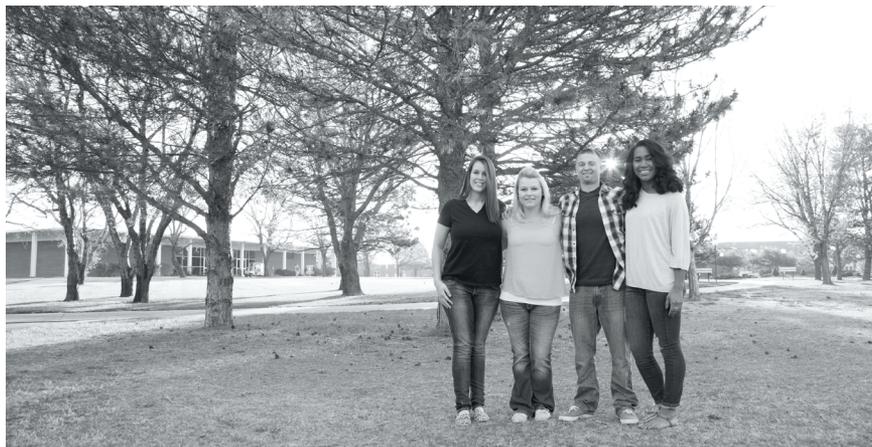
A current list of open positions and applications for student employment may be accessed on the Career Center website at: [www.careercenter.bartonccc.edu/careercenter/campusjobs](http://www.careercenter.bartonccc.edu/careercenter/campusjobs). The Career Center may be reached by phone at **(620) 792-9349** or by email at [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu).

Student employees are paid once a month, as part of the hourly payroll, on the first Friday of every month. Prior to starting work, student employees must complete the required payroll forms, in their entirety, in the Office of Human Resources.

Prior to each payroll, students must turn in their completed time sheets to the Office of Human Resources for processing by the designated deadlines. On payday, paychecks will be distributed to student employees by the Business Office. The Business Office is located in the office complex of the Kirkman Visitor Center. The Business Office may be reached by telephone at **(620) 792-9316**.

For more information on pay periods, turn-in times, or pay dates, please refer to the Hourly Employees Pay Calendar. A copy of this calendar may be obtained from the student employee's supervisor, the Office of Human Resources, or the Business Office.

A student who owes money to the College will be required to apply at least 65% of their paycheck towards their student account. Questions regarding student accounts should be directed to the Business Office. The Business Office may be reached by telephone at **(620) 792-9316**.



# STUDENT SERVICES & ACTIVITIES

## The Office of Student Services

Barton Community College offers a wide variety of Student Services dedicated to assisting students in maximizing their educational opportunities by supplementing their instructional programming. Our services are designed to directly enhance student learning and support students' social and personal growth.

We are located in the north end of the Learning Resources Center or you may contact us at **(620) 792-9282**.

## Activities

The College activity program supplements the instructional program by providing experiences and events that stimulate personal growth, enjoyment, belonging and social development within a diverse group of students.

## The Office of Student Life

The Office of Student Life is committed to supporting all students at Barton Community College in an effort to create a sense of welcome, belonging and providing experiences that will add to enjoyment of life, stimulate personal growth, social development and diversity. As students get involved with student life on campus, they develop a connection between other students, staff, faculty and community. With their involvement students will connect with campus individuals that students may call "Safe Places" to voice their concerns and talk about experiences.

## Intercom

This is a monthly source of information about student activities and other need-to-know information. It is sent via email to the student's College email address ([@bartoncougars.org](mailto:@bartoncougars.org)).

## Student Government Association

Student Government is the representative governing body of the student population. It is composed of elected officials and representatives of each club. The main purpose of Student Government is to provide a voice for the student population on campus and plan student activities.

The positions of Student Government are the president, vice president, secretary, treasurer, sophomore representative and freshman representative. These positions are elected by the student body and receive performance awards each semester.

The Student Government Office is located in the lower level of the Student Union. Please direct questions and suggestions to [studentgov@bartonccc.edu](mailto:studentgov@bartonccc.edu) or the Director of Student Life at [studentlife@bartonccc.edu](mailto:studentlife@bartonccc.edu) or (620) 792-9271. Office hours are posted on the door.

## Constitution of the Student Government of Barton Community College

Revised and Approved: May 2012

<http://docs.bartonccc.edu/stuservices/student-life/student-government-association/student-gov-constitution-revised-2015.pdf>

To obtain a hard copy of the Student Government Constitution, you may contact Diane Engle in U-126 or by phone at (620) 792-9271.

## Clubs and Organizations

The clubs and organizations provide the opportunity for students to become involved on campus, promote and work on different events with a club(s) that involves various cultures and to explore new communities.

Each club or organization has one to two faculty or staff sponsors who are directly responsible to and for their respective groups. The Director of Student Life oversees these activities and clubs.

## Alpha Sigma Lambda, Kappa Beta Chi Chapter Non-Traditional National Honor Society

Alpha Sigma Lambda (ASL) is the premier national honor society for non-traditional adult students. ASL recognizes the special achievements of adults who accomplish academic excellence while facing competing interest of home and work. Barton Community College has it's own chapter, Kappa Beta Chi, which serves main campus, Fort Riley campus, Fort Leavenworth campus, and BARTonline students. To qualify for membership, the student must have completed 24 graded credits, including a minimum of 12 academic hours towards the general education concentration for an associate's degree. Those selected must have a minimum grade point average of 3.5 on a 4.0 scale, or its equivalent.

**Great Bend:** Deanna Heier, Technical Building, Room T-127, (620) 786-1118, [heierd@bartonccc.edu](mailto:heierd@bartonccc.edu)

**BARTonline-Fort Leavenworth-Fort Riley-Grandview Plaza:**

Janet Balk, (785) 784-6606 Ext. 762, [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)

## **Barton Collegiate Farm Bureau**

Barton Community College Collegiate Farm Bureau is a student organization with the goal of promoting agriculture through leadership and social activities. All Barton students are eligible for membership. Collegiate Farm Bureau is sponsored by the Barton Agriculture Business Management Department, the Barton County Farm Bureau, and Kansas Farm Bureau.

**Sponsor:** Victor Martin, T-Building, Room T-190, (620) 792-9207,  
[martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)

## **Barton Multicultural Society**

Barton Community College Multicultural Society is a student organization that is open to all students interested in fostering multiculturalism throughout the college and college community through leadership and social activities.

**Sponsor:** Abby Howe, C-Building, Room C-106, (620) 792-9300,  
[howea@bartonccc.edu](mailto:howea@bartonccc.edu)

**Co-Sponsor:** Carol Murphy, C-Building, Room C-123, (620) 786-9170,  
[murphyc@bartonccc.edu](mailto:murphyc@bartonccc.edu)

## **Campus Christian Fellowship**

Campus Christian Fellowship is composed of Christian students or students interested in learning more about Christianity who meet every week during the fall and spring semesters. Their large group meeting meets in the Housing Commons TV room Thursday nights at 7:30 pm and is open to all. The weekly large group meeting includes prayer, Bible study, and discussion. The group also participates in a fall retreat in September and a variety of other campus activities. Come and get involved!

**Sponsor:** Brian Howe, C-Building, Room C-116, (620) 792-9254,  
[howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)

**Co-Sponsor:** Abby Howe, C-Building, Room C-106, (620) 792-9300,  
[howea@bartonccc.edu](mailto:howea@bartonccc.edu)

Official website of the student ministry: <http://tinyurl.com/BartonCCF>

## **Cheerleaders, Yell Leaders and Mascots**

This is a highly select group of students who perform at all basketball games, both at home and away, and assist with other athletic events. Cheerleaders and Yell Leaders are selected on the basis of athletic and gymnastic ability, leadership, personal appearance, personality and scholastics.

**Sponsor:** Amanda Schnoebelen, PE Building, Room P-116, (620) 786-1139,  
[schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)

## **Community Student Organization**

Any Barton student is eligible for membership in the Community Service Organization along with our focus group of Workforce Training & Community Education majors. The organization's purposes include: to promote a wider acquaintance among its members, to maintain and increase their interest in community service, to develop leaders in the various Workforce Training & Community Education Majors, to aid in any campus activity relating to club work, to foster the best interest of Barton Community College and the interest of Community Student Organization members and encourage others to come to Barton Community College.

**Sponsor:** Kathy Boeger, T-Building, Room T-126, (620) 792-9203,  
[boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

## Computer Club

The club provides an opportunity to increase leadership abilities of the members, provide insight to the computer area of the real world and recognize the characteristics important for future employment. It also gives students the opportunity to meet others with the same career interest.

**Sponsor:** Cristi Gale, T-Building, Room T-79, (620) 786-1183, [galec@bartonccc.edu](mailto:galec@bartonccc.edu)

## Contagious

Live Like Jesus Today Ministries host a weekly ministry time on campus. The group is called "CONTAGIOUS" we meet every Sunday evening at 6:30 p.m., in the Housing Commons TV room. The purpose of Contagious meetings is to minister to all college students. We want everyone to understand that they are special, loved and that life is bigger than self! God has a plan and a purpose for their lives! We want to help them understand this plan and purpose and start to live it out by serving and loving others. We minister through testimonies, Bible studies, movies, trips together, service projects and mission trip opportunities. Our goal is to help them understand God's love for them and to give them opportunities to become caring, loving and responsible young men and women. Thus, they will want to make a difference on campus, in their community, nation and world. Come join us, we are here because we care!

**Sponsors:** Bryant (Buzz) & Clifann Birney, (620) 397-3325 or (620) 564-2158,

[livelikejesustoday@gmail.com](mailto:livelikejesustoday@gmail.com)

Official website this ministry: [www.livelikejesustoday.com](http://www.livelikejesustoday.com)

Sarah Bretches, C-Building, Room C-122, (620) 792-9218,

[bretchess@bartonccc.edu](mailto:bretchess@bartonccc.edu)

## Dante Deo

Dante Deo - Latin for "By the Gift of God" is a new Catholic college ministry that focuses on spiritual development, serving others, and creating opportunities for fellowship among Barton students. Each week, the group hosts a guest speaker or participates in a social event, such as gathering for Half Price Apps, watching movies, participating in local service projects, or hanging out at a barbecue. Guest speakers converse with the group about relevant topics such as faith, relationships, service, using your talents, humility, and vocations. The purpose of Dante Deo is to increase opportunities for fellowship, growth, and strengthen students' interest in both Catholic and Christian beliefs, develop student leaders with high integrity, values and morals, and to increase students' volunteer activity in our local community. Students do not have to be Catholic to attend Dante Deo.

We meet in the Housing Commons TV room every Tuesday night at 8:00 p.m. For more information and to keep up-to-date with our group activities, please search our Facebook group "Dante Deo" and click "Join Group". All are welcome to join us on Tuesday evenings as we discuss topics that matter and make friends not just for college, but for life.

**Sponsor:** Mercedes Helms, (620) 282-0327, [mhelms@gbpeace.kscoxmail.com](mailto:mhelms@gbpeace.kscoxmail.com) or [helmsmercedes@hotmail.com](mailto:helmsmercedes@hotmail.com)

**Co-Sponsor:** Regan Ochs, (785) 673-6347, [rochs@abbb.com](mailto:rochs@abbb.com)

## **Gay Straight Alliance Club (GSA)**

The Gay Straight Alliance Club is open to all Barton Community College students. The purpose is to provide education to the campus and the greater surrounding community about Lesbian/Gay/Bisexual/Transgender issues, to provide support to LGBT students in a safe environment, and to plan social events for LGBT and straight allies.

**Sponsor:** Erin Renard, Fine Arts Building, Room 138, (620) 786-1187,  
[renarde@bartonccc.edu](mailto:renarde@bartonccc.edu)

## **Hispanic American Leadership Organization (HALO)**

The Hispanic American Leadership Organization (HALO) is open to all Barton students. HALO promotes the Hispanic culture on campus and in the community. Provides an inviting environment to develop leadership skills, social skills, community service, and fostering of academic and career achievement.

**Sponsor:** Baudilio Hernandez, Learning Resources Center, L-110, (620) 786-1174,  
[hernandezb@bartonccc.edu](mailto:hernandezb@bartonccc.edu)

## **The HUB - Center for Entrepreneurship**

The HUB is a central gathering place for those who desire to learn, develop and share their entrepreneurial spirit. Open to all Barton students, The HUB is an incubator for creative thought, innovation and leadership. Entrepreneurship is more than just risk-taking business ownership, it is the ability to see a problem or unmet need and turn it into an opportunity to initiate or create change with value. Get involved with The HUB, learn what it takes to be resilient, fearless and decisive. DRIVEN FORWARD!

## **Journalism Crew (J Crew)**

The Journalism Crew (J Crew) of Barton Community College is for students interested in the study of journalism including print, radio or broadcast. J Crew seeks to unite journalists of talent, truth and energy in good fellowship; to foster the best interest of journalism at Barton Community College; and to interest others in the Barton journalism program. No Journalism experience needed.

**Sponsor:** Peter Solie, Student Union, Room U-124, (620) 792-9239,  
[soliep@bartonccc.edu](mailto:soliep@bartonccc.edu)

## **Lambda Alpha Epsilon**

The Sigma Phi Omega Chapter was established at Barton Community College in 1969 for students and practitioners. SPO provides fellowship among students studying criminal justice through a variety of social and professional events. Students may also receive training in crime scene investigation, firearms, and a variety of other criminal justice related functions to compete against other college chapters both in-state and regionally.

**Sponsor:** Will Rains, T-Bldg., Room T-101, (620) 792-9244,  
[rainsw@bartonccc.edu](mailto:rainsw@bartonccc.edu)

## National Association for Music Education (NAfME)

NAfME Collegiate is the collegiate organization under the parent group MENC (Music Educators National Conference). Membership is open to any student actively participating in the music department as a music major and/or a member of the performing groups within the music department. The purpose of NAfME Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an understanding of:

- The basic truths and principles that underlie the role of music in human life.
- The philosophy and function of the music education profession.
- The professional interests of members involved in the local, state, division, and national levels.
- The music industry's role in support of music education.
- The knowledge and practices of the professional music educator as facilitated through chapter activity.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9296, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

## Nursing Club

The Nursing Club, an affiliate of Kansas Association of Nursing Students (KANS) and the National Student Nursing Association (NSNA) was established as a means of promoting interest in the nursing field. It is dedicated to the purpose of helping students achieve a better understanding of health-related issues and to develop qualities and skills that will assist in assuming leadership roles now and in the future.

**Sponsor:** Jill Lawson, T-Building, Room T-90, (620) 792-9350,  
[lawsonj@bartonccc.edu](mailto:lawsonj@bartonccc.edu)

## Phi Theta Kappa

Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States and eight international countries. To be considered for membership in Phi Theta Kappa, one must have previously attended Barton Community College one semester and be currently enrolled in 12 or more hours at the College. The applicant must have a minimum grade point average of 3.5 and be nominated by Barton County Campus faculty to earn membership. At BARTonline, Fort Riley, Fort Leavenworth, and Grandview Plaza, students must get an instructor to serve as a reference. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among students. It also provides opportunities for the development of leadership, service, the intellectual exchange of roles, and continued academic excellence.

**Barton County Campus:**

**Sponsors:** Stephannie Goerl, C-Building, Room C-119, (620) 792-9261,  
[goerls@bartonccc.edu](mailto:goerls@bartonccc.edu)  
Kathy Boeger, T-Building, Room T-126, (620) 792-9203,  
[boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

**BARTonline, Fort Riley, Grandview Plaza:**

**Sponsor:** Janet Balk, (785) 784-6606, Ext. 762, [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)

**Fort Leavenworth:**

**Sponsors:** Amy Neidig, (855) 509-3374, [neidiga@bartonccc.edu](mailto:neidiga@bartonccc.edu)  
Melissa Carolus, (855) 239-0821, Ext. 772, [carolusm@bartonccc.edu](mailto:carolusm@bartonccc.edu)

## St. Justa Pottery Guild

The St. Justa Pottery Guild exists to serve students who are interested specifically in pottery and in general ceramics. Members promote the use of ceramics in context of everyday life. Opportunities to foster leadership and social skills will be presented to the members. Members support each other through the exchange of ideas related to creating and marketing works of art.

**Sponsor:** Bill Forst, Fine Arts Building, Room F-137, (620) 792-9387,  
[forstb@bartonccc.edu](mailto:forstb@bartonccc.edu)

## Student Ambassadors

The Student Ambassadors serve as representatives of the College by conducting and scheduling campus tours and participating in recruitment activities. Ambassadors are selected from both the freshman and sophomore classes through an application and interview process.

**Sponsor:** Tana Cooper, Kirkman Building, P-107A, (620) 792-9241,  
[coopert@bartonccc.edu](mailto:coopert@bartonccc.edu)

## Student Government Association (SGA)

SGA is the representative governing body of the student population. The positions of Student Government are the president, vice president, secretary, sophomore representative and freshman representative. These positions are elected by the student body and receive performance awards each semester. The main purpose of the SGA is to provide a voice for the student population on campus and to plan student activities. The SGA Office is located in the lower level of the Student Union. Please direct questions and suggestions to [studentgov@bartonccc.edu](mailto:studentgov@bartonccc.edu) or Director of Student Life at [studentlife@bartonccc.edu](mailto:studentlife@bartonccc.edu) or (620) 792-9271.

**Sponsor:** Diane Engle, Student Union, Room U-126, (620) 792-9271,  
[engled@bartonccc.edu](mailto:engled@bartonccc.edu)

## Academic Activities

**Barton Theatre** is open to all students and community members with a desire to participate in acting, directing, playwriting, musical theatre, and technical theatre. This group consists of actors, state managers, directors, technicians, makeup artists, costumers, properties designers, set designers, lighting designers, graphic artists, and dramaturges. Barton Theatre produces a minimum of four productions per academic year; dramas, comedies, musicals, student productions and showcases. Auditions are necessary and scholarships are available.

**Sponsor:** Erin Renard, Director of Theatre, (620) 786-1187, [renarde@bartonccc.edu](mailto:renarde@bartonccc.edu)

**Concert Choir** is open to all Barton students without audition. The choir performs all styles of music from classical to Broadway and presents two concerts each semester. The course fulfills one of the required General Education Activities Course requirements and is a repeatable course. The choir rehearses three times a week, and receives one or two credits. Music scholarships are available. Please see the director for scholarship information.

**Instructor:** Vern Fryberger, Fine Arts Building, Room F-2, (620) 792-9395,  
[frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)

**Concert Band** is open to all Barton students. The band performs music from all styles and time periods with emphasis on the standard band repertoire. The group performs in concerts in the fall semester. The band meets once a week for one or two academic credits. Instrumental performance awards are available by audition.

**Instructor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Da Capo** is a small men's vocal ensemble. The group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

**Instructor:** Vern Fryberger, Fine Arts Building, Room F-2, (620) 792-9395, [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)

**Dolce** is a small women's vocal ensemble. This group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

**Instructor:** Vern Fryberger, Fine Arts Building, Room F-2, (620) 792-9395, [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)

**The Hilltop Singers** is a selected group of 20 singers with instrumental backup of piano, trap set, and bass guitar. As a show choir they are a highly visible group in this area of the state and perform for many types of functions. An audition is necessary for membership in the show choir. Music scholarships are available by audition in the spring for the next academic year.

**Instructor:** Vern Fryberger, Fine Arts Building, Room F-2, (620) 792-9395, [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)

**The Interrobang** is the student newspaper of the College. Its function is to report the news of the College and issues of interest to the College population. The staff is made up of interested college students. Three hours of credit per semester and not credit for volunteers.

**Sponsor:** Peter Solie, Student Union, Room U-124, (620) 792-9239, [soliep@bartonccc.edu](mailto:soliep@bartonccc.edu)

**Jazz Band** is open to all students. Music is chosen from all jazz forms including swing, funk, rock, and Latin. Rehearsals are held twice weekly for one or two academic credits. Performance awards are available by audition.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Orchestra** is a College-Community organization composed of musicians interested in performing in an orchestra. Membership is by audition or special permission only. The orchestra meets on a schedule in conjunction with spring semester musicals and presents concert performances.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Pep Band** performs at home basketball games and other special events as requested by the instructor. This group is committed to promoting spirit and excitement for Barton. Enrollment in Pep Band is necessary for membership. Pep Band members receive a performance award.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

## **Intramurals**

### **Mission Statement**

Recreational sports and activities are a desirable part of a student's program of education. Through participation it is hoped that the individual will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes in life. The goal of Intramurals is to provide an opportunity to all interested individuals to participate in some activities of their own choosing, insofar as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate.

### **Eligibility**

All students enrolled at Barton Community College and all faculty and staff members are eligible to participate in any intramural activity except as follows:

***A student who has received a collegiate varsity award in a sport or has participated in a varsity sport during the current school year cannot participate in that sport or any similar sport.***

The team roster with ALL team members must be filed in the Intramural Office before the team's first contest.

### **Entries**

In sports where entries are necessary, there shall be a definite time for closing the entry and no individual or organization shall be permitted to enter after that date.

### **Intramural Announcements**

Intramural contestants and managers will find important material in the Kirkman Student Activity Center.

### **Academic Advising**

**<http://bartonccc.edu/academicadvising>**

### **Advisor's Responsibilities**

Your academic advisor was selected for you from your major area of interest as indicated on your admissions application. Your assigned academic advisor will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity, and they are accessible to all advisees and exhibit an open-door policy. Additionally, advisors assist students in exploring the possible short and long-range consequences of their choices and to facilitate student's recognition and acceptance of personal responsibility for what happens to their lives. Advisors, with the assistance from their advisee, must focus not just on a semester-by-semester plan but a tentative college career plan that may encompass several years as well as what may or may not happen beyond college and training.

## Student's Responsibilities

- Share information with advisors regarding interests, goals, educational, and career plans.
- Share personal information that has a bearing on academic careers. The number of hours spent at work, responsibilities to family, financial aid status, and any limitations are all necessary information for advisors.
- Be familiar with the College Catalog and the Student Handbook. These are vital sources of information.
- Make a note of advisor's advising hours and phone number. When students cannot meet during the designated hours, they are expected to schedule appointments and to call if they are unable to keep appointments.
- Keep a record of graduation requirements. Students should keep copies of ALL correspondence from the College, and from meetings with their advisors. It is ultimately the students' responsibility to fulfill the requirements for graduation.
- Be familiar with college deadlines, which can be found in the Student Handbook.
- Be willing to contact the appropriate student support services available on campus. The Student Handbook is an excellent resource.
- Be prepared for meetings with advisors, particularly when registering for next semester. Students should review what courses are still necessary for their programs and have an idea of what courses they would like to take as electives.
- Alert their advisors immediately if they begin to have difficulties that are affecting their class work or continued enrollment.
- Be an active participant in the advising sessions.
- If students have questions about the advising process or are unclear about the advising services available at Barton Community College, they should contact the Advisement Coordinator in the Advisement Center at **(620) 792-9225**.





# Associate of General Studies

## General Studies



Associate in General Studies (Total Credit Hours – 64)

FOUNDATION STUDIES			
<b>Written Communication</b>			
<input type="checkbox"/>	ENGL	1204	English Composition I
			3
<b>Oral Communication</b>			
<input type="checkbox"/>	COMM	1230	Public Speaking <b>OR</b>
<input type="checkbox"/>	COMM	1200	Interpersonal Communication <b>OR</b>
<input type="checkbox"/>	COMM	1202	Fundamentals of Speech
			3
<b>College-level Mathematics</b>			
<input type="checkbox"/>	BUSI	1609	Business Statistics
<input type="checkbox"/>	MATH	1806	Technical Math
<input type="checkbox"/>	MATH	1819	Business Math
<input type="checkbox"/>	MATH	1824	Intermediate Algebra
<input type="checkbox"/>	MATH	1828	College Algebra
<input type="checkbox"/>	MATH	1829	Elements of Statistics
<input type="checkbox"/>	STAT	1829	Elements of Statistics
<input type="checkbox"/>	MATH	1830	Trigonometry
<input type="checkbox"/>	MATH	1831	Business Calculus
<input type="checkbox"/>	MATH	1832	Analytic Geometry
			3
<b>Computer Literacy</b>			
<input type="checkbox"/>	BSTC	1036	Computer Concepts & Apps
			3
<b>TOTAL</b>			<b>12</b>

PHYSICAL EDUCATION, HEALTH, and PERFORMANCE			
Only one credit from Performance course allowed			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL (2 credit hours minimum)</b>			<b>2</b>

\*\*\*\*\*

### REQUIREMENTS for EMPHASIS:

OTHER ELECTIVES			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>35</b>

Rev: 02/12

HUMANITIES			
6 credits from 2 of the 3 subject areas			
At least 3 credits from "breadth" courses			
<b>Fine Arts</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			<a href="#">General Education Courses</a>
<b>Language Arts</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			
<b>Philosophy / History / Religion</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			
<b>TOTAL</b>			<b>6</b>

SOCIAL and BEHAVIORAL SCIENCES			
6 credits from 2 of the 3 subject areas			
At least 3 credits from the "breadth" courses			
<b>Social Science</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			<a href="#">General Education Courses</a>
<b>Behavioral Science</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			
<b>Economics / Political Science</b>			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			
<b>TOTAL</b>			<b>6</b>

NATURAL SCIENCE			
<input type="checkbox"/>			See general education courses list
<input type="checkbox"/>			<a href="#">General Education Courses</a>
<b>TOTAL</b>			<b>3</b>





## Testing

### Placement Testing

Students entering college for the first time without SAT, ACT, Accuplacer or ASSET scores must take the Accuplacer or ASSET test. Students must have test scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Test scores will be used to place students in the appropriate English, reading or math course. Individuals requiring testing accommodations due to disability should contact: [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or (620) 786-1102.

Testing provides both the student and the adviser an effective tool to best position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

### Instructor Assigned Testing

Student Services may conduct other assessments or testing as required by individual instructors or departments.

- **ACT:** An entry-level test required by many colleges. Administered at Barton's Great Bend campus in October, December, and April, with fees paid directly to ACT. Students may register by going to [www.actstudent.org](http://www.actstudent.org).
- **SAT:** An entry-level test required by many colleges. Students may register at [www.collegeboard.org](http://www.collegeboard.org).

### The following nationally normed instruments can be administered:

#### Testing for non-Barton students is available for a fee of \$25 per test/per sitting

- **ACCUPLACER:** Great Bend Campus students only. A computerized untimed placement test used to determine the level of math, English, and reading in which a student would be most successful.
- **ASSET:** A 25-minute timed test used for placement into specific English and math classes.
- **CLEP & DANTES:** An instrument provided by Education Testing Services which allows you to receive credit for informal learning by "testing out" of entry-level classes. Primarily designed for the adult student; fee paid directly to College Board/CLEP. Barton charges a \$15 administration fee. Military personnel wishing to take a CLEP test may qualify for DANTES funds.
- **COMPASS:** Fort Riley students only. A computerized placement test to determine the level of math, English, and reading in which a student would be most successful.

### Tests Administered Through Other Testing Agencies

- **ASE:** Automotive Service Excellence Exam
- **TEAS:** Nursing Entrance Exam. Available to non-Barton students with testing fee and permission from Nursing Department.

### Career Center

[www.careercenter.bartonccc.edu/careercenter](http://www.careercenter.bartonccc.edu/careercenter)

### Career Exploration

Barton's Career Counselor is available to assist you with choosing a career that fits your personality and interests. Assessments of abilities, values and interests are available to assist in choosing a major. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with online resources.

## Internships/Job Shadow

An internship or job shadowing experience may be arranged through the Career Center. Internships are work experiences that enhance learning and help to verify career choice or encourage exploration of further options. Internships are often unpaid work and may or may not be for college credit.

## Job Search Assistance and Part Time Employment

Resources and personal assistance are available in the following areas: resume and cover letter writing, completing job applications, developing interview skills, professional etiquette and job search assistance. Current opportunities are posted on our website for on and off campus employment: [www.careercenter.bartonccc.edu](http://www.careercenter.bartonccc.edu).

## Transfer Information

Catalogs and brochures from public and private colleges in the state of Kansas are available outside of the Career Center Office. Information about transfer equivalency of Barton courses to other institutions is also available. Information from colleges outside of Kansas may be obtained at your request. Many Kansas colleges have admissions representatives visit throughout the year to meet with prospective Barton students. Check the Career Center website for specific dates and times.

## Disability Services

Services are available to students (on-campus or online) with physical or learning disabilities in order to promote equal educational opportunities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability, which should include how the disability affects the student's academic performance, as well as suggested accommodations. The student must take the first step of self-advocacy by making sure they contact a disability advocate at **(620) 786-1102**, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or

- Barton Main Campus students can come to the north end of the Learning Resources Center, or call the Barton disability number, **(620) 786-1102**.
- Fort Riley Campus students can contact the Student Services Office in Building 217, Room 105, or call **(785) 784-6606**, or call the Barton disability number **(620) 786-1102**.
- BARTonline students can call **(855) 509-3367** or call the Barton disability number **(620) 786-1102**.

## Guide to Disability Services

For more information see the U.S. Department of Education Office for Civil Rights publication "[Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities](#)".

## Child Development Center

**Barton's Child Development Center is a comprehensive day care program.**

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located at the Barton County campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton campus offices observe a summer schedule. Located adjacent to Cottonwood Hall (the 3-story Phase IV Housing Complex - **see map on page 105**), the Center provides care for as short a time as one hour and as long as eleven hours each day.

The Center is licensed by the State of Kansas to provide care for up to 66 children during each academic semester. The Director of the Child Development Center can be reached at **(620) 786-1131** or **(620) 792-9360** to provide information about Center enrollment.

Barton's Child Development Center comprehensive day care program. The program is based on these concepts and philosophies:

- Children learn the skills necessary for success in school and life at an early age.
- Each child learns at his/her own rate.
- Success in learning will develop the child's self-image.
- Growth is a sequential and orderly process.
- Children pass through stages of development, which occur in a predictable sequence in the physical, affective and cognitive growth domains.

Our responsibility is to assist the child in growing to their fullest potential by recognizing each stage of development and then preparing the curriculum to achieve the goal.

## College Health Services

Barton Community College employs a registered nurse full-time from August through May.

### Clinic hours are:

- Monday, Wednesday, and Thursday from 8:00 a.m. to 4:00 p.m.
- Tuesday from 8:00 a.m. to 5:30 p.m.
- Friday from 8:00 a.m. to 1:00 p.m.
- After hour emergency contacts can be made by calling cell phone **(620) 786-0392**.

Basic services are free to all students and employees of the College.

**Please note: All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.**

The mission of the College Health Program is to help maintain a state of optimum health, both physical and emotional, among the students, faculty and staff.

### Services available:

- First aid and emergency care.
- Routine health checks.
- Assistance with medical, dental and eye referrals
- Immunization information and assistance with updates
- Prescription injections can be given with approval of prescribing physician and college nurse. Medication must be provided by the student.
- Assistance with family planning, STD and HIV counseling
- Medical information source

### THE COLLEGE NURSE CAN BE REACHED:

LOCATION: Union, Room 206

OFFICE PHONE: (620) 792-9233

CELL PHONE: (620) 786-0392

E-MAIL: [brockk@bartonccc.edu](mailto:brockk@bartonccc.edu)

## Medical Insurance

The College does not have a plan or endorse any particular plan. Information on medical insurance policies provided through private agencies is available at the Student Health Office.

## Counseling

Professional counseling is available to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available for career counseling on campus, as well as for community resources. For counseling services, call **(620) 792-9295**.

Go to our Barton Counseling website: <http://counseling.bartonccc.edu> for many web links for mental health and addiction information and screening services, as well as many self-help websites for test anxiety, study skills, stress and anxiety issues, adjustment to roommates and college life, and relationships.

**FAMILY CRISIS CENTER**  
**(sexual or domestic violence)**  
**(620) 792-1885**

**NATIONAL SUICIDE  
PREVENTION HOTLINE**  
**1-800-273-TALK (8255)**

## Resident Hall Requirements

Barton Community College provides campus based student housing that will accommodate a total of 342 students. ADA compliant rooms available.

Barton requires all full-time Freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) to live in college residence halls. A student is exempt from this requirement if he or she meets at least ONE of the following criteria:

- is married
- is 21 years of age or older
- has a child or children who reside with him or her
- is a resident of Barton County or a border county and is residing with parents, legal guardian, or immediate family member of legal age.

Student housing contracts remain in effect for the entire academic year. Contracts are processed on a first come, first served basis. Students may choose to opt out of the contract for the spring semester, provided they meet at least one of the criteria listed above. If a student decides to opt out, written notification must be provided to the Student Housing Office by the last day of fall final exams.

## Costs

### Fall 2015 - Spring 2016 Housing Rates (4% discount for single pay)

Living Center Costs and Payment Plan includes room and board (cost subject to change without notice). Costs below based on 19-Meal Plan and Double Occupancy

Payment Plan	
Twin Suite (Double occupancy)	\$2,770 per semester/\$5,540 per year
Single Suite (Double occupancy) Limited availability	\$3,234 per semester/\$6,468 per year
Single Occupancy Option Dependent on availability	Starts at \$4,266 per semester/\$8,532 per year

## 19 Meal Plan Information

Meals can be used at any serving time, during any one week Sunday through Saturday. Three meals served five days a week and four meals on the weekends are available for you to choose from.

## Deposit Information

A non-refundable application fee of \$120 is required to initiate a housing contract. Housing is reserved on a first come, first serve basis. Mandatory housing meetings are held once a semester.

## Non-Resident Visitation Hours

Daily non-resident visitation is 10:00 a.m. - midnight. Any visitor under the age of 18 and not a member of the immediate family of a housing resident will not be allowed in student housing or student grounds. Visitors who violate this policy may be arrested for trespassing. During finals week there are no overnight guests.

Residents may be allowed to host overnight guest(s) by notifying the Coordinator of Student Housing in writing 48 hours in advance. Guests must be a minimum of 18 years old, unless they are a member of your immediate family. If advance notification is not followed, the standard fine will apply. Guests may stay no longer than three days, and must abide by all housing policies and procedures. Please be considerate and ask your roommate's permission before having an overnight guest in your room as well.

All guests should be escorted at all times. All guests should be able to produce identification at all times. It is each resident's responsibility to inform their guest of college and residence hall policies and procedures. Residents are responsible for the conduct of their guest and are held accountable through the student code of conduct and housing rules and procedures. Misconduct for rule violations will be resolved through the disciplinary procedure. Further, residents are responsible for all activities that occur in their room.

## Campus Safety Department

At Barton Community College the safety and well-being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

Any student, College employee, or visitor who witnesses a crime or accident should contact the Barton Community College Safety Office. The Campus Safety Office is located in the Technical Building, Room 154, or they can be reached by calling **(620) 792-9217**.

## Campus Safety Personnel

Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. Campus Safety Officers work closely with Facility Management and the Coordinator of Student Housing to try to maintain a tight key control.

The Facility Management Department maintains the College buildings and grounds with concern for safety and security. Facility Management employees inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond to reports of potential safety and security hazards such as broken windows, locks, and repair or replacement of malfunctioning lights.

The Campus Safety Department assists the Facility Management Department by reporting potential safety and security hazards. Students, faculty and staff also may call the Campus Safety or Facility Management Departments to report safety and security hazards.

## Public Safety

The Barton Community College Campus Safety Department provides several functions to the College community, some of which are as follows:

- The Barton Community College Campus Safety Department provides a 24 hour a day, seven days a week patrol function on campus, parking lots, and living quarters. Barton Community College Campus Safety personnel are commissioned by authority of the State of Kansas under K.S.A. 72-8222 which gives them the authority to possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the school district or community college.
- Officers are responsible for a full range of public safety services including assistance in medical emergencies, fire emergencies, traffic regulations, accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons and other incidents.
- Criminal acts and other emergencies on campus can be reported 24 hours a day, seven days a week by calling **Ext. 217** while on campus or **(620) 792-9217** from an off campus phone. If you would like to talk to Campus Safety personnel in person, the Campus Safety Office is located in **Room 154** of the Technical Building.
- The Campus Safety Department will make an incident report on any crime or unusual activity reported to the Department, which will be kept on file for at least three years or longer.
- Campus Safety personnel have concurrent jurisdiction on campus with the Barton County Sheriff's Office. The Barton County Sheriff's Office will respond to assist if needed and are always ready to help with major crimes or other functions on campus.
- The Campus Safety Department shares information with both the Barton County Sheriff's Office and the Great Bend Police Department on arrests and serious crimes. The identification number of any stolen vehicle and other property, if available, may be reported to one or both departments and may be entered into the National Crime Information Center by either department.

## Public Service

Campus Safety Officers are often called to assist student and faculty in other ways. Some of the extra duties they perform, time permitting, include jump-starting automobiles whose battery has run down. If you have a special request, contact the Campus Safety Department at **Ext. 217**.

## Prevention of Crimes

Barton Community College is a community of students, faculty and staff. Like all small communities, there will be incidents of property loss and other daily problems where people reside and work in close proximity to one another. Our job is to lessen the occurrences of such incidents.

The Campus Safety Department is responsible for the safety and security of the College campus. This task cannot be accomplished alone. Crime prevention and security awareness are self-serving qualities. We need the assistance and cooperation of each student, faculty and staff member. Some ways you can assist us in this endeavor is as follows:

1. Report all suspicious persons as soon as possible.
2. Report any crime as soon as possible.
3. Be watchful when walking alone on campus after dark.
  - If going out at night, ask a friend to go with you.
  - Stay in lighted areas and report any lights that are not functioning properly or areas that are dimly lit.
4. Keep money and valuables in a safe place.
  - Don't flash a large amount of money if you have it on you.
5. Be sure that your room is locked when you leave it unattended.
6. Do not lend or give the key to your room to anyone.
7. Be especially watchful at night in the parking lot if you are alone.
  - If your car is unlocked, always look in the back seat and floor board before entering.
  - As soon as you get into your car, lock the doors before starting.
  - Do not pick up hitchhikers on or off campus.
8. Always be aware of your surroundings and keep in mind an escape route.

**CRIME  
STOPPERS**

***"We don't want your name,  
just your information."***

**620-792-1300 or 1-888-305-1300**

## Crime Detection and Prevention Policies & Procedures

Barton Community College has several policies relating to crime detection and prevention. They are included in various publications available for your use and review. The College policies can be viewed starting on **page 81**. College Policies regarding crime detection and prevention include the following:

### Emergency Action & Disaster Plan

<https://www.dropbox.com/s/u0f4a8cfari0rnf/EOPPlan.pdf>

Barton Community College is committed to the safety of its students, employees, and community-at-large. The Emergency Response Team is charged with planning, implementing, and communicating actions to be taken by employees and students in response to and number of possible emergencies.

## Reporting Criminal Actions

Barton Community College Campus Safety Officers possess all law enforcement powers by the State of Kansas under K.S.A. 72-8222. The Campus Safety Department consists of six (6) full time officers. The College allows for the confidential reporting of crimes. The Department maintains a 24 hour answering service, 365 days a year. Campus Safety Officers respond to calls for emergency or routine services and may also take incident reports in the Campus Safety Department located in the Technical Building, **Room 154**.

Officers in this department receiving information in reference to a crime occurring on campus will initiate a written report of that crime. Reports dealing with criminal activity are brought to the attention of the Campus Safety Officers and may also be reported to the Barton County Sheriff's Office for further investigation, if needed. A Standard Offense Report will also be made and sent to the Kansas Bureau of Investigation.

These reports may be forwarded to the Office of the Barton County Attorney for possible criminal charges. The County Attorney has final discretion over the disposition of all criminal cases.

## Student Right-to-Know and Campus Security Act

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton Community College to make readily available to all prospective/current students and College staff the following information on an annual basis concerning:

The completion or graduation rate of all full-time, first-time certificate or degree-seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid, and

The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Barton Community College adheres to the Campus Security Act (public Law 101-542). Current statistics are posted in each building and available upon request from the Campus Safety Office.

## Barton Community College Crime Statistics

<http://docs.bartonccc.edu/about/campussafety/Crime%20Statistics/CrimeStatistics%202013%20for%202014%20Report.pdf>

## Graduation Rates

<http://docs.bartonccc.edu/about/campussafety/gradrates12.pdf>

Printed copies of the Annual Report and Crime Summary and the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act are available upon request from the Student Services Office located in the north end of the Learning Resources Center.

## Security I.D. Policy

Faculty, staff, and students of Barton Community College may be required to show their College I.D. to Campus Safety personnel on an as needed basis. We are implementing this policy for the safety and well being of the entire college community. **Please remember to have your College I.D. handy at all times.**

## Personal Appearance

The College recognizes that a wide variety of personal styles, concerning appearance and clothing, are generally accepted in the local community. You should be guided in your personal appearance by your plans for part-time jobs while at the College or for full-time employment upon leaving the College. Shirts and shoes must be worn in all buildings.

## Access to Campus Facilities

The Barton Community College Campus Safety Department controls access to College facilities. After-hours access to academic buildings is allowed only to personnel who have a legal and legitimate reason to be in the buildings after hours. Students who need to stay late inside one of the buildings must have permission from a College official to remain inside the building. Anyone found inside a building at closing time without permission will have to leave upon request of the Campus Safety Officer.

Anyone needing to remain inside the building after hours should:

- Have the College official who has granted permission contact the Campus Safety Office and advise the Campus Safety Officer that the person will be staying late.

## Drug and Alcohol Abuse Education Programs

Consistent with its educational mission, the College also assists its members in finding alternatives to alcoholic beverage and drug abuse and provides services and resources for College members who experience alcohol or drug related difficulties. For more information contact the Dean of Student Services at **Ext. 226** or in **L-137**.

## Alcoholic Beverages

Barton Community College seeks to encourage an academic environment that maintains and promotes the health, safety and welfare of all members of this campus. In keeping with those objectives, the College has established policies and guidelines governing the possession, sale and consumption of alcoholic beverages on the campus: Drug-Free Schools and Communities Act Policy.

Possession or consumption of alcoholic beverages is not permitted on property owned or controlled by Barton Community College. Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21 years, is a violation of College rules and laws of the State of Kansas under K.S.A. 41-727 and K.S.A. 21-3610.

Likewise, the consumption and/or possession of all alcohol is prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

## **Animals in College Facilities and in College Vehicles**

In an effort to provide a safe and healthy environment for employees, students and visitors, this procedure establishes requirements for accessibility, behavior and treatment of animals in college facilities and in college vehicles. Access may be denied for certain areas in college facilities.

### **College Facilities**

An animal may not be in college facilities, except for:

1. a police or military dog in the line of duty.
2. those used for educational purposes which have been approved by the appropriate departmental administrators and where the individual housing the animal assumes responsibility for providing proper care and sanitation for the animal.
3. a service animal<sup>1</sup> supporting an individual (non-employee) with a disability seeking access to public places under Titles II or III of the ADA.
4. a service animal<sup>1</sup> supporting an employee with a disability that has been approved by the College as a reasonable accommodation under Title I of the ADA.
5. when approved, an assistance animal<sup>2</sup> supporting the emotional needs of an individual with a disability in Student Housing under the Fair Housing Act and Section 504.
6. a service animal<sup>1</sup> or an assistance animal<sup>2</sup> accompanied by a handler who is training the animal for someone else and who is seeking public access under Kansas Statute.

Please note: Under the ADA, only an employee with a disability is entitled to a reasonable accommodation. Therefore, an employee without a disability who is training a service animal for someone else, will not be allowed to bring the service animal with them into the workplace.

### **College Vehicles**

An animal may not ride in college vehicles, except for:

1. a service animal supporting an individual with a disability that has been approved by the College as a reasonable accommodation.

### **Service Animals**

When it is not obvious what service a service animal provides, the college may ask those seeking public access under Title II and III of the ADA (non-employees/non-trainers)

1. if the service animal is required because of disability; and
2. what work or task the service animal has been trained to perform.

Under Title I of the ADA, the College may ask an employee requesting to bring a service animal into the workplace to support his or her disability for documentation or a demonstration of the need for the service animal to substantiate the employee's accommodation request.

Under Kansas Statute, the College may ask a handler who is training a service animal or an assistance animal for someone else, and who is seeking public access, for the following:

1. The legal name of the trainer.
2. The name of the training center.
3. The address and telephone number of the training center.
4. The types of functions for which the service or assistance animal are trained by the center.
5. A picture or digital photographic likeness of the trainer.

## Assistance Animals

If an animal does not meet the service animal definition under the ADA, and is being requested solely as an assistance animal in Student Housing to support the emotional needs of an individual with a disability, the College may consider the following:

1. Does the person seeking to use and live with the animal have a disability?
2. Does the person making the request have a disability-related need for an assistance animal? (i.e. The request and supporting documentation establishes the relationship between the disability and the support that the animal provides.)

If the answer to either question is “no”, then the requested accommodation may be denied. If the answer to both questions is “yes”, then the requested accommodation may be approved on a case-by-case basis, unless:

1. Doing so would impose an undue financial and administrative burden;
2. Doing so would fundamentally alter the nature of the College’s services;
3. The specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; or
4. The specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

The College may ask individuals who have disabilities that are not readily apparent or known to submit reliable documentation of a disability and their disability-related need for an assistance animal.

If the disability is readily apparent or known but the disability-related need for the assistance animal is not, the College may ask the individual to provide recent professional documentation from a physician, psychiatrist, social worker or other mental health professional that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.

Students must receive approval for an assistance animal in student housing prior to bringing their animal to campus. If students are cited for a violation to the pet policy (located in the Student Housing Handbook), they must remedy the violation before requesting approval for the assistance animal. Animals living on-campus in violation of the pet policy may not remain on-campus pending review and determination of an assistance animal request.

**Responsibility/Liability** The College is not responsible for or liable for the behavior, actions, supervision or care of a service or assistance animal. The handler accepts full responsibility and liability for the animal and as such, may be asked to remove an animal if the animal

1. is not housebroken;
2. is out of control and the handler is not able to control it; or
3. poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

A police or military dog, a service animal or an assistance animal must have a harness, leash or other tether, unless the handler is unable to use a tether because of a disability or the use of a tether would interfere with the animal's ability to safely perform its work or tasks. In these cases, the animal must be under the handler's control through voice commands, hand signals, or other effective means.

The handler is responsible for ensuring:

- the animal is in good health
- the animal is clean and free from offensive odors
- the animal is licensed per state law
- all vaccinations are kept up-to-date
- the animal wears a rabies vaccination tag
- the animal wears an owner identification tag containing the owner's name and phone number at all times (service and assistance animals only)
- immediate clean-up and proper disposal of all animal waste

## Damages

Although the College may not assess a surcharge, it may impose charges for damages caused by a service or assistance animal in the same manner it would impose charges for other damages to college property.

## Service Animal Identification

It is strongly encouraged that all service animals wear the appropriate identification, including an appropriate vest or harness, service animal patches and ID card visibly displayed.

- 1) Under Title II and Title III of the ADA, a service animal is defined as dogs (In some cases, the College may also permit miniature horses to serve in this capacity) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Under Title I of the ADA, there is not a specific definition of a service animal. However, employers do not have to allow an employee to bring an animal into the workplace if it is not needed because of a disability or if it disrupts the workplace.

- 2) Under the Fair Housing Act and Section 504, an assistance animal is defined as an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability.

**Approved by: President Date: 4/27/15**

## **Gambling**

Gambling is not permitted on campus or at any College-sponsored activity off campus.

## **Illegal Drugs**

Barton Community College does not condone the possession, sale, distribution or use of illegal drugs or other hallucinogens on the campus. Anyone known to be possessing, using, selling or distributing such drugs is subject to disciplinary action as well as arrest and fine or imprisonment according to State Statute K.S.A. 65-4127.

Likewise, the consumption and/or possession of all illicit drugs are prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

## **2108 – Social Media**

The College recognizes the growth and use of social media platforms in our culture. This procedure is designed to meet the needs of instructors and staff to promote responsible engagement in education, innovation and dialogue in their courses, programs, activities and recruitment using social media platforms.

Whether or not Barton faculty and staff choose to create or participate in social media or any other form of online publishing or discussion is his or her decision.

The use of social media that represents the College is seen as a key element in Barton's brand strategy. Procedures involving the use of the College's logo (2106), the College's computing system (2111), and the Employee Conduct and Discipline (2450) apply as well.

1. All social media accounts representing Barton Community College will be reported to the Public Relations and Marketing Department, which will be given full administrator privileges to said accounts or pages, and reserves the right to eliminate a page or account that is inappropriate, ineffective or has not lived up to expectations placed on such pages, such as post frequency or nature of content outlined in the best use guidelines.
2. Any individual or department wishing to start a social media page or account representing the college must first consult the Public Relations and Marketing Department, which will determine if a page or account is necessary. The priority is to keep accounts and pages to a minimum, with content served primarily from the college's main pages and accounts.
3. The views and information expressed in staff or student social media activities do not constitute official college information. However, Barton employees should be mindful that their posts can have consequences. Because nothing online should be considered truly private, any inappropriate verbal attack on Barton not considered concerted activity for mutual aid as outlined by the National Labor Relations Board is prohibited. Further, inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. In such situations, Employee Conduct and Discipline (2450) applies.
4. Barton personnel are personally responsible for the content they publish online. Students, faculty and staff are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of social media can result in disciplinary action. Barton Community College makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.
5. Personnel will identify themselves by name and, when relevant, their role at Barton Community College when they are discussing Barton or Barton-related matters.

Personnel must make it clear that they are speaking for themselves and not on behalf of Barton Community College.

6. If content is published to any website outside of Barton Community College and it has something to do with the College a disclaimer will be used such as, "The postings on this site are my own and don't necessarily represent Barton Community College's positions, strategies or opinions."
7. Respect copyright, fair use and financial disclosure laws.
8. Web content is by definition public information and as such no Barton Community College proprietary information, student information, confidential information or personally-identifying information will be published at any time.
9. Students, faculty, and staff will adhere to the terms and conditions of social networking sites.
10. For those social networking sites that require an "official representative" of the college, that representative shall be determined by the Director of Public Relations and Marketing. Students, faculty, or staff cannot misrepresent themselves as social networking site account managers.
11. Be respectful of others at all times.

### **Instructional use of social media**

The College supports an instructor's academic freedom (2520) which includes their use of social networking in their courses. An instructor needs to outline their expectations in the syllabus for the course(s) using social networking for instruction. The instructor does have the right to restrict edit or delete content posted by students and post such a disclaimer in the social networking being used. The College's email system (and not social networking sites) must be used when communicating about an issue involving a specific student.

The Title III Instructional Specialist will be responsible for training instructors on educational use of social networking.

### **Clubs and Student Organizations**

If a club or student organization of the College uses a social networking tool or website, the Faculty Advisor of the club/organization will be ultimately responsible for its content. They will not be responsible for links/ads/pages of a student's individual profile connected to the official group site. Furthermore, student organizations utilizing Facebook should use a "group" rather than a "page" except student publications like "The Interrobang." If similar "group" features exist on other social media platforms, they should also be used.

(Based on policy 1106; approved by President on 1/26/15)

### **Tobacco Use**

In accordance with K.S.A. Bill No. 21-4010, smoking is prohibited in all College buildings. A Barton policy passed effective Spring 1994 states that no tobacco products (including smokeless tobacco), are allowed in any College building. **The Tobacco Free Campus Policy.**

The Tobacco Free Campus Policy can be viewed at: <http://internal.bartonccc.edu/humres/facilities%2c-equipment%2c-and-other-resources---1200.html>

**Barton Buildings Are Tobacco Free**  
**KsQuit.org**

## **Drug-Free Schools and Communities Act Policy**

Refer to Policy on **page 93**.

### **College Closing Procedure**

#### **2100 - College Closing - Inclement Weather**

The Vice President of Instruction and Student Services or his/her designee upon consulting with the Dean of Administration is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

Employees and students who face hazardous conditions and/or unusual circumstance as a result of inclement weather are expected to contact the appropriate supervisor or faculty member to make arrangements to be absent or arrive late.

In addition, the College President or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

#### **Barton Campus**

The College will inform the following media of college/class cancellations:

- KSNW-TV (channel 3)
- KAKE-TV (channel 10)
- KWCH-TV (channel 12)
- Eagle Radio - KVGB 1590 AM / KHOK 100.7 FM / KBGL 106.9 FM / B 104.3 FM (GB)
- Rocking M - KZRS / Star 107.9 FM (GB)
- KRSL 990 AM / 95.9 FM (Russell)
- Eagle Radio - KAYS 1400 AM / 103.3 FM (Hays)
- KHCT 90.9 FM - Radio Kansas (Hutchinson)
- KHUT Country 102.9 FM / KHYM 93.1 FM (Hutchinson)

In addition, the College will post a message on its telephone system which can be accessed at **(620) 792-2701**. Messages will also be posted to the College's website. Text message alerts will be sent to those subscribed to this service.

#### **Workforce Training & Community Education**

(WTCE) Events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the Director of Public Relations (or designee) so that cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

#### **College Advantage**

College Advantage classes will be cancelled if their sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

## **Fine/Performing Arts Events**

Any such event under the supervision of the Dean of Academics that occurs on a week day (Monday-Friday) should come under the same consideration for any such closing of school/classes.

Recommendation of closing such events occurring on weekend dates shall be the responsibility of the Dean of Academics. The Dean will be responsible for contacting the Vice President of Instruction and Student Services and the Office of Public Relations.

Any such event held in the Fine Arts Building and/or auditorium from an outside, non-Barton organization (weekday and weekend), decision to close should be the responsibility of the Dean of Administration.

## **Learning Resources Center**

The Director of Learning Resources may close the LRC in the event of inclement weather on the weekend or in the evenings when the College is not otherwise open for classes. The Director will be responsible for contacting the Vice President of Instruction and Student Services and the Office of Public Relations.

## **Athletic Department**

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Coordinator of Sports Information and Event Operations who in turn will notify the media and post the cancellation on the Barton Athletics web page.

## **Shafer Art Gallery**

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours then the closing procedure will follow these guidelines.

The Director of the Shafer Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Director of the Shafer Gallery will notify:

1. Vice President of Instruction and Student Services and/or the Coordinator of Facility Management;
2. Director of Public Relations (or designee) so that the cancellation may be made in conjunction with other College closing announcements, as applicable; and
3. If the Director of Public Relations (or designee) is unavailable, the Director of the Shafer Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

## **Silver Cougar Club Events**

The Coordinator of Fund Raising and Special Events and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Coordinator of Fund Raising and Special Events shall notify:

1. Director of Public Relations (or designee) so that the cancellation may be made public through all communication media; and
2. If the Director of Public Relations (or designee) is unavailable, the Coordinator of Fund Raising and Special Events or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly.

Due to the nature of Silver Cougar Club Events (the Foundation has a list of specific attendees), the Coordinator of Fund Raising and Special Events, along with the Foundation staff will personally contact each attendee to notify them of the cancellation and rescheduling of the event when appropriate. In those cases where an event cannot be rescheduled and members have been charged an event fee – those funds will be refunded or credited to the next event, depending on the wishes of each individual attendee.

## **Fort Riley & Fort Leavenworth Campuses**

Classes will only be cancelled if the Command at Fort Riley or Fort Leavenworth declares the Fort(s) to be closed and non-essential personnel are excused from reporting for duty. Upon notification, the Dean of Fort Riley Learning Services and Military Operations, and the Dean of Technical Education will take the following action:

### **College Programs, LSEC and BSEP**

#### **(Dean of Learning Services and Military Operations)**

1. Initiate the Barton-Fort Riley/Fort Leavenworth Inclement Weather “Calling Tree”;
2. Inform the College President and/or Vice President that classes are cancelled;
3. Coordinate the cancellation of evening cases with the Director, Army Education Center;
4. Disseminate information regarding the cancellation of classes via appropriate media; and
5. Text message alerts will be sent to those subscribed to this service.

The Administrative Assistant, Barton-Fort Riley, will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Fort Riley/Fort Leavenworth personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

### **Military Programs and Grandview Plaza (Dean of Technical Education)**

1. Verify with G-3 that the military classes will be cancelled;
2. Initiate the Military Programs/Grandview Plaza “Calling Tree”; and
3. Coordinate with Fort Riley Dean of Learning Services and Military Operations regarding the cancellation of classes via appropriate media.

The Director of Military Programs, Barton-Fort Riley, and the Administrative Assistant Grandview Plaza will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Military personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

(Based on policy 1105; revised and approved by President on 3/9/10)

(Minor revision 10/30/13)

## **Traffic Enforcement Policy**

The Board of Trustees of Barton Community College has given the Director of Campus Safety the authority and responsibility to control and regulate traffic on property owned or controlled by the College. Rules must be established and followed so as to control traffic and parking while on College property. The following is a general outline of the traffic and parking policy of Barton Community College.

## **Traffic Control**

Traffic control signs are placed throughout the College campus. These signs all conform to Kansas Statutes in K.S.A. Chapter 8, which is the chapter that deals with traffic signing and traffic control. All signs are approved by the State Highway Traffic Code as authorized signs and are all recognized traffic control signs.

Signs are placed so as to control traffic in the safest possible manner without being a burden upon any person wanting to drive upon the campus. Violations of traffic control signs (speeding, no parking, fire zones, handicap parking, etc.) may either be handled by a citation issued and taken care of internally through the College or may be subject to a Traffic Infraction as set forth in Kansas Statute K.S.A. Chapter 8 and a citation issued to Barton County District Court.

Further, legally recognized traffic control, such as curbs painted yellow, parking stalls painted blue with a wheel chair symbol, yellow painted areas adjacent to fire plugs etc. will all be enforced and persons parking in these areas will be subject to a citation being issued as described in the previous paragraph.

No motor vehicle, including but not limited to, motorcycles, mopeds, motor scooters, or motorized bicycles will be allowed to operate on sidewalks, pedestrian walks, lawns or grassy areas on campus except for authorized motor vehicles operated by College officials while engaged in business for the College, or utility vehicles operated at the direction of a College official.

## **Parking Lots**

Unlike most other colleges and universities there are no parking stickers required except for housing students. There is no reserved parking for faculty, staff or student personnel with the exception of the lot on the east side of the Technical Building which is restricted to vehicles owned and operated by Barton Community College and the lots located between and east of the student housing area. Housing students are expected to park in the parking lots provided for them and for which they are issued a parking permit. Other students, faculty and staff are not permitted to park in the student housing parking lots with the exception of the Coordinator of Student Housing and the Assistant Coordinator of Student Housing.

In the few lots where parking is restricted, each area is clearly marked with signs designating the parking restrictions and will be enforced.

## **Handicapped Parking**

Students, faculty and staff with permanent or temporary health disabilities that impair their mobility may receive special parking privileges. Those persons who have a physical handicap may park in an authorized handicap zone while displaying either an official rear-view mirror hanging permit or disabled license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154.

Any person caught using an official handicap permit or tag who is not impaired or anyone using a forged handicap permit will be issued a Notice to Appear in Barton County District Court.

## Payment of Fines

Fines, having been previously set, are noted on the citation issued by a Campus Safety Officer. Fines are due and payable within fourteen (14) days of the date of the citation. Fines may be paid any weekday during normal working hours at the Business Office, located in the Kirkman Activity Center. Fines may also be paid by mail with a personal check or money order made payable to Barton Community College, and addressed to Business Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530.

Fines not paid within fourteen (14) days of the citation being issued will have an additional \$5.00 fine added to the original fine unless an appeal is requested. (see section under APPEALS)

If a person requests an appeal hearing within the 14 day limit after the issuance of the citation and posts the \$5.00 appeal hearing fee the additional \$5.00 fine will be suspended.

Students who do not pay fines within 30 days of the citation may not be allowed to add, drop or change classes until such time as the fine is paid in full. Also, students may be denied enrollment for another semester as long as the fine is unpaid.

Any student who leaves this College without paying an outstanding fine will be unable to have his or her transcript transferred to any other school so long as the fine is unpaid.

## Student Housing Parking Permits

A parking permit will be issued to every student living in Student Housing at Barton Community College upon request of the student.

Permits will be of a type and design designated by the Director of Student Housing. One parking permit will be issued free of charge.

Permits must be displayed at all times when parked in the student housing parking lot. Permits will be displayed in a location on the vehicle designated by the Director of Student Housing. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued.

## Appeals

Anyone wishing to appeal his or her citation at Barton Community College may do so by appearing before an appeals board consisting of student, faculty and staff personnel. The appeals hearing will be held periodically at a time and place to be announced to any person wishing to appeal his or her citation.

Anyone wishing to appeal his or her citation must notify the Business Office orally or in writing within fourteen (14) days of the issuance of the citation.

Those wishing to appeal will be required to post a \$5 appeal hearing fee at the time the appeal is requested. A date and time for the appeal will be set and the person will be notified as to the date and time of the appeal. At the time of the appeal hearing, the \$5 fee will be returned to the person asking for the hearing. If the person requesting the appeal hearing does not appear for the hearing, the \$5 fee will be forfeited to the College and any and all fines will become payable immediately.

## The Disciplinary Process

Barton Community College Student Code of Conduct  
Refer to Policy on **page 81**.

## Problem Resolution Policy & Procedure

Refer to Policy on **page 87**.

## Sexual Assault

Barton Community College is required to publish and distribute its policy regarding the College's sexual assault programs which are aimed at prevention of sexual offenses which outline the procedures employed once a sex offense has occurred.

In compliance with the Campus Sex Crimes Prevention Act, Barton Community College must ensure that information is readily accessible to the campus community registered sex offenders. This information can be retrieved at: <http://www.accesskansas.org/kbi/ro.shtml>.

## Sexual Assault Policy

Refer to Policy on **page 90**.

## Registered Sex Offenders on Campus

The federal Campus Sex Crimes Prevention Act (CSCPA) of 2000 requires registered sex offenders to indicate when they are enrolled or employed at an institution of higher education. In Kansas, the governmental body providing this resource information is the Kansas Bureau of Investigation (KBI). Further, the law compels colleges to make this information available to the campus community.

A comprehensive list of registered offenders available from the KBI may be found at this site: <http://www.accesskansas.org/kbi/ro.shtml>. This site provides information (including photographs) regarding individuals of violent, sexual, and/or drug related crimes and may be searched by city or county for the state of Kansas at no cost. Explanations of sexual offender-related issues is provided by the Kansas Department of Corrections. This document briefly explains sexual offenses, laws, and predator treatment and release information.

The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that FERPA cannot prohibit an educational institution from disclosing information concerning a registered sex offender. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Kansas Offender Registration Act of 2013.

## Victim Support Services

Assistance is available to any student, staff member or visitor who has been a victim of or witness to a crime. This assistance includes a variety of counseling and support services, both through the College as well as city and county. The College is committed to easing the feelings of vulnerability that a person may experience as a victim or witness of a crime and to ensuring that he or she is treated with consideration, respect and sensitivity.

## Kansas Bill of Rights for Victims of Crime

Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:

1. Victims should be treated with courtesy, compassion and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm which they suffered.
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.

5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and procedure, be brought to the attention of the court.
7. Measures may be taken, when necessary, to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.
10. Victims should report the crime and cooperate with law enforcement authorities.

This policy is for locating and assisting students who reside in Barton Community College on-campus student housing who are reported missing. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to Campus Safety. A student shall be considered missing when he or she has not been seen in 24 hours and whose whereabouts are unknown. All reports of missing students shall be directed to Campus Safety which will investigate each report and also notify local law enforcement agencies.

All students will have the opportunity to identify an individual to be contacted by the College in case a student is considered to be missing. A confidential contact person can be registered by entering the contact information where requested at time of general emergency contact information. Only authorized campus officials and Campus Safety will have access to the identity of the confidential contact person. If the missing student is under 18 years of age, Campus Safety is required to notify the parent or guardian of the missing student no later than 24 hours after it is determined by Campus Safety that the student is missing. If the missing student is over the age of 18 and has not designated an emergency contact, the College will inform the appropriate law enforcement agency that the student is missing.

## **Notification Procedure**

1. Anyone who suspects a student may be missing should notify Campus Safety, the Housing Coordinator or the office of Student Services immediately.
2. Any report of a missing student should be directed to Campus Safety.
3. When a student is reported missing Campus Safety will:
  - Begin an investigation to determine the validity of the missing person report.
  - Notify local law enforcement agencies within 24 hours after determining that the student is missing.
  - Notify the Dean of Student Services and the President.
  - Make a determination as to the status of the missing student.
  - Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
  - If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.
  - This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.

## What to do if you are sexually assaulted

Remember your goal is survival. Go with your instincts. Only you, after considering your options, can decide your course of action. Do not blame yourself following the attack for anything you did or did not do.

### WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

#### IMMEDIATELY:

- **Seek help.**
- **You are the victim** and you are not responsible for what happened.
- **Try to remember** details of the assault. Write down anything that you can remember about the attacker.
- **Report what happened.**
  - Call 217 on campus
  - Call 911 off campus
  - Prompt reporting will assist in helping the police gather evidence and in catching your assailant.
  - You have the right to decline formally reporting the assault to authorities, but continue to have access to other support and counseling services.
- **Seek medical assistance** at a hospital emergency room.
  - Do not shower or change your clothes until you have been examined by a medical professional. This prevents valuable evidence from being destroyed.
  - Protect your health as there is always a threat of sexually transmitted disease, pregnancy or other physical injuries.
- **Take advantage of services** available from the Counseling Office and Student Health.
- **The College will make every effort to protect your confidentiality.**

#### ADDITIONAL INFORMATION

The College can assist you with making changes to your campus housing arrangements, your class schedule, or campus employment even if you choose not to formally report the incident to the authorities. For more information, contact the Dean of Student Services at **(620) 792-9226**.

#### WHO YOU CAN CALL

**College Counselor (620) 792-9295      Family Crisis Center (620) 792-1885**

## Sexual Harassment

### What is sexual harassment?

By definition, sexual harassment may be described as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the individual's employment, or a factor in the educational program of a student; or
2. Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions; or
3. Such conduct has the purpose or effect of interfering with work or educational performance; or
4. Such conduct creates an intimidating, hostile, offensive or demeaning environment.

## Proposed Standards

Sexual harassment of employees and/or students is a violation of federal and state laws (Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972). Barton Community College holds that no member of the College community may sexually harass another. In compliance with nondiscrimination laws, the College regards freedom from sexual harassment to be a safeguarded right of the individual employee and/or student. Any violation of these standards will bring disciplinary action upon the employee and/or student. Retaliation against any person making sexual harassment complaint, regardless of the outcome, is strictly forbidden. The confidentiality of both parties involved, as well as the resolution of the problem, will be protected as much as possible.

## Sexual Harassment Policy

Refer to Policy on **page 91**.

## Substance Abuse Policy and Drug-Testing Program

Refer to Policy on **page 93**.

## Substance Abuse

Students are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity. Any violation is to be reported to the Dean of Student Services. The Administration will conduct an appropriate investigation and determine appropriate action to be taken. The investigation may include asking the student to submit to a drug and/or alcohol test. Appropriate action may include any of the action outlined in “b” below.

- a. The following actions may be taken against any student violating the College’s policy to provide and maintain a drug-free campus as outlined above:
  1. Referral of student to a College counselor for referral to a Counseling/ Rehabilitation Program;
  2. Requirement of a student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
  3. Loss of scholarship/grant in aid and/or removal from participation in the activity group/organization;
  4. Suspension of student; or
  5. Expulsion of student.
- b. Any report relative to the College’s Drug-Free Campus Policy shall be held in strict confidence. College officials and designated medical or professional persons with a valid need to know. It will not be provided to any other party, without the written consent of the student, except pursuant to administration or legal procedure or process. Barton Community College recognizes that the state of a student’s health not only affects academic success, but also other College and societal-related endeavors. It is the intent of this program to provide drug education and drug screening procedures with Barton’s viewpoint on behavioral/medical disorders, to encourage an enlightened viewpoint towards these disorders, and to provide guidelines for consistent handling throughout Barton regarding drug usage situations. The Barton Drug-Free Schools and Communities Act is not intended to intrude upon the private lives of the students that are affected. Rather, the College supports sound treatment efforts as early recognition and treatment of chemical dependency problems are important for successful rehabilitation.

Hence, the ultimate purpose of the Barton's Drug-Free Schools and Communities Act Policy and/or Program includes drug education, prevention of substance abuse by measures of deterrence, detection of substance usage and abuse, and treatment and rehabilitation of those participating students with a substance abuse problem. Any student of the College who receives financial assistance from Barton will be included in this policy.

## **Drug Testing for Students Receiving Athletic Scholarships or Performance Awards**

Students receiving athletic scholarships or performance awards shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

## **TRIO Programs**

<http://trio.bartonccc.edu>

### **Student Support Services**

Student Support Services is one of four TRIO programs at Barton Community College. TRIO programs are funded through United States Department of Education grants and provide free services for eligible students to assist them in meeting their educational goals. The Barton Student Support Services (SSS) program is designed to meet student needs in all academic, career, transitional, and life skills areas. Each member of the Student Support Services staff is committed to helping students successfully complete a two-year degree, and or transfer to a four-year institution.

### **Services**

Services available to eligible students include: academic, career, vocational, transfer, and personal counseling, financial aid information and assistance, cultural enrichment activities, transfer visits, disability accommodations, college skills seminars and tutoring.

### **Eligibility**

Students may be eligible for the SSS program if they are first generation college students, meet limited income guidelines, or have a physical or learning disability. In addition, students must show a need for academic support services.

### **Location**

The Student Support Services program offices are located in the north end of the Learning Resources Center. Staff members may be reached by calling **(620) 792-9240** or **Ext. 240**.

### **Upward Bound**

The Upward Bound program concentrates on building success by improving academic skills and involving high schools students in activities that will expose them to the world around us, the workplace, careers, educational institutions, and the cultural aspects of our society. The cornerstone of Upward Bound is a supplemental instruction program that helps students by providing teaching and tutoring services before or after school or a combination of both. The supplemental instructional program is intended to enhance the instruction that students receive daily in their high school classes and emphasize the development of skills in the areas of mathematics, English, science and social studies.

**Barton County Upward Bound** serves the following high schools: Great Bend, Hoisington, and Ellinwood. Educational services are provided to participants at facilities in these communities.

**Central Kansas Upward Bound** serves the following high schools; Chase, Ellsworth, Lyons, Central Plains and Wilson. Educational services are provided to participants at facilities in these communities.

A five-week residential program is conducted on the Barton Community College campus during the summer.

## EOC

The Central Kansas Educational Opportunity Center TRIO program has been developed to respond to the increasing educational needs of adults. The program provides free services focusing on individual assistance in the areas of GED placement, training and education choices, financial aid and admission processes, and career planning.

CKEOC is located in the KansasWorks building at 1025 Main in Great Bend and the Junction City Workforce Center at 1012 A West Sixth in Junction City.



# ACADEMIC INFORMATION

While enrollment at Barton Community College is not compulsory, the philosophy of the institution protects the equality of opportunity of all persons qualified to attend. Further, the enrollment of a student at the College is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes and functions. Such obligations may be higher than those imposed on all citizens by the civil and criminal law. No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of pursuits of the institution. The College, on the other hand, pledges to uphold fundamental concepts of integrity and justice.

A student does not surrender rights as a citizen upon enrollment in this College; rights and freedoms, however, like those of any citizen, are not unlimited and expectations for student behavior (both in and out of the classroom) are explained in more detail below. The College has an obligation not to submit to intimidation, violence or disruptive behavior. The academic policies that follow are for your information. We hope you find them helpful. For information or clarification, please contact the Office of Learning and Instruction.

## 2500 - Academic Assessment, Placement & Re-testing

Through the adoption of these practices, the College recognizes its responsibility to appropriately advise and place students for the purpose of strengthening their possibilities for future success.

### Assessment and Placement

1. The Academic Assessment and Placement Procedure applies to<sup>1</sup>:
  - a. Students enrolling in approved certificate or degree programs with pre-requisite placement scores;
  - b. Students who plan to enroll in any course with pre-requisite placement scores.
  - c. Students whose primary language is not English.
2. Prior to their enrollment in math, English, or other programs/courses with pre-requisite placement scores, students who do not have placement scores shall undergo assessment of basic skills. Students whose placement scores are five years old or older may be required to retest. Individuals requiring testing accommodations due to disability should contact the Testing Coordinator at **(620) 792-9344** or the Fort Riley Student Services Office at **(785) 784-6606**.
3. “Basic Skills” includes those minimal skills in the discipline areas of mathematics, writing, reading, and fundamental study skills which are required for student success in college-level work.
4. For the purposes of the Academic Assessment and Placement Procedure, “placement scores” include results from nationally-normed assessment instruments/tests, and, for BARTonline courses, institutionally developed placement instruments/tests. The College bases course placement decisions on the highest score achieved on ACCUPLACER, ACT, ASSET, COMPASS, or SAT assessments. <http://bartonccc.edu/instruction/academicadvising/studentinfo/faq/assessmenttest.html>.
5. Students scoring below college-entry level in writing, reading, and/or mathematics are required to enroll in the required developmental education courses indicated by their respective placement scores. Further, students are expected to pursue basic skills until reaching college-level competency. For this reason, all students with developmental requirements are required to enroll in specified developmental courses during their first and each subsequent semester of enrollment until all developmental requirements are completed.
6. Generally, students scoring below college-entry level in writing, reading, and/or mathematics will be allowed to simultaneously remediate and pursue certificate and/or degree requirement courses. However, students will not be allowed to enroll in courses and/or programs with pre-requisite placement scores until they have reached college-level competency in the required area(s).
7. In order to be successful in their college courses, students scoring below proficiency level in the English Language Assessment must enroll in the appropriate ESOL class in order to improve their ability to read, write, and speak English.

8. Students who meet one or more of the following criteria are exempt from the Academic Assessment and Placement Procedure:
- Transfer status from an accredited college or university for which completion of English Composition I and/or College Algebra (or their equivalents) with a grade of “C” or better is documented by official college transcript(s). Students who may have completed one, but not both, of these two courses must complete assessment and any required remediation for the uncompleted subject area;
  - Transfer status from an accredited college or university for which completion of equivalent remediation in English and math courses with a grade of “C” or better is documented by official college transcript(s). Students who may have completed remediation in one, but not both, of these two subject areas must complete assessment for the uncompleted subject area;
  - Receipt of current placement scores (less than 5 years old) from a recognized testing or educational entity that place the student in college-level course work in the subject areas of English and math.

## Re-Testing

Students who believe that their placement score in a given subject area does not accurately reflect their abilities may elect to be re-tested. Students will be allowed to re-test if one of the following conditions exists:

- Performance on the placement assessment was significantly influenced by factors other than ability.
- Significant change in the student’s ability has occurred.
- Verifiable learning disorder was not made known during the original assessment.
- Student’s placement score falls short of the required range by no more than the number of points indicated below:
  - ACT – 3 points
  - ACCUPLACER – 12 points
  - ASSET – 5 points
  - COMPASS – 10 points
  - SAT – any point range (because of recent changes in SAT testing and scoring, any student submitting SAT scores may re-test.)

### **For Barton County campus students<sup>2</sup>, the following additional re-testing conditions apply:**

- Students may request re-testing anytime following the initial testing.
  - ASSET requires a 30-day waiting period between the initial test and the re-test. (Students requiring re-testing prior to the end of the waiting period must contact the Testing Coordinator to arrange for re-testing with a different assessment instrument.<sup>3</sup>)
  - ACCUPLACER requires a two-week waiting period between the initial test and the re-test. (Students requiring re-testing prior to the end of the waiting period must contact the Testing Coordinator to arrange for re-testing with a different assessment instrument.)
- Students who desire to re-test and who meet one of the four conditions listed above may contact the Testing Coordinator to be considered for re-testing.
- Upon re-testing, students who fail to place into the desired coursework must wait until the next semester’s enrollment period to re-test again.
  - Students desiring to improve their scores are strongly encouraged to seek remediation by enrolling in developmental coursework, working with Student Support Services’ professional tutors and tutorials, or securing self-study materials in areas of deficiency.

D. Students desiring to re-test shall contact the Testing Coordinator to set up an appointment for re-testing or may contact the Office of Student Services.

**Special Note:** Students who have previously earned non-productive grades (D or F) in developmental courses may request re-testing for the purpose of gaining entrance into the next course in a sequence of courses. However, a placement score which places a student in the next course will have no effect on the student's transcribed grade(s). Students desiring to improve their grades in any course must re-enroll in and successfully complete the course.

<sup>1</sup> **Academic placement and assessment requirements pertinent to 100% online students whose primary language is not English will be addressed on a case-by-case basis.**

<sup>2</sup> **Barton County campus includes day and evening classes and Community Education programs (College Advantage and Outreach).**

<sup>3</sup> **Students enrolled in the College's BASIC's program will work directly with their Site Coordinator and/or facility contact to re-test.**

(Based on policy 1500; revised and approved by President on 10/25/10, Minor Revision 7/9/14.)

## Academic Clemency

Barton Community College seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skill and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change. We acknowledge that there are circumstances that necessitate an academic "fresh start" and offer academic clemency as a means to make academic rehabilitation possible.

### The following criteria is effective as of the Fall of 2002:

- Applicants for academic clemency are eligible to apply for clemency after a two-year waiting period from the date of their respective academic "crisis."
- Applicants for academic clemency must demonstrate improved academic performance in the semester(s) subsequent to their academic crisis (i.e., at least 12 credit hours and a 2.5 grade point average) to be eligible for clemency.
- No more than 1-2 consecutive semesters of clemency may be considered.

### The following limitations apply:

- Applicants receiving academic clemency are not eligible for graduation with honors at Barton Community College.
- Applicants may receive academic clemency only once.
- Only course credit earned at Barton Community College is eligible for academic clemency.

### The process for applying for academic clemency:

- Applicants must obtain and complete application for clemency (and submit all supporting documentation) to the College Registrar. Such action shall take place within 30 working days of the receipt of the request.
- Applicants for academic clemency are asked to identify a limited number of courses within the stated period (1 – 2 consecutive semesters), and include this information with documentation regarding their clemency appeal.
- Applicants should acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- Although the final decision remains with the Vice President of Instruction & Student Services, the decision-making process shall be informed by the recommendation(s) of the respective associate dean(s), and/or the respective faculty.

- If, in the decision-making process, there is not clear consensus, an ad hoc committee shall meet and make a recommendation to the Vice President of Instruction & Student Services. The membership of the committee shall include the respective faculty member(s) and appropriate associate dean(s).
- The decision of the Vice President of Instruction & Student Services is final.

## Academic Integrity

Barton Community College is an academic community with integrity. Therefore, the College is committed to upholding the following values: **honesty, trust, fairness, respect, and responsibility.**

As an academic community of integrity Barton's faculty and staff:

- advance the quest for truth and knowledge by requiring intellectual and personal **honesty** in learning, teaching, research, and service.
- foster a climate of mutual **trust**, encourage the free exchange of ideas, and enable all to reach their highest potential.
- establish clear standards, practices, and procedures and expect **fairness** in the interaction of students, faculty, and administrators.
- recognize the participatory nature of the learning process and honors and **respect** a wide range of opinions and ideas.
- uphold personal **responsibility** and depend upon action in the face of wrongdoing.

## Honor Code

On all course work, assignments, or examinations undertaken by students at Barton, the following pledge is implied by virtue of enrollment:

*On my honor as a student, I have neither given nor received unauthorized aid on this assignment.*

## “Basic” Violations of Academic Integrity

Basic violations of academic integrity shall include, but are not limited to, the following activities:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test;
- Use of “crib sheets” or other hidden notes in such an examination;
- Looking at another student’s test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate supply of questions or answers for any assignment or examination;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor’s consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student’s own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person’s intellectual work and using it as one’s own.

## Related Academic Sanctions

As the primary arbiters of academic integrity, individual faculty members may elect to address episodes of academic misconduct on a “case by case” basis. Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;
- O/F on the assignment/quiz/examination (with the possibility of makeup);
- O/F on the assignment/quiz/examination (with no possibility of makeup);
- O/F in the course with or without prohibition of future enrollment in classes taught by that instructor;
- Designation of “XF” grade with or without prohibition of future enrollment in classes taught by that instructor; and/or
- Recommendation for administrative academic sanction(s).

## Remediation of XF grade

An instructor who administers an XF grade may recommend to the Vice President of Instruction & Student Services that a student, who has received an XF grade, take PHIL 1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL 1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. The F will remain on the student’s transcript and cannot be removed using the 2503 Academic Clemency procedure. Remediation only applies to students who have violated the policy at the Basic Violation level.

## Faculty Rights and Responsibilities

As an academic matter, faculty retains all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, basic violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction. Faculty are encouraged to discuss any sanctions with their supervisor. If the faculty chooses to impose any sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). This form is confidential and the information gathered will only be shared with other faculty if a student is a repeat offender. If the faculty chooses to impose an XF, a form must be completed and the appropriate signatures gathered. The form is then sent to the College Registrar. The XF form can be obtained from the Office of Instruction & Student Services.

## “Capital” Violations of Academic Integrity

Violations of academic integrity are considered “capital” offenses, if they constitute documented repeat violations of the academic integrity policy, or if they are committed in conjunction with other violations of the student code of conduct. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Repeated acts of basic violations of academic integrity;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;

- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test; and/or
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination.

## Related Academic Sanctions

With the consensus of the Vice President of Instruction & Student Services, sanctions shall include **not less than** the original academic sanction (as may have been rendered by the instructor) and may include, but are not limited to, the following at the discretion of academic administration:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

## Remediation of XF grade

Students cannot remediate capital offenses.

## Student Rights

For “basic” violations of academic integrity where the Grade Appeal procedure is not applicable, students are entitled to request a review of the faculty member’s action by the Vice President of Instruction & Student Services. The results of this review will be final. For “capital” violations of academic integrity (as defined above), students are entitled to: (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges. The student may appeal using the Grade Appeal Procedure.

**1“Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” As stated in The Center for Academic Integrity handbook, “The Fundamental Values of Academic Integrity,” p. 4, Des Plaines, Illinois.**

(Based on policy 1501; revised and approved by President on 2/23/09)

## Academic Progress

To meet the required academic and progress performance standards of Barton Community College, a student should consider the following:

## Academic Standing

If your scholastic performance appears to offer little prospect of academic success, you may be dismissed with or without privilege of reinstatement. You may not petition for reinstatement until one semester has expired after academic dismissal from the College.

## **Procedures Governing Academic Warning and Dismissal**

If you have not accumulated a 1.5 GPA when 24 credit hours have been attempted you will be placed on a one-semester warning. This academic warning is designed to alert you that you may encounter difficulty in meeting graduation requirements and steps should be taken immediately to improve your academic status. You must have a 2.0 GPA when you have attempted 48 hours. If the cumulative GPA is below this minimum, you will be placed on academic warning after one semester. (Note: All computations are based on A, B, C, D, or F grades).

### **Dismissal**

If you have been placed on academic warning for one semester and do not raise your GPA to the minimum requirements as outlined, you will be dismissed for one semester. However, you will not be dismissed at the close of a semester or summer term during which you achieved a “C” (2.0) average or better.

### **Reinstatement**

If you have been dismissed from the College for poor academic progress, you will be provided a period of at least one semester during which you may reconsider and re-evaluate your academic goals. At the end of the dismissal period, you may apply for admission to the College by filling out a regular application for admission form. You will not be allowed to enroll in more than 12 credit hours for the first semester of attendance after a period of dismissal.

### **Appeals**

Any person limited by these regulations who has marked improvement or who believes he/she has been affected unfairly may appeal to the Enrollment Services Office.

## **Adding/Dropping Classes**

### **Adding Classes**

Day and evening classes may be added through the first week of a semester only.

After the official closing dates for adding classes, you must first receive permission from the instructor and sign a learning contract. You may enroll with a signed learning contract for one additional week after the 1st week of class. This procedure does not include “mini-classes” or classes taught for more or less weeks than the regular full semester. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. You must pay for added classes at the time of the add.

### **Dropping Classes**

Courses dropped through the first two weeks of classes in both the fall and spring semesters and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and the 10th day of classes in the summer session, a “W” will be recorded for courses dropped officially. Final drop dates are published in bulletins, Student Handbooks and the Enrollment Services Office. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. Students are responsible for dropping classes and are required to visit with instructors or an advisor before dropping classes.

### **Course (Drop Date)**

The last day to drop a course with a “W” grade shall be five (5) weeks before the end of the semester (Fall and Spring Semesters only.)

## *Things to Consider Before Dropping a Class*

- If you receive **FINANCIAL AID**, will dropping the class affect your financial status?
- If you need 12 hours or more for **INSURANCE**, will dropping the class affect your eligibility?
- If you are an **ATHLETE**, will dropping the class affect your eligibility?
- Have you talked to your **INSTRUCTOR** about dropping the class? Perhaps things aren't as bad as they seem. Have a talk with your instructor.
- Is the course you want to drop going to be **OFFERED AGAIN** when you need it? Some classes are only offered one semester a year. It may be a year before you can re-enroll.
- Are you **WORKING** too many hours? It is likely that by just cutting down your work hours, you will be able to do better in the class.
- Have you tried the **TUTORING** services in the Learning Resource Center? Student Services provides free tutoring.

## **Advanced Placement/CLEP/DANTES**

Barton Community College recognizes the College Entrance Examination Board (CEEB) for Advanced Placement Examinations. Please check with the Office of Enrollment Services for additional information.

Barton Community College's faculty have reviewed the recommendations of the Commission of Educational Credit and Credentials of the American Council on Education (ACE) in awarding credit for College-Level Examination Program (CLEP) examinations and Defense Activity for Non Traditional Education Support (DANTES) examinations and have established the approved course and credit Barton equivalencies. Students are able to obtain this list by contacting their advisor or the Advisement Center and are required to send their test scores to the Registrar at the College. After evaluation, the student will receive notification of credit awarded by the Enrollment Services Office.

**\*Please Note:** Students in allied health programs must check with the director of their program to determine if a particular CLEP or DANTES examination may be accepted in their program or if the course must be taken in a classroom setting.

## **Credit by Examination**

Students whose educational experiences appear to have given them proficiency in course outcomes equivalent to that ordinarily attained by those taking the course may be granted permission to pursue a credit by examination option. With this option, the student is given the opportunity to earn credit by evidencing proficiency in the course material by taking a test or a series of tests. For more information, please contact the academic dean over the course(s) for which credit is sought.

## **Examinations**

**Final Examinations:** For Barton County campus courses, final examinations shall be administered at the end of each semester for each course at the time indicated on the published finals schedule. Any exceptions to these requirements within the final exam week, must be approved by the appropriate dean. Other examinations are conducted at the discretion of the instructor.

**Make-Up Examinations:** A student who has been absent from any test, exam, or final must petition the instructor to schedule a “make-up” exam at the instructor’s discretion. Students may note that the “make-up” exam policies may vary from division to division, and, therefore, from instructor to instructor. As such, students are not guaranteed the right to “make-up” course work, tests, or examinations without prior approval of the instructor.

## **Certificate Programs**

You may earn a certificate in an approved program of study for successfully completing a program at less than an associate degree level that prepares you for immediate entry into a chosen occupation.

Programs are planned by you and your advisor, with approval by the Vice President of Instruction & Student Services and are adapted to individual needs.

## **Developmental Courses**

Developmental classes help you prepare for college-level study. Whether you need to build your basic skills or just gain confidence in them again, these courses are designed to help you succeed. Developmental courses do not count toward graduation.

## **Grade Appeal**

The Chief Academic Officer (CAO) is designated to coordinate all efforts to resolve final grade appeals. Students receiving an XF grade may also use this procedure to appeal that grade.<sup>1</sup>

Any change of grade must be documented and processed through the Registrar’s office. The instructional deans will keep a record of all grade appeals in their area with the final determination. This information will be archived in document sharing within the course shell as available.

1. If a student has a concern about a final grade, he/she is directed to schedule a conference with the respective instructor within seven (7) working days of the posting of the grade, or within seven (7) working days of the beginning of the next semester or session. The student may ask their advisor, or another advocate, to attend this meeting. The instructor will determine if the grade will be changed.
2. If the student is not satisfied, he/she may schedule a conference with the respective Director, Executive Director or Dean within seven working (7) days of the conference in step one. The student should bring his/her concerns in writing to this conference. This conference may include the instructor. Following the conference, the Director, Executive Director or Dean will determine if an appeal will be granted.
3. If the student remains dissatisfied with his/her grade, a conference may be scheduled with the CAO within seven (7) working days of the conference in step two. The student should be prepared to present his/her concern in writing to the CAO at the conference. The CAO will investigate the concern and will render a decision, in writing, to the student within ten (10) working days of the receipt of the written concern.
4. If the student still has a concern, the student may request a hearing by giving written notice to the CAO within ten (10) working days of receiving the decision in step four. The student will designate one hearing committee member.

Upon receipt of such notice, the CAO shall establish a hearing committee. The committee shall include a member designated by the student, a member designated by the respective faculty member and a member (chairperson) designated by the Vice-President. The committee shall meet within ten (10) days of the request for the hearing and will render a written decision no later than five (5) days after the close of the hearing. A copy of the written decision shall be given to the student, instructor, Director, Executive Director, Dean and Vice President of Instruction & Student Services.

Permanent grades are recorded only at the end of the semester. Semester grade reports are available online.

## Grading System

Grade		Grade Points Per Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average, passing	1
F	Failing	0
XF	Violation of Academic Integrity <b>and</b> Failing	0
P	Pass-Credit only	not computed in cumulative grade point average*
I	Incomplete	no credit**
W	Withdrawn	no grade computed, no credit***
AU	Audit	no grade computed, no credit****
CL	Academic Clemency	no grade computed, no credit*****

\* Certain courses may be offered in which you are graded only as having passed or failed. The courses are added to your credit hour total but are not included in the grade point average.

\*\* An incomplete "I" is given only when a course is incomplete because of illness or other conditions usually beyond your control. An incomplete "I" must be removed by contract in a manner prescribed by the instructor no later than December 31 for an "I" given in a spring or summer semester; and May 31 for an "I" given in a fall semester. If the incomplete "I" is not removed within the prescribed period of time, it will be changed to an "F."

\*\*\* Your withdrawal from courses through the 20th day of classes in both the fall and spring semester and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and after the 10th day of classes in the summer session, a "W" will be recorded for courses withdrawn from officially. After the final drop date published each semester, official class withdrawals will not be processed.

\*\*\*\* You may audit a class by enrolling in the class and paying the current audit fee per credit hour. You must declare that you are auditing the class and file with the Office of Enrollment Services at the College an "Audit Declaration Form" prior to the beginning of the semester.

\*\*\*\*\* If you have gone through the academic clemency appeal process and have been awarded clemency for certain courses, your initial grade will be changed to a “CL.” The “CL” grade will not average into your GPA.

**Special Note:** A student may retake a course to improve the grade only if the course is not designated as repeatable in the master course list. The repeat grade will be used to determine the student’s grade point average regardless of whether it is higher or lower than the original grade. The original grade and credit are not counted, although they remain on the transcript. Before retaking a course, students should check with their advisor to determine whether the course can be repeated for the purpose of improving the grade.

## Graduation

### Catalog Requirements

Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry. This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

### Dual Degree(s)

A student may apply and pay the graduation fee for the receipt of more than one degree from the College, provided they have met the following requirements for the additional degree:

- A minimum of 15 Barton hours of credit completed in addition to meeting the requirements of the first degree.
- Dual degrees can be sought and awarded within the same semester.
- At least 15 hours must have been taken at the College.

### Grades

Students must achieve an overall 2.0 grade point average to be eligible for graduation.

### Intent to Graduate

Applying for graduation is not an automatic process; you must file a notice of intent to graduate and pay applicable fees if you wish to receive an Associate’s degree from the College. This notice of intent must be filed with the Enrollment Services Office by filling out the College’s Application for Graduation.

#### Priority Graduation Application Deadlines:

February 1st ..... Spring Graduation

June 1st ..... Summer Graduation

September 1st .... Fall Graduation

## Transfer and Articulation Agreement

If you complete an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and your program of study has met the requirements of the Kansas Public Community College - Kansas Regents Transfer Agreement and Articulation Guide, you will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities. Your advisor will have information on the agreement to help you plan your course schedule.

## Honors

### Highest Honors

If you complete all requirements for an associate's degree with a GPA of 3.7 or above, you will graduate with highest honors.

### Honors

If you complete all requirements with a GPA of 3.5 to 3.69, you will graduate with honors.

### Eligibility

To be eligible for Honors or Highest Honors, you must complete 15 credit hours at Barton.

## President's List

The President's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 4.0.

## Dean's List

The Dean's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 3.5 to 3.99.

Grades for course work completed outside the traditional semester schedule(s) shall not be included in these GPA calculations.

## How to Figure Your GPA

To calculate a grade-point average, add the points earned and divide that total by the number of GPA hours attempted. For example:

Course	GPA Hours	Grade	Points
BSTC 1001	1 hour x	A(4)	= 4 points
PSYC 1002	1 hour x	A(4)	= 4 points
ENGL 1204	3 hours x	D(1)	= 3 points
MATH 1826	5 hours x	C(2)	= 10 points
SOCI 1100	3 hours x	B(3)	= 9 points
COMM 1200	3 hours x	F(0)	= 0 points
<b>Total = 16 GPA Hours</b>			<b>Total = 30 points</b>
<b><math>30/16 = 1.875</math>, or <b>1.88</b></b>			

Total is 16 GPA hours attempted and 30 points earned; 30 points divided by 16 hours=1.88 grade-point average.

## **Mandatory Placement**

The Assessment Center provides a broad range of testing services to meet the needs of a diverse student population: college placement, English as a Second Language placement, credit by exam, correspondence exams, and certification and licensure exams. Special arrangements can be provided for disabled students. For special arrangements, contact Student Support Services (SSS) at **(620) 792-9240**.

Students entering college for the first time without ACT/ASSET scores must take the ASSET test. If a student is pursuing a certificate or an associate's degree program or is enrolling in a general education class they must have ACT/ASSET scores on file. ASSET/ACT scores will be used to place students in the appropriate English, reading, or math course.

Assessment provides both you and your advisor an effective tool to assure academic success. Through enrollment in proper courses, you are more likely to meet your academic goals. Students without a high school diploma who plan to enroll are required, under the "Ability to Benefit Program," to take the ACT/ASSET assessment if they plan to qualify for any grant, loan, or work under Title IV of the Higher Education Act (HEA).

Students are encouraged to test as early as possible before seeing a counselor or faculty advisor. To schedule an appointment for the ASSET test contact SSS at **(620) 792-9363** or **(620) 792-9240**.

## **Military Service School Credit**

Barton Community College will allow college credit to veterans and military personnel enrolled at Barton Community College who have successfully completed specialized training in a military service school. The evaluation for the number of credit hours to be awarded will be based on the recommendations as set forth in "A Guide to the Evaluation Experiences in the Armed Services," published by the American Council on Education. Veterans must provide documentation that shows the correct identification of the training program by title, length, location, and course number to the Enrollment Services Office.

## **Non-Repeatable Courses**

### **Credit**

Although there may be circumstances which merit the repetition of a non-repeatable course for credit (i.e., improvement of GPA or satisfaction of course pre-requisite), the results of the repeated course shall apply only once toward graduation requirements.

### **Grades**

When a non-repeatable course is repeated for credit, the most recent grade earned shall be used to calculate the student's grade point average.

## **Policy For Transfer Students**

All hours accepted by the College (excluding developmental hours) will be incorporated into your Barton Community College total hours for grade point purposes to determine whether you graduate with honors or highest honors. To be eligible for honors or highest honors, you must complete 15 credit hours at Barton Community College.

## **Repeatable Courses**

A repeatable course can be repeated an additional three times in order to satisfy credit requirements for graduation.

## Transcript Request Procedure

Send/fax/scan a signed written request. Barton Community College does not accept email requests. A printable Transcript Request Form can be found at <https://exsforms2.bartonccc.edu/transcript/transcriptform.pdf> If you are unable to download or print the request, follow the directions below to ensure that you include all the required information in a written request.

1. You will need Acrobat Reader installed on your machine to view and print the Transcript Request Form.
2. Include social security number.
3. Address where you'd like the transcript sent.
4. Payment of \$5, payable by cash (not recommended), personal check, money order, and credit/debit card (Visa, MasterCard, and Discover only). If paying with credit/debit card, please include expiration date.
5. Fax request to: **(620) 786-1175**. Please include phone number for point of contact and we encourage student to call to confirm arrival of fax.
6. Mail request to: Barton Community College, Enrollment Services, 245 NE 30 Road, Great Bend, KS 67530.

No one else (including a spouse, parent, etc.) may pick up your academic transcript without your written permission. Please identify in your request the name of the person who is authorized to obtain your transcript and include your original written signature.

Transcripts will not be issued if any financial obligations exist with Barton Community College.

## Unofficial Transcripts

Unofficial transcripts are available online through PAWS and [MyBarton.bartonccc.edu](https://mybarton.bartonccc.edu) for those students that have no outstanding financial obligations on their accounts. Enrollment Services may provide an unofficial transcript to students that are currently enrolled in Barton classes. If a student is no longer enrolled in Barton classes, and a financial obligation exists, unofficial transcripts will not be provided to the student. Advisors and coaches may access unofficial transcripts for purposes of advising, but will not provide the unofficial transcripts to students or third parties outside the institution.

## Withdrawal From College

If you wish to withdraw from all classes at the College for the remainder of a semester, you must secure a withdrawal form through the Enrollment Services Office or your advisor. If you are receiving federal financial aid, you should meet with your Financial Aid Officer. After you have returned all College books and other equipment, paid all fines and fees, turned in your student ID or Activity Cards, and are cleared in every respect with the College, you will be cleared for withdrawal. If you fail to comply with the above procedure, you will not be recommended to any other college or university; you will not be eligible to receive refunds of such fees or deposits. Outstanding debts may be subject to legal action.

**Policies and procedures are subject to constant review and change.  
Please consult our website at [www.bartonccc.edu](http://www.bartonccc.edu).**



# POLICIES & PROCEDURES

The President, or in his absence, the administrator in charge, shall be notified immediately of any campus disorder taking place. No other action shall be taken on behalf of the College until such notification has been made. The administration shall not accede to any demands by the parties involved in such activities so long as any violence is taking place on the campus, or while any building or portion thereof is being occupied by such parties, or while such parties bar other students from such building or portion thereof thereby preventing the orderly conduct of College activities

## 2611 – Student Code of Conduct

Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

### Purpose

The objectives of the disciplinary process at Barton County Community College are:

1. To protect members of the campus community from harm due to the indiscretions of the few members of the community who are unable, or unwilling, to respect the rights of others;
2. To help ensure order in the College community;
3. To create an environment that enhances the opportunity for learning;
4. To protect the rights of members of the College community and the community-at-large; and
5. To assure students due process when they have been charged with violating College rules and regulations.

### Definitions

The following terms used in this Code are defined:

1. **“College”** means Barton County Community College.
2. **“Faculty member”** means any person employed by the College to conduct classroom, lab, interim experiences, or clinical activities. As necessary, faculty may tutor students.
3. **“College official”** includes any person employed by the College, performing assigned administrative or professional responsibilities.

4. **“Student”** includes all persons taking courses at the College, both full- and part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the College.
5. **“College premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, rented or controlled by the College.
6. **“College campuses”** includes the land and buildings on which Barton Community College’s traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview Plaza, Fort Riley and Fort Leavenworth campuses.
7. **“College-sponsored activity”** means any activity on or off campus that is initiated, aided, authorized, or supervised by the College.
8. **“Policy”** is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, Policy and Procedural Manual, and Course Schedules.
9. **“Student Advocate”** is an individual whose role is to support, advise, and champion the student’s rights.
10. **“Bystander engagement”** is the purposeful intervention of someone who is present during and witness to an incident.
11. **“Preponderance of evidence”** is the standard of proof established for conduct investigations. The preponderance of evidence (i.e. just enough evidence to make it more likely than not) standard differs from the standard used in criminal investigations which is “beyond a reasonable doubt.”

## Bystander Engagement

The welfare of members of our community is of paramount importance. At times, students on and off campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help take a sexual misconduct victim to the Campus Safety Office.) The College applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment to those who offer their assistance to others in need.

## Unacceptable Behavior

The following constitute some of the conduct violations that may result in disciplinary action being taken against the student. The list is not intended to be all inclusive but is intended to be used as a guide.

The student is advised that specific career technical programs, as well as Barton athletic programs, communication and performing arts programs, and other student organizations publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. Students in these programs are entitled to the same due process as all other students.

Students attending Barton as part of an MOU with the Department of Defense to provide educational opportunities on a military installation are governed by any code of conduct or behavioral expectations dictated by the military. Any conduct violations, investigations, and/or action taken will be the purview of the appropriate military authority designated to handle such matters.

1. Violation of federal, state and local laws that affect the student's suitability as a member of the college community.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
3. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
4. Manufacture, possession, control, sale, transmission of or use of any controlled substance, alcohol, or other illicit drugs on the College's campuses.
5. Possession of a weapon, firearm, explosive and/or facsimile weapons on the College's campuses, including any weapon designed to fire any projectile (i.e. paintball guns, bb guns, air rifles, air pistols, pellet guns, etc.) as well as the associated paraphernalia. The only exceptions will be for military personnel who must carry a firearm as part of their commission, or for in-class use by instructors teaching or students enrolled in courses utilizing firearms.
6. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.
7. Obstructing or disrupting a police response or the response of College Safety Personnel
8. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
9. Fraudulent use or forgery of any College seal or document, including the Student ID card.
10. Fraudulent or unauthorized use of College facilities or College resources, including computing resources.
11. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises.
12. Intentionally impeding normal pedestrian or vehicular traffic on campus.
13. Violation of any other federal, state or local law on College premises or at College-sponsored activities.
14. Disrupting, impeding or interfering with the operation of the College.
15. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
16. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
17. Discrimination, harassment or retaliation including harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws and including all forms of sexual harassment. (See Policy 1130, Procedure 2122 - Anti-harassment.
18. General misconduct.
19. Littering and posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.

20. Violation of College traffic and parking regulations.
21. Smoking in areas designated non-smoking.
22. Possession or use of alcohol by any person on the College's campuses except as allowed for special events (See Policy 1220, Procedure 2215 Service of Alcoholic Beverages for Special Events.)
23. Leaving children or animals unattended on campus.
24. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside designated areas.
25. Failure to comply with a directive of College officials or Campus Safety officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
26. Tampering with the election of any College-recognized student organization.
27. Intentionally or maliciously furnishing false information to the College.
28. Unauthorized actions taken in the name of the College.
29. The possession of any flammable or explosive materials such as paint, gasoline, fireworks, ammunition, etc., except for use by an employee or in a program approved by the College.
30. Gambling on campus or at any College sponsored activity except in the case of approved student activities sponsored by the Student Life Office.
31. All forms of academic dishonesty. (See Policy 1501, Procedure 2502 – Academic Integrity.)
32. Violation of any other published College policies, rules or regulations.

## **Student Rights for Due Process**

To protect students from capricious disciplinary action, all proceedings which may lead to suspension or expulsion and/or dismissal from a college program must be conducted in a manner which insures the charged student due process. The basis of due process is the method by which substantive rules are effectuated in a society. The key is how rules are implemented so that fair play and justice are generally recognized as being present. The following elements must be included to guarantee due process:

1. Jurisdiction: The parties must be amenable to the power wielded by the disciplinary body.
2. Notice: A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for the hearing must be specified.
3. Testimony: The right personally to give testimony and to have others give testimony.
4. Impartiality: An impartial body to determine the facts and whether they (the facts) fit the rule. "Impartial" does not necessarily mean that they have no knowledge of the facts – it is not necessary in an administrative hearing.
5. Student Advocate: The student is allowed to bring an advocate to all hearing procedures or have one appointed for him/her if so requested.
6. Documentation: The proceedings shall be recorded.

## **Disciplinary Procedure**

Whenever a complaint is made against any student for misconduct, the Dean of Student Services or such other person as may be designated by the President shall conduct an investigation of the allegations as soon as possible (generally, for Offenses Against the Academic Community the President will designate the Vice President of Instruction & Student Services). The Dean of Student Services or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice of the complaint and charges against him/her within five (5) College business days of receipt of the complaint. If a student is under the age of eighteen (18) years, a copy of the notice shall be sent to the parents or guardian of the student. The student shall have five (5) College business days after receipt of the notice to respond in writing to the charges. If it is necessary to mail notice to the student, he/she shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

The Dean of Student Services or such other designee of the President shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Notice of the decision shall be served upon the student in person, by certified mail, or by regular mail. If a student is under the age of eighteen (18) years, a copy of the decision may be sent to the parents or guardian of the student.

## **Disciplinary Action**

If the Dean of Student Services or other designee of the President finds that the student has violated College policy, rules, or regulations, disciplinary action shall be taken. The Dean of Student Services or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense. For more complicated incidents, the Dean of Student Services or other designee may seek the input of a Review Board before determining discipline. The Review Board, if utilized, shall be chosen from members of the College Student Life staff. Individuals who serve on a Review Board would not later be eligible to serve on an Appeals Committee, should an appeal follow imposition of disciplinary sanctions. Permissible actions include but are not limited to: written reprimand, community service, fines, probation, full or partial suspension from classes, expulsion from housing, and/or expulsion from school.

Disciplinary action may also include a bar against readmission to the College.

## Appeals

### Right of Appeal

Any decision of the Dean of Student Services or such other person as designated by the President may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College.

A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

### Status Pending Appeal

Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted fairly a) in light of the charges and evidence presented, and b) in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction imposed was appropriate given the violation of the Student Code occurred.
- To consider **new** evidence sufficient to alter a decision or other relevant facts **not** brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If the President or designee determines, in his or her sole discretion that the written appeal fails to meet the Standard for Appeal (noted above), he or she will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

### Composition of Appeals Committee

The President of the College shall name an Appeals Committee Facilitator to conduct a formal Appeals Hearing in order to review the charges and imposed sanctions. The Appeals Committee shall consist of six (6) members, selected by the Facilitator and approved by the President, two of which shall be from the faculty, two staff, and two representatives from the student body. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum in order to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision, shall disqualify him/herself from the hearing and the Appeals Committee Facilitator shall appoint a person to take his/her place.

## Hearing

The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the student is to have a professional legal advisor present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as that term is defined by the Kansas Open Records Act.

## Decision

Upon the conclusion of the hearings, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals any modification of the original sanctions may not result in more severe discipline for the accused student.

The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

## Notification of Decision

The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. The findings of the Appeals Committee shall be final.

(Based on policy 1610; revised and approved by President on 7/28/14)

## Problem Resolution Policy & Procedure

### Problem Resolution

Barton is committed to providing the best possible learning environment for its students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Barton faculty, staff, and/or administration. This policy does not apply to student discipline or grade appeals. For disciplinary issues, please refer to the Barton Community College Student Code of Conduct policy located in this Student Handbook.

Barton strives to ensure fair and honest treatment of all students. Faculty, staff, and administrators are expected to treat each student with respect and professionalism.

Students are encouraged to bring concerns forward so that they may be dealt with in a timely and mutually agreeable manner.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can the student's learning experience be enhanced at Barton Community College. This process is important to the operation of an efficient and harmonious learning environment.

If students disagree with established rules of conduct, policies, or practices (excluding disciplinary issues), they can express their concern, confidentially, through the problem resolution procedure. No student will be penalized, formally or informally, for voicing a complaint with Barton in a reasonable, business-like manner, or for using the problem resolution procedure.

## **2615 - Problem Resolution (Students)**

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate College staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they can express their concern through the problem resolution procedure. Limitations and acknowledgements include:

- No student will be penalized for using the problem resolution procedure, or for voicing a complaint in a timely and business-like manner.
- A student may discontinue this procedure at any step.
- Strict adherence to the noted time lines will be enforced.
- Students seeking resolution of concerns resulting from academic program dismissal may start with the second section of this procedure, "Appeals of Academic Dismissal".
- This procedure does not apply to a student who wishes to appeal sanctions imposed by student services or academic affairs personnel; the information regarding student right to appeal is available in procedure #2622 Student Code of Conduct.

If a student believes a conflict they are experiencing needs to be resolved, or feels a decision affecting them is unjust or inequitable, they are to resolve the problem by following the steps outlined below.

1. Within seven (7) calendar days of the action resulting in a problem/concern:
  - a. The student is to seek problem resolution informally, at the lowest level possible. For example, if the concern lies with an instructor the student will discuss the concern with the instructor.
  - b. If after the discussion, the student remains dissatisfied, he/she may formalize their complaint by proceeding to step 2.
2. Within seven (7) calendar days of the above meeting:
  - a. The dissatisfied student may advance their concern to the appropriate College Dean or his/her designee. Students may contact the Administrative Assistant to the Vice President for assistance in identifying the appropriate Dean or his/her designee, if they are unsure who to contact.
  - b. The Dean or his/her designee will discuss the student's concerns and attempt to assist him/her in formalizing the concern via the Problem Statement form (hard-copy or electronic) and explaining its completion.
  - c. Once the completed Problem Statement is received by the Dean or his/her designee, he/she will investigate the situation and provide written resolution to the student within seven (7) calendar days.
  - d. If following the Dean's or his/her designee's written decision, the student remains dissatisfied, he/she may proceed to Step 3.

3. Within seven (7) calendar days of receiving the Dean's or his/her designee's written decision:
  - a. The dissatisfied student may appeal the Dean's or his/her designee's decision if at least one of the following statements is true:
    - i. New evidence exists which was not presented to the Dean or his/her designee in Step 2.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Dean or his/her designee, etc.).
  - b. The student meeting at least one of the above parameters submits the following to the Vice President for consideration:
    - i. The original Problem Statement as submitted to the Dean or his/her designee.
    - ii. The written decision received from the Dean or his/her designee.
    - iii. The required additional evidence noted in 3a. above.
  - c. The Vice President will provide his/her written decision to the student within seven (7) calendar days.
4. Within seven (7) calendar days of receiving the VP's written decision:
  - a. The dissatisfied student may pursue review by the President if at least one of the following statements is true:
    - i. There is new evidence which was not presented to the VP in Step 3.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the VP, etc.).
  - b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).
  - c. The President will review the student's appeal, review available documentation, and present the student with a written determination within seven (7) calendar days. The President's decision is final.
5. If resolution is not reached, the student may address his/her concerns with the Kansas Attorney General's Office of Consumer Protection:
 

Consumer Protection Hotline: 1-800-432-2310 or (785) 296-3751  
 Fax: (785) 291-3699  
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>

## Appeal of Academic Dismissal

1. Within seven (7) days of academic program dismissal, the student is to submit written documentation to the Vice President's Office explaining their situation (documentation may be hard-copy or electronic). This written documentation is to include:
  - a. Student's name and Barton ID number.
  - b. Name of the academic program and date of dismissal.
  - c. Name of the Instructor/Coordinator/etc. who conveyed program dismissal information.
  - d. Any documentation provided to the student at the time of dismissal.
  - e. Student explanation of why re-instatement in the academic program is warranted and any supporting documents.
2. The Vice President will convene a three member Appeals Committee which will include the Dean of Student Services, the EEOC Liaison, and the VP (a substitution will occur in instances where availability unduly delays assembling committee) to review and discuss the dismissal.

- a. The academic program representative will be contacted to also provide documentation relevant to the dismissal.
  - b. Within seven (7) calendar days of this meeting, the student will be notified of the Appeal Committee’s determination.
3. Within seven (7) calendar days of receiving the Appeal Committee’s decision:
- a. The dissatisfied student may pursue review by the President if at least one of the following statements is true:
    - i. There is new evidence which was not presented to the Appeal Committee.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Appeals Committee, etc.).
  - b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).
  - c. The President will review the students appeal, review available documentation, and present the student with a written determination within seven (7) calendar days. The President’s decision is final.

Revision(s): 2/23/15; 6/1/15

## Sexual Assault Policy

### A. Purpose

Barton Community College recognizes that sexual assault, including rape, is one of the most prevalent crimes committed on college campuses. The policy stated herein is adopted by Barton Community College as a part of its continuing commitment to create a safe campus environment and to attempt to ensure the well-being of all students and employees.

### B. Population

Students and Employees of Barton Community College.

### C. Guidelines/Actions

Sexual assault victims are urged to report incidents immediately to any of the following college or community resources:

<b>REPORT Sexual Assault incidents immediately to any of the following:</b>	
<b>Barton Co. Sheriff/Great Bend Police</b>	<b>911, (9-911 from campus phone)</b>
<b>BCC Campus Safety</b>	<b>(620) 792-9217</b>
<b>Coordinator of Student Housing</b>	<b>(620) 792-9281, (620) 617-2788 (cell)</b>
<b>College Nurse</b>	<b>(620) 792-9233, (620) 786-0392 (cell)</b>
<b>College Counselor</b>	<b>(620) 792-9295</b>
<b>Family Crisis Center</b>	<b>(620) 792-1885</b>
<b>The Center for Counseling</b>	<b>(620) 792-2544</b>
<i>During regular College hours, College personnel can be contacted through the College switchboard, (620) 792-2701</i>	

Upon a victim's report of sexual assault to College personnel, those personnel involved will encourage the victim to immediately report the incident to the Barton County Sheriff's Department and to seek medical treatment. The personnel shall also advise the victim of available on-campus counseling services or appropriate counseling services in the community.

Upon a victim's report of sexual assault to College personnel, a written, confidential report of the incident shall be made and filed. The victim will be furnished with the information contained in this policy and signed acknowledgment of the furnishing of this information shall be obtained from the victim and made a part of the confidential report.

## **Sexual Harassment Policy & Procedure**

Barton is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The College shall provide ongoing sexual harassment training to ensure its learning and working environment is free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances, including verbal advances or propositions.
- Offering or denying employment and/or benefits based on receipt of sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct may include touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, awarding of a grade, etc.
2. Submission or rejection of the conduct is used as a basis for making employment decisions, awarding of a grade, etc.; or
3. The conduct has the purpose or effect of interfering with the learning environment, work performance, or creating an intimidating, hostile, or offensive work or learning environment.

Sexual or other unlawful harassment experienced or witnessed is to be reported immediately to the individual's supervisor or to the College's Compliance Officer (College's Director of Grants) and may be done so without fear of reprisal or retaliation. In the event the Compliance Officer is unavailable, the Director of Human Resources will serve in that capacity for employee related issues and the Dean of Student Services will serve for student-to-student issues.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the complainant, any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant will be informed of the outcome of the investigation.

Any supervisor or faculty representative who becomes aware of possible sexual or other unlawful harassment must immediately advise the Compliance Officer (Director of Grants) so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment or expulsion from school.

**Use the table below to determine the appropriate steps to take  
if you feel that you or others have been sexually harassed.**

**Step 1 - Action**

1. Immediately report the incident to the Compliance Officer at Barton Community College. In the absence of the Compliance Officer, the Office of Human Resources will be the contact agency.
2. The Compliance Officer will investigate the complaint by gaining as much information as possible about the incident. This information will be gathered from the complainant, witnesses, and alleged harasser, as appropriate and related to the incident.
3. Upon completion of the investigation, the Compliance Officer will issue a ruling on the complaint. As deemed appropriate, the College may secure the advice of legal counsel. The appropriate parties will be notified of the outcome of the investigation. If the College determines that sexual harassment has occurred, appropriate action up to and including termination will be taken to correct the situation.
4. As deemed necessary, a Sexual Harassment Administrative Follow-up will be conducted by the Compliance Officer within a reasonable time period to monitor the situation and ensure an environment free of sexual harassment.

**Appeal of the Compliance Officer's Findings:**

**Level 1**

- Notify the Office of Human Resources if complaint is employee related or the Dean of Student Services if the complaint is student-on-student related in writing within ten (10) working days of the Compliance Officer's findings.
- Obtain Barton Problem Statement Form.
- Complete form and return to HR Office or Student Services Office as indicated above.
- Director of Human Resources will schedule conference with complainant or alleged harasser if complaint is employee related (the Dean of Student Services will schedule conference with complainant or alleged harasser if complaint is student-on-student related) to resolve matter.
- If the matter is resolved, then the Director of Human Resources or Dean of Student Services completes the Problem Resolution Form.

**If the matter is unresolved or no decision has been made within  
five (5) working days of the conference, then move to:**

**Level 2**

- Employee/student shall file a written appeal with the President (or his/her designee) within ten (10) working days of the Level One decision, or fifteen (15) working days after the completed Problem Resolution Form was presented, whichever comes first.

- The President (or his/her designee) schedules a meeting within five (5) working days after receipt of written appeal to resolve the matter.
- Following this meeting, the President shall render his/her decision within ten (10) working days. The President’s decision shall be binding.

## **Drug-Free Schools and Communities Act**

Barton Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on College property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the Student Handbook, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct Policy.

Students receiving performance awards or athletic scholarships shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

## **Substance Abuse Policy and Drug-Testing Program**

Barton Community College strongly believes that the use and abuse of illegal and/or banned drugs:

- A. Is detrimental to the physical and psychological health of students;
- B. Interferes negatively with the academic performance of students;
- C. Is dangerous to the life and health of the student and potentially his/her classmates/teammates during performance, competition and practice; and
- D. Compromises the integrity and spirit of extra-curricular activity performance and intercollegiate athletics competition.

Thus, Barton has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated for students. For those students who receive a performance award from the Institution, the College will conduct a “zero-tolerance program” including testing and sanctions. While there is no intent to intrude upon the private life of the student, the College is interested in the well being of its students who perform and represent the Institution. Barton recognizes the addictive results of illicit drug use and, as provided in this policy, will encourage treatment and rehabilitation for any student involved in the drug-testing program.

### **I. PURPOSE**

- A. Education – To educate Barton Community College students about the problems associated with drug use and abuse.
- B. Detection of Abuse – To detect students who may be involved in substance use or abuse through testing methods.
- C. Treatment and Rehabilitation – To assist in the treatment and rehabilitation of a student who tests positive for drug use as part of this program, so that the student may safely and fully participate in academics, extra-curricular activities, and athletics, and to reduce personal, family, and social disruption.

- D. Discourage and Deter Drug Use – To discourage and deter the use of drugs by imposing significant sanctions on offenders.
- E. Promote Health and Safety of Student Participation – To provide reasonable safeguards assuring that every student is able to participate in extra-curricular activity performances and athletics competition unimpaired by illegal or banned drugs.

## **II. SUBSTANCE ABUSE EDUCATION AND PREVENTION PROGRAM**

- A. Objective – To provide educational guidance to the student regarding the physical, mental, and legal consequences of illegal drug use.
- B. Program – Students will be required to participate in an annual workshop with their activity sponsor, coach, Dean of Student Services and/or drug prevention coordinator which will provide information regarding drug abuse and will aid in the educational process of the student about the consequences of illegal drug use. Additional educational presentations may be held and required throughout the year. These programs will be announced to students as they are scheduled, and attendance of students who receive a performance award shall be mandatory.

## **III. DRUG-TESTING PROGRAM**

The activity sponsor, with the assistance of the Dean of Student Services, and/or the College Nurse shall inform students involved in extra-curricular activities of the drug-testing program. The head coach, with the assistance of Athletic Director (or designee), and/or the head athletic trainer shall inform the student athletes about the drug-testing program. Information concerning the program and a consent form associated with the program shall be provided to every student receiving a performance award. The consent form must be signed and submitted by the student as a condition of participation and receipt of aid.

A student participating in extra-curricular activities is defined as any student who represents the Institution by performing in an activity in the name of the College and is receiving financial aid from or through Barton Community College for participation in that activity. Student athlete is defined as any student who is certified eligible (signed letter of intent) to participate in varsity athletics, is "red-shirted" or otherwise associated with the team and/or involved in workouts/practices, and a student athlete who has completed eligibility and is receiving financial aid from or through Barton Community College.

The student shall be subjected to testing as described in the policy. Failure to sign the consent form prior to practice, performance and/or competition shall result in the student's ineligibility for practice, performance, or competition until the student signs the form. Additionally, students who receive financial aid (specifically a performance award) from or through Barton Community College must sign the consent form as a condition of receipt of such aid. The program shall be conducted by a medical laboratory agency as selected by the College and supervised by College personnel as appointed.

- A. Mandatory Drug Testing Program – All performance award students shall be subject to unannounced, random tests during the course of the academic year. The College will determine a prescribed percentage of each activity group and team that shall be subject to testing. The College shall provide the medical laboratory agency with performance award rosters and athletic team rosters for students in extra-curricular activities; students will be randomly selected for testing by the agency consistent with the activity group and team percentage as prescribed by the College. The College will determine the number of random tests that occur each year.

- B. Testing Program Based on Reasonable Suspicion – Information obtained by the College indicating “reasonable suspicion” of drug use by a student receiving a performance award shall prompt the College to require the student to submit to drug-testing. Specimen collection shall be conducted in accordance with the College’s and testing agency’s agreed upon processes. Reasonable suspicion shall not mean a mere “hunch” or “intuition,” but shall instead be based upon a specific event or occurrence which has led to the belief that a student has used drugs banned by this policy and program. Any of the following criteria shall be sufficient on its own to constitute “reasonable suspicion”:
1. Direct observation of drug use by a reliable informant;
  2. Direct observation by those associated with the activity or athletic department (activity sponsor, coaches, athletic trainers, team physician, Athletic Director, Coordinator of Student Housing, Coordinator of Facility Management, College Nurse, Dean of Student Services) of physical and mental deficiency, medically indicated symptomatology of drug use, aberrant conduct, or unexplained absenteeism;
  3. Observation of, or evidence obtained by, College personnel leading to the common sense conclusion that use has, is, or could be occurring;
  4. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, academic performance, activity, or athletic, with regards to anabolic steroids, significant weight gain and unusually aggressive behavior);
  5. Police or court determination (current or past) that the student has used or possessed prohibited drugs;
  6. A demonstrated history of use of prohibited drugs, either prior legal convictions or prior positive tests for prohibited drugs through the College’s or any other reliable testing program. Prior positive tests include any positive result including the results that fall into the “zero-tolerance” category. These are tests that fall below the established laboratory criteria for a positive test (e.g. > 15 nanograms/ml for marijuana), but indicate a lower concentration level of the banned substance.
- C. Voluntary Disclosure Drug Testing Program – A student may disclose use of a prohibited substance and avoid the College’s first-time offender penalty by participating in the voluntary disclosure program. Disclosure of an activity student drug use may be made to the activity sponsor, College Counselor, College Nurse, and/or Dean of Student Services. Disclosure of student athlete drug use may be made to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Dean of Student Services. When voluntary disclosure occurs, the activity sponsor or head coach shall be informed of disclosure by any of the other College personnel receiving disclosure from the student. The College employee informed of the disclosure shall be obligated to inform the other College employees listed above and refer the student for testing and referral to counseling and/or rehabilitation. Test results for activity students shall be reported to the activity sponsor, College Counselor, College Nurse, and/or Dean of Student Services. Test results for student athletes shall be reported to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, and/or Dean of Student Services. If found positive for banned drug(s), the student shall be retested forty (40) days after receipt of the initial positive documentation. If documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a first-time offender and submit to actions/sanctions indicated in this program. This option is available to the student on a one-time basis during his/her academic/athletic/activity career.

#### **IV. BANNED DRUGS**

Drugs banned by Barton include the following as well as all drugs banned by the NCAA (Appendix I):

- A. Amphetamines
- B. Cocaine
- C. Tetrahydrocannabinol – THC (marijuana)
- D. Anabolic Steroids

#### **V. CONSENT FORM**

All activity students and student athletes shall read and complete the form entitled, Consent and Authorization Agreement. This form must be completed before a student is allowed to practice, perform, or compete.

#### **VI. METHODOLOGY**

##### **A. Collection and Coding**

1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student.
2. Urine voiding shall be monitored by a member of the testing agency selected by the College or a designated allied health professional.
3. Chain of custody in specimen collection, preparation, and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. A document that explains the chain of specimen custody will be provided to each student prior to testing (Appendix II). Further, prior to testing, each student will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test.

##### **B. Notification**

1. Students requested to provide a urine sample shall not expect to be given notification prior to testing.
2. If a student is selected for testing based on “reasonable suspicion”, the student shall be immediately escorted to the testing site by the activity sponsor, a Coach, the Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Dean of Student Services.

##### **C. Testing Techniques –** The testing agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation shall be based on levels to be determined by the College in consultation with the testing agency.

##### **D. Results –** Test results for activity students shall be returned to the Dean of Student Services and subsequently reported to the activity sponsor, College Counselor, and College Nurse. Test results for student athletes shall be returned to the Athletic Director and subsequently reported to the Coach, Head Athletic Trainer, College Counselor, and/or Dean of Student Services. Documentation indicating 6+ confirmation for drug use shall be dated by the College Nurse or Head Athletic Trainer, so subsequent re-tests can proceed after forty (40) days.

##### **E. Positive Test –** A positive test will be defined as one that indicates concentration levels consistent with those established by the NCAA. The positive concentration level for THC (marijuana) is 15 nanograms/ml.

##### **F. Confidentiality –** Test results shall be known only by the student, activity sponsor or Coach, Athletic Director (when applicable), Head Athletic Trainer (when applicable), College Nurse, College Counselor, and Dean of Student Services; and, if necessary due to an appeals process, the College’s Appeals Committee.

## VII. BARTON ACTIONS/SANCTIONS

The following actions/sanctions represent the sanctions established by Barton.

### A. Positive Drug Test

If a student tests positive on a drug test administered by Barton, he/she shall be subject to the actions/sanctions specified in this policy.

#### **FIRST-TIME OFFENDER**

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student is encouraged to notify his/her parent(s), legal guardian(s) and/or spouse.
4. If the positive test occurs during the season, the student is suspended immediately from practice, performance, and competition for seven (7) consecutive days including a minimum of 10% of the contests and/or performances scheduled, or two contests/performances (not including exhibition contests) whichever is less. If the positive test occurs outside of the performance or competitive season, the seven-day suspension shall begin six days prior to the first regularly scheduled performance or competition (not including exhibition contests). The student may resume practice after the mandatory seven-day suspension but shall be withheld from a subsequent performance or competition, if the minimum performance or competition suspension is not met in the seven-day suspension period.
5. Student enters a prescribed counseling and rehabilitation program at their own expense.
6. After forty (40) days, the student re-tests and, should the student return as a scholarship student the following academic year, he or she may be subject to testing during the subsequent year(s). (Note: Testing continues during the summer months, if the student is enrolled in summer school). If documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue as a first time offender and continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a second-time offender and submit to actions/sanctions indicated in this program.
7. The activity student may appeal to the Dean of Student Services. The student athlete may appeal to the Athletic Director. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision. Any appeal must be submitted, in writing to the designated person or committee, within 5 days of receipt of positive result letter. An appeal shall be considered for one or more of the following purposes:
  - a. To determine whether the drug testing process was conducted fairly and in conformity with prescribed procedures and/or
  - b. To consider new information sufficient to potentially alter the results.Sanctions imposed by this policy are to remain in effect during the appeals procedure unless otherwise directed by the President of the College.
8. Failure to comply will result in immediate and permanent suspension from the activity or team and the loss of future institutional aid. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

## **SECOND-TIME OFFENDER**

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
  2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
  3. The student is encouraged to notify his/her parent(s), legal guardian(s) and/or spouse.
  4. Immediate and permanent suspension from participation in the activity or athletics program.
  5. Cancellation of financial aid provided by Barton Community College.
  6. The student may appeal the above conditions to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.
- B. Zero-Tolerance

If a student's test result does not reach an established level to count as a positive test but does indicate a smaller concentration level of the banned substance [e.g. 1 to 14 nanograms/ml of THC (marijuana)], the student will be subject to the following actions:

1. The activity student's sponsor, College Counselor, College Nurse, and Dean of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Dean of Student Services are informed.
3. The student will be offered counseling by the College Counselor.
4. The student will be subject to monthly re-tests at their own expense.

## **VIII. GENERAL POLICIES**

- A. The conditions of this substance abuse policy and drug-testing program begin when the student reports to the College academic/activity/athletic program and continues for the remainder of his/her academic/activity/athletic career.
- B. If a student fails to report for drug testing after notification, he/she shall be considered an offender.
- C. If a student reports to the testing site and subsequently leaves the site without permission from the drug-testing administrator, he/she shall be considered an offender.
- D. A student who is required to receive counseling will receive written notification and an appointment time via hand-delivery from the College Counselor. Following the initial counseling session, the College Counselor may refer the student to a community drug counseling service or continue counseling the student. If the student is referred to a community drug counseling service, the student will be financially responsible for services provided.
- E. The first counseling session must occur no later than two (2) weeks after notification of the positive test. Failure to report for counseling will result in the student being suspended from practice, performance, and competition for one week and until the counseling session is met. Further, after a student misses two counseling sessions, he/she will be charged with a positive test result penalty for any subsequent missed counseling session, in addition to being charged for the cost of the missed session.
- F. Conviction of a student for the sale, purchase, transfer, or possession of drugs shall result in automatic and immediate dismissal from his/her activity or team and the loss of all related financial aid.

- G. Offenders shall be subjected to re-tests to determine continued abuse or non-use. An increase in drug(s) metabolite from the most recent test will indicate drug usage and, therefore, a subsequent offense. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test.
- H. The application of all of these general policies may be appealed to the College's Appeals Committee who has final authority.
- I. This program and its administration/operation is subject to change or to be modified at any time. However, any change or modification will be implemented only by action of the Dean of Student Services and/or Athletic Director and will not be applied retroactively if it would adversely affect a student's rights.

## Appendix I

### NCAA BANNED DRUGS

#### (a) Stimulants:

amiphenazole	dimethylamphetamine	pentetrazol
amphetamine	doxapram	phendimetrazine
bemigirde	ethamivan	phenmetrazine
benzphetamine	ethylamphetamine	phentermine
bromantan	fencamfamine	picrotoxine
caffeine (1)	meclofenoxate	pipradol
cholphentermine	methamphetamine	prolintane
cocaine	methylphenidate	strychnine
cropropamide	nikethamide	and related compounds
crothetamide	pemoline	
diethylpropion		
*ephedrine		

\*Ephedrine (ephedra) is contained in many supplement products.

#### (b) Anabolic agents:

Anabolic steroids:

androstenedione		
boldenone	methandienone	oxymesterone
clostebol	methenolone	oxymetholone
dehydrochlormethyl-testosterone	methyltestosterone	stanozolol
dehydroepiandrosterone	nandrolone	testosterone (2)
(DHEA)	norandrostenedione	& related compounds
dihydrotestosterone	norethandrolone	
dromostanolone	oxandrolone	
fluoxymesterone		
mesterolone		
other anabolic agents:		
clenbuterol		

**(c) Diuretics:**

acetazolamide	flumethiazide	polythiazide
bendroflumethiazide	furosemide	quinethazone
benzthiazide	hydrochlorothiazide	spironolactone
bumetanide	hydroflumethiazide	triamterene
chlorothiazide	methyclothiazide	trichlormethiazide
chlorthalidone	metolazone	& related compounds
ethacrynic acid		

**(d) Street Drugs:**

heroin	THC (3) (tetrahydrocannabinol)	
marijuana (3)		

**(e) Peptide hormones and analogues:**

chorionic gonadotrophin (HCG – human chorionic gonadotrophin)	corticotrophin (ACTH)	Growth hormone (HGH, - somatotrophin)
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All the releasing factors of the above mentioned substances also are banned.  
Erythropoietin (EPO)

**(f) Definition of positive depends on the following:**

1. for caffeine – if the concentration in the urine exceeds 15 micrograms/ml.
2. for testosterone – if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
3. for marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

**Appendix II****Chain of Custody in Specimen Collection, Preparation and Handling**

Preserving the integrity of the specimen is of vital importance in screening for drugs of abuse. Strict adherence to reasonable steps in this process is required so that:

- The student knows that his/her specimen is properly identified and sealed.
- The laboratory tests the correct specimen and issues a report on the correct subject, eliminating the possibility of reporting in error.

The process of quality control in any multi-step system will begin with the very first step and be systematically followed through to the last. By observing the regimen outlined below, a chain of custody shall be established.

1. Complete the test requisition form by providing the following:
  - Subject's Code Number
  - Date and Time of Collection
  - Test Number on the Form
2. Have the student observe and confirm his/her code number, sex and date on the test requisition form and document any medication being taken.
3. The student is to remove all outer garments. The student takes a specimen cup. The student and a member of the testing agency are to go to the lavatory. The student is instructed to void into the specimen cup while agency personnel observes.
4. In the presence of the testing agency personnel, the student selects a collection kit and pours the specimen into his/her specimen bottles.
5. In the presence of the agency personnel, the student tightens the cap to the bottles and seals them with the security tape which has the student's code number written on it in ink.
6. The student places the specimen bottles into the specimen envelope and seals each envelope with tape. [Note: No person touches the collection kits or specimen cups other than the student athlete until after the collection process is completed and containers sealed.]
7. The envelope is placed into the shipping container.
8. The number of specimens being shipped is counted.
9. The shipping container is secured and the testing agency's address label is attached.
10. The courier for pick-up is notified and the testing agency is advised of the shipment.

***Acknowledgment:*** *Barton Community College gratefully acknowledges the permission of Kansas University to utilize its established policies and procedures for substance abuse in the development of the substance abuse policy and drug testing program.*

(Based on policy 1611; revised and approved by President on 5/18/09)

## Additional Information

### Where to go when you need to:

Find a **PART TIME JOB...**

Career Center - North end of the Learning Resources Center

**CHANGE ROOM IN HOUSING...**

Coordinator of Student Housing - Student Union

**CHANGE ADVISOR...**

Advisement Center - North end of the Learning Resources Center

Take Special **INTEREST and APTITUDE TEST...**

Assessment Center - North end of the Learning Resources Center

**ADD or DROP** a course...

Your Advisor or the Enrollment Services Office - Kirkman

Get a **REFUND** on a fee...

Business Office - Kirkman

See about **GRADES...**

Barton Student Web

See about student **LOANS, SCHOLARSHIPS, GRANTS...**

Financial Aid Office - Kirkman

Put **NEWS** in the College newspaper...

Interrobang Office - Union

**VETERANS' COUNSELING** services...

Veterans' Affairs Advisor - L-134 - Learning Resources Center

See about **COSTS** and **FEE** payments...

Business Office - Kirkman

See about **HOUSING** payments...

Business Office - Kirkman

See about **ENROLLMENT, SCHEDULING, GRADE REPORTS or TRANSCRIPTS...**

Barton Student Web or Enrollment Services Office - Kirkman

See about academic **PROBATION or SUSPENSION...**

Enrollment Services Office - Kirkman

Contact someone in an **EMERGENCY...**

Campus Safety - T-Bldg., Phone: **(620) 792-9217**

Pay or appeal a **TRAFFIC VIOLATION...**

Business Office - Kirkman

Access the Barton Community College **HOME PAGE**

[www.bartonccc.edu](http://www.bartonccc.edu)

See about **CARPOOLING...**

Student Activities - Union

## Barton Terminology

**ADD** - Process of adding a class to your schedule. This requires consulting with your advisor and the use of a drop/add form.

**ADVISOR** - A faculty or staff member who provides information and makes recommendations on courses, requirements, prerequisites, and programs of study. Your advisor's signature is required on your graduation application.

**ALCOHOL/DRUGS** - Not Allowed!

**BOTTOMS** - A wildlife refuge located on Highway 156 between Great Bend and Hoisington, Kansas. A rest area for birds on their flight south.

**CAMP ALDRICH** - A conference center located between Claflin, Kansas and Cheyenne Bottoms on Highway 156. This nature area is used for seminars and classes and is composed of a dining hall, five lodges, a pool and a bathhouse. For more information contact the Director of Facilities Management.

**CHIMES** - No excuse for not being on time.

**DROP** - Process of dropping or withdrawing from a class. It is a student's responsibility to drop the class if desired.

**FOUNDATION** - Related to and allied with the College, the Foundation is a non-profit corporation that coordinates academic scholarships, program development, facilities and equipment, library resources, and the Shafer Art Gallery.

**FRESHMAN** - Students are classified as freshman until they complete less than 32 semester hours.

**GPA (GRADE POINT AVERAGE)** - The average of grades earned in a semester.

**HILLTOP SINGERS** - They sing, they dance, and they're choreographed. Contact Vern Fryberger.

**INTERCOM** - Similar to your speakerphone, but this Intercom is online. This publication is put out by the Student Life Office. Contact Diane Engle in the Student Union for more information.

**KIRKMAN CENTER** - Addition on the north end of the PE-Bldg. which houses courts, wellness area, and offices of Human Resources, Business, Admission, Activities and Records, Financial Aid and Housing.

**MURPHY'S LANDING** - Barton's reference and circulation desk in the library.

**SMOKING/CHEWING TOBACCO** - Not Allowed in any College building!

**SOPHOMORE** - A student with 32 or more semester hours is classified as a sophomore.

**SPRING BREAK** - A one-week break during the spring semester when students study skiing, relaxing, and just plain goofing off.

**STUDENT AMBASSADOR** - A representative of a collegiate institution chosen by rigorous examination based upon personal and academic qualities who performs painstaking objectives at the will of higher authorities. In other words, they recruit, market and enhance the College.

**STUDENT SERVICES** - Questions about anything? Call **(620) 792-9282**.

**SWAMP** - Self-explanatory with a south wind.

**TELEVISION INFORMATION CHANNEL (TIC)** - Not comparable to MTV, but loaded with lots of information. If you would like anything added to the TIC, please contact Diane Engle in the Student Union., **(620) 792-9271**.

**THE CIRCLE** - 3.5 times around the inner circle equals one mile. One time around the outer circle equals one mile.

**THE HILL** - Where the wind reaches 90 mph on a calm day. You will always have bad hair days on "The Hill".

**STUDENT SUPPORT SERVICES** - A program funded by the U.S. Department of Education grant which provides academic, personal, and vocational support to students who qualify. If you are overwhelmed by college life and need assistance, contact this office at **(620) 792-9240**.

**VET (VETERAN'S AFFAIRS)** - Not something you drive or where you take your animal, but if you are a Veteran, contact Nicole Berger in the Learning Resources Center, L-134, for tuition assistance.

**WAITLIST** - Similar to waiting for a table at a restaurant. Take a number and we will call you when a seat in the class you want is vacant.

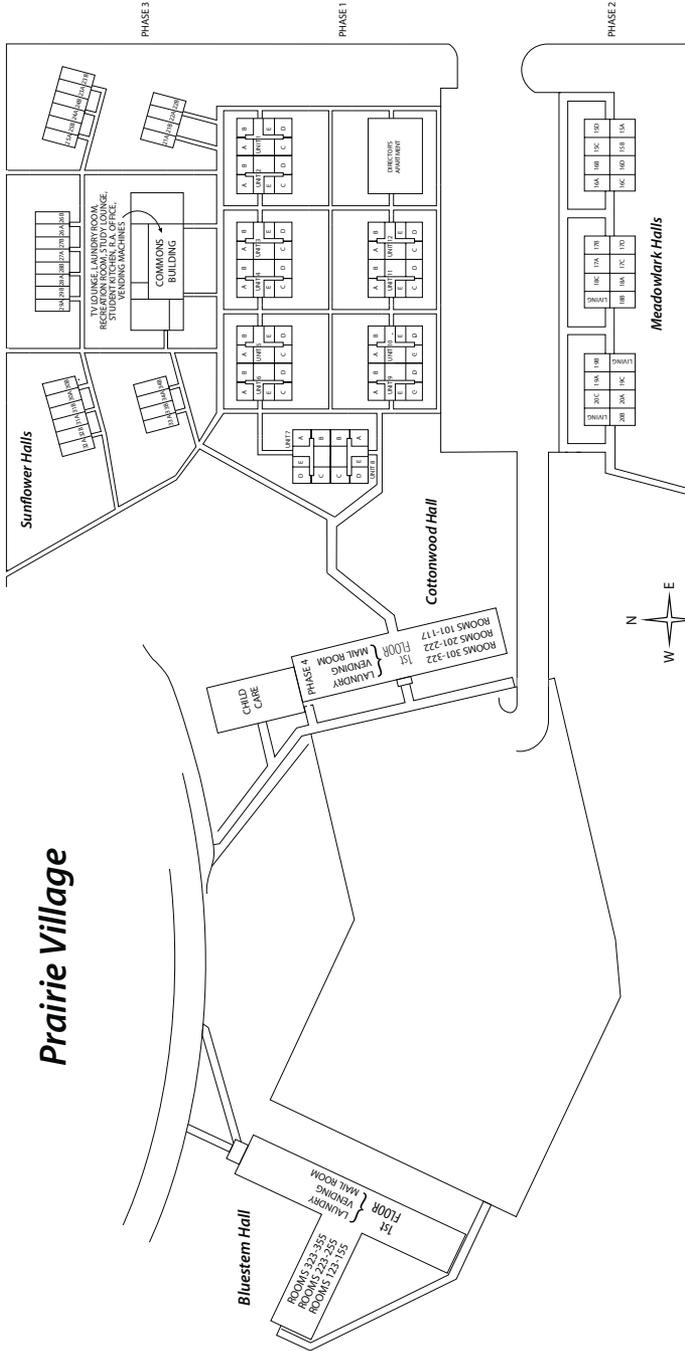
**WINDY HILL DISC GOLF COURSE** - Barton's 9 hole Disc Golf Course located on campus. The 1st Tee is located south of the Classroom Building. The course is open to the public, 24-7-365.

**please visit:**

**Great Bend Community Profile at [www.greatbend.org](http://www.greatbend.org)**

**Barton Buildings Are Tobacco Free**  
**KsQuit.org**

# BARTON COMMUNITY COLLEGE STUDENT HOUSING COMPLEX



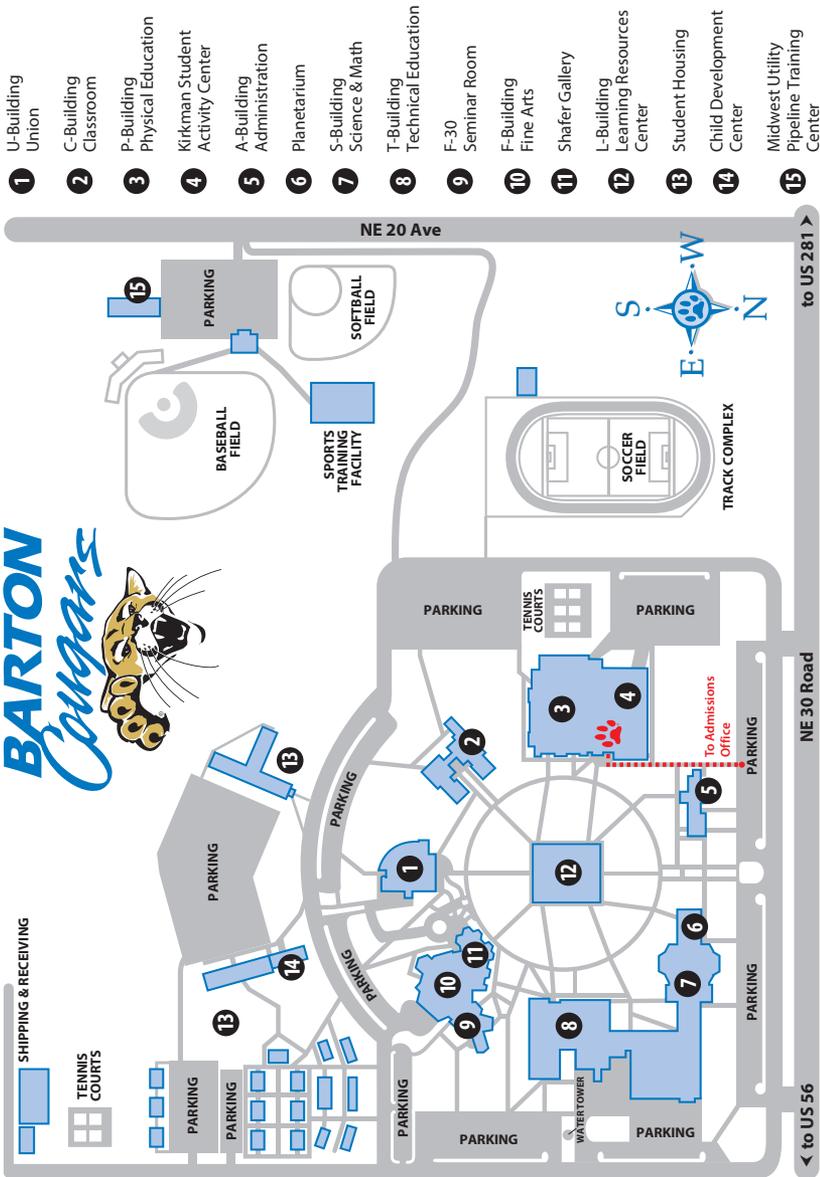
Prairie Village

Student Housing Complex

**BARTON**  
COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530-9251

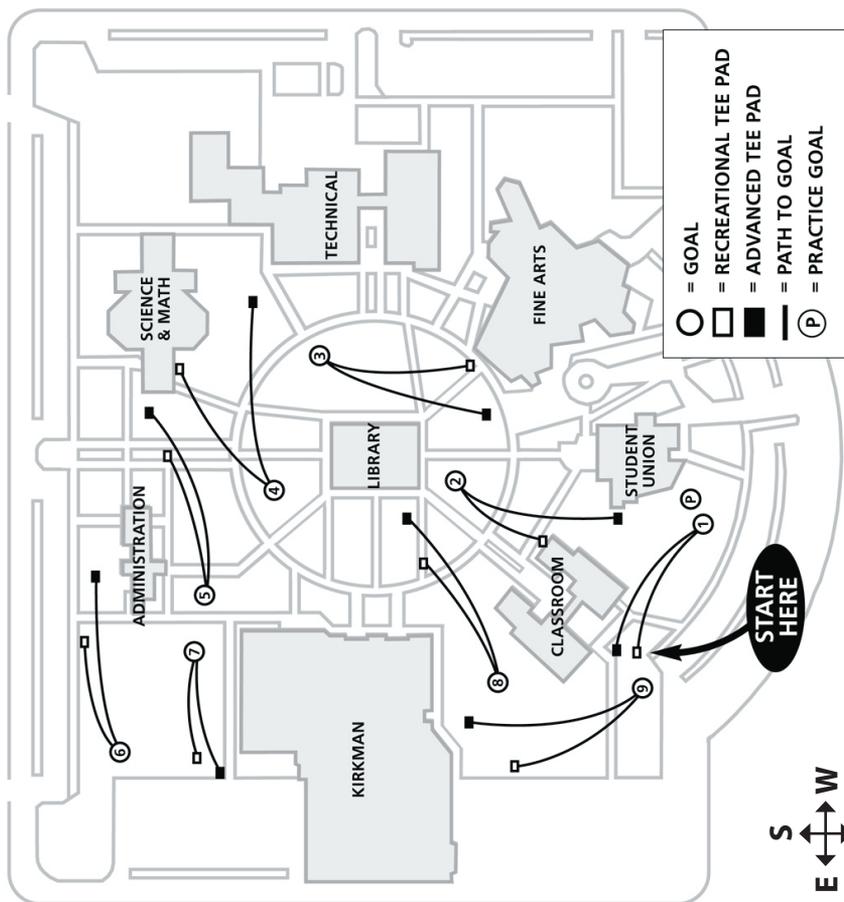
# BARTON COMMUNITY COLLEGE CAMPUS MAP



245 NE 30 RD • Great Bend, KS 67530  
bartonccc.edu • (800) 722-6842

**BARTON**  
COMMUNITY COLLEGE

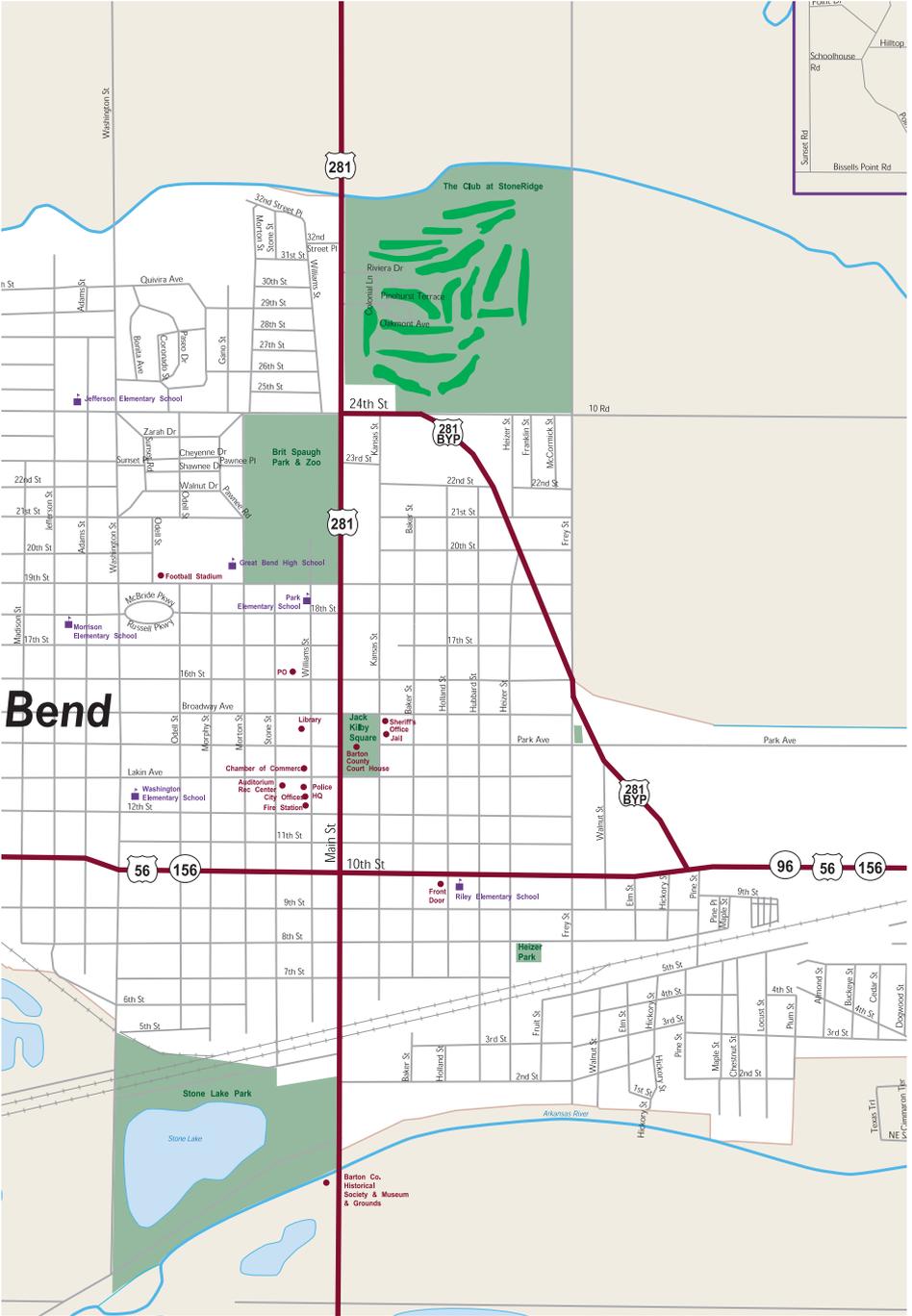
# BARTON COMMUNITY COLLEGE WINDY HILL DISC GOLF COURSE MAP



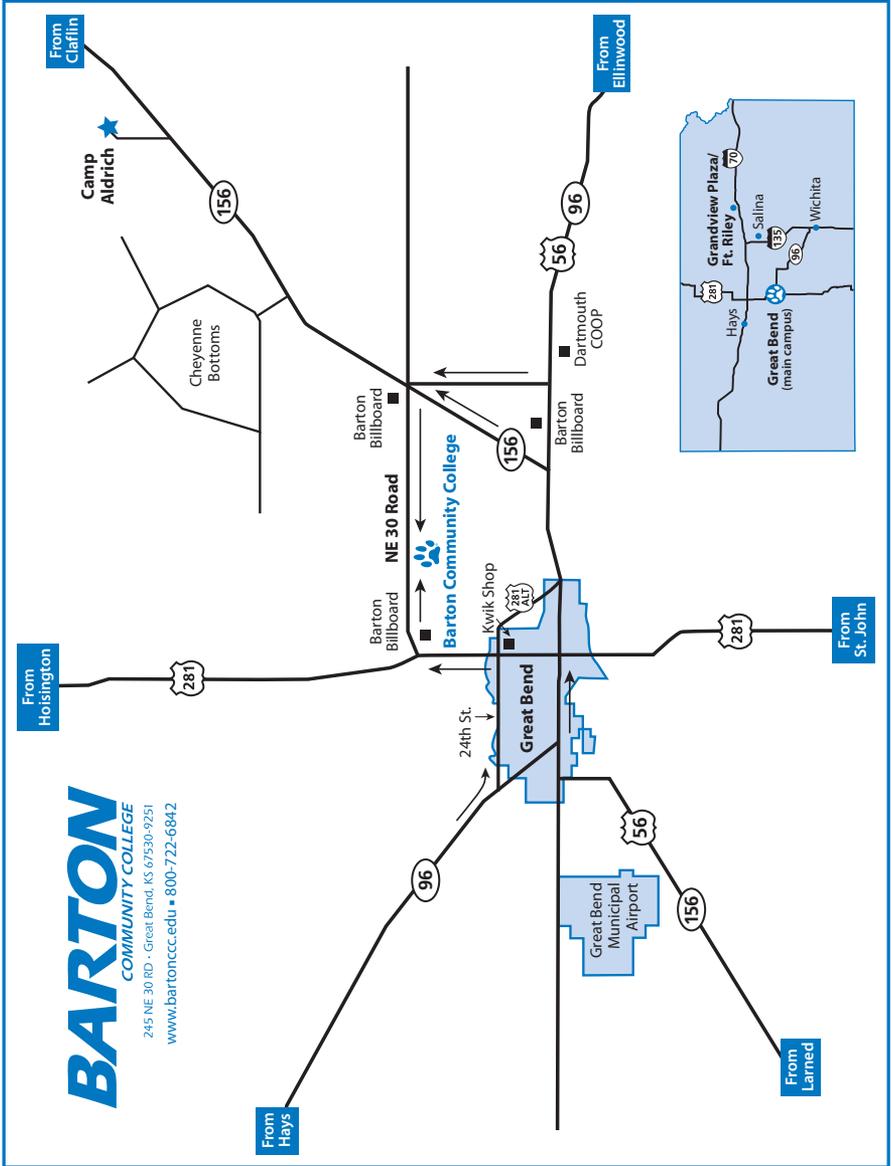
# CITY OF GREAT BEND, KANSAS



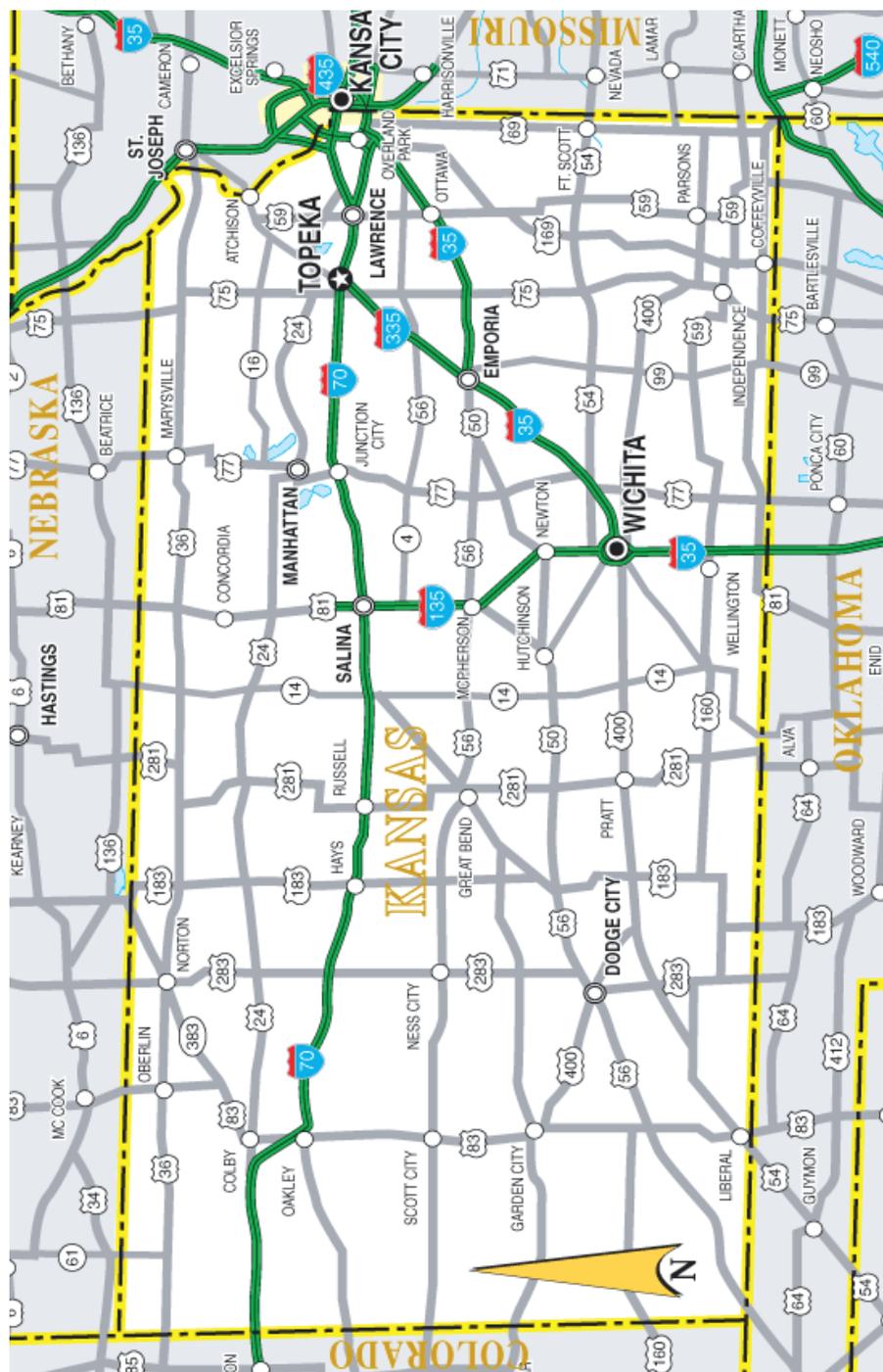
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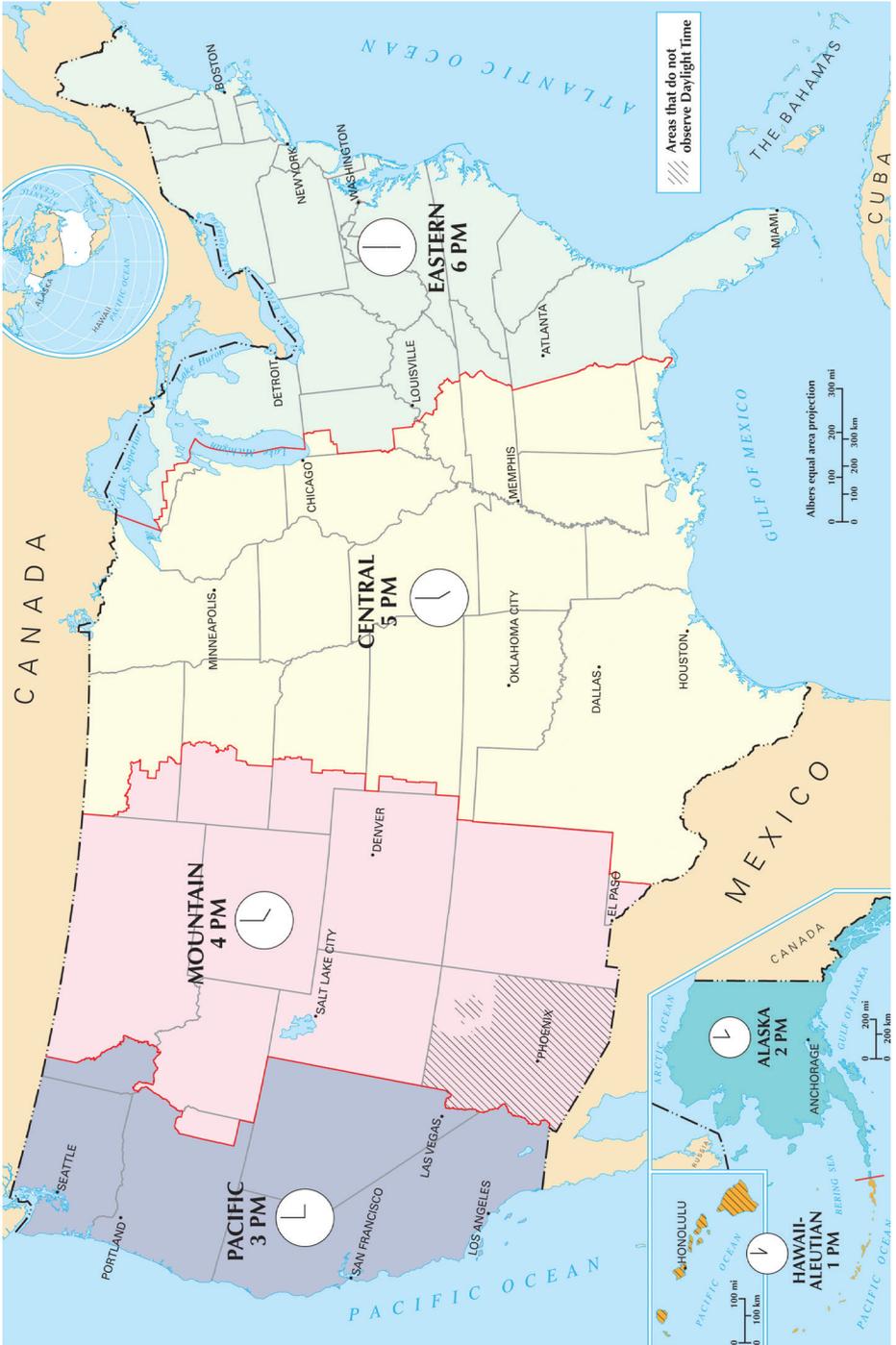
# BARTON COMMUNITY COLLEGE HIGHWAY MAP to the College



# STATE OF KANSAS



# UNITED STATES TIME ZONES



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# Notes



# Safety & Emergency Procedures

## In an emergency:

### **MEDICAL EMERGENCY - Call 911 and Campus Safety - IF:**

- A. Life Threatening
  - 1. Patient is not breathing
  - 2. Patient is unconscious
  - 3. Patient is hemorrhaging
- B. Possible Spinal Injury
  - 1. Patient has fallen from ladder/building
  - 2. Hit by car
  - 3. Do NOT move patient
- C. Person has fallen
  - 1. Cannot get up
  - 2. In extreme pain

### **Call the Nurse:**

- A. After calling 911 for Life Threatening Situations
- B. Before calling ambulance for other situations,  
(If nurse is not on campus)
- C. 911 may be called at discretion of nurse/person in charge

### **EMOTIONAL CRISIS - Call 911 and Campus Safety - IF:**

- A. Life Threatening
  - 1. Patient has overdosed
  - 2. Patient is unconscious
  - 3. Patient is in a state of hysteria,  
(and nurse is unavailable)
- B. At the discretion of the nurse or person in charge

**When dialing from off campus, dial 911.**

**When dialing from a campus phone, dial 9-911.**



# Barton Community College Academic Calendar

## Fall 2015

- August 14**  
Fall 2015 Registration Ends
- August 17 - 21**  
Fall 2015 Late Registration
- August 19**  
Fall 2015 Classes Begin
- August 28**  
Last Day for Refund
- September 1**  
Priority Deadline to Apply for Fall 2015 Graduation
- September 7**  
Labor Day (No Classes/Offices Closed)
- October 9**  
Last Day of 1st 8-Week Session
- October 12**  
First Day of 2nd 8-Week Session
- October 15**  
Jack Kilby Science Day
- October 15 & 16**  
Fall Break (No Classes/Offices Open)
- November 3**  
Advisement Day (No Day Classes)
- November 3**  
Spring 2016 Registration Begins
- November 4**  
Last Day to Drop with Courses Recorded as "W" on Transcript
- November 25 - 27**  
Thanksgiving Break (No Classes/Offices Closed)
- December 7**  
Summer 2016 Registration Begins
- December 7 - 10**  
Final Examination Days
- December 10**  
Close of Fall 2015 Semester
- December 11**  
(No Classes/Offices Open)
- December 14 - 18**  
(No Classes/Offices Open)
- December 21, 2015 thru January 1, 2016**  
Christmas/New Year Break (No Classes/Offices Closed)

## Spring 2016

- January 4 - 8**  
(No Classes/Offices Open)
- January 8**  
Spring 2016 Registration Ends
- January 11**  
Spring 2016 Classes Begin
- January 11 - 15**  
Spring 2016 Late Registration
- January 18**  
Martin Luther King Jr. Day (No Classes/Offices Closed)
- January 22**  
Last Day for Refund
- February 1**  
Priority Deadline to Apply for Spring 2016 Graduation
- March 4**  
Last Day of 1st 8-Week Session
- March 7**  
First Day of 2nd 8-Week Session
- March 14 - 18**  
Spring Break (No Classes/Offices Closed 17 & 18)
- March 25**  
Good Friday (No Classes/Offices Closed)
- March 28**  
Easter Monday (No Classes/Offices Closed)
- April 6**  
Last Day to Drop with Courses Recorded as "W" on Transcript
- April 11**  
Fall 2016 Registration Begins
- April 12**  
Advisement Day (No Day Classes)
- May 9 - 12**  
Final Examination Days
- May 12**  
Close of Spring 2016 Semester
- May 13**  
Commencement
- May 16**  
Summer Hours Begin
- May 30**  
Memorial Day (Offices Closed)
- May 26**  
Summer 2016 Registration Ends

## Summer 2016

- May 16 thru August 5**  
Summer Hours - Campus Closed on Fridays
- May 26**  
Summer 2016 Registration Ends
- June 1**  
Priority Deadline to Apply for Summer 2016 Graduation
- June 6**  
Summer 2016 Classes Begin
- June 8**  
Last Day for Late Registration for 1st 4-Week & 8-Week Sessions
- June 9**  
Last Day for Refund for 1st 4-Week & 8-Week Sessions
- June 27**  
No Drops/Withdrawals for 1st 4-Week Session
- June 30**  
Last Day of Classes for 1st 4-Week Session
- July 4**  
Independence Day (No Classes/Offices Closed)
- July 5**  
First Day of Classes for 2nd 4-Week Session
- July 11**  
Last Day for Late Registration for 2nd 4-Week Session
- July 11**  
Last Day for Refund for 2nd 4-Week Session
- July 21**  
No Drops/Withdrawals for 8-Week Session
- July 25**  
No Drops/Withdrawals for 2nd 4-Week Session
- July 27**  
Last Day of Classes for 8-Week Session
- July 27**  
Last Day of Classes for 2nd 4-Week Session

## Fall 2016

- August 5**  
Summer Hours End
- August 5**  
Fall 2016 Registration Ends
- August 8 - 17**  
Fall 2016 Late Registration
- August 17**  
Fall 2016 Classes Begin
- August 26**  
Last Day for Refund
- September 1**  
Priority Deadline to Apply for Fall 2016 Graduation
- September 5**  
Labor Day (No Classes/Offices Closed)
- October 7**  
Last Day of 1st 8-Week Session
- October 10**  
First Day of 2nd 8-Week Session
- November 1**  
Spring 2017 Registration Begins
- November 4**  
Last Day to Drop with Courses Recorded as "W" on Transcript
- November 21**  
Faculty Work Day (No Classes/Offices Open)
- November 22**  
Jack Kilby Science Day (No Classes/Offices Open)
- November 23 - 25**  
Thanksgiving Break (No Classes/Offices Closed)
- December 7 - 12**  
Final Examination Days
- December 13**  
Close of Fall 2016 Semester
- December 12 - 16**  
(No Classes/Offices Open)
- December 19, 2016 thru January 1, 2017**  
Christmas/New Year Break (No Classes/Offices Closed)

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