FORT HAYS TECH
NORTH CENTRAL

STUDENT HANDBOOK 2026-2027

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This handbook is for informational purposes only and does not constitute a contract. Every effort was made to ensure that all information is accurate. Fort Hays Tech | North Central reserves the right to change this handbook without notice.

Fort Hays Tech | North Central Board of Trustees' policy language supersedes Fort Hays Tech | North Central handbook language.

Mission Statement
Fort Hays Tech | North Central delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement
Fort Hays Tech | North Central is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

ACADEMIC REGULATIONS

Fort Hays Tech | North Central is a two-year institution offering the student an opportunity to pursue a one-year certificate or an Associate of Applied Science degree.

Short-Term Courses:
Commercial Driving License
Certified Nursing Aide
Certified Medication Aide

Certificate A Programs:
Business Office Management
Pharmacy Technician
Welding

One-Year Certificate Programs:
- Business Office Management
- Business Technology
- Carpentry/Cabinetmaking
- Culinary Arts
- Heavy Equipment Operation
- Plumbing, Heating & Air Conditioning
- Powersports Technology
- Practical Nursing
- Welding

Associate of Applied Science Degree:
- Agricultural Equipment Technology
- Applied Technologies
- Automotive Collision Technology
- Automotive Technology
- Building Construction Technology
- Diesel Technology
- Electrical Technology
- General Business
- Information Technology
- Nursing
- Respiratory Care
- Telecommunications and Network
- Welding Engineering Technology

Attendance Policy:
Class attendance is necessary for students to learn and succeed. The college intends to establish expectations which resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities; including labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence.
Due to the diversity of programs offered and the various formats in which they are delivered, Fort Hays Tech | North Central allows each department to develop their own approved attendance policy which best suits their program. The attendance policy will be outlined in the course syllabus and may be factored into the student's daily grade and/or final grade. Students are advised to meet with their instructor regarding the attendance policy for each class/program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by administration. The decision will then be communicated to the student and the instructor.

Academic Advising
All students are assigned an academic advisor upon admittance to Fort Hays Tech | North Central**.** The role of the academic advisor is to guide students through the enrollment process,

assist the student in connecting to campus resources, and to assist students in their academic decision making. Advisors and students will meet at minimum three times throughout each semester. Advisors will reach out to students using email and Fort Hays Tech | North Central 's app, MyTrail. It is the student's responsibility to attend scheduled advising meetings.

Academic Honesty:

Membership in the Fort Hays Tech | North Central learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

A. Plagiarism: *i.e.*, taking someone else's intellectual work and presenting it as one's own. Each department sets standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
B. Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or electronic devices during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
C. Falsification, forgery, or alteration of any documents about assignments and examinations.
D. Students who participate in, or assist with, cheating or plagiarism will also violate this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not be limited to any of the following:

a. verbal or written warning
b. lowering of grade for an assignment
c. lowering of term grade

Administrative sanctions may include but are not limited to either of the following:

a. suspension from the course, program, or College
b. dismissal from the course, program, or College

Program Withdrawal:

To withdraw from a Program, a student must complete a Voluntary Withdrawal Form in the Student Success Office.

- A student who withdraws from a program during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week but before the published drop date will receive grades earned on all completed courses up to the date of withdrawal. All remaining courses for the semester will receive a grade of W on the transcript.
- After the published drop date, students will not be allowed to withdraw and will receive the final earned grade for their courses.

General Education Withdrawal:

To withdraw from a general education course, a student must complete a Course Withdrawal Form in the Student Success Office.

- A student who withdraws from a general education course during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week and up to 60% of the semester will be given a grade of W for that course.
- After 60% of the semester is completed, students will not be allowed to withdraw.
- General Education instructor's signature is required.

Administrative Withdrawal:

A student may be administratively withdrawn from any or all courses by a College administrator when the following conditions exist:

- The student has reached five consecutive absences without contacting their instructor, Registrar, or an Administrator.
- Failure to respond to contact attempts by the College during the 5 consecutive absences.

Students who are administratively withdrawn will receive grades earned on all completed courses up to the date of the withdrawal. Courses in progress will receive the final grade earned. All remaining courses for the semester will receive a W on the transcript.

Students will be notified before being withdrawn. The notice will include information regarding their right to a due process hearing. If students cannot be notified in person or by phone, students will be notified in writing. Students may have to wait a full semester before being readmitted.

A student who is administratively withdrawn may appeal by filing a written appeal with the College President within 5 business days of receipt of notification of being withdrawn. The appeal must include reasons why the student failed to meet obligations outlined in this policy and what the student's plan of corrective action is. The College President will decide within 5 business days; this decision is final. Withdrawals are not effective until completed forms are on file in the Registrar's Office.

Academic Appeals:

Students who believe they have been treated unfairly with regard to academic regulations or grading procedures have the right to an appeals process. The first step must be to address the issue with the instructor. If the student is not satisfied with the result, the student may appeal the decision, in writing, to the Dean of Instruction within 10 business days of the event, such as but not limited to a final grade posting, assignment grade posting, academic dishonesty, etc. The Dean of Instruction will deliver a decision to the student within 10 business days.

A student who wishes to appeal the decision of the Dean of Instruction may do so by filing a written appeal to the Vice President of Student and Instructional Services within 10 business days of the decision. A decision will be delivered to the student within 5 business days. A student who wishes to appeal the decision of the VP of Student and Instructional Services may appeal to the College President within 10 days of the decision. The College President will deliver a decision to the student within 5 business days. The decision of the College President is final.

The student may be permitted to remain and participate in class with the exception of clinical and

internship experiences during the academic appeals process pending no other conduct or disciplinary actions or sanctions are placed on the student.

General Education Add Procedure:

Students can add a general education course during the first week of each semester by meeting with their advisor. After the first week, special permission to add a course must be granted by the instructor. Forms may be obtained by contacting the Office of the Registrar.

Academic Evaluation Criteria: (all students)

The academic progress of the student is evaluated as follows:

Excellent .....A
Good.....B
Average.....C
Unsatisfactory .....D
Passing ..... P
Failing ..... F
Incomplete..... I
Withdraw.....W

NOTE: The grade of *Incomplete* will be utilized only when extenuating circumstances exist: justifying additional time for the student to establish a grade for the semester. If an Incomplete grade is given, the Incomplete must be changed to a letter grade within two weeks after the semester ends.

Repeating a Course:

If a student repeats a course for which they have already earned a final grade, the original grade for the course will remain on the student's academic transcript with an "R" indicating the course was repeated. The last grade earned will be calculated in the student's grade point average. The grade received when the course was originally taken will not be factored into the grade point average once the course has been repeated.

Books:

Required books and supplies are available through Fort Hays Tech | North Central 's virtual bookstore. Students are responsible to purchase all required books and supplies prior to the beginning of each semester.

Tools:

Students enrolled in the following programs are required to purchase tools:

Agricultural Equipment Technology
Automotive Technology
Automotive Collision Technology
Carpentry-Cabinetmaking
Diesel Technology
Electrical Technology
Plumbing, Heating & Air Conditioning
Powersports Technology
Powersports Technology
Telecommunications and Networking Technology

- Tools may be purchased through approved vendors. Questions regarding the use of tools other than those provided by approved vendors should be directed to the individual department.
- Fort Hays Tech | North Central is not responsible for lost or stolen tools.

Internship Guidelines:
Internship courses provide students with a capstone learning experience at the end of their technical coursework. Students must meet all requirements listed below to be eligible for internship. Only high-achieving students will be permitted to leave on these dates.

Students are eligible for internship upon successful completion of the following requirements:

1. Approval by the Department Chair documenting internship eligibility.
2. Complete a Graduation Application and grade/degree audit with the Registrar.
3. Complete all required coursework, including all general education courses, according to individual program objectives. Students receiving a failing grade "F" in any coursework will be required to retake the course. Incomplete coursework "I" will not count towards graduation requirements. Students will not be permitted to be concurrently enrolled in general education courses and internship.
4. Final grades posted in all coursework prior to the eligible internship date.
5. Attendance in a minimum of 85% of classroom and lab hours.
6. Documented internship site with employer signature and approval by the Department Chair of the program.
7. A minimum cumulative grade point average of 2.0.
8. An official high school transcript reflecting graduation date and school official signature, it's equivalent, or a GED.
9. No outstanding bills owed to the College.

March 22, 2027, is the first available date for Diesel Technology and Electrical Technology.
April 12, 2027 is the first available date for Agricultural Equipment Technology, Automotive Technology, Automotive Collision Technology, Powersports, , and Telecommunications and Networking Technology.
April 19, 2027 is the first available date for Heavy Equipment Operation, Heating, Ventilation and Air Conditioning, and Welding Technology.

All approvals and paperwork must be submitted to the Office of the Registrar before the eligible internship date. Students will not be permitted to leave on internship after the date posted above. The maximum amount of time a student may devote to the Internship program is 15% of the program of study.

Program Transfer:
Students wishing to transfer to a different program may do so only within the first week (5 academic days) of the first semester.

Intercampus Transfer:
Students seeking transfer from one Fort Hays Tech | North Central campus to another, between the first and second year of the same two-year program, must work through the Registrar to

obtain approval of the program department chairs on both campuses. The department chairs will consider the availability of space and resources, as well as evidence of the student's ability to successfully complete the program.

Transfer from one Fort Hays Tech | North Central campus to another, once the program has started or once the academic year is underway, will not be permitted under normal circumstances. In the event of extenuating circumstances, a student may submit a written request for intercampus transfer to the College President. The President will consider feasible options for the College and the student to mitigate the circumstances. Additionally, the decision may take into account input from any of the affected parties on both campuses considering the availability of space and resources, as well as evidence of the student's ability to successfully complete the program.

Transfer Credit:

A. All Credit Transfer

Transcription of credit from another institution by Fort Hays Tech | North Central will require the student to:

1. Have an official transcript from the secondary or post-secondary institution on file with Fort Hays Tech | North Central (Student-issued transcripts are not acceptable.);
2. Have a D or higher, or the equivalent of 1.0 on a 4.0 scale grade, in all classes being considered for transfer or award;
   Note: Certain programs require a C or higher grade for credit to be awarded, please consult with the Department Chair to determine the requirements of each program. Approved departmental academic requirements supersede institutional academic requirements.
3. Only for courses approved for certificate/degree credit will be considered for credit at the awarding institution;
   Note: A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Fort Hays Tech | North Central .

Credit for any articulated courses and/or transfer credit (high school and/or postsecondary coursework from another accredited institution) will appear on the student's Fort Hays Tech | North Central transcript. Credits awarded from other institutions will be used to calculate the student's cumulative grade point average

B. General Education Courses

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the Fort Hays Tech | North Central Registrar for evaluation and possible acceptance. The Registrar will consult with the Dean of Instructional Services to make the final determination of transferability. General education coursework must be at the 100 level or above. If a student has completed an associate or higher-level degree from an accredited institution of higher education, prior to entering a program of study at Fort Hays Tech | North Central , the general education courses will be accepted in total for the Fort Hays Tech | North Central general education requirements. These courses must meet the general education requirements of Fort Hays Tech | North Central 's accrediting body.

C. Technical Education Courses
Technical education courses taken at another accredited postsecondary or higher education institution may be submitted to the Fort Hays Tech | North Central Registrar for evaluation and possible acceptance. The program instructor and Department Chair will make the determination of transferability with final approval by the Vice President of Student and Instructional Services or designee.
Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment.
Evidence of relevant experience in the industry may be presented for coursework taken more than five (5) years before a request for transfer of credit is made, or Fort Hays Tech | North Central coursework taken more than five (5) years before a request is made. This evidence will be evaluated by the Vice President of Student and Instructional Services or designee and the appropriate Department Chair for transferability.

D. Articulated Credit:
Students may seek tuition reduction or award of credit received from a secondary institution that has in place a current articulation agreement with Fort Hays Tech | North Central . Determination of tuition reduction or award of credit will be based on the terms and status of the articulation agreement. Any student seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all Fort Hays Tech | North Central students.

E. Transfer of Fort Hays Tech | North Central Technical Education Credit Between Programs:
With approval from the program instructor and Dean of Instructional Services and upon completion of a written request for academic credit transfer, students may transfer program-specific courses in one program of study to other Fort Hays Tech | North Central programs of study.

F. Transfer of Courses from Fort Hays Tech | North Central:
Students wishing to transfer credit from Fort Hays Tech | North Central to another higher education institution must request, in writing, a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine acceptance of Fort Hays Tech | North Central coursework for transfer of credit. Written requests must be submitted to:
Fort Hays Tech | North Central College
Office of the Registrar
3033 US Hwy 24, P.O. Box 507
Beloit, Kansas 67420

Credit for Prior Learning:

Credit for Prior Learning, also referred to as Prior Learning Assessment (PLA), is intended to expedite adults' completion of post-secondary education programs by evaluating an individual's existing knowledge and competencies and awarding credit as appropriate.

A. Credit for Prior Learning may be earned by documenting skills acquired through work and life experiences. These experiences could include military training programs, industry certifications, documented work experience or civic/volunteer experiences.
B. CPL credit may be awarded based on evaluation by trained faculty of the college, ACE (American Council on Education) recommendations, CAEL (Council for Adult and Experiential Learning) recommendations, successful apprenticeships, 3rd party certifications, professional licensure, or assessing prior military credits. The method of evaluation will be determined following the review of transcripts and upon a written request of the applicant.
C. CPL will only be awarded for students enrolled in a full-time program at Fort Hays Tech | North Central. Fort Hays Tech | North Central may award no more than 50% of the total program hours for CPL.
D. Written requests for CPL must be submitted to the Registrar at least 30 days prior to the beginning of the first semester of the program. Questions regarding CPL can be directed to the office of the Registrar.

Accommodation Policy for Students with Disabilities

Fort Hays Tech | North Central is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities (both temporary and permanent) and is committed to providing reasonable accommodations in accordance with applicable state and federal laws.

The college acknowledges that traditional methods of instruction or delivery of programs and services are not always appropriate or sufficient to accommodate the limitations experienced by persons identified with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained and the safety of all persons considered.

Student Responsibilities

Students requesting accommodations are responsible for self-disclosing disability and registering for services, providing appropriate documentation, communicating with the Director of Learning Services as part of intake interview process to create an *Educational Accommodation Plan*, and notifying Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible). Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, and assessment of individual needs and course requirements.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS). Fort Hays Tech | North Central is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

Grievance Procedure
Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure.

Confidentiality
All information regarding a student's disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to Fort Hays Tech | North Central without the student's written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to Fort Hays Tech | North Central faculty and/or staff.

The Director of Learning Resources serves as coordinator of accommodations for students with disabilities at Fort Hays Tech | North Central. Any student who requires accommodations or would like more information regarding services should contact the Director of Learning Resources at 1-785-738-9020 or by mail at Fort Hays Tech | North Central Student Success Center, Attn: Director of Learning Resources, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Digital Accessibility Policy:
In accordance with Board Policy 6:3, Fort Hays Tech | North Central is committed to providing accessible digital content. Our digital content meets the Web Content Accessibility Guidelines (WCAG) 2.1 A and AA standards created by the World Wide Web Consortium in compliance with Title II of the Americans with Disabilities Act of 1990 as well as the guidelines for digital accessibility in Section 508 of the Rehabilitation Act of 1973. Additionally, in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Amendments Act of 2008, Fort Hays Tech | North Central provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs, spaces, and activities the college provides.

Fort Hays Tech | North Central will regularly evaluate digital content to ensure it is accessible and meets the WCAG 2.1 A and AA standards to meet the guidelines of Title II of the ADA (1990) as well as the guidelines of Section 508 of the Rehabilitation Act of 1973.

Should barriers arise, the removal of these barriers will occur in a timely manner. If you find an issue with the accessibility of our digital content, please complete the form located at the bottom of the college's website. If you find an issue with accessibility on campus or in our programs, please contact the Director of Learning Services.

GRADUATION REQUIREMENTS

Students are eligible for graduation upon successful completion of the following requirements:

A. Complete a Graduation Application and grade/degree audit with the Registrar's Office at the beginning of their final semester to ensure all graduation requirements are met.
B. Complete all required coursework according to individual program objectives. Students receiving a failing grade "F" in any coursework will be required to retake the course. Incomplete coursework "I" will not count towards graduation requirements.
C. A minimum cumulative grade point average of 2.0.

D. High school diploma, its equivalent, or a GED.
E. No outstanding bills owed to the College.

Eligibility for Participation in Graduation:
To be eligible to participate in Fort Hays Tech | Central's graduation ceremony, the student must meet all graduation requirements. An exception may be granted if a student is within 6 credit hours of completing their coursework for an AAS degree or within 3 credit hours of completing their coursework for a certificate.

Students who have not completed all requirements for graduation, but are within the acceptable limits identified above, must submit a Graduation Plan/Exception form to the Dean of Instructional Services stating their plan for completing their graduation requirements. A copy of the Graduation Plan/Exception form is available in the office of the Registrar and must be submitted by May 1st.

Students who do not complete all requirements for graduation and do not fall within 6 credit hours for an AAS degree or 3 credit hours for a certificate WILL NOT be allowed to participate in FORT HAYS TECH | NORTH CENTRAL 's graduation ceremony. Appeals may be considered for special circumstances and should be made to the Dean of Instructional Services.

Students will be recognized as honor students after final grades are posted at the end of the fall and spring semester. Students earning Honor Roll recognition must achieve a semester grade point average of a 3.0-3.49. Students earning Dean's Honor Roll recognition must achieve a semester grade point average of a 3.5-4.0.

STUDENT ACCOUNTS

Enrollment Agreement:
Students are asked to sign an Enrollment Agreement documenting terms and processes for Fort Hays Tech | North Central 's fiscal processes.

Tuition and Fees:
Please contact the Student Account Specialist for a current tuition cost sheet and fee schedule.

- Beloit Campus - Student fees include: technology, parking, library services, student union, intramural activities, wellness center, safety and security, and graduation.
- Hays Campus - Student fees include: safety and security, technology, parking, library resources, student activities, and graduation.
- Full-time and online students will also participate in the Tiger Experience Plan; for full details, please refer to https://fhtechnc.edu/tiger-experience.

Refund Policy:
Fort Hays Tech | North Central Institutional Refund Policy states, "Students who withdraw from a program of study must submit written proof of cancellation to the Registrar's Office." The Student Account Specialist will then perform the refund calculation based on days completed for

the period of enrollment for which the student is charged. Students that drop a program of study within the first 5 days will not be charged for tuition and fees. The college will refund as follows:

Time Completed	Refund (% of Tuition)
0%-10%	90%
11%-25%	50%
26%-50%	25%
51% +	- 0 -

Students who are enrolled in a class that spans the full length of the term enrolled (16 weeks for Fall and Spring, 8 weeks for Summer) will follow the refund policy for program courses.

Short term classes, including short term programs and classes that do not span the full length of the term enrolled, are non-refundable. Sponsors who have paid for a student's short-term class have the right to an appeal process, as do students with a documented medical emergency. Appeals may be submitted in writing with required documentation to the Student Account Specialist within 30 days (about 4 and a half weeks) of the class start date. A sponsor or student who wishes to appeal the decision of the Student Account Specialist may do so by filing a written appeal to the Vice President of Finance and Hays Operations within 10 business days of the decision. A decision will be delivered to the student within 10 business days. The decision of the Vice President of Finance and Hays Operations is final.

On campus housing and food service expenses are refundable based upon the terms of the contract. (Refer to Housing and Food Service Contract).
Financial aid recipients whose institutional charges were paid from federal funds will not receive their refund of tuition, fees and room/board. The refund is paid to the appropriate federal aid program. Students who have questions regarding refunds should contact the Office of Student Accounts.

NOTE: The Federal Return of Title IV Funds requires that a portion of funds paid from federal programs to an institution be refunded to the program if the student withdraws before 60% of the payment period has elapsed. If a financial aid recipient withdraws from the institution and has received a cash disbursement for living expenses from a federal program (other than a FFELP loan), a repayment may be required from the student to the appropriate program. The withdrawal of a loan recipient is reported to the borrower's lender.

Collection Policy:
Fort Hays Tech | North Central has adopted the following procedure for the collection of delinquent student account balances (specifically those students who have withdrawn or dropped from the institution). Any account balance over 60 days is considered a delinquent balance.

0. Determination of delinquency – Notification letter.
1. 30 days - Follow-up letter delivered by Certified Mail-Return Receipt.
2. 45 days - Notification letter.
3. 60 days - Account referred to Collection Agency.

It is the intent of this policy that no account (or partial account balance) will exceed the 60-day period.

Once a student is referred to a Collection Agency, they will not be allowed to enroll in or attend any classes at Fort Hays Tech | North Central until the bill is paid in full. After the student has paid their bill, they will be required to prepay before they will be allowed to enroll in or attend any future courses at Fort Hays Tech | North Central.

TUITION AND FEE PAYMENT POLICY

Students Not Receiving Financial Aid:
Student account balances will be available before the beginning of each semester on the Student Portal. Payment in full, a payment plan in place, and/or completed financial aid to cover all student account balances must be established by the close of business on the Friday of add/drop week of each semester. Extenuating circumstances preventing these payment arrangements from taking place must be appealed to the Vice President of Finance and Operations by the close of business on the Friday of add/drop week of the semester. If these arrangements have not been made by the close of business on the Friday of add/drop week of the semester, the student will not be allowed to attend class. Students enrolling in courses after the start of a semester will be required to have payment arrangements finalized at the time of registration. If Chapter 31 or 33 benefits have a delayed disbursement by the U.S. Department of Veterans Affairs, students who receive these benefits will not be charged the late fee, will not be dropped from classes or be required to borrow additional funds to cover their tuition as long as they have paid the remaining balance not covered by the Chapter 31 or 33 benefits by the first day of the semester.

If at the end of add/drop week, the student still has a balance due, the student will be assessed a $50 late fee. Students will maintain their enrollment status until a determination is made by the Vice President of Finance and Operations, but a hold will be placed on their account.

Short-term programs: Students must have balances paid in full before being enrolled in short-term programs. There are no refunds for short-term programs. See the Student Accounts Refund Policy section for more information.

Students auditing courses: Students will be charged full tuition and fees for courses they are auditing. Refunds will be issued in accordance with the Student Accounts Refund Policy section. More information can be found on auditing courses in the Fort Hays Tech | North Central Course Catalog.

High School students: Students enrolled in high school CEP courses NOT covered by Excel in CTE must be paid in full or in a payment plan as outlined in the Concurrent Enrollment Partnership with each school district.

Personal checks, VISA, MasterCard, and Discover are accepted for payment.

Financial Aid Recipients:
If the student's financial aid award does not meet his/her cost of attendance for the payment period, it will be the student's responsibility to pay the balance no later than the 5th day of class (end of Add/Drop week). If at the end of add/drop week, the student still has a balance due, the student will be assessed at $50 late fee. Students will maintain their enrollment status until a determination is made by the Vice President of Finance and Operations, but a hold will be placed on their account. If payment is not received after 30 days from the first day of class, the student will be dropped from all classes.

Should the student's financial aid award exceed the cost of attendance for the payment period, the excess financial aid will be disbursed 30 days after the first day of classes.

Insufficient Funds Check:

Any person whose payment is not honored to Fort Hays Tech | North Central due to insufficient funds will be expected to make full restitution immediately. A bank service charge will be assessed on each payment that is declined. FH Tech | NC will no longer accept personal checks from the person. A declined payment that causes a student's balance to become overdue will also be assessed a late fee.

Outstanding Balances:

Any student with outstanding balances with our institution will be denied admission to the institution until all accounts are paid. Transcripts will not be withheld from students.

FINANCIAL AID POLICY

Federal Student Aid:

Fort Hays Tech | North Central offers U.S. Department of Education Title IV funding to students attending the college.

Students must meet the following requirements:

A. Be a U.S. citizen or eligible non-citizen with a valid Social Security number.
B. Meet one of the educational requirements listed below:
    a. Have a High School diploma
    b. Have a GED
    c. Complete a state approved home-school program
C. Enroll in a program that leads to a certificate or AAS degree
D. Register with Selective Service if male 18-25 years of age
E. Maintain satisfactory academic progress
F. Resolve any drug conviction

Students demonstrating financial need may qualify for the following types of federal aid:

A. Pell Grant
B. Federal Supplemental Educational Opportunity Grant
C. Federal Work Study

Fort Hays Tech | North Central participates in the William D. Ford Direct Loan Program providing federal guaranteed loans to eligible students enrolled at the college. Students with financial need qualify for:

A. *Subsidized Stafford Loan* which accrues no interest on the principal balance while the student is attending college. A new provision has been added that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's education program.

Other loans available through the federal student aid program regardless of need include:

A. Unsubsidized Stafford Loan
B. Parent Loan for Undergraduate Student (PLUS)

To maintain eligibility for Title IV federal student aid, the student must demonstrate satisfactory academic progress (SAP) in their educational endeavor. Students must maintain a cumulative grade point average of 2.0 on a 4.0 scale, must complete at least 67% of all attempted credit hours, and must complete the program within 150% of the published credit hours required for graduation. Failure to maintain either standard may cause the student to lose eligibility for Title IV funding until the student is compliant with stated policy.

Students not meeting satisfactory academic progress may enter a warning period, a probationary period or need to file an academic plan. An academic plan is formulated between the student and the financial aid office to address a more serious performance deficiency with a written plan for future coursework and performance benchmarks.

Kansas State Aid:
The Kansas Board of Regents (KBOR) offers students attending technical programs in the state of Kansas the opportunity for a Career Technical Workforce Grant. Eligible candidates are required to submit an application form to KBOR before May 1 of the enrollment year.

Nursing students have the opportunity to apply for the Kansas Board of Regents Nursing Service Scholarship. Students enter into an agreement with a sponsoring agency to complete a year of employment with the agency upon graduation.

Scholarships:
Fort Hays Tech | North Central processes scholarships from various donors throughout the region. Many of these scholarship opportunities originate from the student's hometown area. The college publishes an annual listing of scholarship opportunities and the application process involved.

Agency Assistance:
Students may qualify for assistance from various agencies to help with college expenses. Contact the appropriate agency to determine eligibility and application procedures.

- Workforce Investment Act (WIA)
- Vocational Rehabilitation
- SER Corporation
- Veterans Administration

Federal Student Aid Process:
Fort Hays Tech | North Central School Code is 005265
The following is a step-by-step description of the application process involved in receiving federal aid at FORT HAYS TECH | NORTH CENTRAL.

1. Student completes the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov
    i. This can be completed as early as January 1st. Students and parents are encouraged to utilize the IRS Data Retrieval Tool within the FAFSA.
2. An award letter is sent from the Financial Aid Office indicating what federal financial aid the student is eligible to receive. These amounts will be based on full-time (12 or more credit hours) enrollment, unless otherwise specified

   i. Requirements to receive the award letter include:
      1. Successful completion of the FAFSA- with any/all issues resolved
      2. If student is selected for verification, all required documents must be returned to financial aid office prior to award letter being generated
   ii. If a student has filed a FAFSA and has not received any notification or communication within 30 days, contact the Financial Aid Office
3. Students indicate acceptance or denial of Direct Stafford and Plus (Parent) loans on the award letter and return the signed and completed form to the college Financial Aid office.
4. Grant funds are awarded automatically by the college to eligible students.
5. Accepted loan amounts from the award letter will be solicited by the college from the William D. Ford Direct Loan program.
   Students AND/OR parents seeking education loans must complete a Master Promissory Note with Direct Loans at studentaid.gov before the loan funds can be received.
   i. This loan agreement form gives Fort Hays Tech | North Central permission to originate a loan in the name of the person completing the form.

   Students accepting Stafford loans for the first time must complete entrance counseling at studentaid.gov or through Fort Hays Tech | North Central , prior to receipt of loan proceeds

   NOTE: Funds are not disbursed until 30 days after classes start. In order to receive subsequent disbursements of federal student aid, students must maintain enrollment and demonstrate satisfactory academic achievement (GPA 2.0 or better). Fees are collected on a semester basis, and financial aid disbursements are also made on a semester basis.

Pell Recalculation

The Pell Recalculation Date (sometimes referred to as the census date) is a date in the semester when the Financial Aid Office evaluates a student's Federal Pell Grant eligibility based on their enrollment status. The final recalculation is based on the student's enrollment status at the close of the drop/add period for the term the student is receiving financial aid. If the Pell Grant the student was awarded does not match with their current enrollment status, their award must be adjusted.

If a student withdraws from a course prior to or on the close of the drop/add period, the course is treated as if the student were not enrolled in the course and the Pell grant amount will be recalculated to match the student's current enrollment status.

All awards listed in the Student Portal, are subject to change based on a student's enrollment status.

Return of funds due to withdrawals and failed classes:

Title IV (Federal) funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Students receiving federal financial aid who begin attendance and completely withdraw, stop attending, do not complete all the days in the enrollment period, or receive all 'W''s or 'F''s may be required to return a portion of their federal financial aid received.

Students "earn" a percentage of the funds they are disbursed with each day they attend class. If a student withdraws or stops attending class, a portion of their financial aid received is considered

"unearned" and must be returned to the Title IV programs from which it was received (Pell, SEOG, Direct Loans, PLUS loans).

For purposes of R2T4, the date of last attendance or withdrawal is one of the following:

1. The date the student provides official notification of their intent to withdraw
2. If the student did not officially withdraw, the midpoint of the payment period for which financial aid was disbursed
3. The date of attendance in an academic related activity.

Financial Responsibility

Students who register for any class at Fort Hays Tech | North Central (hereafter referred to as FH Tech | North Central) or receive any service from FH Tech | North Central, are fully responsible to pay all charges assessed as a result of registration and/or receipt of services. Charges may include, but are not limited to, tuition, course fees, housing room and meal charges, shop charges, late fees, returned payments, campus fines, and non-returned or damaged/lost items. FH Tech | North Central is advancing value to students in the form of educational services, and will be paid for such services.

Published tuition and fees are subject to change by the Board of Trustees of FH Tech | North Central and any changes in classification, residency, or other status issues may change the amount of fees, charges, or financial aid received (if applicable). FH Tech | North Central reserves the right to cancel student's registration at any time and all students must comply with all current FH Tech | North Central policy and procedures, including, but not limited to, those located in the College Catalog and Student Handbook.

Electronic Consent

Fort Hays Tech | North Central (hereafter FH Tech | North Central) conducts business electronically. Students have the choice to do business electronically with FH Tech | North Central or conduct it through other means. By agreeing to conduct business electronically, students give consent to allow the College to conduct business electronically including having communications and records provided or made available in electronic form and entering into agreements and transactions using electronic records and signatures. Consent is valid until your student access portals expires or until revoked by consent.

By giving consent, students (1) gain access to some online resources and course materials, (2) can accept and process financial aid, (3) can conveniently register online for classes, and (4) can access billing information and make tuition payments online. Consent to do business electronically is included in the FH Tech | NC Enrollment Agreement and should be signed by all students.

VETERANS SERVICES

Veterans Requirements:

A. Must inform Registrar of their benefit and show certificate of eligibility.
B. Must maintain a 2.0 grade point average to continue receiving benefits.
C. All internships and clinical requirements are approved.

Veterans (Dependents):
Waiver of all tuition and fees is provided for any dependent of a prisoner-of-war, a person missing-in-action or a dependent of a person who died as a result of a service connected disability suffered during the Vietnam War.

Standard of Progress:
The satisfactory academic policy in effect for financial aid recipients applies to all students attending Fort Hays Tech | North Central , including VA recipients. Student academic performance is monitored at the end of the semester by tallying the letter grade in each course enrolled. A semester grade point average and a cumulative grade point average based on a 4.0 scale is calculated for each enrollment period.

At the end of the semester, the instructor will counsel with students who receive a failing grade to determine where problems lie and to develop a plan for improvement. To qualify for graduation, the student must have achieved a cumulative 2.0 grade point average on a 4.0 scale and received a passing grade in all courses in the program of study.

STUDENT SERVICES

The Student Success Center/Office:
The Student Success Center (SSC) on the Beloit Campus and the Student Success Office (SSO) on the Hays Campus provide advice, support, and enrichment to help students meet their academic and professional goals, including but not limited to the following areas:

- Academic assistance including disability services, tutoring, test proctoring, academic coaching (includes study skills, time management, prioritizing, group student sessions, quiet study areas, technology assistance, and counseling services.
- Career Services, including preparation with cover letters, resumes, interview skills, mock interviews, networking and career fairs, part-time and full-time job opportunities.
- Items are available to rent from the SSC/SSO, including laptops and calculators. SSC has a variety of books, magazines, audiobooks, and DVDs for checkout.

Hays Campus Specific Services: Students have access to Fort Hays State University amenities through the Gateway Program. This is through a partnership with FHSU to create a program to enhance the success of our students. Fort Hays Tech | North Central students are provided with an FHSU Tiger ID Card which allows them access to activities, athletic events, student organizations & other services offered on the FHSU campus. Details of the entire program can be found at: https://www.fhtechnc.edu/hays-campus/gateway-program/

Third Party Proctoring Policy

A third-party proctored exam is one in which a proctor who is outside of the instructor is required for an exam. The proctor's function is to ensure the integrity and security of the exam in a secure environment. The proctor will validate the student's identity and ensure that only honest efforts are rewarded with satisfactory completion of the exam. Faculty may request a third-party test be proctored or monitored by an approved proctor from the Student Success Department two weeks prior to the testing date. If the request is made after the two-week time frame, we cannot

ensure availability for testing.

Faculty Responsibilities:

- Providing Information
- Include proctored testing information to testing proctor 2 weeks prior to testing date. This information should include the date and time of any and all proctored tests.
- The instructor is responsible for requesting appropriate equipment or tools that are available at the time needed for the exam and that the space is reserved for his/her testing needs (calculator, equations sheet, acceptable notes, etc.)
- Provide students with the schedule for testing including date, time, and location of all proctored exams for the test known in advance.

Student Responsibilities:

- Understand testing requirements
- Review the Test Proctoring Policies and Procedures and the testing schedule.
- Contact your instructor immediately if you have any conflicts with the established test time(s). The instructor must approve a test proctor outside the scheduled time.
- If you require, or believe you require, testing accommodations due to a disability, contact the Director of Learning Services.
- Be aware of and pay any fees or cost associated with the test.

One Week Before Test:

- Verify location and time of testing. It is best to confirm proctoring arrangements in writing.

Day of the Test:

- Arrive at the testing location early.
- Provide photo ID to verify your identity.
- Bring pencils, pens, and other needed items along with any required or approved written materials.
- Keep all personal items away from testing area, remove smart watches, and silence devices.
- Be professional and courteous in dealing with proctors.

Proctor Responsibilities:

Two Weeks Before Test:

- Receive specific instructions for proctoring the test from the instructor and confirm that time and date is available or unavailable.

One Week Before Test:

- Confirm, by email, the test arrangements including location and time.

Day of Test:

- Administer the test in a location that provides a comfortable and secure testing environment.
- Verify student identity through photo ID.
- Check that any personal items are not within students reach.
- Remain in the testing area throughout the exam period and answer only those questions that do not pertain to material or matters being tested.

- Terminate the exam if the student displays improper conduct and violations of Test Proctoring Policies and Procedures, including cheating. Collect any evidence of the improper conduct and immediately contact the instructor with the details of the incident.
- Send email confirmation to the instructor indicating completion of the proctored exam; report issues, if any.

Student Success Center Circulation Policies:

A. What can I check out?
   - Students can check out books, magazines, videos, DVDs, and audio CD's.
   - Newspapers cannot be checked out. We will make free copies of articles for educational purposes.

B. How long can I keep the materials?
   - Students may check out books, magazines, videos, and audio CD's for two weeks. Students may check out DVD's for one week
   - Laptops can be checked out 1 month at a time on the Beloit and Hays campus. Students must renew in person or via text confirmation directly from the student.
   - You must return the materials or renew your checkout date in person by the date due to avoid overdue fines. DVD's cannot be renewed.
   - Overdue fines: books, videos and CD's are charged $.10 (ten cents)/day; DVDs are $.50 (fifty cents)/day.
   - Items are considered "lost" if not renewed or checked in within two weeks and a replacement fee will be charged to the student's school account.

C. What if I do not pay my overdue fines?
   - You must pay your fines before you can check out any other materials.
   - You must pay your fines before you can get your grades at the end of the semester. Fort Hays Tech | North Central will hold your grades until the debt is settled.
   - The Student Success Center will try to notify students (through their teachers or by mail) of outstanding overdue books and fines. However, it is the student's final responsibility to know when books are due and whether he/she has an outstanding fine.

D. Do I need my student ID to check out materials?
   - Students must have their student ID cards to check out books. This verifies that you are a student and tells us which student you are. This is for your protection as well as ours.

E. Is there a copier I can use?
   - The librarian on duty may make a limited number of free copies for you, provided they are clearly for educational purposes at Fort Hays Tech | North Central.
   - The charge is $.05/sheet for photocopying not related to educational purposes. The librarian on duty will determine whether such copying services are appropriate.

F. Can I use the internet?
   - All of our computers are available for internet research and other educational activities.
   - Students working on class assignments are given first-priority access to the computers.

- Non-students may use the computers when doing so does not interfere with student use.
- All patrons must read and sign the Information System Acceptable Use Policy before using any computer.

G. Is there any charge for printing materials from the Internet or papers I have written for class?
   - There is no charge to students for printing educational materials. The librarian will determine whether a charge applies.
   - The charge is $.05/sheet for non-educational printing or printing by non-students.

Statement of Confidentiality:

In recognizing the library's position of special trust with members of the public, the Board of Trustees of the Fort Hays Tech | North Central Library wishes to clarify their policy and responsibility with regard to confidential information about patrons (and patron use of the library resources) that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library is essentially a private endeavor on the part of each individual patron, the patron and the individual information choices remain confidential. For people to make full and effective use of the library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA Library Bill of Rights and Freedom to Read Statement. Therefore, the Board of Trustees of Fort Hays Tech | North Central Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

A. A patron's name (or whether an individual is a registered borrower or has been a patron).
B. A patron's address.
C. A patron's telephone number.
D. The library's circulation records and their contents.
E. The library's borrower's records and their contents.
F. The number or character of questions asked by patrons.
G. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as proper showing of good cause has been made in a court of competent jurisdiction.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community and the community's right to know.

Student Success – Hays Campus:
Health Services, Tutoring Services, and Career Services are available for Hays Campus students as a part of the Gateway Plan with Fort Hays State University. These services can be accessed through the Fischli-Wills Center for Student Success Building. To learn more about these services, students can contact the Student Success Coordinator on the Hays Campus.

College Housing - Beloit Campus:
Housing information and application can be found at www.fhtechnc.edu. Fort Hays Tech | North Central has eight on-campus housing units available. Each unit includes four apartments capable of housing four residents. Each apartment is self-contained with a bathroom, two extra-long twin bedrooms, living room, dining area, refrigerator, stove, microwave, wireless internet, and basic cable TV service. Fort Hays Tech | North Central provides students with a bed, built-in dresser, and kitchen table and chairs. Students will need to provide all other living accommodations, including linens, toiletry items, and cleaning supplies. For a complete list of acceptable items to have in housing units, visit www.fhtechnc.edu.
A coin-operated laundry facility is located adjacent to the housing units. All utilities are included in the monthly rental fee.
Fort Hays Tech | North Central reserves the right to refuse housing services to anyone who has been convicted of a felony crime.

Campus Housing Fire Safety Policies and Procedures:
Fort Hays Tech | North Central has 8 Campus Housing facilities on the Beloit Campus. Each housing facility has 4 apartments. The main entrance to each building is open 24 hours a day/7 day a week. Each apartment has 2 entrances/exits for fire safety. In the event of a fire or smoke alarm detection, the College expects that all campus housing residents will use their judgment to determine if the fire can be extinguished with the fire extinguisher provided in the apartment. If in their judgment, the fire cannot be extinguished safely, they are to evacuate by the nearest exit, closing doors as they leave. Once safely outside a building, it is appropriate to call 911 and the Dean of Student Experience. Students should do due diligence in notifying all other inhabitants of the building as they evacuate.

One Fire extinguisher and three smoke alarms (1 in living room, and 1 in each bedroom) are provided in each apartment for student's protection. Any tampering with this equipment will result in disciplinary action and the cost of replacement of equipment will be billed to the student responsible. The Director of Maintenance is responsible for making sure the smoke alarm batteries are replaced every 6 months and the fire extinguisher is operational. The Kansas Fire Marshall inspects the Campus Housing annually to determine fire hazards. The Dean of Student Experience inspects the apartments regularly to make sure egress hallways are kept clean and unobstructed for ease in case of a fire, and for prohibited items in the apartments that may be fire hazards.

No flammable materials, liquid or otherwise, of an explosive or combustible nature shall be kept in or around the premises of any Fort Hays Tech | North Central Campus Housing unit. Candles, incense, or any other open flame decoration are considered fire hazards and are prohibited. Fireworks are also not allowed. Small electrical appliances are allowed if they are in good condition and do not pose a fire threat. Students in the Campus Housing should report all fires no matter how small and even if it gets extinguished to the Dean of Student Experience.

Food Service:
Food service is provided to resident and non-resident students on the Beloit campus in the cafeteria located in the Student Union. Fourteen meals per week are served during the college year - three meals per day Monday through Thursday and two meals on Friday (breakfast and lunch).

Students enrolled in the Gateway Plan on the Hays campus may elect to participate in a variety of meal plan options.

Housing Application Fee:
Students applying for on-campus housing must pay a $100 application fee at the time of application. This contract and payment are found in the Student Portal. Student residents must vacate the housing units no later than the day of graduation. The College will inspect each housing unit for damages and charge the student's account for any incurred damage. Students who withdraw early should refer to the Housing and Food Service Contract.

College Housing - Hays Campus:
On-Campus housing at FHSU is an option for students to reside in residence while attending Fort Hays Tech | North Central classes. Students interested in this option must start paperwork with the Fort Hays Tech | North Central Student Experience Coordinator.

Off Campus Housing:
Students desiring off-campus housing should contact the Dean of Student Experience on the Beloit campus or the Student Experience Coordinator on the Hays campus.

STUDENT ACTIVITIES

Student Organizations:
Students may form clubs and other groups organized to promote or pursue specialized activities outside the classroom. Membership must be open to all interested and eligible students. The administration shall approve student organizations and a faculty/staff advisor shall attend the meetings or activities as a sponsor.

The administration shall establish regulations for operation of college-sponsored clubs. Student clubs shall operate for the welfare and in the best interests of students. Clubs may not conduct their activities on college property without prior permission from the administration.

In instances where members of the student organization travel to off-campus activities or competitions, students must be in good standing with their academic program and with the College. Students who are on any type of disciplinary sanction will be ineligible to travel to off-campus activities or competitions to represent the College. Organization advisors are expected to verify with the Dean of Student Success about a student's ability to represent the College prior to the student participating in off-campus activities or competitions.

Leadership training is a significant, essential, and integrated part of the technical curriculum. Each department is strongly encouraged to have departmental organizations. Student organizations affiliate with state and national organizations that most closely serve the occupational objectives of the curriculum, including:

• B.P.A. - Business Professionals of America
• Phi Beta Lambda - Business & Computer Technology
• N.S.N.A. - National Student Nurses Association
• Skills U.S.A.
• Shooting Sports
• Fort Hays Tech | North Central FFA Alumni & Supporters
Students in these organizations are very active. Attendance and participation at the state and national level have brought students many awards and recognition and assisted in the realization of learning, leadership and skill development.

Student Senate:
The Beloit and Hays Campuses each have a Student Senate organization. The Student Senate consists of representatives from the student body. The senate is responsible for the following:
• Providing students with a voice between their departments and the Senate.
• Representing the student body.
• Being an ambassador for the college.
• Providing input on policy and non-policy matters.

Student Activities (Beloit campus):
Student Activities Coordinator will organize and supervise various on-campus and off-campus activities throughout the school year. A variety of intramural activities are conducted and organized by the Student Activities Coordinator each year. Students are encouraged to utilize all services at the Student Union on the Beloit Campus.

COLLEGE POLICIES

Educational Records Management:
On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law, eligible students or any parent/guardian of any student enrolled in any educational institution receiving federal funds, are given certain rights concerning their educational records.

Eligible student means a student who has attained 18 years of age or is attending an institution of post-secondary education. It is assumed the eligible student is dependent upon his or her parents for financial support.

Educational records are maintained by the college for all students accepted for enrollment. The Act also states that students are entitled to a hearing to challenge the content of these educational records. Some of the grounds on which records may be challenged are:

A. The records are inaccurate.
B. Misleading.
C. In violation of the privacy or other rights of students.
D. Contain inappropriate data.

Students will be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such reports a written explanation.

Before any personal, identifiable, or educational record will be released to third parties, written consent must be given by the student.

Eligible students or parents have the right to appropriate interpretations of the content of their educational records.

The following information is defined as directory information: name; address; telephone listing; date and place of birth; major field of study; recognized activities and sports; dates of attendance; degrees and awards received; parents or guardian's name; and the most recent previous educational agency or institution attended by the student. Fort Hays Tech | North Central will not designate student's sex, including transgender status, as directory information. If a student believes that any or all of the above directory information should not be released, the Registrar must be notified in writing.

In keeping with the Rights and Privacy Act, the office of Financial Aid will only release information about the student's financial aid situation to those parties within the college concerned with the student's financial welfare, as it relates to attendance at Fort Hays Tech | North Central. Inquiries from off campus agencies such as the State Department of Social and Rehabilitation Services, etc., will be answered only if the student provides the Financial Aid Office with a written release form.

In addition, the student's college records and information can, and will only be released to any other party only after the student has signed a release form granting the college permission to share the student's information with the party or parties identified. Release forms can be obtained from the Registrar's Office.

A copy of the Educational Records Policy is available at the Administration Office. After exhausting all procedures, the student has a right to file a complaint with the Department of Health, Education and Welfare, Room 5660, 330 Independence Ave., S.W., Washington, D.C. 20201 or phone (202) 245-7488.

Principles of Community:
Fort Hays Tech | North Central is committed to excellence in technical and professional education through an environment that is respectful, supportive, and inclusive. Our campus community functions best when all students, employees, and guests work together with a shared commitment to the following principles:

- We recognize the value and dignity of every person and strive to create an environment where all individuals are welcomed and respected.
- We believe that the unique perspectives, experiences, and backgrounds of individuals enrich our college community and strengthen our learning environment.
- We support the open exchange of ideas and opinions, practiced with civility, courtesy, and mutual respect. Learning happens when people listen and engage with one another thoughtfully.
- We uphold honesty and integrity in all academic, professional, and personal conduct, and expect the same from others.
- We take responsibility for contributing to a positive and supportive campus atmosphere, where collaboration and mutual understanding are prioritized.
- We commit to maintaining a space where all individuals can learn and work without fear of exclusion, harassment, or hostility.

These principles guide how we live, learn, and work together at Fort Hays Tech | North Central . Each of us plays a part in shaping a community that encourages growth, connection, and success for all.

Notice of Non-Discrimination:
As required by the 1979 Guidelines for Eliminating Discrimination in Vocation Education Programs, Fort Hays Tech | North Central is pleased to announce that it is offering the following Career and Technical Education programs for the 2025-2026 school year: Business Office Management; Business Technology; Agricultural Equipment Technology; Automotive Collision and Refinishing Technology; Automotive Technology; Construction Technology; Culinary Arts; Diesel Technology; Electrical Technology; Heavy Equipment Operations; Information Technology; Nursing (A.D. & LPN); Pharmacy Technician; Plumbing, Heating & Air Conditioning; Powersports Technology; Respiratory Care; Telecommunications and Network Technology, and Welding Technology. A listing of programs, including short term programs, may be found by visiting the Colleges website at https://fhtechnc.edu/programs.
To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central 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 Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, ADA, and the impending regulations, is directed to contact the following:

The VP of Student and Instructional Services at (800)658-4655, or compliance@fhtechnc.edu.

PO Box 507
3033 US Hwy 24
Beloit, KS 67420

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

US Department of Education, Region VII
Office for Civil Rights
10220 N Executive Hills Blvd.
Kansas City, MO 64153

Where discrimination is found to have occurred, Fort Hays Tech | North Central will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to hold accountable the responsible individual(s). Additional details regarding the investigation process can be found in the Faculty/Staff Handbook and the Student Handbook as approved by the Fort Hays Tech | North Central Board of Trustees.

For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit https://www2.ed.gov/about/offices/list/ocr/index.html.

Non-Discrimination of Individuals with Disabilities

Fort Hays Tech | North Central is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the VP of Student and Instructional Services (Section 504/ADA Compliance Officer and Title VI, Title VII, & Title IX Compliance Officer) at 1-800-658-4655, compliance@fhtechnc.edu, or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Prospective and current students with disabilities requesting accommodations must do so by contacting the VP of Student and Instructional Services office at (785) 738-9055 or by mail at Fort Hays Tech | North Central, Attn: VP of Student and Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Patrons with disabilities attending college sponsored functions requesting accommodations must contact the VP of Student and Instructional Services office at (785) 738-9055 or by mail at Fort Hays Tech | North Central, Attn: VP of Student and Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

The terms used in this policy shall have the meanings set forth below:

Disability means, with respect to an individual:

a) a physical or mental impairment that substantially limits one or more of the person’s major life activities;
b) a history of such an impairment;
c) or being regarded as having such an impairment.

Qualified Individual with a Disability is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.

Accommodations means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments, such as removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: extended testing time, reduced distraction testing environment, test reader and/or scribe, use of calculator, note-taking assistance, sign language interpreting, preferential seating, alternative text, and use of assistive technology.

Essential Eligibility Requirement means the academic or other technical standards required for admission to or participation in the college’s programs, services, or activities which an individual must be able to meet with or without accommodation.

Individual means any person applying for admission or participation in a program, service or activity of the college.

The college administration:

1) shall designate a person or office to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADA and Section 504 and to investigate any complaints alleging the college's non-compliance with Title II of the ADA and Section 504.
2) shall maintain and require, academic and technical standards in their individual programs.
3) shall designate a person or persons to coordinate student requests for accommodations, assess provided documentation, determine appropriate accommodations and assist students with notification of accommodation plans to their instructors.
4) shall provide students, faculty and staff with information regarding disabilities, accommodations, and assistive technology.
5) shall provide a student an opportunity to appeal decisions made by the compliance officer if the individual feels that he/she has been denied equal access to a college program or activity because of a disability.
6) shall make available information regarding policies and procedures to students with disabilities.

The compliance officer:

1) shall serve as a clearing house for all disability services requests and documentation and maintain appropriate confidentiality of documentation and communication concerning students with disabilities.
2) shall develop appropriate accommodations that will provide a student with disabilities equal access to the campus, courses, programs and all college related activities.
3) shall assist students with transition from high school to college.
4) shall assist faculty who are providing accommodations.
5) shall use the student request for accommodations, documentation, intake interview, and assessment of individual needs and course requirements to make appropriate accommodation determinations.

The student:

1) shall be responsible for self-identifying disability to compliance officer and registering for services.
2) shall provide appropriate documentation regarding the disability, including how it affects the student's academic performance and suggested accommodations.
3) shall communicate with the compliance officer as part of intake interview process either in person, on the phone or online.
4) shall communicate with his/her Instructor(s) regarding his/her plan of approved educational accommodations.

The faculty

1) shall provide classroom approved accommodations for students with disabilities with support from the compliance officer.
2) shall supply required tests, handouts, and notes to the compliance officer so they can be formatted for student use if necessary.

The employee:

1) shall self-identify to Human Resources.
2) shall provide documentation as requested by Human Resources.

The compliance coordinator:

1) shall provide reasonable accommodations as warranted.
2) shall evaluate all requests individually.

Racial and Disability Harassment

The college is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated. Racial or disability harassment of employees or students of the college by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the college is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at the college, on college property, and at all college-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the college is prohibited, whether or not the harassment occurs on college grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the college. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Violations of this policy by any employee shall result in disciplinary action, up to and including termination. Violations of this policy by a student shall result in disciplinary action under the student code of conduct.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

A. Affords a student or employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student or employee to participate in or benefit from the services, activities or programs of the college;
B. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment or hostile work environment; or
C. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with (1) a student's academic performance or ability to participate in or benefit from the services, activities or programs of the college or (2) the employee's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

Any student who believes he or she has been subjected to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should report the alleged harassment to the Dean of Student Success. Any college employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the Dean of Student Success. If the Dean of Student Success is the alleged harasser, the complaint shall be reported to the college president. The Dean of Student Success, or college president when necessary, shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the college's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for employee disciplinary action, or discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the college will take prompt, remedial action to prevent its reoccurrence.

When a complaint contains evidence of criminal activity, the college president shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each college building. The policy shall also be published in student and employee handbooks as directed by the college president.

***Sexual Harassment Policy*:**

The Fort Hays Tech | North Central (the College) Board of Trustees is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The College does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated at the college. Discrimination on the basis of sex of employees or students of the College by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the College is strictly prohibited.

Sexual harassment is unlawful discrimination based on sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at the college, on college property, and at all college-sponsored activities, programs, or events within the United States.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the college. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to refer for investigation any complaint lodged under the provisions of this policy. Violation of this policy by any employee may result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The college encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Vice President of Student and Instructional Services, 3033 Hwy 24, Beloit, KS, 67420, compliance@fhtechnc.edu, 785-275-2028) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1967, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator.

Inquiries about the application of Title IX to the college may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The college takes all reports of sexual harassment seriously and will respond purposefully and promptly to every report of discrimination based on sex, including sexual harassment, of which the college has actual knowledge. Employees or students who believe they have been subjected to sexual harassment should discuss the concern with the Title IX Coordinator or any college administrator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator. If the Title IX Coordinator or a college administrator is the alleged harasser, the employee or student should discuss the problem with the College President.

Definitions

The following definitions apply to the college in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The "Title IX Coordinator" is the individual designated by the college who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance; creating systems to centralize records; gathering relevant data; contacting the complainant (and/or parents or guardians, if applicable) once the college has actual knowledge of alleged sexual harassment; coordinating the implementation of supportive measures; signing a formal complaint to initiate a grievance process; and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate college officials may face disciplinary action. College officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee or student discipline.

If discrimination or harassment has occurred, the college will take prompt, remedial action to stop it and prevent its recurrence.

The Title IX Coordinator shall promptly respond purposefully to any reports of sexual discrimination, including sexual harassment, of which the college has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The college will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the college's educational environment, or to deter sexual harassment. These measures may include: counseling; extensions of deadlines or course-related adjustments; modifications of work or class schedule; escort services; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring; and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the college concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available on each college campus and on the College website.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the College President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the Board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the college shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;

- the conduct allegedly constituting sexual harassment; and
- the date and location of the alleged incident, if known.
- The college's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the College's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the college and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response within 60 days of the initiation of the formal complaint. If the investigation requires longer than 60 days, both parties will be notified.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Hearing and Decision-Maker's Determination

Following the investigation, a live hearing will take place. Hearing procedures are as follows:

- Both the complainant and the respondent may have an advisor present. The advisor may be an attorney, but doesn't have to be. If either the complainant or respondent do not have access to an advisor, the college will provide one at no cost.
- The decision maker of the hearing must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow up questions.
- Cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice, never by the party personally.
- At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms, with technology that enables all parties and the decision maker to simultaneously see and hear the witness answering questions.
- The decision maker has the responsibility to determine the relevancy of the questions and explain in real time any decision not to permit a question.
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- After the hearing, the decision maker must issue a written determination, within 10 days, of responsibility based on a preponderance of evidence. If written determination cannot take place within 10 days, both parties will be notified. The written determination must include:
- Identification of the allegations at issue
- Description of the procedural steps taken throughout the case
- Findings of fact supporting the determination
- Conclusions regarding application of the Title IX policy
- A statement and rationale as to the determination for each allegation
- A statement of any disciplinary sanctions and whether any remedies will be provided to the complainant
- A description of the procedures and permissible grounds for appeal
- The college must make an audio or video recording of the hearing, or a transcript, and make it available to the parties for inspection and review.
- A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. The Title IX Coordinator is responsible for the effective implementation of sanctions and remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in Board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in Board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination, within 10 days, regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.
- A preponderance of evidence of a conflict of interest or bias must be proven by the appellant.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be audio or video recorded and that documentation shall be kept with the case files for 7 years. Appeals shall be heard by an attorney, a hearing officer appointed by the Board, or the Board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the college may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the college will take prompt, remedial action to prevent its reoccurrence. The college prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination including sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each college facility, shall be published in employee handbooks, and on the college's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the college, or distributing memoranda or other written communications to students and employees. In addition, the college is required to include a statement of nondiscriminatory policy in any

bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Off-Campus Resources Available:

- Beloit Police Department, 785-738-2203
- Hays Police Department, 785 -625-1030
- Mitchell County Hospital Health Systems, 785-738-2266
- Hays Medical Center, 785-623-5000
- Pawnee Mental Health, 785-738-5363
- Options, 785-625-4202
- Kansas Coalition Against Sexual & Domestic Violence, 888-363-2287
- Domestic Violence Association of Central Kansas, 800-874-1499

Restraining Orders:

Enforcement of court-issued protection orders is critical to ensure the safety for students and employees at Fort Hays Tech | North Central.

Any student or employee who has a restraining order, order of protection, no-contact order, or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify the local police department and the Dean of Student Experience (Beloit students), the VP of Finance and Hays Operations (Hays students), or the Board Clerk (employees) of the threat. The student or employee should provide a copy of the restraining order to local law enforcement, as well as the Fort Hays Tech | North Central official listed above, so it is kept on file and can be enforced, if necessary.

Upon receiving notice that a student or employee holds a protection order, the designated Fort Hays Tech | North Central employee shall immediately schedule a meeting with the protected student to create a plan for enforcement of the protection order on the college's campus. The designated Fort Hays Tech | North Central employee shall work with the protected student or employee to create an enforcement plan regardless of whether the restrained individual is another student or employee. In addition, the designated Fort Hays Tech | North Central employee shall provide the protected student or employee with information about reporting violations of the protection order, assist him/her with reporting any violations, and provide him/her with a list of campus and community resources.

If the restrained individual is a student or employee, Fort Hays Tech | North Central shall make any necessary changes to the restrained student's enrollment/employment, participation, or environment in order to comply with the protection order and ensure the protected student or employee's safety. In addition, the designated Fort Hays Tech | North Central employee shall work with the protected student or employee and the college to make any changes to the protected student or employee's enrollment/employment, participation, or environment to which he/she consents and which are necessary to ensure his/her safety.

Changes to the restrained student or employee's enrollment/employment, participation, or environment that are made pursuant to a valid protection order do not require a written complaint or grievance by the student or employee. The restrained student or employee may file a grievance using the procedures set forth in the Fort Hays Tech | North Central Board Policy

handbook to challenge any changes made to his/her enrollment/employment, participation, or environment to enforce a protection order.

Drug-Free School Policy:
The Fort Hays Tech | North Central Board of Trustees, administration, and staff believe that maintaining a drug-free educational environment is critical to the success of every student. Fort Hays Tech | North Central fully complies with all provisions of the Drug Free Schools and Campuses regulations, 34 C.F.R. Part 86.

It is the policy of Fort Hays Tech | North Central Board that the possession, use, distribution and for sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances (except as medically prescribed) by students and employees is prohibited on the college campus, within the college buildings, while operating a college-owned vehicle or equipment, at any training station or at any college-sponsored event. Violation will result in immediate disciplinary action, up to and including dismissal from college for students and up to and including termination for employees. Appropriate legal action will be taken by Fort Hays Tech | North Central Board. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Students who violate the terms of the Fort Hays Tech | North Central Board Drug and Alcohol Policy violate the Fort Hays Tech | North Central Board Student Code of Conduct and could be subject to the following sanctions.

A. Suspension from classes and activities
B. Expelled from college
C. Mandatory attendance at counseling sessions and/or educational seminars
D. Community Restitution/Service
E. Parental Notification as provided by federal law
F. Probation, Monetary Fine, and/or Community Service

Appropriate legal action will be taken by Fort Hays Tech | North Central Board. Students acting in an accessory role are also subject to disciplinary and legal action.

As indicated above, a student may be required to meet with a counselor and/or complete a drug or alcohol education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student. Students subject to these penalties will be afforded all reights of due process to which each student is entitled to by law or under current policies effecting student discipline.

Information provided to all students and employees to comply with the Federal Drug-Free School and Campuses Regulations:
The following information will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college but not including continuing education students).

The administration will review this program biennially. The purpose of the review will be to determine the effectiveness of the program, to recommend changes in the program, and to ensure that disciplinary actions are appropriate.

Consequences of the use, misuse, and abuse of drugs and alcohol:

A. Health Consequences:
Students and employees of Fort Hays Tech | North Central Board should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alochol:

1. Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage. Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.
2. Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.
3. Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.
4. Marijuana: Imitation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.
5. Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breating.
6. Sedatives: Slowed body function, drowsiness, convulsions, and coma.
7. Prescription and Over-the-Counter Medications: Risks associated with the non-medical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above. Students and employees should note that the above listing is not intended as all inclusive.

B. Legal Consequences:
Local, state and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescription and over-the-counter medications and alcohol.

1. The Federal Controlled Sutstances Act provides penalties of up to 15 years' imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imnprisonment and fine otherwise authorized by law.
2. Kansas law provides that any person who violates the criminal such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of $2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of $200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or durgs are subject to severe fines, imprisonment, and other penalties.

3. For the most recent and complete Federal Trafficking Penalties visit www.dea.gov/drug-information.

C. Treatment Facilities:
Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator on the internet at https://findtreatment.gov/

Assistance for substance abuse is available in Beloit at:
Pawnee Mental Health Services
207-5 North Mill
Beloit, KS 67420 Telephone (785) 625-6581

Valley Hope
PO Box 510
Norton, KS 67654 Telephone (855) 893-2398

Assistance for substance abuse is available in Hays at:
Smoky Hill Foundation for Chemical Dependence, Inc.
2209 Canterbury Road
Hays, KS 66901 Telephone (785) 625-5521

Valley Hope
PO Box 510
Norton, KS Telephone (855) 893-2398

Use of Tobacco Products in College Buildings and Vehicles:
The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building or vehicle, owned, leased or rented by the college. Kansas Law establishes the minimum age of 21 to sell, purchase, or possess cigarettes, electronic cigarettes, or tobacco products. Underage use or possession of any of these products is prohibited on property owned, leased, or rented by the college.

Drug Testing Policy:
Fort Hays Tech | North Central has an obligation to provide a safe learning environment for all students and community members who may be impacted by the training of students in certain programs. Fort Hays Tech | North Central offers several programs that require students to work with and around hazardous equipment with the potential to cause severe injury or death. In addition, Fort Hays Tech | North Central offers nursing programs that require direct patient care. Students in these lab/shop areas and patient care areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students who are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and community members. The purpose of this policy is to promote safety and prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes.

Fort Hays Tech | North Central partners with Business and Industry leaders through an Advisory Board process. Per their recommendations, as well as industry standards, the areas of concern are the Respiratory Care (Hays Campus), Nursing (Beloit and Hays Campuses), Agricultural Equipment Technology (Beloit Campus), Diesel Technology (Beloit Campus), Heavy Equipment (Beloit Campus), and Welding (Beloit Campus).

1. Nursing students are required to complete clinical training, which includes direct patient care.
2. Respiratory Care students are required to complete clinical training, which includes direct patient care.
3. Heavy Equipment students are required to operate very large equipment, such as bulldozers, motor graders, excavators, backhoes, loaders, scrapers, and directional drills.
4. Welding students are required to use welding machines and tools, solvents and gases, and are exposed to high heat temperatures.
5. Diesel Technology students are required to use truck lifts, overhead cranes, and forklifts, and to drive customer vehicles, tractors, dozers, graders, excavators, and school buses.
6. Agricultural Technology Equipment students are required to use overhead cranes, forklifts, and to drive customer equipment.

The policy for each of these programs follows:

1. Testing: All enrolled shall be subject to drug and alcohol testing.
a. Testing shall be coordinated by the Director of Nursing or the Dean of Student Success and will be conducted at least once each semester.
b. Test results shall be forwarded directly to the Director of Nursing or the Dean of Student Success. All test results will be considered confidential but may be accessed by College officials for disciplinary purposes.
c. Absences and tardiness will not be tolerated and failure to appear within the designated testing window will be considered a missed test.
d. In the event of a positive test result, the Director of Nursing or Dean of Student Success give the student an opportunity to discuss the result of the test. A review of all medical records will be made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. If after the review by Director of Nursing or Dean of Student Success, there is no valid explanation for the screening results then the results will stand, and the student may request a retest of the sample at the student's expense. This request must be submitted within 24 hours.
e. Students that provide a negative dilute result on a drug screen are required to repeat the drug screen at their expense within 5 business days of receiving notification from the Dean of Student Success. If the result of the retest is a negative dilute, the test result will be considered negative
f. Refusal to provide a specimen for ~~this~~ testing shall be grounds for suspension or expulsion from the student's program.
g. Test results or specimens that have been determined to be altered by the student shall be grounds for suspension or expulsion from the student's program.
h. If the student does not request a retest of the sample, or if the sample is positive again upon retesting, the student shall be suspended or expelled from the program.
i. Positive test results will result in a recommendation of expulsion from the College.

j. Students may reapply for admission into the college the following academic year. Prior to returning, students may be required to provide a negative drug test.

2. Initial Enrollment or Re-enrollment: All students enrolling in the nursing programs shall be responsible for obtaining a drug screening from their respective campuses selected medical lab. Students are responsible for their own expenses.
a. The test results shall be forwarded directly to the Director of Nursing by the lab. All test results are confidential and access to the results shall be limited to the Director of Nursing. These individuals shall have the authority to determine institutional personnel having a legitimate need to know access to specific information.
b. Tests must be taken within 30 days prior to the first day of class. Students will not be able to participate in class until the results are received. Exceptions may be granted by appealing to the Director of Nursing or the Dean of Student Success.
c. The lab shall also forward a copy of the results to the student.
d. In the event of a positive test result, the student may request a retest of the sample at the student's expense.
e. If the student does not request a retest of the sample or if the sample is positive again upon retesting, the student shall not be permitted to start the program.
f. Students who are denied permission to start the program due to a positive drug testing result may reapply for admission the following school year.

3. Confidentiality
a. All results obtained and received will be kept confidential in separate medical record files. Access to such files shall be strictly limited.
b. No information from such drug testing reports shall be provided to any person other than those whose duty requires them to have access to such information.
c. Drug test results shall be used only as outlined in this policy. Such results shall not be used for any other purpose unless required to be produced by court order.
d. Drug test results will not be transferred to other academic institutions or provided to potential employers.
e. Drug test results shall not be provided to law enforcement unless required to be produced by court order.

Reasonable Suspicion:
If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by Fort Hays Tech | North Central's contract vendor at the expense of the college.

A. A college administrator (or their designee) and the reporting instructor shall drive the employee to the vendor's site for drug testing and shall return the employee to his/her residence (or arrange for transportation) following the testing.
   The Dean of Student Success (or their designee) and the reporting instructor shall drive the student to the vendor's site for drug testing and shall return the student to his/her residence (or arrange for transportation) following the testing.
B. Test results for the employee shall be sent directly to the College President (or their designee). Test results for the student shall be sent directly to the Dean of Student

Success with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to- know.

C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.
D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

Weapons Policy:

Fort Hays Tech | North Central prohibits the possession and use of firearms, explosives, and other weapons on Fort Hays Tech | North Central property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and state law, K.S.A. 75-7c01, *et seq*.

A. Definitions

For purposes of this policy:

1. The term "weapons" includes:
    a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
    b. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature.
    c. Any BB gun, pellet gun, air/C'02-gun, stun gun or blow gun;
    d. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
    e. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
    f. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
    g. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

h. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
i. Any martial arts weapon such as nun chucks or throwing stars;
j. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
k. No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on College owned or operated property, and any College activity, function or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.
l. Any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting.
m. Any other dangerous or deadly weapon or instrument of like character.

2. The term "handgun" means:
   a. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
   b. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

3. The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

4. The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A. 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A. 75-7c20.

5. The term "campus" means any building or grounds owned by the college or the Board and any building or grounds leased by the college or the Board for college use.

Open Carry and Concealed Carry on Campus Policy

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus College-sponsored or supervised activities, except that, as required by law, the College does not prohibit legally qualified employees from carrying a concealed handgun while engaged in the duties of their employment outside of Fort Hays Tech | North Central's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or College-approved activities without the advance written approval of the President or his/her designee.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of Board and College policy to openly display any lawfully possessed concealed carry handgun while on campus.

There are no College locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the College. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" means employees of a state agency or municipality and any person granted authorization pursuant to K.S.A. 75-7c20 (d)(2.) The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

1. Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Due to its proximity to school district property, carrying a concealed weapon at the Fort Hays Tech | North Central Big Creek Training Center in Hays is prohibited.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];

- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-630(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308,6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

2. Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and Board policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

a. Carry it concealed on or about their person in a manner that complies with this policy, or;
b. Keep it securely stored at their residence or in their privately owned or leased vehicle

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" means completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control and within the immediate reach of the individual.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on any empty chamber.

Handguns shall not be stored:

a. in any College classroom, lab, office, or facility;

b. in an on-campus residential unit, except in the residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device;
c. in any non-privately owned or leased motor vehicle; or,
d. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

a. in an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
b. in an individuals' on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Fort Hays Tech | North Central does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics;

a. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
b. it is constructed of sturdy materials that are non-flammable;
c. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
d. the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

3. Additional Safety Measures

Fort Hays Tech | North Central and its employees, staff, administration and trustees who do not provide adequate security measures in college buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 *et seq*.) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7C20 (f)).

Nothing in the policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

4. Reporting and Temporary Actions

All reports of suspected violation of the concealed carry policy are made to the College President or his/her designee.

An employee who witnesses the unlawful handling of a handgun shall report the incident to the President or his/her designee.

Upon receipt of a report, Fort Hays Tech | North Central will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on a Fort Hays Tech | North Central campus will be investigated.
Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the college president or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of unlawful handling of a handgun in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

5. Sanctions

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Fort Hays Tech | North Central Administration or the appropriate law enforcement agency and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful

directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

1. *Students:*
   Students in violation of this policy are subject to suspension or expulsion from the college with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The suspension or expulsion may be appealed under the Fort Hays Tech | North Central Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case-by-case basis under the provisions of Board of Trustees Policy 10.18 (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and, if a juvenile, to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.

On Campus Driving Privileges:

Only street legal vehicles will be allowed on campus; special circumstances may be granted by the college president.

A. Reckless Driving:
   Any person who drives any vehicle in willful or wanton disregard for the safety of persons or property is guilty of reckless driving and is subject to losing driving privileges on campus.

B. Passengers Riding in the Back of Pickup Trucks or on the Hood:
   It is unlawful to have passengers riding in the bed of a pickup truck or on the hood, no matter the age of the passenger. If this occurs on Fort Hays Tech | North Central Board campus, the driver and each passenger shall be fined and could be subject to additional punishments as seen appropriate by the Dean of Student Experience.

C. Parking Violations:
   Students are expected to adhere to parking requirements as established by the City of Beloit (Beloit campus) or the City of Hays (Hays campus). Students are not to occupy more than one space or back into a space (unless loading or unloading). Violators will be subject to a fine.

Emergency Leave Policy:

Any student in good academic standing who voluntarily withdraws from all classes due to military service, medical condition, or extenuating circumstances may return to Fort Hays Tech | North Central without paying tuition and fees beyond the initial full tuition and fees cost for the semester in which they withdrew. In order to be eligible for the waiver of tuition and fees, the student must obtain approval from the college president at the time of withdrawal. Students are responsible for the cost of books, tools, etc. and the full tuition and fees for all subsequent semesters.

Information System Use Policy:

The use of Information Systems, personal or college (computers, laptops, networking equipment, network resources, pda's, servers, smartphones, tablets, telephones, etc.) on either the college's guest or private networks requires the acceptance of the Fort Hays Tech | North Central 's Information Systems Use Policy. End users (you) are independently and solely responsible for complying with all applicable laws and policies in all of your actions related to your use of personal or college information systems and network resources, regardless of the purpose of the use.

Certain information systems are prohibited due to their potential to cause harm or damage, such as decreased network performance, introduction of viruses or complete information system outages for a building or multiple buildings. End users (you) do not want to be responsible for information system disruptions or outages, and with the availability of college-wide wireless access and college computers, end users (you) should have no reason to use a prohibited device. Any violation of this policy, a virus, malware or spyware infection of an Information System, outdated or no security (antivirus) software, attaching servers or additional networking equipment, or any copyright infringement may result in the interruption of services and/or loss of network privileges, the cancellation of housing contracts for students, dismissal from the college and or legal action without prior notification.

NOTICE: Fort Hays Tech | North Central reserves the right to update or change the posted Information Systems Use Policy at any time. All college Information Systems are business devices and should not be used as personal use systems. Please keep all college Information Systems use related to college business or research and not to a personal or home business type of use. This includes but is not limited to the following practices:

1. It is the responsibility of all college Information Systems end users to read, understand and follow Fort Hays Tech | North Central 's Information Systems Use Policy.
2. Only authorized college faculty, staff, students or guests (end users) are allowed to use college Information Systems and network resources.
3. There should be no expectation of privacy as all information, including personal information, placed or sent over the college's network is logged and may be monitored. Internet activity, email messages and attachments may be monitored without prior notification if Fort Hays Tech | North Central deems this necessary. If there is evidence that an end user is not following Fort Hays Tech | North Central 's Information Systems Use Policy, the college reserves the right to take disciplinary action, including the loss of network privileges, the cancellation of housing contracts for students, and dismissal from the college and/or legal action.
4. End user's personal devices (computers, laptops, tablets, pda's, iPods, smartphones, etc.) may connect to the college's guest wireless network (Campus or Campus Guests) as long as they meet and follow Fort Hays Tech | North Central's Information Systems Use Policy. These devices are NOT permitted to connect to any other college network. For more information on the college's guest wireless service, please refer to our Wi-Fi Warning and Disclaimer posted on our public web and within each department.
    a. * Fort Hays Tech | North Central reserves the right to refuse or deny network services to any personal device if for any reason that device has questionable functionality or may be in violation of the Information Systems Use Policy. **The college is not responsible, liable or accountable for any end user's personal

devices, technical support or damages that may occur from the end users connecting to the Internet (malware, spyware, viruses, etc.) via the college's guest wireless network.

5. End users are to refrain from installing any software onto any college Information Systems without prior approval from Fort Hays Tech | North Central 's IT Department. Non-approved software may be removed from college Information Systems and loss of use or other rights may occur.
6. End users are not permitted to change, add, remove or modify any college Information Systems hardware, software or operating system settings.
7. End users are not permitted to change, add to, remove from or modify the college's network infrastructures in ANY manner without Fort Hays Tech | North Central 's IT Department approval. This includes all Information Systems, network switches, access points, routers and servers of any kind (examples include, but are not limited to: FTP, SMTP, DHCP, P2P (peer to peer), DNS, Remote Terminal Connections, liS, NAT devices, distributed transaction servers, LAN/network scanners, wireless analyzers, proxies, packet analyzers, protocol analyzers, denial of service attacks, network discovery or brute force password cracking software, key loggers, locks, viruses or other harmful content) or other related networking hardware of software deemed to be malicious or harmful by Fort Hays Tech | North Central's IT Department.
8. End users should understand that offsite, cloud-based data storage or backup sites such as Carbonite, Dropbox, idrive, Mazy, SkyDrive, Google Drive, etc., are not supported by the college. The college provides on-site data storage to faculty, staff, and students, if requested. *The college's data storage is NOT intended for use as primary data storage, but rather a secure replica of the end user's data. Fort Hays Tech | North Central is not responsible for any data loss from using these sites. With respect to Google Drive, your account may be completely suspended for a violation of this policy.
9. End users are solely responsible for the content, retention, and compliance with all applicable laws and policies of any electronically generated material created in any format while using a college or personal device or networked service provided by the college.
10. All Information Systems use must be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared Information Systems resources (computers, network access and network bandwidth).
11. End users are to refrain from invading another person's privacy including viewing, copying, modifying, or destroying another person's data without explicit permission from the creator/owners of the data.
12. End users are to refrain from purposefully connecting, removing, damaging, destroying, modifying, or changing any college Information Systems hardware, software, or operating system settings.
13. End users are to refrain from using Information Systems to harass, defame or send any harmful, malicious, slanderous, unsolicited or fraudulent chat, email, text, IM or spamming messages to others.
14. End users are to refrain from posting, displaying, viewing, sending, forwarding or otherwise distributing libelous, defamatory, offensive, racist or obscene materials over the college's network.
15. End users are to refrain from sending or forwarding messages or attachments belonging to another user without first acquiring permission from the original sender.

16. End users are to refrain from installing, creating, distributing or using unauthorized copies of licensed software, music or literature, videos or other copyrighted materials.
17. End users are to refrain from using college Information Systems and network connections for frivolous activity, non-educational use, personal, or business/monetary gain.
18. Social media is to be used to promote the mission, vision, values and programs of the institution.
19. Information Systems passwords are required to gain access to various resources on the college computer/telephone network and are considered private. These passwords will be reset once a semester. End users (you) are not to disclose our account information to anyone other than IT Administration for tech support. In certain circumstances, employees may be required to share account information during an absence in order for college work to continue. Any such instances must be approved in advance by the college president or designee. If for any reason you believe that your Fort Hays Tech | North Central account or password has been compromised, immediately inform the college's IT Department so that preventative measures may be taken to protect you and your Fort Hays Tech | North Central account. End users are required to log off or shut down all Information Systems after use.
20. Measures may be taken to protect you and your Fort Hays Tech | North Central account. End users are required to log off or shut down all Information Systems after use.
21. Fort Hays Tech | North Central uses "filtering" to make sure our employees, students and guests do not view sites that contain or display objectionable material. Filtering can only be accomplished at an "all or nothing" level. We cannot turn on a site only for one person and no one else. Please understand that these filtering protocols apply to everyone – guests, students and employees – using the guest wireless or any other college networks to access the Internet.
22. Fort Hays Tech | North Central and its employees will neither be held responsible nor liable for any criminal, civil, illegal or illicit activity conducted by an end user misusing any personal or college Information System and network resources. End users (you) are independently and solely responsible for complying with all applicable State, Federal and International laws and policies in all of your actions related to your use of personal or college information systems and network resources, regardless of the purpose of the use.

On-campus Housing Internet Access:

For students living in on-campus housing (Beloit Campus only), a secured wireless Internet connection is available for laptops, tablets, and gaming consoles.

In order for the Internet to function properly, the following rules MUST be followed:

- Each resident is allowed up to 3 devices (laptop, tablet, gaming console, or smartphone) to connect to wireless Internet.
- No personal wireless routers are allowed.
- No personal wireless access points, bridges, or repeaters are allowed.
- Residents are encouraged not to share their wireless key with any visitors, as doing so reduces available bandwidth
- Residents are encouraged not to turn on smartphone hotspots to help reduce disruptive and unnecessary wireless signals and traffic.
- Residents are required to read and adhere to the Fort Hays Tech | North Central Acceptable Use Policy.

Additional Acceptable Use Policy for Housing:
All acceptable use rules set forth above continue to apply to use of college information systems, in addition to the following:

- All computers connecting to the network are required to have current and up-to-date security software and patches.
- Internet activity over the network may be monitored at any time without prior notification. If there is evidence that a resident is not following this acceptable use policy, the college reserves the right to take appropriate disciplinary action, including, but not limited to, loss of network privileges, cancellation of housing contracts, dismissal from the college, and/or appropriate legal action.

Service provided "AS IS." The network provides access to the Internet on an "AS IS" basis with all the risks inherent in such access. The college makes no warranty that the network or that any information, software, or other material on the network is free of viruses, worms, Trojan horses, spyware, malware, or other harmful components. By connecting to the network, residents (end users) acknowledge and accept the risks associated with public access to the Internet and use of the network.

Service provided "AS AVAILABLE." The network is provided on an "AS AVAILABLE basis without warranties of any kind, either express or implied, that the network will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of service, acts of God, warranties of title, non-infringement, or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the college, affiliates, or employees of the college shall create such a warranty.

Indemnity: Under no circumstances shall the college, the provider of the network, or affiliates, agents, or employees thereof, be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from the residents' use of or inability to use the network or access to the Internet or any part thereof, or the residents' reliance on or use of information, services or merchandise provided on or through the network, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation or transmission, or any other failure of performance. Residents agree to indemnify and hold harmless the college, the provider of the network, including affiliates, agents, and employees thereof, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney fees) arising out of or related to the residents' use of the network, any materials downloaded or uploaded through the network, any actions taken by the residents in connection with the residents' use of the network, any violation of any third party's rights or any violation of law or regulation, or any breach of this policy.

Connection Assistance:
The college's IT department will provide technical support for internal network issues only, such as locked up access points or failed network switches. Any college hardware failures will be addressed and repaired as soon as possible. The college's IT department is NOT responsible for and will NOT provide technical support for residents' personal devices.

Network support times are Monday through Friday, 8:00 A.M. to 4:00 P.M. Residents should schedule requests for assistance during these hours. For after-hours issues, residents should contact the Dean of Student Experience or their RA.

RIGHT-TO-KNOW POLICIES

Student Indebtedness:
For current information regarding the average dollar amount that a Fort Hays Tech | North Central student has incurred under the federal loan program, please contact the Office of Student Financial Aid at 785-738-9028 or toll-free at 1-800-658-4655.

Student Retention:
For more information concerning student retention, contact the Registrar's Office at 785-738-9058 or toll-free at 1-800-658-4655.

Student's Right-to-Know Bill:
For more information about the Federal Right-to-Know Bill concerning campus statistics and security policies, contact the Dean of Student Experience at 785-738-9075 or 800-658-4655.

To express any concerns or seek other information not addressed previously, contact:

Dean of Student Experience
PO Box 507
Beloit, KS 67420
or call 1-800-658-4655

STUDENT BEHAVIOR

Student Image:
Students are expected to reflect an appropriate and businesslike image during all college-related activities, and this image should be consistent with the standards demanded in the workplace. Suitable and appropriate clothing is required while in the classroom and/or shop areas. Any clothing or jewelry determined to present a safety hazard will not be allowed in shops, laboratories or in the classroom.

Student Code of Conduct:
The college president shall develop rules and regulations consistent with board policy necessary to govern student conduct. These rules shall be reviewed at least annually by the board and adopted by reference as a part of these policies. Student conduct is expected to be consistent with the Fort Hays Tech | North Central Principles of Community

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful college function. Neither shall a student urge other students to engage in conduct intended to cause a disruption or obstruction of any college function.

A student shall not fail to comply with a reasonable request of college personnel during any period of time when the student is properly under the authority of the college.

Violation of any provision of this student conduct may result in suspension and/or expulsion.

The following student behaviors are unacceptable:

A. Violation of college rules
B. Possession, storage, use, and/or sale of chemical substances on campus
C. Possession, storage, or use of lethal weapons on campus
D. Use of tobacco products in college buildings
E. Disruptive behaviors and conduct
F. Verbal abuse of a college employee, student, or other person(s) not employed by the college while on campus or involved in college activities
G. Physical abuse of a college employee, student or other person(s) not employed by the college while on campus or involved in college activities
H. Acts of vandalism to college property and/or others' personal property
I. Threats (by word or deed)
J. Theft/extortion of college property or personal property
K. Profanity and/or obscenity
L. Intimidation of others
M. Open defiance
N. Fighting
O. Violation of college policies
P. Any other acts which disrupt the normal educational environment of the college

Violation of any provision of this student code of conduct may result in appropriate disciplinary action. Any of the following disciplinary measures may be utilized for violations of the student code of conduct:

A. Probation
B. Community Restitution (campus or community service)
C. Monetary Restitution
D. Suspension
E. Expulsion

The purpose of these rules is to define an orderly procedure which, if followed, would be identified as "just and reasonable" in the eyes of the board, administration, instructor, student, and parent/guardian, if under the age of 18, in resolving academic issues. If the student is a high school student under the age of 18, school district administration will be informed, and the college will confer with school district administration regarding the appropriate disciplinary action.

Academic Program Disciplinary Issues:
When disciplinary issues occur in an academic program, the following procedure will be used:

Step I: Conference with Instructor or Instructors in Department
The conference with an instructor or instructors in a department shall follow the procedures outlined below and shall occur within two academic days of the disciplinary issue:

1. Call students into a private conference before or after classes; allow at least 30 minutes for the conference.

2. Specify (in writing) causes of concern; cite exact instances; make sure students understand their shortcomings.
3. Explain how the areas of deficiency can best be corrected by the students.
4. Provide a completion date for students to attempt to correct deficiencies.
5. Give an outlined copy of provisions to students at completion of the conference.
6. Send a copy of the conference report to the Dean of Student Success

If warranted or behavior continues and/or increases, the student will be referred to the Dean of Student Success or the VP of the Hays campus and the following procedure will be used:

Step II: Conference with the Dean of Student Success
The instructor shall report results of the previous conference to the Dean of Student Success at the campus to give a complete up-to-date background of the case.

The Dean of Student Success, with the instructor and student, shall outline specific areas of the student's deficiencies and how these deficiencies may be corrected. The Dean of Student Success shall ascertain whether or not the student wants to remain in the program and discuss the student-teacher relationship fully. There shall be mutual agreement on a specific time for problems to be corrected, and the agreement shall be in writing and signed by the student

Off Campus Activities or Competitions
In instances where members of the student organization travel to off-campus activities or competitions, students must be in good standing with their academic program and with the College. Students who are on any type of disciplinary sanction may be ineligible to travel to off-campus activities or competitions to represent the College. Organization advisors are expected to verify with the Office of the Dean of Student Success about a student's ability to represent the College prior to the student participating in off-campus activities or competitions.

Conduct and Behavior Issues:
In cases involving conduct and behavior problems, the procedures listed below are to be followed:

If the student is a high school student under the age of 18, school district administration will be informed, and the college will confer with school district administration regarding the appropriate disciplinary action.

A. Probation:
The use of probation is authorized when deemed necessary, both for academic and non-academic issues. Any punishment, suspension or expulsion may be deferred by the Dean of Student Success and the student involved may be placed on probation for a fixed period of time. The punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of probation by the person granting probation; and the student shall sign a statement to the effect that the terms and conditions have been received, fully explained and understood. The student shall indicate willingness to abide by them; and in case of failure to do so, the sanction originally imposed may be reinstated at the discretion of the person granting the probation.

B. Suspension:
An emergency suspension may be imposed by the college president or designee at any time it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe such an interim suspension is required to protect lives or property and to ensure the maintenance of order.

Short-term suspension of less than 10 days may be imposed by the Dean of Student Success/VP of the Hays Campus as needed. Short-term suspensions may be appealed in writing within 3 business days to the college president. If the decision is not appealed within 3 business days, the student will be deemed to have waived the appeal and the decision by the Dean of Student Success shall be deemed final.

Long-term suspension is an official action taken by the college which suspends all rights as a student at Fort Hays Tech | North Central during a specified period of at least ten (10) days and not more than the time remaining in the current academic semester.

During any period of suspension, the student suspended may not attend classes, activities or events sponsored by the college and may not be on any property owned or used by the college. If the suspension is more than two days, academic assignments will not be accepted during the period of suspension and will not be made up. Violations of suspension will result in appropriate criminal charges being filed, as well as additional disciplinary action being taken. Suspension does not absolve the student of any financial obligations to Fort Hays Tech | North Central.

C. Expulsion:
Expulsion may be for a minimum of one full semester and may be imposed for an entire academic year or for an extended period beyond the current academic year. When expelled from Fort Hays Tech | North Central, a student may not participate in any college function and may not be on any property owned or used by the college. Violations of the terms of expulsion may result in the college pursuing criminal and/or civil remedies. When a student is expelled from the college, F grades are recorded for any classes not completed in the current enrollment period. Students who have not been previously expelled may apply for reinstatement to the college by submitting a letter of appeal to the college president requesting a hearing before the disciplinary committee. Students expelled for an extended term beyond the current academic year must wait two years before seeking reinstatement.

Any student who is recommended by the VP of Student and Instructional Services to receive a long-term suspension (more than 10 days) or expulsion will be granted a disciplinary hearing. The student shall be placed on short-term suspension until the hearing can be conducted. The hearing shall be conducted no later than 10 business days after the recommendation for long-term suspension or expulsion by a hearing officer who has the authority to suspend or expel. The college president shall designate a hearing officer other than himself/herself.

The hearing officer shall explain that the purpose of the hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to

provide an opportunity for the student, his/her parents or guardians (if the student is under 18), counsel, and witnesses to present other information to be considered before a decision is made.
The student will be notified in writing, either e-mail or letter, at least three business days prior to the hearing. The notice will state the time, date, and place of the hearing. If a student fails to appear for the scheduled hearing, the hearing officer will dismiss the appeal and the earlier decision will be deemed final.

At any long-term suspension/expulsion hearing the following will occur:

1. The student will have a right to hear charges of conduct violations read.
2. Each party will have the right to have an adviser present (including an attorney) at the party's own expense.
3. Each party will have the right to hear the testimony and see the evidence presented at the hearing.
4. Each party will have the right to present witnesses to be heard by the hearing officer.
5. Each party will have the right to testify and give reasons supporting its position.
6. Proceedings will be tape-recorded, except for hearing officer deliberations.
7. A written report will be prepared by the hearing officer affirming, modifying or reversing the decision from which the appeal was made. Copies of the written report will be emailed to the student at the student's college email address and delivered to the VP of Student and Instructional Services or the VP of the Hays Campus and to the college president.

If either party is dissatisfied with the decision of the hearing officer, the hearing officer's decision may be appealed to the college president by submitting a written request for appeal to the president's office within five business days after the date of the hearing officer's written report of the decision. If neither of the parties appeals during the time specified, the hearing officer's decision will be deemed final.

If, in the opinion of the president, the behavior of the student is reasonably expected to cause continued material disorder, disruption or interference with the school's operation, the president may find that the sanction will stand pending the outcome of the appeal.

Upon receipt of a request for appeal, the president will review the taped recording and any written materials submitted at the disciplinary hearing. At the president's sole discretion, the parties may be asked to appear or the parties may be asked to present additional evidence. If additional evidence is requested, it will be presented in a manner granting each party the same due process rights as those outlined above. Within 10 business days of delivery of the request for appeal or within 10 business days after the date upon which they appear or additional evidence is presented to the president, the president will affirm, modify, or reverse the decision of the hearing officer. The president's decision will be outlined in a written report, and the report will be mailed to the student at the student's last known address.

A student who wishes to appeal the decision of the president may petition the board through the Clerk of the Board in writing and request a hearing on the specific issue. Such petition must be filed within five academic days of receiving notice of the decision. All decisions of the board are final.

Student Complaint/Grievances
Fort Hays Tech | North Central is committed to providing a positive, respectful, and supportive learning environment. Students are encouraged to communicate concerns as they arise so they can be addressed promptly and fairly.

Student Complaint: A **complaint** is an expression of dissatisfaction regarding a campus service, process, employee interaction, or other college-related matter that does not involve an alleged violation of a student's rights or institutional policy and is not otherwise addressed through an established appeal or grievance process. Examples may include concerns regarding customer service, communication, campus services, facilities, scheduling, or other day-to-day issues.

Students are encouraged to first discuss their concern directly with the individual or department involved as soon as possible. Many concerns can be resolved quickly through open communication.

If the concern cannot be resolved informally, students may submit a formal complaint to the Dean of Student Success.

Complaints should include:

- The student's name and contact information.
- A clear description of the concern.
- The date(s) and individuals involved.
- Any steps already taken to resolve the issue.
- The outcome or resolution being requested.

The Dean of Student Success will review the complaint, gather relevant information, and coordinate with appropriate college personnel to seek a fair resolution. Depending on the complexity of the matter, additional time may be necessary to complete a thorough review. Students will be informed when the review is completed.

Student Grievance: A **grievance** is a formal allegation that a college policy, procedure, or the student's rights have been violated. Grievances generally involve matters such as the improper application of college policies, discrimination, harassment, retaliation, or other actions that may adversely affect a student's educational experience.

Grievances follow the specific procedures outlined in the college board policy or handbook section. Students are encouraged to review the relevant policy before submitting a grievance.

If a student is unsure whether a concern should be addressed as a complaint or a grievance, they should contact the Dean of Student Success for guidance. The Dean will assist the student in determining the appropriate process and ensure the concern is directed through the correct procedure.

Fort Hays Tech | North Central prohibits retaliation against any student who, in good faith, submits a complaint or grievance or participates in an investigation related to one.

Student Grievance Procedure:

Each student, through parents or legal guardian if under 18 years of age, has the right to grieve over an alleged violation of rights. No student shall be subject to reprisal or discrimination by reason of participation in a grievance procedure. If students believe they have been subjected to prohibited discrimination, the College has grievance procedures in place to evaluate the complaint. Any suspension or expulsion shall not be subject to the grievance procedure. The student may be permitted to remain and participate in class with the exception of clinical and internship experiences during the grievance process pending no other conduct or disciplinary actions or sanctions are placed on the student.

Purpose: This policy provides an equitable and orderly process to resolve general grievances/complaints made by students for improper treatment by a Fort Hays Tech | North Central employee, student, and/or an employee of a firm under contract.

Definitions:

a. Active Student: A student is defined as either a registered part-time or full- time student at Fort Hays Tech | North Central.
b. Grievant: An individual who is an active student with the college who has a grievance against the college as a result of the action or inaction of a college employee or student.
c. Grievance: An unwritten or written claim raised by a student alleging improper treatment charged by a student against any person employed by the College with respect to the application of the provisions of rules, policies, or procedures. The grievant must be personally affected by the alleged violation and inequitable action.
d. Formal grievance: The written stage of the student grievance process.
e. Informal grievance: The unwritten stage of the student grievance process.
f. Respondent: A Fort Hays Tech | North Central employee, student, and/or an employee of a firm under contract to Fort Hays Tech | North Central identified by the grievant as causing or contributing to the grievance.
g. Business day: Any day that the college is open.

1. Informal Grievance Procedure:

   Students must first attempt to resolve grievances informally. Given the nature of grievances covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the respondent. In the event this is not feasible, the student will contact the Dean of Student Success within five (5) business days of the initial incident.

   h. Students who have grievances with other Fort Hays Tech | North Central college students, which do not involve violations of state, federal or local law or violations of the Student Code of Conduct, should direct their concerns to the Dean of Student Success within five (5) business days.

2. Formal Grievance Procedure:

   Level 1. If the grievance cannot be resolved informally, the student may file a written grievance regarding the respondent through the Dean of Student Success within ten (10) business days. Within ten (10) business days of receipt of the written grievance, the Dean of Student Success shall respond with a written decision to the student.

Level 2. If the student is not satisfied with the decision of the grievance at Level 1, the student may file an appeal through the Vice President of Students and Instructional Services within ten (10) business days. Within ten (10) business days of receipt of the written appeal, the Vice President of Students and Instructional Services shall respond with a written decision to the student.
Level 3. If the student is not satisfied with the decision of the grievance at Level 2, the student may file an appeal through the College President within ten (10) business days. Within ten (10) business days of receipt of the written appeal, the College President shall respond with a final written decision to the student. All decisions of the President are final.

GENERAL INFORMATION

Job Placement Guarantee Policy:
Fort Hays Tech | North Central offers a guaranteed job placement in the student's program of study. If job placement is not achieved within 9 months of a student completing their program, Fort Hays Tech | North Central we will re-train the student in another program, tuition-free for one year.

Minimum qualification:
In order to qualify, the student must meet the following the guidelines:

- Cumulative GPA of 2.5
- 95% attendance rate in all courses
- Program Instructor recommendation
- Willingness to relocate
- Provide evidence of an active employment search

Appeal Process:
Any Fort Hays Tech | North Central student wishing to appeal this policy must submit a written appeal to the Dean of Instructional Services within a year of a student's program completion. The Dean of Instructional Services has 30 academic days to investigate the submitted appeal and render a decision.

To appeal the decision of the Dean of Instruction. the student must submit a written appeal to the President within 5 academic days. The President will render a decision on the appeal within 5 academic days of its filling. A written notice of the President's decision will be mailed to the student

To appeal the decision of the President, the student may petition the Board of Trustees through the Clerk of the Board in writing and request a hearing. Such appeal must be filed within 5 academic days of receiving notice of the President's decision. All decisions of the Board of Trustees are final.

Damage to Property, Intentional Destruction of Property, or Vandalism Policy:
Fort Hays Tech North Central is committed to providing a safe, welcoming, and well-

maintained environment for learning, living, and working. Students are expected to respect college property, the property of others, and shared community spaces. Any intentional or reckless damage undermines the educational experience and may result in disciplinary action.

Students are prohibited from intentionally, recklessly, or negligently damaging, destroying, defacing, misusing, or tampering with College property or the property of another individual or organization.

Examples of prohibited conduct include, but are not limited to:

- Vandalizing walls, furniture, equipment, vehicles, or facilities.
- Breaking or damaging doors, windows, fixtures, or signage.
- Defacing property with graffiti, stickers, paint, markers, or other materials.
- Damaging technology, computers, projectors, or laboratory equipment.
- Misusing recreational equipment, residence hall furnishings, or athletic facilities.
- Tampering with safety equipment, including fire extinguishers, smoke detectors, alarms, or emergency exits.
- Intentionally causing damage during pranks, horseplay, or other disruptive behavior.
- Damaging another student's or employee's personal property.

Accidental damage should be reported immediately to a College employee. Prompt reporting may be considered when determining appropriate outcomes.

Student Responsibility

Students may be financially responsible for any damage they cause to College property or the property of others, regardless of whether disciplinary action is imposed. Costs may include repair, replacement, labor, cleaning, or other associated expenses.

Failure to pay assessed restitution may result in holds being placed on the student's account or other administrative actions as permitted by College policy.

Sanctions

Violations of this policy will be addressed through the College's student conduct process. Depending on the nature and severity of the incident, sanctions may include but are not limited to:

- Educational assignments or reflective activities.
- Written warning or disciplinary probation.
- Restitution for repair or replacement costs.
- Community service.
- Loss of privileges or access to specific facilities.
- Removal from campus housing (if applicable).
- Suspension or expulsion from the College.
- Referral to local law enforcement when appropriate.

The College reserves the right to consider the student's intent, the extent of the damage, prior conduct history, and cooperation during the investigation when determining sanctions.

Use of School Vehicles:
Only students who have been approved by the Administration Office will be allowed to drive school vehicles. The Fort Hays Tech | North Central motor vehicle operations request form must be completed before operating a vehicle. In all cases, proper conduct in a business-like fashion shall be expected. Instructors in each department will be responsible for monitoring this procedure.

Student Insurance:
Fort Hays Tech | North Central is not responsible for accidents that occur as a result of student negligence. Students are urged to maintain private health insurance to ensure coverage. Additionally, students who live in on-campus housing are encouraged to obtain renter's insurance.

Immunizations:
According to the Centers for Disease Control and Prevention, college freshmen, particularly those who live in on campus housing, have a slightly increased risk of contracting some infectious diseases. Immunizations are not required (except for Nursing students) but are recommended by Fort Hays Tech | North Central for all students. Immunizations include: Hepatitis-A virus, Hepatitis-B virus, Diphtheria, Measles, Mumps, Rubella and Meningococcal Disease (Meningitis). Immunization to prevent the contraction of tetanus is also recommended for all students. For more information contact the Dean of Student Experience, (785) 738-9075.

Communicable Diseases:
Whenever an employee or student has been diagnosed by a physician as having an infectious or contagious (communicable) disease, as defined by K.A.R. 28-1-1 and 28-1-2, the employee or student shall report the diagnosis and nature of the disease to the college president so that a proper reporting may be made to the county or joint board of health as may be required by K.S.A. 65-118.

An employee afflicted with a communicable disease shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other college employees and to students. Employees with a communicable disease may be eligible for FMLA leave.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

A Student afflicted with a communicable disease shall be excused from classes, will be ineligible to participate in any student activities and will be removed from on-campus housing for the duration of the contagiousness in order to give maximum health protection to other college employees and to students.

The student may be eligible to return to classes, student activities and on-campus housing upon recovery from the illness or when the student is no longer contagious as authorized by the

student's physician. In instances where the student may be academically ineligible to complete the program, as deemed by the Vice President of Students and Instructional Services, the student may be eligible for Student Emergency Leave.

If a student or college employee has been diagnosed as having a communicable disease and the college president has been notified by the employee or student, the college president shall determine whether a release shall be obtained from the employee's or student's physician before the employee or student returns.

Decisions regarding the type of employment or academic setting for an employee or student with a communicable disease shall be made by the college president based upon consideration of the physical condition of the employee or student and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk, and
- the probability that the disease will be transmitted or cause harm to the employee or student and to others who will share the same setting.

No information regarding employees or students with communicable diseases shall be released by college personnel without the employee's or student's consent except to comply with state or federal law.

Digital Communication Policy

Fort Hays Tech | North Central recognizes digital communication as an essential tool for supporting teaching, learning, student engagement, and institutional operations. This policy applies to all official College digital communication platforms, including but not limited to websites, social media, mobile applications, learning management systems, text messaging services, email, collaboration platforms, and other current or future electronic communication tools.

All official digital communications conducted on behalf of the College shall:

- Comply with all applicable federal, state, and local laws, including but not limited to FERPA, copyright, trademark, accessibility, and privacy requirements.
- Adhere to the College's Code of Conduct, Information Use Policy, Principles of Community, branding standards, and other applicable College policies.
- Be accurate, professional, and consistent with the mission and values of Fort Hays Tech | North Central.
- Be administered only through College-authorized accounts or communication platforms.

The President or designee shall have authority to establish procedures governing the creation, administration, and oversight of official College digital communication channels. The College reserves the right to edit, restrict, or remove content from College-managed digital communication platforms that is unlawful or that violates College policies, including content that is obscene, defamatory, threatening, harassing, discriminatory, abusive, fraudulent, commercial in nature, or otherwise inconsistent with the College's mission or applicable law.

The College may take appropriate action to prevent individuals or organizations from falsely representing an official relationship with Fort Hays Tech | North Central or using the College's name, logos, trademarks, or digital platforms without authorization.

Employees are responsible for exercising professional judgment when communicating through official College digital platforms and for protecting confidential and personally identifiable information. Student information, images, recordings, or educational records shall not be disclosed or shared except as permitted by FERPA and other applicable laws or with appropriate authorization.

The President or designee is responsible for developing and maintaining administrative procedures necessary to implement this policy, including standards for platform administration, content management, branding, acceptable use, and user conduct.

Emergency Notifications:

A key component of the Fort Hays Tech | North Central's Crisis Management Plan is the Fort Hays Tech | North Central Alert system. This alert system serves as the primary means by which crisis situations will be communicated to faculty, staff, and students who may be on campus and potentially at risk during a crisis. Therefore, it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Students should contact Fort Hays Tech | North Central at (785)738-2276 to update information in the Fort Hays Tech | North Central alert system.

Dismissing College:

In the event of an emergency, such as a blizzard or any other event during the day, which interferes with the normal conduct of the College, classes will be dismissed only upon action of the College President or designated representative.

The Fort Hays Tech | North Central communication system and social media outlets will be used to inform all students, faculty, and staff of any cancellations or changes to the College schedule.