

# North Central Kansas Technical College 2019-2020 Student Handbook



*Hands-On Skills. High-Tech Careers.*

## **Mission Statement**

North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

## **Vision Statement**

North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

## **North Central Kansas Technical College**

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Beloit, KS 67420  
800-658-4655  
785-738-2276  
785-738-2903 FAX

2205 Wheatland Ave  
Hays, KS 67601  
888-567-4297  
785-625-2437  
785-623-6152 FAX

**[www.ncktc.edu](http://www.ncktc.edu)**

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# **ACADEMIC REGULATIONS**

North Central Kansas Technical College is a two year institution offering the student an opportunity to pursue a one-year certificate or an Associate of Applied Science degree.

## ***One-Year Certificate Programs:***

- Business Technology
- Business Management
- Carpentry/Cabinetmaking
- Culinary Arts
- Heavy Equipment Operation
- Pharmacy Technician
- Plumbing, Heating & Air Conditioning
- Practical Nursing
- Welding

## ***Associate of Applied Science Degree:***

- Agricultural Equipment Technology
- Automated Controls Technology
- Automotive Collision Technology
- Automotive Technology
- Building Construction Technology
- Diesel Technology
- Electrical Technology
- General Business
- Information Technology
- Nursing
- Technical Studies
- Welding Engineering Technology

## ***Attendance Policy:***

Class attendance is necessary for students to learn and succeed. 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, NCKTC 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 is 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.

## ***Scholastic Dishonesty:***

Membership in the NCKTC 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 pertaining to assignments and examinations.
- D. Students who participate in, or assist with, cheating or plagiarism will also be in violation of 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 College
- b. dismissal from the 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.
- Process is complete once the voluntary withdrawal form is signed and returned to the Registrar's Office.

***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.
- Process is complete once the voluntary withdrawal form is signed and returned to the Registrar's Office.

***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 re-admitted.

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 make a decision within 5 business days, **this decision is final**.

***Academic Appeals:***

Students who believe they have been treated unfairly with regards 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 can appeal the decision to the Dean of Instruction within 30 days of the event. 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.

***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:***

Books and supplies are available directly from the college and are distributed to students through their departments. Book and supply lists are available upon request by contacting Debbie Geyer at 785-738-9061 or dgeyer@ncktc.edu.

***Tools:***

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

Agricultural Equipment Technology	Diesel Technology
Automated Controls Technology	Electrical Technology
Automotive Collision Technology	Plumbing, Heating & Air Conditioning
Automotive Technology	Welding
Carpentry-Cabinetmaking	

- 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.
- NCK Tech is not responsible for lost or stolen tools.

***Internship Guidelines:***

The Internship Program is a privilege that may be extended to certain students to further solidify their vocational experience.

Students are eligible for internship 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, 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.

- 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.

Final grades must be posted in all coursework prior to a student checking out on internship.

Only high achieving students will be permitted to leave on these dates. The student must attend 85% of the approved classroom, shop or laboratory hours. The maximum amount of time a student may devote to the Internship program is 15% of the program of study. The department chairperson must approve of the students participation and the training stations.

The fact that a student has a job is not grounds for letting the student leave for Internship. The primary consideration must be the readiness of the student to assume full-time trade responsibility.

Automated Controls - March 16th, 2020

Automotive Technology - April 6th, 2020

Business Management - Flexible

Diesel Technology - March 16th, 2020

Electrical Technology - March 16th, 2020

Heavy Equipment Operation - April 13th, 2020

Plumbing, Heating & Air Conditioning - April 13th, 2020

Welding - April 13th, 2020

***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 NCK Tech 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 NCK Tech 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 NCK Tech will require the student to:

1. Have an official transcript from the secondary or post-secondary institution on file with NCK Tech (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 NCK Tech.

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 NCK Tech 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 NCK Tech Registrar for evaluation and possible acceptance. The Registrar will consult with the Dean of Instruction 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 NCK Tech, the general education courses will be accepted in total for the NCK Tech general education requirements. These courses must meet the general education requirements of NCK Tech's accrediting body.

**C. Technical Education Courses**

Technical education courses taken at another regionally accredited postsecondary or higher education institution may be submitted to the NCK Tech Registrar for evaluation and possible acceptance. The program instructor and Department Chair will make the determination of transferability with final approval by the Dean of Instruction.

Technical education coursework transferred will not exceed the number of credit hours required in the first semester of the freshman year. Technical education coursework eligible for transfer must have been completed within five years prior to enrollment. Evidence of relevant experience in the industry may be presented for coursework taken more than five years before a request for transfer of credit is made, or NCK Tech coursework taken more than five years before a request is made. This evidence will be evaluated by the Dean of Instruction 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 NCK Tech. 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 NCK Tech students.

E. Transfer of NCK Tech Technical Education Credit Between Programs:

With approval from the program instructor and Dean of Instruction and upon completion of a written request for academic credit transfer, students may transfer program-specific courses in one program of study to other NCK Tech programs of study.

F. Transfer of Courses from NCK Tech:

Students wishing to transfer credit from NCK Tech 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 NCK Tech coursework for transfer of credit. Written requests must be submitted to:

NCK Tech 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, 3<sup>rd</sup> 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 NCK Tech. NCK Tech 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.

## **GRADUATION REQUIREMENTS**

Students are eligible to earn an Associates of Applied Science Degree or a Certificate 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, 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.

- 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 NCKTC’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 Instruction 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.

Dual enrolled students who have not officially earned a high school diploma may participate in NCK Tech’s graduation ceremony by presenting a letter of validation to the Registrar’s office by May 1<sup>st</sup>. The letter must attest to the student’s good standing in high school, be signed by the principal, and be presented on official school letterhead.

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 NCK Tech’s graduation ceremony. Appeals may be considered for special circumstances and should be made to the Dean of Instruction.

Successful completion of a Tech Connect course is a requirement for graduation.

**STUDENT ACCOUNTS**

***Tuition and Fees:***

Please contact the Administration Office for a current tuition cost sheet and fee schedule.

- Beloit Campus - Student fees include: student union, intramural activities, wellness center, safety and student ID.
- Hays Campus - Student fees include: student ID, safety, and student activities. Full time students will also participate in the Gateway Plan, for full details please refer to [www.ncktc.edu/gateway](http://www.ncktc.edu/gateway).

***Refund Policy:***

NCK Tech 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%

Books and supply expenses are non-refundable. Dormitory and food service expenses are refundable based upon the terms of the contract. (Refer to Housing and Food Service Contract). Short term classes, including short term general education classes, summer classes and online classes are non-refundable.

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:***

NCK Technical College 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.

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 NCK Tech 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 NCK Tech.

**TUITION AND FEE PAYMENT POLICY**

**Students Not Receiving Financial Aid:**

Student account balances will be available prior to the beginning of each semester on the student's Tech-Know portal. Tuition and fees are due no later than the 10th day of class for each semester. A \$50.00 late fee will be assessed if payment is not received by the 10th day of class. If payment is not received within 30 days from the first day of class, the student will be dropped from all classes and accumulated charges will be due. Students who receive Chapter 31 or Chapter 33 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 due to delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

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

***Financial Aid Recipients:***

Students with completed financial aid packages will be issued a financial aid waiver. 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 10th day of class. Failure to do so will result in the assessment of a \$50.00 late fee. 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 who writes an insufficient funds check to North Central Kansas Technical College will be expected to make full restitution immediately. A bank service charge will be assessed on each check. NCKTC will no longer accept personal checks from the person.

***Outstanding Balances:***

Any student with outstanding balances with our institution will be unable to receive academic transcripts and will be denied admission to the institution until all accounts are paid.

## **FINANCIAL AID POLICY**

***Federal Student Aid:***

NCK Tech 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
- D. Subsidized Stafford Loan

NCK Tech 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. A financial aid progress 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 prior to 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:***

NCK Tech processes scholarships from various donors throughout the region. Many of these scholarship opportunities originate from the student's home town 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:*** NCK Tech School Code is 005265

Following is a step-by-step description of the application process involved to receive federal aid at NCK TECH.

1. Student completes Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- i. This can be completed as early as October 1<sup>st</sup>. 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.
6. Students AND/OR parents seeking education loans must complete a Loan Agreement Form with Direct Loans at [www.studentloans.gov](http://www.studentloans.gov) before the loan funds can be received.
  - i. This loan agreement form gives NCK Tech permission to originate a loan in the name of the person completing the form.
7. Students accepting Stafford loans for the **first time** must complete entrance counseling at [www.studentloans.gov](http://www.studentloans.gov) or through NCK Tech, 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.

***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 withdraw 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

**If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned.**

Calculation of amount of Title IV funds to be returned (unearned aid)

The Return to Title IV calculation is based on the period of enrollment completed per the college's Academic Calendar. The percentage of unearned aid is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the student's last date of attendance (taking into account any breaks longer than 5 days).

The percentage of Title IV funds to which the student is entitled (has "earned") is equal to the percentage of the term completed, up to 60 percent. If the withdrawal occurs after 60 percent of the term is completed, the student has earned all federal aid.

The amount of Title IV aid that must be returned is based on the percentage of unearned aid. The percentage of unearned aid is computed by subtracting the amount of unearned aid from 100 percent. The college is required to return the lesser amount—either the unearned aid percentage is applied to institution charges or the unearned aid percentage as applied to the total Title IV aid received

Returning Title IV Funds

NCK Tech is responsible for returning a withdrawn student's unearned federal financial aid to the U.S. Department of Education. The withdrawn student will then be billed for any amount due to the college resulting from the return of Title IV funds that had been previously used to cover college charges such as tuition, fees, books, dorms, etc.

If students (or parents in the case of a PLUS loan) are required to return part or all of their loan proceeds, the amount to be returned may be repaid to the government according to the loan's original terms.

**Funds are to be returned in order of priority as follows:**

1. Unsubsidized Direct Stafford loans
2. Subsidized Direct Stafford loans
3. PLUS loans
4. Federal Pell Grants
5. Other federal, state, private or institutional financial assistance
6. Student

If a withdrawn students earned more aid than was already disbursed, they may be entitled to receive a late or post-withdraw disbursement for the difference.

**If the Financial Aid Office is unable to determine a student's last date of attendance, the midway point of the semester will be used to calculate the percentage of earned/unearned federal aid.**

Please see the Financial Aid office to determine the impact of withdrawal on your financial aid situation or to see examples of calculations.

## **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. Benefits for students enrolled in the Associate of Applied Science Degree Programs will continue through the Internship portion of the program.
- D. Benefits for students NOT enrolled in the Associate of Applied Science Degree programs will terminate at the time of the Internship.

### ***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 NCK Tech, 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 (Beloit Campus):***

Students on the Beloit Campus are encouraged to use the resources available for research, reference and relaxation. The Student Success Center houses the library, a computer lab and tutoring services.

Available library resources include:

- A computerized catalog detailing the more than 2,000 titles on our shelves.
- Access to multiple online databases for research and reference.
- Participation in the Kansas Interlibrary Loan System, which allows students to borrow materials from other Kansas libraries.
- Free photocopy services for educational materials.

The Computer Lab offers:

- Internet-accessible computer workstations.
- Access to web-based e-mail communication.
- Microsoft Office applications including Word, Access, Excel and PowerPoint.
- Free laser printing for educational purposes.

Tutoring services provide:

- Assistance with Internet searches and expanding general research skills.
- Targeted aid for assignments and subject areas, including math, computer use, and the social sciences.
- Help with Microsoft Word and developing written reports.
- Counseling for improving general study habits.
- Computerized tutorials for specific areas of study.

### ***Student Success Center FAQ's***

A. What can I check out?

- Students can check out books, 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
- 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.

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. NCKTC will hold your grades until the debt is settled.
- The Student Success Center will try to notify students (through their instructors 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 NCKTC.
- 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 North Central Kansas Technical College 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 North Central Kansas Technical College 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 Accessibility Services***

NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with

Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

NCK Tech acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons 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.**

Services are provided through Student Accessibility Services (SAS) staff located in the Student Success Center, on the Beloit Campus, and in Student Services, at the Hays Campus.

- Director of Learning Services, may be reached at [\(785\)-738-9020](tel:785-738-9020); or by mail at [NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420](mailto:NCK@nck.edu).

### **Student Responsibilities**

Students requesting support services will need to register ("self-disclose" and complete Student Accessibility Services Intake and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the interactive process to create an *Educational Accommodation Plan* that will notify 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) to allow adequate time for accommodation services to be set in place.

### **Accommodations, Academic Support Services, or Auxiliary Aids**

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, Educational Accommodation Plan team, and assessment of individual needs and course requirements.

#### **Reasonable testing accommodations may include, but are not limited to:**

- Extended testing time
- Reduced distraction testing environment
- Test reader and/or scribe
- Use of calculator

#### **Academic support services/auxiliary aids may include, but are not limited to:**

- Note-taking assistance (second set of notes, power point slides, or other visual aids provided)

- Sign Language Interpreter
- Preferential seating in the classroom
- Large print exams, handouts, signs, etc.
- Telecommunications devices
- Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or pose a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

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) staff. NCK Tech 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.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the [Vice President of Student and Instructional Services](#) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420, where grievance procedures are filed for all students, including students with disabilities.

If the complaint is not resolved at the College level, a student may choose to file a complaint with the [Office for Civil Rights](#) at 1-816-268-0550 or [U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106](#).

### **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 NCK Tech 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 NCK Tech faculty and/or staff.

### **Placement Testing Accommodations**

Students are required to provide placement test scores to gain acceptance into their chosen full-time program. NCK Tech administers the ACCUPLACER Test for appropriate placement in Math and English classes. Testing takes place in a quiet testing environment and is computerized and untimed so you can work at a pace that is comfortable for you. If you have a learning or physical disability that would prevent you from taking the ACCUPLACER under standard conditions, you may request accommodations by contacting [Director of Learning Services](#), at (785)-738-9020. Accommodations that can be arranged include (but are not limited to) enlarged text/screen magnification, modifiable screen colors, alternative test format including Braille, and untimed test breaks.

Students wanting to request a testing accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

### ***Student Services – Hays Campus:***

Counseling and tutoring is available for Hays campus students as a part of the Gateway Plan with Fort Hays State University. These services can be obtained through the Kelly Center & Academic Success Programs at 111 Picken Hall or by calling (785)-628-4401. 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.ncktc.edu](http://www.ncktc.edu). NCK Tech has available eight on-campus housing units. Each unit includes four apartments capable of housing four residents. Each apartment is self-contained with a bathroom, two bedrooms, living room, dining area (with table), refrigerator, phone, internet and cable TV service. NCK Tech 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.ncktc.edu](http://www.ncktc.edu).

A coin operated laundry facility is located adjacent to the housing units. All utilities are included in the monthly rental fee.

NCK Tech reserves the right to refuse housing services to anyone that has been convicted of a felony crime. Additionally, on-campus housing is not available to any student 24 years old and older.

### ***Campus Housing Fire Safety Policies and Procedures:***

NCK Tech 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 days 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 NCK Tech 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 Deposit Refund:***

Student residents must vacate the housing units no later than the day of graduation. The College will inspect each housing unit for damages, determine the amount of refundable deposit and present the student with a Housing Unit Checkout Form. A refund will be mailed. Students who withdraw early should refer to the Housing and Food Service Contract.

***College Housing - Hays Campus:***

The Gateway program is an option for students to reside in residence halls at FHSU while attending NCK Tech classes.

***Off Campus Housing:***

Students desiring off-campus housing should contact the Student Services Coordinator of the Beloit campus or 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 and the board shall approve student organizations and a faculty member 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 travels 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 or the VP of the Hays Campus 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
- N.T.H.S. - National Technical Honor Society
- Skills U.S.A.

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 one representative from each program. 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):***

The Activities Director 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 Activities Director each year. Students attending the Beloit Campus have access to a lighted softball field, and wellness center which allows opportunities for students to participate in the following:

- |           |             |                |               |
|-----------|-------------|----------------|---------------|
| •Softball | •Basketball | •Flag Football | •Racquet Ball |
| •Bowling  | •Volleyball | •Water Sports  | •Frisbee Golf |

***Student Activities (Hays campus):***

Activities on the Hays campus are run in conjunction with the Gateway Program with Fort Hays State University.

**BENEFITS OF THE GATEWAY PROGRAM INCLUDE:**

- On-campus student housing (optional)
- Free admission to FHSU athletic events
- Complete access to the Student Health Center, Kelly Center, Wellness Center and Forsyth Library
- Discounted admission to FHSU sponsored events
- On campus student activities, intramurals and clubs

***Student Union Facilities (Beloit campus):***

Students are encouraged to utilize all services at the Student Union on the Beloit Campus. These include:

- |            |                            |                         |
|------------|----------------------------|-------------------------|
| •Cafeteria | •Swimming and Therapy Pool | •Game Room              |
| •Gymnasium | •Wellness Center           | •Bookstore & Gift Store |

## **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. Contains 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. NCK Tech 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 North Central Kansas Technical College. 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***

NCK Tech is dedicated to the teaching and learning of professional and technical skills in an increasingly diverse and ever-changing environment. NCK Tech is a place where all people, regardless of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or family status, ancestry, ability, age, military or veteran status, or religion may work or obtain an education. All employees and students seek to empower all persons to contribute to their families, communities, and societies. In the spirit of creating and maintaining a professional and respectful space for all who come here to learn and teach, we – students, staff, faculty, and administration – acknowledge the following:

- *We come to NCK Tech with different experiences, expectations, values, and practices;*
- *Some of our differences are visible, others are not;*
- *Our differences may create misunderstandings, fears, and emotional reactions;*
- *We must work together to create mutual understanding;*
- *We strive to overcome the negative consequences of our differences;*

- *We seek to celebrate our shared humanity and shared goals;*
- *We accept responsibility for maintaining and creating a learn/work environment where our differences are valued and mutually accepted;*
- *We agree to respect everyone's right to have and to share personal beliefs and opinions without fear of public condemnation;*
- *We agree to reject prejudice, discrimination, and intolerance in the NCK Tech community.*

### ***NON-DISCRIMINATION:***

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with NCKTC are hereby notified that this college 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 contact the person identified below who has been designated to coordinate the Institution's efforts to comply with the regulations implementing these laws.

The Section 504/ADA Compliance Officer can be reached at [section504@ncktc.edu](mailto:section504@ncktc.edu), (785)738-2276, or by mail at Attn: Section 504 Officer, PO Box 507, 3033 US Hwy 24, Beloit, Ks, 67420.

The Title IX Compliance Officer can be reached at [titleix@ncktc.edu](mailto:titleix@ncktc.edu), (785)738-2276, or by mail at Attn: Title IX Officer, 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, NCK Tech 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 NCK Tech 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>.

### ***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 Vice President of Student and Instructional Services. 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 Vice President of Student and Instructional Services. If the Vice President of Student and Instructional Services is the alleged harasser, the complaint shall be reported to the college president. The Vice President of Student and Instructional Services, 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 college is committed to providing positive and production learning and working environment free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated. Sexual 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.

Sexual harassment is unlawful discrimination on the basis of 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. Sexual 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 sexually harass any employee, student, or other individual associated with the college. It shall further be a violation for any student to discourage a student from filing a complaint or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the college staff to a student or when made by any student to another students or by any student to staff when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individuals' education: (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual: or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Harassment that targets an employee or student based on gender identity, transgender status, or gender transition is harassment based on sex. NCK Tech will treat employees or students consistent with their provided gender identity. NCK Tech treats employees or student's gender identity as the student's sex for purposes of Title IX and its implementing regulations. Under Title IX, there is no medical diagnosis or treatment requirement that employees or students must meet as a prerequisite to being treated consistent with their gender identity.

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: pressure for sexual activity: repeated remarks to a person, with sexual or demeaning implication: unwelcoming touching: or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The college encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The college will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should notify the Title IX Coordinator. Any college employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint. Any college employee who receives a complaint of sexual harassment from a student must report it to the Title IX Coordinator.

If the Title IX Coordinator is the alleged harasser, the complaint shall be reported to the college president. The college president 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 sexual harassment under the definition outlined above. Unacceptable student 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 provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to the Title IX Coordinator may face disciplinary action. Administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity, the administration 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 sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual 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 sexual harassment may result in corrective or disciplinary action against the complainant.

***Complaints about Discrimination or Discriminatory Harassment:***

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the college compliance coordinator. Complaints by a student should be addressed to the compliance coordinator. Any college employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the compliance coordinator is the alleged harasser, the complaint shall be reported to the college president. Complaints by any other person alleging discrimination should be addressed to the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

***Complaint Procedures:***

- A. 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. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to initiate a complaint. Forms for filing written complaints are available in each department office and the compliance coordinator's office.

- B. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- C. If appropriate, 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 the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- D. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- E. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy will be followed.
- F. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- G. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the compliance coordinator.
- H. The complainant may appeal the determination of the complaint. Appeals shall be heard by the compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

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.

***Sexual Misconduct Policy:***

The college is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ("Clery Act") and the Campus Sexual Violence Elimination Act ("SaVE Act"), the college has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to students, faculty, and staff, as well as contractors and visitors.

North Central Kansas Technical College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals who the college determines more likely than not engaged in these types of behaviors are subject to penalties up to and

including dismissal or separation from the college, regardless of whether they are also facing criminal or civil charges in a court of law.

***Sexual Assault, Domestic Violence, Dating Violence, and Stalking:***

Sexual Assault refers to any nonconsensual sexual act proscribed by Federal, tribal, or state law, including when the victim lacks the capacity to consent.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A. A current or former spouse or intimate partner of the survivor;
- B. A person with whom the survivor shares a child in common;
- C. A person who is or was residing in the same household as the survivor; or
- D. Any person against someone who is protected from that person's acts under the domestic or family violence laws of the Jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor and where the existence of such relationship shall be determined based on a consideration of 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking occurs when an individual engages 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 suffer substantial emotional distress.

A. Reporting an Incident:

The college encourages any member of the college community (including students, staff, contractors, and visitors) who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of such college community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the college.

If a student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Title IX Coordinator, at 785-738-2276, [titleix@ncktc.edu](mailto:titleix@ncktc.edu)

Individuals who are on the Beloit campus can make an in-person report at the Vice President of Student and Instructional Services office. Individuals who are on the Hays campus can make an in-person report at the Vice President of the Hays Campus office. College staff will assist all members of the college community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Title IX Coordinator can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator at 785-738-2276; [titleix@ncktc.edu](mailto:titleix@ncktc.edu)

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator at 785-738-2276; [titleix@ncktc.edu](mailto:titleix@ncktc.edu)

The Title IX Coordinator will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the college. For more information, please visit our website for information on how to report an act prohibited by this policy.

**B. Written Notification of Rights and Options:**

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking that has occurred on property owned or leased by NCK Tech or that involved a program or activity associated with the College, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

1. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the Title IX Coordinator will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
4. Request the Title IX Coordinator and/or local police remain at the scene until your safety is otherwise ensured;
5. Request that the Title IX Coordinator and/or local police assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and

**C. Procedures Survivors Should Follow:**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

D. On Campus and Off Campus Resources:

The college, the City of Beloit, the City of Hays, and Mitchell and Ellis counties all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the college in order to access the following resources.

The following college employees and on campus offices can assist members of the college community in considering their options and navigating through any resources:

- Vice President of Student and Instructional Services, Corey Isbell, 785-738-9055, [cisbell@ncktc.edu](mailto:cisbell@ncktc.edu)
- Vice President of the Hays Campus, Sandy Gottschalk, 785-623-6150; [sgottschalk@ncktc.edu](mailto:sgottschalk@ncktc.edu)

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

E. Accommodations:

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the college, the college is committed to providing them a safe learning or working environment as possible. Upon request, the college will make any reasonably available change to a complainants or respondent's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the college community, the college's Title IX coordinator may also issue an Institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students and employees may contact the Title IX Coordinator for assistance.

Local law enforcement will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

The college is committed to ensuring that orders of protection issued by courts are fully upheld on all college-owned, used, and controlled property as well as properties immediately adjacent to the college. Therefore, if any member of the college community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator and provide them a copy of that order, so that the college can enforce it. The college is also committed to protecting survivors from any further harm, and if the Title IX Coordinator determines that an individual's presence on campus poses a danger to one or more members of the college community, they can issue an institutional No Contact or No Trespass Order barring that individual from college property until resolved by Board of Trustees action.

F. Survivor Confidentiality:

The college recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the college's need to protect the safety of the community. Different college officials and personnel are able to offer varying levels of privacy protections to survivors.

The college requires all employees to share with the college's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the college may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to local law enforcement will be requested by on behalf of NCK Tech by the Title IX Coordinator to determine if a Title IX investigation is warranted. Reports may also be made public (maintaining the survivor's anonymity) if there is a concern for the safety of other members of the community.

Reports received by the college concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the college community are required by policy to report any instances of known child abuse or neglect to the Title IX Coordinator. The Title IX Coordinator will in turn report information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the college's Title IX Coordinator or other college officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the college's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when

absolutely necessary. It is the survivor's choice whether to participate in the investigation; however the college may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The college thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those college officials who must be informed of the information pursuant to college policy. Failure by a college employee to maintain privacy in accordance with college policy will be grounds for discipline.

While federal law requires the college to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

G. College Educational Programs:

The college is committed to increasing the awareness of and prevention of violence. The college makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, the college offers practical guidance for risk reduction, violence prevention, and bystander intervention, including but not limited to;

1. Personal Safety Workshops - In an effort to educate the college community about safety, the college provides opportunities for all members of the college community to learn about safety precautions. College officials conduct and/or coordinate awareness workshops for college community members on a wide variety of subjects including, but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.
2. New Student Orientation – Student orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of the Student Services department to new students
3. New Employee Orientation- All new employees receive training on Sexual Harassment and Title IX through the Title IX Coordinator.
4. Student Activities Programs - These programs are run through the Student Services department and inform students on a wide variety of topics such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

H. Conduct Proceedings:

The college strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the college. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking the college may, depending on the facts alleged,

issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension. Interim measures must be available for the complainant and the respondent.

The college's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, the college may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Vice President of Student and Instructional Services, Corey Isbell, 785-738-9056; cisbell@ncktc.edu and adjudicated pursuant to the Student Code of Conduct and incidents involving employees and college affiliates who are found by the college to have engaged in behavior that violates college policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, that has occurred on property owned or leased by NCK Tech or that involved a program or activity associated with the College shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

Once an investigation has opened, both the complainant and respondent shall be given written notice. The notice shall provide at minimum the following factual details:

- Identification of parties involved in the conduct proceedings
- Specific policy provisions for the complainant and respondent
- Precise conduct violation
- Date and location of alleged incident

The college seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the college within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the college concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

If both parties voluntarily agree to it and the Title IX Coordinator determines it is appropriate, NCK Tech may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution. If a voluntary resolution cannot be reached between the two parties, a formal investigation will be conducted.

When a student is accused of any violation of the student conduct code of conduct, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred.

Prior to a final determination, a written report summarizing the evidence provided during the investigation must be completed. Both parties will have an opportunity to respond to the report in writing in advance of any determination. The complainant and respondent will have the same meaningful access to the information utilized to make a final determination.

When the Title IX Coordinator completes an investigation both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

***Drug Testing Policy:***

The NCK Tech 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. NCK Tech offers several programs that require students to work with and around hazardous equipment with the potential to cause severe injury or death. In addition, NCK Tech 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 that 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.

NCK Tech 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 Nursing Programs, Heavy Equipment, Welding, Diesel Technology and the Agricultural Equipment Technology Programs.

- Nursing students are required to complete clinical trainings, which include direct patient care.
- Heavy Equipment students are required to operate very large equipment, such as bulldozers, motor graders, evacuators, backhoes, loaders, scrapers and directional drills.
- Welding students are required to use welding machine and tools, solvents and gases and are exposed to high heat temperatures.
- Diesel Technology students are required to use truck lifts, overhead cranes and forklifts, and to drive customer vehicles, tractors, dozers, graders, evacuators and school buses.
- 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. The Vice President of the Hays Campus is the designated coordinator for all drug testing at NCK Tech unless noted otherwise.

- a) Testing shall be coordinated by the Director of Nursing or the Vice President of the Hays Campus and will be conducted at least once each semester.
- b) Test results shall be forwarded directly to the Director of Nursing or the Vice President of the Hays Campus, with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus' administrator. These individuals shall have authority to determine institutional personnel having a legitimate need to know access to specific information
- c) In the event of a positive test result, the student may request a retest of the sample at the student's expense. This request should be submitted within 24 hours.
- d) Refusal to provide a specimen for this testing shall be grounds for suspension or expulsion from the student's program.
- e) 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.
- f) 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.
- g) If the student tests positive for an authorized prescription drug which may impair his/her performance or judgment during clinical site experience, the student may not be permitted to participate in the shop experience until he/she provides a doctor's release to continue in the clinical site experience to the Vice President of the Hays Campus.
- h) Students may reapply for admission into the program the following school year.

2. Initial 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 expense.

- 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 or the VP of the Hays Campus. These individuals shall have 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.
- 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 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 outlines 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 NCK Tech's contract vendor at the expense of the college.

- A. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
- B. Test results shall be sent directly to the college administrator, 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.

***Drug-Free School Policy:***

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

It is the policy of NCKTC 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 NCKTC. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Students who violate the terms of the NCKTC Drug and Alcohol Policy violate the NCKTC 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 NCKTC. 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 rights 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 NCKTC should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alcohol:

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 breathing.
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 Substances 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 imprisonment 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 drugs are subject to severe fines, imprisonment, and other penalties.
3. For the most recent and complete Federal Trafficking Penalties visit [www.dea.gov/agencyipenalties.htm](http://www.dea.gov/agencyipenalties.htm)

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 <http://jdasis3.sarmhsa.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

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

***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.

***Weapons Policy:***

NCK Tech prohibits the possession and use of firearms, explosives, and other weapons on NCK Tech 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, including those that are concealed or openly carried;
  - 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.

## **B. Policy**

### **1. General Rules on Open Carry and Concealed Carry on Campus**

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 employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of NCK Tech’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.

## 2. 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 NCK Tech 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.

### 3. 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 un-cocked 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:*

- (1) in any College classroom, lab, office, or facility;
- (2) 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;
- (3) in any non-privately owned or leased motor vehicle; or,
- (4) 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:*

- (1) 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,
- (2) 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.

NCK Tech 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;

- (1) it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- (2) it is constructed of sturdy materials that are non-flammable;
- (3) 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,
- (4) 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.

4. Additional Safety Measures

NCK Tech 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.

### **C. 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, NCK Tech 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 NCK Tech 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.

### **D. 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 NCK Tech 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 NCK Tech 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 pick-up truck or on the hood, no matter the age of the passenger. If this occurs on NCKTC 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 NCK Tech 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, smart phones, tablets, telephones, etc.) on either the college's guest or private networks requires the acceptance of the North Central Kansas Technical College'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 damages, 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 systems 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: North Central Kansas Technical College 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 NCK Tech'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 NCK Tech deems this necessary. If there is evidence that an end user is not following NCK Tech'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 users personal devices (computers, laptops, tablets, pda's, iPods, smart phones, etc.) may connect to the college's guest wireless network (Campus or Campus Guests) as long as they meet and follow NCK Tech'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. \* NCK Tech 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 NCK Tech'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 NCK Tech'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, IIS, 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 or software deemed to be malicious or harmful by NCK Tech'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 onsite 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 users data. NCK Tech 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 systems 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 NCK Tech 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 NCK Tech account. End users are required to log off or shut down all Information Systems after use.
20. NCK Tech 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.
21. NCK Tech 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.

### ***Dorm Internet Access:***

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

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

- Each resident is allowed up to 3 devices (laptop, tablet, gaming console, or smart phone) to connect to the dorms' wireless Internet.
- No personal wireless routers are allowed in the dorms.
- No personal wireless access points, bridges, or repeaters are allowed in the dorms.
- Residents are encouraged not to share their dorm's wireless key with any visitors, as doing so reduces available bandwidth to that dorm.
- Residents are encouraged not to turn on smart phone Hotspots in order to help reduce disruptive and unnecessary wireless signals and traffic.
- Residents are required to read and adhere to the Dorms Acceptable Use Policy:  
<http://home.ncktc.edu/DormsAUP.pdf>

### **Additional Acceptable Use Policy for Dorms:**

All acceptable use rules set forth above continue to apply to use of college information systems in the dorms, in addition to the following:

- All computers connecting to the dorm's network are required to have current and up-to-date security software and patches.
- Internet activity over the dorm's 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 dorms' 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 dorms' network or that any information, software or other material on the dorms' network is free of viruses, worms, Trojan horses, spyware, malware, or other harmful components. By connecting to the dorms' network, residents (end users) acknowledge and accept the risks associated with public access to the Internet and use of the dorm's network.

Service provided "AS AVAILABLE." The dorms' network is provided on an "AS AVAILABLE" basis without warranties of any kind, either express or implied, that the dorms' 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, not 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 dorms' 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 dorms' 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 dorms' 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 dorms' 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 dorms' network, any materials downloaded or uploaded through the dorms' network, any actions taken by the residents in connection with the residents' use of the dorms' 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 dorm 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.

Dorm 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 hour issues, residents should contact the Dorm Supervisor or complete the Dorms Assistance form on the college's Intranet to receive assistance on the next business day.

## **RIGHT-TO-KNOW POLICIES**

### ***Student Indebtedness:***

For current information regarding the average dollar amount that a North Central Kansas Technical College 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 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 785-738-9008 or 800-658-4655.

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

Vice President of Student and Instruction Hays Campus PO Box 507 Beloit, KS 67420 or call 1-800-658-4655	Vice President of the 2205 Wheatland Ave, Hays, KS 67601 or call 1-888-567-4297
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## **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 work place. 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:***

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to an effective teaching-learning situation in all classes and activities in which they participate under college sponsorship.

The college president shall develop rules and regulation 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.

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 policies and procedures
- 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 other's 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. 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. Community Restitution (campus or community service)
- B. Monetary Restitution
- C. Probation
- D. Suspension
- E. Expulsion

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.

***Student-Discipline Steps:***

When disciplinary issues occur, the following procedure will be used:

**Step I: Student Conference**

The conference shall follow the procedures outlined below and shall occur as soon as possible of the disciplinary issue:

1. Conduct a private conference with the student.
2. Specify on the student conference form causes of concern; cite exact instances; make sure all parties are aware of the issues.
3. Determine a plan of action.
4. Provide a timeline for the plan of action

5. Give a signed and dated copy of provisions to students at completion of the conference.
6. Faculty/staff should keep copies of all conference forms.
7. Send a copy of the conference report to the Office of the Dean of Student Success

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

Step II: Conference with the office of Dean of Student Success

The faculty or staff member shall report results of the previous conference to the office of the Dean of Student Success to give complete up-to-date background of the case.

The Office of the Dean of Student Success, with the faculty or staff member and student shall outline specific areas of concern and develop a plan of action. The plan of action shall outline specific timelines and expectations for improvement. This plan of action shall be signed and dated by all parties.

Step III: Conference with Vice President of the Hays Campus or the Vice President of Student and Instructional Services

In the event of failure of Steps I and II, the Vice President of Student and Instructional Services or the Vice President of the Hays Campus shall take appropriate corrective actions up to and including expulsion. Students shall be advised of any such action, and/or expectations of future behavior, in writing.

A suspension or expulsion notice (if applicable) shall advise the student and parents, when appropriate, of their Due Process Rights.

The college has the authority to bypass any step or steps in the procedure as deemed necessary by college officials.

***Disciplinary action procedures***

Possible disciplinary actions may include, but is not limited to the following:

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

A. Community or Campus Service:

The use of community or campus service may be used as deemed necessary by college administrators. Any student assigned these sanctions will be placed on a plan of action that includes a timeline for completion, a contact for the service to be performed, and a total number of hours to be completed. Failure to complete assigned community or campus service may result in further disciplinary action up to and including expulsion from the college.

B. Monetary Restitution:

Monetary restitution may be assigned as a sanction as deemed necessary by college administrators. When monetary restitution is assigned as a sanction, the student will be notified in writing of the amount and due date for such restitution. Any money not paid by the due date will be applied to the students account. Failure to pay assigned monetary restitution may result in further disciplinary action up to and including expulsion from the college.

C. Probation:

The use of probation is authorized when deemed necessary, both for academic and non-academic issues. 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. Failure to honor the terms of probation may result in further disciplinary action up to and including expulsion from the college.

D. Suspension:

A 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 Vice President of Student and Instructional Services or the 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 Vice President of Student and Instructional Services or the Vice President of the Hays Campus shall be deemed final.

Long-term suspension is an official action taken by the college which suspends all rights as a student at NCK Tech during a specified period of at least ten (10) days and not more than 180 days.

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 NCK Tech.

Depending on the offense, students may be suspended from student housing, but still allowed in college classes.

In certain circumstances, deemed appropriate by college administrators, students may be suspended from program courses, but allowed to stay in general education courses.

E. 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 NCK Tech, 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. 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 Vice President of Student and Instructional Services or the Vice President of the Hays Campus to receive a long-term suspension (more than 10 days) or expulsion, will be granted a disciplinary hearing. The student may 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 witness 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 Vice President of Student and Instructional Services or the Vice President 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 recorded 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 set forth 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 Grievance Procedure:***

Each student, through parents or legal guardian if under 18 years of age, has the right to file a grievance over an alleged violation of rights. No student shall be subject to reprisal or discrimination by reason of participation in a grievance procedure. Any suspension or expulsion shall not be subject to the grievance procedure.

The student should first attempt to resolve the issue with the party or parties involved. If the issue is not resolved at that time, the student will meet with the Vice President of Student and Instructional Services or the Vice President of the Hays campus within three academic days of the original student conference. At that point, the parties involved will be informed that the grievance is under consideration and that all parties will meet with the Vice President of Student and Instructional Services or the Vice President of the Hays campus concerning the situation. All parties involved in the grievance will be informed of the decision of the Vice President of Student and Instructional Services or the Vice President of the Hays campus within two academic days of hearing both sides. If an agreement cannot be reached, the student may, within

three academic days, submit a written grievance to the president or designee. The president or designee will render a decision on the grievance within five academic days of its filing. A written notice of the decision will be mailed to the student or parent/guardian of the student.

If an agreement cannot be reached, the student and parent/guardian 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.

## **GENERAL INFORMATION**

### ***Job Placement Guarantee Policy:***

North Central Kansas Technical College offers guaranteed initial placement in the student's program of study. If job placement is not achieved within 9 months of a student completing their program, NCK Tech 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 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 NCK Tech student wishing to appeal this policy must submit a written appeal to the Dean of Student Success within a year of a student's program completion. The Dean of Student Success has 30 academic days to investigate the submitted appeal and render a decision.

To appeal the decision of the Dean of Student Success, 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 filing. 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.

### ***School Property:***

Considerable local, state and federal monies have been invested to provide top quality facilities and equipment for students. Equipment and tools occasionally will be broken during normal use. This breakage should be reported immediately to your instructor. Loss of equipment or damage to school property in general, either by malicious destruction or outright theft will result in immediate disciplinary action and involvement of law enforcement officials. A simple solution would be to treat school property as you would your own personal property.

If NCK Tech equipment or facilities are stolen or abused, the following guidelines for action have been adopted:

- A. The Administration and Police force will be notified when illegal activities have occurred.
- B. Charges will be filed with the police against any student known to have been involved in an illegal activity that affects NCK Tech.
- C. Committing an illegal act against NCK Tech may result in expulsion.

***Use of School Vehicles:***

Only students who have been approved by the Administration Office will be allowed to drive school vehicles. The NCK Tech motor vehicles 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:***

NCK Tech is not responsible for accidents that occur as a result of student negligence. Students are urged to maintain private health insurance to assure 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 the dormitories, have a slightly increased risk of contracting some infectious diseases. Immunizations are not required (except for Nursing students) but are recommended by NCK Tech 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) 738-2276.

***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 Dean of Instruction or Vice President of the Hays campus, 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.

***Emergency Notifications:***

A key component of the NCKTC's Crisis Management Plan is the NCK Tech Rave Alert system. This alert system serves as the primary means for 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 NCK Tech at (785)738-2276 to update information in the RAVE system.

***Dismissing College:***

The President of the College or designated representative will make the decision to dismiss or cancel classes. If it is necessary to either dismiss or cancel classes, members of the College community will be notified through the NCKTC Rave Alert system. The following media outlets will also be notified:

KNCK – 1390, Concordia  
KDNS – 94.1, Glen Elder  
KVSK – 1190, Beloit  
KAYS – Radio, Hays

KBSH-TV, Channel 7, Hays  
KHAZ – Radio, Hays  
KJLS – Radio, Hays